

BOUGHTON MONCHELSEA PARISH COUNCIL

Minutes of the Parish Council Meeting held on 7th November 2017 in the main hall of Boughton Monchelsea Village Hall pursuant to notice, commencing at 7.00pm

Present:

Cllrs S. Munford (Chairman)
 S. Evans
 P. Herrin
 L. Date
 N. Wilde
 R. Martin
 J. Gershon
 R. Edmans
 D. Redfearn
 J. Skinner
 D. Smith

Parish Clerk
KCC Warden, Liz Lovatt
Mrs K. Filmer

1. **Apologies:** Apologies were received from Cllrs Whybrow, Ellis and Brown.
2. **Filming of meetings : Request for notification of whether any person intends to film, photograph or record any item**
 No person expressed any intention of filming, photographing or recording any item
3. **Notification of late items for inclusion on the agenda**
 No late items
4. **Standing Order 61: To decide whether the public and press should be excluded from the meeting for any item.**
 No excluded items
5. **Reports from Maidstone Police / PCSO and KCC Rural Community Warden**
 PCSO Pete Gardner was not present at the meeting. A Police report had been compiled by the clerk using the E-watch.co website. There had been 6 reported crimes in south ward in September and October, comprising 2 incidents of criminal damage, 3 incidents of theft and 1 incident of attempted theft. In north ward there had been 4 reported crimes in the same period – 3 incidents of criminal damage and 1 burglary

KCC Warden, Liz Lovatt was present at the meeting but had also provided a written report in advance. This included the following advice and information :

- Residents are reminded to keep their sheds secure and remove any tools from vans overnight

- Recent scam calls have included somebody claiming to be from Citizens Advice and another claiming to work for the government and asking for personal information
- Welfare visits are continuing

It was agreed to bring forward item 12.4

12. Correspondence:

12.4 Langley Park School – funding request

Mrs Karen Filmer introduced herself and explained that she works at Langley Park School at the breakfast and after school clubs. She stated that a number of children from Boughton Monchelsea attend the school and nursery. She added that the PTA had raised approximately £5000 for the school in the last year and that further fundraising was needed so that outdoor play equipment and indoor staging could be purchased. Cllr Gershon expressed concern that, as a new school, funding for essentials such as play equipment and staging should not fall to the Parish Council and that adequate funds should have been made available for this. Cllr Munford pointed out that, many years ago, the Parish Council had supported the building of the swimming pool and amphitheatre at Boughton Monchelsea Primary School.

Cllr Munford proposed that a grant of £300 be given to the school, towards the purchase of play equipment / staging. Seconded by Cllr Edmans. A vote was taken with 10 for and 1 member abstaining. Clerk to forward cheque to the school.

CLERK

Cllr Munford agreed, in his role as Borough Councillor, to look into what the Langley Park developer had paid in S106 contributions, towards education.

CLLR MUNFORD

Cllr Date asked whether the new residents at Langley Park are currently paying Parish Council precept. Cllr Munford confirmed that this will commence in 2018.

Mrs Filmer thanked the Parish Council for the £300 grant and offered members the opportunity to visit the school if they wish.

6. Open Quarter :

Nothing was discussed during the open quarter.

7. Declarations of Interest in Items on the Agenda / Declaration of Changes to the Register of Interests / Requests for Dispensations :

Cllr Date declared an interest in item 15.6 with regard to payments made to him for newsletter deliveries.

Cllr Skinner declared an interest in item 16 in relation to Furfield Quarry.

As BMAT trustees (except Cllr Munford), all members were given dispensation to discuss and vote on any items relating to Boughton Monchelsea Amenity Trust.

8. Matters outstanding from minutes (5th September) not included in agenda:

Item 8 / 14.5 New Speedwatch site next to primary school : Outstanding. Cllr Date to pursue.

CLLR DATE

Item 8 / 17.7 Website : Cllr Gershon advised that he has been updating the website and adding content. Photos and Cllr details still required. **ALL CLLRS**

Item 12.4 KCC Consultation on public rights of way : Cllr Skinner advised that she had responded to this consultation on behalf of the Parish Council.

