

BOUGHTON MONCHELSEA PARISH COUNCIL

Minutes of the Parish Council Meeting held on 1st May 2018 in the main hall of Boughton Monchelsea Village Hall pursuant to notice, commencing at 7.00pm

Present:

Cllrs S. Munford (Chairman)
I. Ellis
P. Herrin
R. Martin
D. Smith
J. Skinner
L. Date
R. Edmans
D. Redfearn
A. Humphries

Parish Clerk
3 residents

1. **Apologies:** Apologies were received from Cllrs Whybrow, Gershon, Brown and Wilde
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. **Elections**
 - 3.1 Chairman (& Chairman's Declaration of Acceptance of Office) :
Cllr Ellis nominated Cllr Munford as Chairman. This was seconded by Cllr Skinner and a vote was taken. It was unanimously agreed that Cllr Munford take on the role of Chairman of the Parish Council for the next year. Cllr Munford and the clerk signed the Chairman's declaration of acceptance of office form.
 - 3.2 Vice Chairman : Cllr Redfearn nominated Cllr Ellis as Vice Chair. This was seconded by Cllr Edmans, with all in favour.
4. **Appointments**
 - 4.1 Planning & Licensing Committee - Chair, Vice Chair and members:
Cllr Munford nominated Cllr Smith as Chair. This was seconded by Cllr Edmans and agreed by all members.
Cllr Redfearn nominated Cllr Edmans as Vice Chair. This was seconded by Cllr Martin and agreed by all members.
Planning committee members were agreed as Cllrs Smith, Gershon, Date, Brown, Martin, Edmans, Redfearn and Humphries.
 - 4.2 Finance Committee : Committee members were agreed as Cllrs Munford and Ellis

- 4.3 KALC Representatives : Cllrs Date and Humphryes agreed to act as voting members
- 4.4 Village Hall & Recreation Ground Committee Representatives : Cllr Edmans
- 4.5 Allotment Representative : Cllr Martin
- 4.6 Neighbourhood Watch Representative : Role remains vacant
- 4.7 Communication Co-ordinators : Cllr Humphryes (website) and Cllr Date (newsletter and e-mail circle)
- 4.8 PACT Representative : Cllr Date
- 4.9 Bus Group Representative : Cllr Whybrow
- 4.10 Grants Co-ordinator : Cllr Brown
- 4.11 Highways Representative : Cllr Redfearn
- 4.12 Footpaths Co-ordinator : Cllr Skinner
- 4.13 Tree Preservation Order Co-ordinator : Cllr Skinner
- 4.14 Litter Group Co-ordinator : Cllr Edmans
- 4.15 Conservation Area Management Co-ordinator : Cllr Munford, assisted by Cllrs Edmans and Redfearn

Cllr Munford thanked all those who had taken on the above roles for the next year

5. Notification of late items for inclusion on the agenda

No late items

6. Standing Order 61: To decide whether the public and press should be excluded from the meeting for any item.

It was agreed that the public and press should be excluded from the meeting for the following items :

17.2 Parishioner of the Year

7. Reports from Maidstone Police / PCSO and KCC Rural Community Warden

PCSO Pete Gardner was not present at the meeting but the clerk had compiled the crime figures using the e-watch.co website. There had been 5 reported crimes in March and April, 3 in south ward, 2 in north ward. South ward crimes were 1 incident of criminal damage, 1 burglary and 1 incident of vehicle interference. North ward crimes were 1 burglary and 1 theft from a motor vehicle.

KCC Warden, Liz Lovatt was not present at the meeting but had provided a written report for the Annual Parish Meeting, summarising her roles and responsibilities.

8. Open Quarter :

Jen Cleaver spoke on behalf of the village fete committee and explained that this would be the seventh year of the fete. She explained that the committee would like to introduce more activities for teenagers this year and were considering the hire of a climbing wall at a cost of around £700. It was also hoped to make fete volunteers more visible by providing branded T-shirts at a cost of approximately £150. Fete balloons were another new idea that would cost in the region of £150 to £200. Karen Filmer suggested that the committee look into hiring the Scouts portable climbing wall.