Item 15.5 Pested Bars landscaping strip : Outstanding. Cllrs Ellis, Wilde and Redfearn to visit site with a view to deciding whether any immediate maintenance work is required or not. **CLLRS ELLIS, WILDE & REDFEARN**

Item 15.9 Remembrance day service : Cllr Whybrow to lay wreath. The clerk advised that she had forwarded the donation cheque for the poppy wreath (payable to the Royal British Legion) to St Peters Church for them to pass on.

Item 17.1 Autumn litter pick : Cllr Evans advised that the next litter pick would take place on Saturday 18th November. This had been advertised on the website, notice boards, e-mail circle, and in the primary school newsletter.

Item 17.5 Waste bins on Church Hill : Outstanding. Cllrs Munford and Ellis to make efforts to engage with residents; assisted by Cllr Martin, if required. **CLLRS MUNFORD, ELLIS & MARTIN**

9. Minutes of the meeting held on 5th September 2017. Agreement of and signature by Chairman of the Parish Council :

The minutes of the Parish Council meeting held on 5th September were agreed as correct. Proposed by Cllr Redfearn, seconded by Cllr Date and agreed by all members.

10. Clerk's report

The contents of the clerk's report were noted. Further relevant discussion was as follows :

10.1 Cllr Munford spoke regarding the Rockin Robin brewery. It was agreed that, when outdoor music events recommence in the Spring, the Parish Council should consider writing to the brewery asking for consideration to be given to neighbouring residents and advising that we will be closely monitoring the situation. To be discussed further in early 2018.

10.2 The clerk advised that thank you letters had been received from the baby and toddler group and from Boughton Monchelsea community choir, for recent grants from the Parish Council. Cllr Redfearn advised that the new baby and toddler group seems to be proving a great success.

10.3 The clerk advised that the ragstone wall at the junction between Bottlescrew Hill and The Quarries will be repaired in the next month or so.

10.4 Cllr Munford noted that MBC had now approved the route of the new footpath from Roman Way to the Parkwood shops.

10.5 Disappointment was expressed regarding KCC's apparent lack of support for the interactive road sign on Heath Road, adjacent to Linton Park School. It was noted that the school had been advised to ask for the relevant planning condition to be removed but this would come before MBC's planning committee for decision.

10.6 Following a query from a resident it was noted that BMAT have no current plans to reduce the height of the poplar trees on the edge of the landscaping strip at Pested Bars Road.

10.7 It was noted that Cllr Kirstie Williams had resigned from the Parish Council recently, due to increased work commitments. It was agreed to hold a Christmas drinks event in the social club by way of thanks. Clerk to purchase gift for Kirstie, up to the value of £100. **CLERK**

10.8 The clerk noted that, despite chasing several times since the summer, no response from MBC had been received regarding the imposition of TPO's on trees on the green. Cllr Munford agreed to follow this up within MBC. **CLLR MUNFORD**

10.9 Cllr Edmans queried ownership details of land adjacent to the Haste Hill Road allotment site and added that residents had contacted him regarding overgrown vegetation. Clerk to investigate. **CLERK**

11. Finance Report:

Payments since last meeting (incl VAT) :

Parish Clerk	Clerk's salary - August	814.93
Parish Clerk	Clerk's expenses - August	84.21
HMRC	Employer / Employee NI - August	39.56
RIP Cleaning Services	Dog bin emptying - August	72.00
Zurich	Parish Council insurance – annual premium	1,330.65
PKF Littlejohn	2016/17 accounts audit fee	360.00
Boughton Monchelsea PCC	Grant to baby and toddler group	300.00
Village hall committee	Hall hire	17.25
K. Filmer	Plants for gateway planters	100.00
EDF Energy	Electricity to parish hut	53.18
Parish Clerk	Clerk's salary – September	814.93
Parish Clerk	Clerk's expenses - September	174.76
HMRC	Employer / Employee NI - September	39.56
RIP Cleaning Services	Dog bin emptying - September	57.60
Boughton Monchelsea	Grant	300.00
Community Choir		
Gill Turner Tucker	Legal fees – land at Green Lane	580.80
Village hall committee	Hall hire	34.50
** Action with Communities in Rural Kent **	Housing needs survey (50% of cost payable upfront)	1,281.60
South East Water	Allotment water bill – April to October	261.36
Parish Clerk	Clerk's salary - October	814.93
Parish Clerk	Clerk's expenses - October	168.19
HMRC	Employer / Employee NI - October	39.56
** D. A. Edwards **	Repairs to fencing along path at the end of The Quarries	80.00

Receipts:

Allotment leaseholders	Allotment rent	498.00
Allotment leaseholders	Allotment rent paid in by leaseholders via bank transfer	120.00
Allotment leaseholders	Allotment rent	560.00

Balances as at 31st October 2017 :

Current Account	100,470.81
Business Reserve	424.73
National Savings	299.73
Total Financial Assets	101,195.27

Note : Bold / asterisked items indicate payments made prior to authorisation by the Council but certified as to correctness and urgency by the Chairman and Clerk.

- 11.1 Finance report - Agreement of payments made and income received since last meeting : The above financial statement was accepted. Proposed by Cllr Munford seconded by Cllr Smith and agreed by all members.

Cllr Munford noted the 50% payment that had been made for a housing needs survey. This payment was time critical, relating to possible local needs affordable housing in the parish. Cllr Smith proposed that the Parish Council agree to carry out this survey, for a total cost of £2,136 + VAT. Seconded by Cllr Date and agreed by all members.

Cllr Munford noted the payment made for fence repairs in The Quarries. This work needed to be carried out urgently, for safety reasons.

- 11.2 Budget monitoring report : The budget monitoring report to 31/10/17 was included in the agenda papers and was agreed by all members.

Cllr Munford proposed increasing the 'grants to village organisations / donations' budget head from £2,500 to £4,000. Seconded by Cllr Smith and agreed by all members. Clerk to transfer from general purposes fund to suit. **CLERK**

Cllr Smith noted that an invoice will soon be received for neighbourhood planning consultant's fees. Cllr Munford proposed increasing the 'Neighbourhood Plan Consultant's fees' budget head from £10,000 to £15,000. Seconded by Cllr Smith and agreed by all members. Clerk to transfer from general purposes fund to suit. **CLERK**

12. Correspondence:

- 12.1 KALC – KCC budget consultation : The clerk and Cllr Munford had completed this on behalf of the Parish Council.

- 12.2 KALC – Parliamentary constituency review : It was agreed that no response should be sent by the Parish Council. It was noted that north and south wards would have different MPs if the proposed changes went ahead.

12.3 KCC – Community transport scheme : It was noted that KCC had recently held a ‘community transport awayday’ for parishes at the Maidstone Hiton Hotel. Nobody from the Parish Council had been available to attend.

12.4 Langley Park School – funding request : Covered above

12.5 Boughton Monchelsea Primary School – double yellow lines on Church Hill : The clerk advised that Fernham Homes had recently consulted with residents regarding proposals for double yellow lines on Church Hill and Heath Road. The Parish Council had responded to this by requesting the double yellow lines on Church Street to be reduced to corner protection only, to enable as much parking as possible to remain on the east side of the street. A request had also been made for double yellow lines on the east side of Church Hill, opposite the primary school. Fernham Homes had responded by altering their proposals to suit and this had been submitted to KCC for approval.

Cllr Smith asked the clerk to contact Fernham Homes regarding the transfer to BMAT of the open space at the corner of the new development.

CLERK

POST MEETING NOTE : Fernham Homes advise that the land is still in the ownership of Thomas Cook at present but to contact them again at the beginning of February 2018 when the land transfer will be complete and a legal agreement with BMAT can be put in place.

13. **Planning Report:**

The following applications had been considered by the Planning and Licensing Committee:

MBC notified

17/504524 Land at Langley Park, Sutton Road, Maidstone

26/9/17

Approval of Reserved Matters for the erection of 172 dwellings, access roads and paths, hard and soft landscaping, allotments and public open space pursuant to condition 1 of planning permission 14/505445/FULL (original outline permission 13/1149). (Appearance, landscaping, layout and scale being sought).

DECISION :

The Parish Council would like to comment on the application as follows :

- a. The Borough Council should investigate the potential impact of noise and odours from the adjacent MBC depot, as detailed in the response made by MBC’s Ian Packer :

‘Please take note that Maidstone Borough Council has its operational depot near to this proposed site. The depot is in operational use 24 hours a day and takes regular HGV deliveries. The depot also runs a waste transfer station at the North of the site which comprises the sorting and storage of hazardous and non-hazardous waste. This may occasionally produce odours.’