Rev Phil Goodey spoke firstly on behalf of St Peters Church and thanked the Parish Council for their ongoing support with churchyard maintenance. Rev Goodey went on to speak about the Regency Dancers and explained that the group had performed at the village fete, for the WI and at another event in Yalding. He explained that there were 12 members, with each costume costing between £150 and £200. Rev Goodey also spoke on behalf of the baby and toddler group and stated that around 15 families attend the group each week. He added that the aim was to keep the cost as low as possible at £2 per family but this meant that the takings do not cover heating the church and refreshments.

Karen Filmer spoke about the continued success of Boughton Monchelsea Helping Hands and explained that there are now around 30 volunteers helping in excess of 30 residents, some on a regular basis. She stated that the monthly supper club at The Curious Eatery was proving a big success, costing just £6 for a cooked meal or £1 for tea and cake. A garden party was being arranged for the summer and any grant money from the Parish Council would be used towards printing costs and possible subsidy of future events.

Karen Filmer spoke on behalf of Boughton Monchelsea scout group and explained that there are 84 members, ranging in age from 6 to 14 years, the majority of whom live in Boughton Monchelsea. She stated that the group has 8 years left to run on a 15 year lease of the scout hut. She noted that recent costs had included £500 on a new boiler and £1200 on decoration. She added that any grant from the Parish Council would be used towards the purchase of new marquees.

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

Cllrs Munford, Skinner and Date declared interests in item 17.1 Grants (as members of the village fete committee). As trustees of BMAT, all members (except Cllr Munford) declared an interest in any item related to Boughton Monchelsea Amenity Trust.

10. Matters outstanding from minutes of meeting on 6th March and not included in agenda:

6 : Cllr Munford thanked Cllr Edmans for organising the recent village litter pick and noted that it had been a great success, with many bags of rubbish collected.

8 / 14.5 : It was noted that the new Speedwatch site next to the primary school was still outstanding.

CLLR DATE

14.4 : Cllr Munford stated that he would mention Neighbourhood Watch at the Annual Parish Meeting, in the hope of attracting a new Co-ordinator.

CLLR MUNFORD

11. Minutes of the meeting held on 6th March 2018. Agreement of and signature by Chairman of the Parish Council :

The minutes of the Parish Council meeting held on 6th March were agreed as correct by members. Proposed by Cllr Ellis, seconded by Cllr Edmans and agreed by all members.

12. Clerk's report

The contents of the clerk's report were noted.

13. Finance Report:

Payments since last meeting (incl VAT) :

RIP Cleaning Services	Dog bin emptying - February	57.60
Tantons Tree Surgeons	Tree felling on the green	768.00
Boughton Mon. village institute	Club hire for meeting – 2 hours	30.00
P. Waring	Landscape maintenance work during 2017/18	10,875.14
Friends of Five Acre Wood School	Grant	500.00
Village hall committee	Hall hire	15.00
Graham Clarke Ltd	Leaving gift for Cllr Evans	150.00
The Curious Eatery	Catering for Cllr Evans' leaving event	150.00
Parish Clerk	Expenses	108.50
Colvin & Moggridge	NHP work	4,239.24
Colvin & Moggridge	Masterplan / Management Plan advice	7,215.78
KCC	Stationery	15.24
EDF Energy	Electricity to parish hut	48.63
Gill Turner Tucker	BMAT legal fees	1,227.60
Gill Turner Tucker	BMAT legal fees	268.80
Parish Clerk	Expenses	225.65
RIP Cleaning Services	Dog bin emptying - March	72.00
Parish Clerk	Clerk's salary - March	814.93
HMRC	Employer / Employee NI - March	39.56
Kent County Council	Traffic speed surveys	2,308.00
Solmco Ltd	Repairs to defibrillator kiosk	50.00
Zurich	BMAT annual insurance premium	997.46
ACRK	Housing needs survey	706.08
Kent County Council	Traffic Regulation Order fee (20mph zone)	1,965.00
Village hall committee	Parish office – annual rent	547.23
Village hall committee	Hall hire	36.00

Receipts:

MBC	Precept	69,752.00
Allotment leaseholders	Allotment rent	17.50
Book purchasers	Book sales (Upon the Quarry Hills)	50.00

Balances as at 24th April 2018 :

Current Account	112,260.04
Business Reserve	424.83
National Savings	301.14
Total Financial Assets	112,986.01

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.

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

13.2 Agreement of Parish Council accounts for 2017/18 :
Parish Council accounts for 2017/18 were approved by all members, subject to internal audit (proposed by Cllr Ellis, seconded by Cllr Munford).

The annual governance statement on the Audit Commission annual return was approved by all members (proposed by Cllr Ellis, seconded by Cllr Munford). The clerk confirmed that the internal audit would now be completed and then the annual return submitted to the Audit Commission by the required deadline. **CLERK**

13.3 Agreement of amended budget for 2018/19 : The clerk advised that the budget had been amended to suit the comments made at the PC meeting on 6th March. In addition, end of year figures from 2017/18 had also been included. Cllr Redfearn proposed that the amended budget be agreed. Seconded by Cllr Humphryes and agreed by all members.

14. **Correspondence:**

14.1 KALC – Subscription for 2018/19 : The clerk explained that annual subscription to KALC would cost £885.34 + VAT. It was noted that, in the past, KALC had provided vital legal and procedural advice to the Parish Council. Cllr Ellis proposed that the Parish Council subscribe to KALC for the next year. Seconded by Cllr Munford and agreed by all members.

14.2 Satswana – Data Protection Officer appointment : The clerk explained that she had attended a meeting with Satswana and other clerks where essential advice had been given. She added that Satswana could provide an online data protection officer service to the Parish Council for £150 per year. Cllr Ellis proposed that the Parish Council take this up. Seconded by Cllr Edmans and agreed by all members.

14.3 Resident – sign at Church Street / Haste Hill Road : The clerk advised that a resident had been in touch with a request for the metal road sign at the Church Street / Green Lane / The Green junction to be renovated. Councillors discussed this and it was agreed that it would be considered further as part of the Landscape Masterplan and Management Plan work.

15. **Planning Report:**

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

		MBC notified
18/501109	Linstone, Heath Road, Boughton Monchelsea Single storey front and rear extensions DECISION : No objection / comment	27/3/18
18/501155	103 Lewis Court Drive, Boughton Monchelsea Single storey side / rear and front extensions DECISION :	27/3/18

18/501094	<p>No objection / comment</p> <p>79 The Quarries, Boughton Monchelsea</p> <p>Proposed outbuilding</p> <p>DECISION :</p> <p>The Parish Council would like to comment on the application as follows :</p> <ul style="list-style-type: none"> • Business use should not be permitted • Consideration should be given to the amenity of neighbouring residents • The land should remain as garden space, ie no change of use to storage for a number of vehicles 	24/4/18
18/501463	<p>Amber Green Cottage, Back Lane, Boughton Monchelsea</p> <p>Erection of a two storey infill extension and part conversion of garage into habitable space</p> <p>DECISION :</p> <p>If the Borough Council is minded to approve the application then a condition should be added to ensure that the property remains a single dwelling</p>	24/4/18
18/501522	<p>Land at Church Street and Heath Road, Boughton Monchelsea</p> <p>Removal of Condition 12 Energy efficiency of planning permission 15/509961/FULL – (Erection of 41 no. residential units together with associated access, parking and landscaping on land located at Heath Road / Church Street junction)</p> <p>DECISION :</p> <p>The Parish Council would expect MBC to ensure that the design of the buildings complies with building regulations. We would be surprised if MBC were not able to set conditions relating to energy efficiency</p>	24/4/18
17/503852	<p>Wierton Place, Wierton Road, Boughton Monchelsea</p> <p>Proposed development of 4 no. new dwellings and associated external works (AMENDED DETAILS ONLY)</p> <p>DECISION :</p> <p>The Parish Council would like to comment on the amended information as follows :</p> <ul style="list-style-type: none"> • We note that the correct certificate has now been submitted • We are extremely concerned that a significant number of trees now appear to be marked for removal when previously they were to be retained. This includes trees across the whole site, not just in vicinity of the 4 new dwellings • We are concerned that although this application relates only to the 4 new dwellings, there appear to be changes to the landscaping details relating to the site as a whole • We would like to reiterate the comments we made on the original application : <ul style="list-style-type: none"> 1.The Greensand Way runs directly along the back of the proposed gardens and it is vital that the open feel of this historic public right of way is retained. The drawings and 	24/4/18