- b. We fully concur with the observations made by Cllr Tony Harwood in his e-mail correspondence of 13/9/17 to Tim Chapman, James Bailey and Rob Jarman. The contents of this e-mail should be fully considered prior to deciding the application. In particular, we are concerned that the landscaping scheme within the development is out of keeping with the application site's rural-edge location.
- c. We are concerned at the vast scale of surface water run off that will result from this development and the potential for exacerbation of flooding problems downstream of Shaw Stream. This needs to be fully investigated and we expect the Borough Council to ensure that KCC fully assess the potential for flooding and respond in detail to this element of the application.

17/504933	The Yard, Hermitage Lane, Boughton Monchelsea Demolition of the existing mixed use residential / commercial building and removal of the existing hard surface areas. Erection of 4 no. cottages with amenity space, parking, landscaping and access	24/10/17
	DECISION : No objection / comment	
17/504852	Unit 1, Phoenix Park, Coldred Road, Maidstone Temporary change of use for a 5 year period from B1, B2 and B8 to D2	24/10/17
	DECISION : No objection / comment	
17/505018	Gentian House, Heath Road, Boughton Monchelsea Demolition of existing conservatory and erection of replacement single storey rear extension with a flat roof	24/10/17
	DECISION : No objection / comment	
17/505159	8 Petlands, Boughton Monchelsea TPO application for 1 no. Oak Tree – 2 metres cut back, approximately 4% of the tree	24/10/17
	DECISION : No objection / comment	
17/505409	Land West of Gandys Lane, Boughton Monchelsea TPO application for 3 no Hawthorn trees – Crown reduce height to 9ft and remove branches overhanging 69 Lewis Court Drive	--
	DECISION : Not yet discussed	

The following applications have been APPROVED by MBC :

17/503726	FG Barnes & Sons Ltd, Bircholt Road, Maidstone Advert Application for 1No illuminated fascia sign and 1No free standing pylon
17/504290 & 504291	Swallows, Heath Road, Boughton Monchelsea Demolition of existing rear porch and erection of a single storey rear extension to provide new kitchen / family room (including listed building

- consent)
- 17/504210 46 Firmin Avenue, Boughton Monchelsea
Lawful Development Certificate for proposed loft conversion with dormer window to rear elevation and 3 no. Velux windows to front elevation
- 17/504147 Stable Cottage, Wierton Hill, Boughton Monchelsea
Lawful Development Certificate (Proposed) for the installation of two new rear dormer windows to match existing
- 17/504090 Unit 6, Langley Park Centre, Laight Road, Maidstone
Advertisement Consent for 2 x internally illuminated totem signs
- 17/503847 Church Farm, Church Hill, Boughton Monchelsea
Listed building consent for installation of oil-fired, pressurised, central heating comprising external oil tank, with boiler and cylinder in the cellar. Radiators in every room on ground floor, first floor and attic with associated internal alterations
- 17/503802 57 The Quarries, Boughton Monchelsea
Proposed new vehicular hardstanding and access with 900mm ragstone wall

The following applications have been REFUSED by MBC:

- 16/508513 Lewis Court Cottage, Green Lane, Boughton Monchelsea
Demolition of existing lean to garage and erection of 2 no. detached dwellings with parking and landscaping

The following application(s) have been notified as WITHDRAWN:

- 17/503318 Land adj to 92 The Quarries, Boughton Monchelsea
Erection of a detached dwelling

The following APPEALS have been notified:

None

The following APPEAL DECISION(S) have been notified :

None

The following APPEALS have been notified as WITHDRAWN :

None

14. Representatives' Reports:

14.1 KALC: Cllr Ellis was not present at the meeting. Cllr Gershon noted that he would be attending the KALC AGM later in the month.

14.2 Allotments :

14.2.1 Proposed reduction in plot numbers at Haste Hill Road allotments : The clerk explained that allotment plots 35, 36, 37, 38B, 40, 41, 42, 43 and 44 were now vacant. There was no waiting list for new tenants and some of the existing plots were not being worked, or hardly at all. Cllr Martin proposed that the Parish Council shut down the above plots and turn the area back to grass. Seconded by Cllr Munford and agreed by all members. It was also agreed that the leaseholders of

plots 38A and 39 would be asked to consider moving plots so the whole section from 35 to 44 inclusive could be shut down.

CLERK

14.2.2 Allotments at Langley Park : The clerk explained that phase 2 of the Langley Park development included a proposal for new allotments. MBC had made it clear that they would not accept responsibility for these plots and the planning application documents stated that they would be run and managed by the community. Councillors were in agreement with this intention.

14.3 Village Hall & Recreation Ground : Cllr Munford explained that, as Borough Councillor, he had called a meeting with the Chairman of the village hall committee regarding future development of the hall. He added that a plan for this would be required in order to acquire future S106 monies from developers. Cllr Smith had also attended. Cllr Gershon expressed disappointment that, as the Parish Council's representative on the committee, he had not been invited to the meeting.

14.4 Neighbourhood Watch : Cllr Date confirmed that he would be attending the NHW AGM at the Police HQ on 29th November.

CLLR DATE

14.5 Police Liaison : Cllr Date advised that he had attended the last liaison meeting on 20th September. He added that the Police are currently down on PCSO numbers but are recruiting. The next Police liaison meeting will be held on 17th January. Cllr Date to attend, if available.

CLLR DATE

14.6 Bus group : Nothing to report.

15. Items for Discussion:

15.1 Health and Safety Issues : Nothing to report.

15.2 Parkwood Farm reservoir update : Cllr Herrin noted that it had now been twelve months since the reservoir remedial work was completed. He added that monthly inspections would need to continue into the future. Cllrs Edmans and Redfearn agreed to take over this responsibility. Cllr Herrin advised that he would be meeting with Black & Veatch's reservoir engineer for the annual inspection on Friday 10th December and invited Cllrs Edmans and Redfearn to attend, if available.

CLLRS EDMANS & REDFEARN

15.3 North Ward update : Cllr Wilde advised that the work to the Joywood play area was now complete and that a new bin had now been installed.

15.4 Speed limits on Heath Road, Church Hill, Brishing Lane and the village centre : The clerk gave an update on the initial advice that had been given by the Parish Council's independent traffic consultant. She explained that KCC would be very unlikely to support a speed limit reduction on Heath Road but that 20mph limits may be possible, with Parish Council funding, in the heart of the village and on the Joywood development. The first steps would be to carry out speed surveys, followed by consultation with residents. Cllr Munford proposed that the Parish Council spend up to £4,000 on speed surveys. Seconded by Cllr Evans and agreed by all members.

CLERK

Cllr Munford suggested that the Parish Council agree a name for the speed limit project and add a new 'head' into this year's budget, to suit. Cllr Munford proposed moving £50,000 from the general purposes fund to this new budget head.

CLERK

POST MEETING NOTE : Project name agreed as 'Twenty's plenty in Boughton Monchelsea'

Cllr Redfearn agreed to join the new 'Twenty's plenty' committee, joining current members, Cllrs Ellis, Martin, Evans and Edmans.

It was suggested that 'slow down in our village' wheelie bin stickers could be purchased and handed out to residents along Heath Road, to encourage drivers to reduce their speed. It was noted that a covering letter would be required, reminding residents to ensure bins were kept in their usual safe position on bin collection day and taken back to their normal storage location for the rest of the week. It was agreed to spend up to £200 on bin stickers.

CLERK

15.5 Housing needs survey : Covered in item 11.1 above.

15.6 Parish Council newsletter : Cllr Date advised that the copy date for the next newsletter was 14th November. Articles and information to be included were :

- Chairman's report – including a welcome to new Langley Park residents and details of the current north ward vacancy
- Article on Neighbourhood Watch, with a request for new members
- Planning article, giving basic information to residents on how to make comments on planning applications
- Village fete poster

It was noted that newsletter delivery would now need to include new properties at Langley Park. Cllr Date advised that, in the past, he has been paid £150 to deliver approximately 1100 copies.