details provided are unclear as to the way this boundary would be marked. 'Proposed railings' are mentioned however railings would be wholly unsuitable in this natural, rural location. Low level chestnut (post and rail) fencing would be appropriate

2. The houses are very large and would create an impenetrable wall, restricting view from the greensand way. The landscaping scheme should be carefully designed in order that glimpses of the Victorian greenhouse can be seen, as has been the case for many years. The landscaping design should retain an open feeling for users of the adjacent public right of way. This open feel will also be important for the new residents, due to the limited amenity space at the back of each property. It is vital not to close these properties in from their surroundings
3. The houses are substantially larger than those originally proposed. This significant increase in footprint means that we would not want any changes to the design or increase in footprint anywhere else on the overall site
4. We are encouraged by the approach taken with the Victorian greenhouse and would like public access to this to be considered. This is a heritage asset that the Parish Council has worked hard over the years to preserve and we feel it is only right that public access, in some way, should be achieved
5. There should be no revisiting of the design if there are any future changes of title, prior to the commencement of construction work

The following applications have been APPROVED by MBC :

- 18/500505 The Poppies, Cliff Hill, Boughton Monchelsea
The erection of a single storey annexe
- 18/500161 28 Lockham Farm Avenue, Boughton Monchelsea
Demolition of existing rear conservatory and erection of a single storey rear extension
- 17/506359 Land at Church Street and Heath Road, Boughton Monchelsea
Submission of details pursuant to condition 2 (Hard and Soft Landscaping), Condition 5 (Archaeology) and condition 14 (Biodiversity) for planning permission 15/509961/FULL.
- 17/505869 Land at Church Street and Heath Road, Boughton Monchelsea
Variation of Condition (4) to state "The applicant shall use reasonable endeavours to promote and obtain a Traffic Regulation Order enabling the provision of double yellow lines on Heath Road across the entire frontage of the site and the western edge of the site on Church Street prior to occupation of the development" of planning permission 15/509961/FULL for Erection of 41no. residential units together with associated access, parking and landscaping on land located at the Heath Road/Church Street junction

- 17/505715 83 The Quarries, Boughton Monchelsea
Demolition of existing garage and erection of first floor extension to existing bungalow with new garage, internal alterations and alterations to fenestration
- 18/501155 103 Lewis Court Drive, Boughton Monchelsea
Single storey side / rear and front extensions
- 18/501109 Linstone, Heath Road, Boughton Monchelsea
Single storey front and rear extensions
- 17/506379 Land at Church Street and Heath Road, Boughton Monchelsea
Submission of details pursuant to Conditions 6 : Surface Water Drainage scheme, & 8 Surface water drainage – infiltration (original application ref 15/509961/FULL)

The following applications have been REFUSED by MBC:

- 18/500223 Wierton Hall Farm, East Hall Hill, Boughton Monchelsea
Variation of condition 2 of appended to planning permission ref: 11/1352 seeking retrospective consent to permit the movement of vehicles within the application site between 0600-1730 hrs Mon-Sat (currently 0700-1730 hrs Mon-Sat) but retaining restriction on no movements whatsoever on Sundays, Bank and Public Holidays
- 14/505532 Four Oaks, Church Hill, Boughton Monchelsea
Stationing of an additional double unit mobile home.