Cllr Date left the room while other members discussed how much should be paid to him this time, including all the properties at Langley Park. It was agreed that Cllr Date should be paid £200 and that this should be reviewed again once construction of the new housing development was complete.

15.7 Carols on the green / Christmas tree arrangements :

The clerk advised that this year's carols on the green would take place on Monday 11th December at 7.30pm. Boughton Monchelsea Community Choir and the Salvation Army band had both been booked and the vicar from St Peters and Boughton Monchelsea primary school choir had also been invited.

Clerk to organise mulled wine, mince pies and sausage rolls. Cllr Skinner stated that she would approach the new Aldi regarding possible donation of soup. Cllr Date to arrange PA hire (agreed by members, up to the value of £150) and to check enough song sheets available. Cllr Ellis to arrange Christmas tree.

CLERK / CLLR SKINNER / CLLR DATE / CLLR ELLIS

Christmas tree to be erected on Saturday 2nd December at 9.30am. Volunteers required to assist.
ALL CLLRS

16. Deferred items schedule :

16.1 Nothing to report.

17. Any Other Business

17.1 Cllr Skinner noted that there had been a problem with public right of way / bridleway KM102 where the barrier was too high for horses. This had been reported to KCC and was now resolved.

17.2 Cllrs Martin and Redfearn stated that, as residents, they had attended the recent public meeting regarding the proposed Leeds / Langley relief road. Cllr Martin gave an overview of what had been discussed.

17.3 Cllr Gershon spoke regarding a motion from Wingham Parish Council relating to 20mph zones and advised that this would be discussed during the KALC AGM. The clerk provided Cllr Gershon with a copy of relevant information from KCC and the Government's circular on setting local speed limits.
CLERK

18. Date of Next Meeting:

The next full Parish Council meeting will be held on Tuesday 9th January 2018 at 7pm in the village hall.

There being no further business the meeting closed at 9.45pm

MINUTE 16 (Parish Council meeting 7 November 2017)

SCHEDULE OF DEFERRED ITEMS CARRIED FORWARD FROM PARISH COUNCIL MEETINGS:

BMPC DATE :	ITEM:	ACTION:	POSITION AS OF PARISH COUNCIL MEETING 7 November 2017
16.1.07	Furfield Quarry	Methane monitoring	Update reports obtained & passed to Cllr Fuller / meeting of Custodian Trustees. Need to write to planning authority asking whether methane is being monitored (4.3.08, 6.5.08, 15.7.08). Up to date report received. Ensure reports requested annually (2.9.08). Clerk to request latest report (6/7/11, 6/9/11). Latest report requested. Page & Wells to set up meeting with relevant parties to discuss (1/11/11). Meeting took place 9/12/11. Next meeting due December 2012. Clerk to request financial information from MBC (3/7/12). Correspondence received 23/7/12. Cllr Ellis to arrange further meeting with relevant parties (4/9/12, 6/11/12). Clerk to arrange further meeting (8/1/13). Meeting with MBC arranged for 17 th June. Cllrs Ellis and Evans to attend (7/5/13). Further meeting to be arranged (2/7/13). Meeting arranged for 5 th September. Cllrs Ellis and Evans to attend (3.9.13). Cllr Ellis and Evans attended meeting on 5 th Sept (5.11.13). Clerk to arrange further meeting (6/5/14, 1/7/14). Contacted MBC's Duncan Haynes 12/8/14 to arrange meeting. My Haynes has advised that he will be meeting with the consultant who manages the methane monitoring system on site in September and will arrange a meeting following this (2/9/14). Meeting with Duncan Haynes arranged for Weds 10 th Dec at 10am. Cllrs Ellis and Evans to attend (4/11/14). Cllrs Ellis and Evans attended meeting on 10 th Dec. Borough Council officer, Duncan Haynes is now arranging an annual meeting between MBC, the Parish Council and trustees of the Skinner Trust. Awaiting confirmation of date (13/1/15, 3/3/15, 5/5/15). Clerk to write requesting financial information on cost of maintaining facility compared to capital sum available (12/1/16, 1/3/16, 3/5/16, 5/7/16). Meeting with John Taylor has now taken place. Further information on whether the funds will meet anticipated future costs is expected at the end of 2018 (6/9/16). Annual meeting with John Taylor now due (4/7/17)