The following application(s) have been notified as WITHDRAWN

None

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

15.1 Cllr Smith gave a presentation to members on the draft Neighbourhood Plan and Landscape Masterplan and Management Plan. Display boards were also available for Councillors to view. It was agreed that an informal public exhibition on the draft plan would be held in the parish office from 16th to 27th May and that residents would have a chance to comment via a questionnaire. Flyers had also been printed that would be delivered to every household in the parish.

16. Representatives' Reports:

16.1 KALC: Cllr Ellis had nothing to report

16.2 Allotments : Cllr Martin had nothing to report

16.3 Village Hall & Recreation Ground : Cllr Gershon was not present at the meeting.

16.4 Neighbourhood Watch : Cllr Date had nothing to report

16.5 Police Liaison : Cllr Date noted that he had been unable to attend the recent police liaison meeting

16.6 Bus group : Cllr Whybrow was not present at the meeting.

17. Items for Discussion:

17.1 Grants for 2018/19 : The following grants were agreed

- Boughton Monchelsea Brownies £200
- Boughton Monchelsea Friendship Circle £300
- Boughton Monchelsea Scouts £300
- Boughton Monchelsea baby & toddler group £200
- Boughton Monchelsea Helping Hands £300
- Boughton Monchelsea Bowls Club, up to £250
- Boughton Monchelsea Community Choir £300
- Boughton Monchelsea Regency Dancers £250
- Boughton Monchelsea Women's Institute £300
- Boughton Monchelsea village fete committee £350
- St Peters Church £2500 contribution towards grass cutting. To be paid directly to Steve Waring at the end of the financial year.
- Royal British Legion £350 (to be paid via the church prior to remembrance day)
- Salvation Army £300 (to be paid following Carols on the Green in December)

17.2 Final details for APM on 15th May :

The APM agenda / running order was agreed as follows :

Address by Parish Council Chairman, Steve Munford

Village organisations

Parishioner of the year presentation

Presentation by Cllr Edmans on the 'Twenty's Plenty' scheme

Presentation by Cllr Smith on the Neighbourhood Plan and Landscape Masterplan and Management Plan

Open forum, followed by refreshments

17.3 Parkwood Farm reservoir update : Cllr Edmans gave an update on the reservoir, noting that the flood plain had filled up during recent heavy rainfall.

Cllr Edmans expressed concern regarding effluent on the road from the nearby pig field. It was agreed that this should be reported to MBC and South East Water.

CLERK

17.4 North Ward update : Cllr Wilde was not present at the meeting.

17.5 Health & Safety Issues : Nothing to report

- 17.6 Community right to buy : Following extensive research, Cllr Munford and the clerk had concluded that there would be no potential liability for the Parish Council if parish facilities were listed with MBC as potential community assets. Although compensation may be payable, it seems that liability for this remains with local authorities such as MBC and the government, not the group who have listed the asset and are registering an interest in buying it. It was agreed that the following should be registered with MBC as community assets : social club, village shop and post office, Albion, nut platt on Green Lane (as a visual amenity at the entrance to the village), nut platt on 'the slit', Boughton Monchelsea primary school and the ex De Witt Floors building. It was also agreed that the hop pickers huts on Lower Farm Road should be registered as undesignated heritage assets. **CLERK**

It was agreed to bring item 17.8 forward in the agenda, to before item 17.7

- 17.8 Lease of land from BMAT – discussion to include insurance, risk assessment, maintenance inspection programme, £60K on loan to trust, responsibilities of Cllrs :

Cllr Ellis suggested that any lease be long term for a period of 99 years. He added that day to day administration would be dealt with by the Parish Council. Cllr Munford queried the reason for transferring the land. Cllr Ellis stated that this would simplify and regularise the management of the BMAT land holdings.

The clerk brought up the issue of risk assessment and maintenance inspection of the land, in order to comply with the requirements of BMAT's insurance policy. It was agreed that a sub-group be set up to look into this. Cllrs Ellis, Martin and Humphryes agreed to take this forward. **CLLRS ELLIS, MARTIN & HUMPHRYES**

It was agreed that the £60,000 currently on loan to BMAT should be transferred back to the Parish Council. Proposed by Cllr Ellis, seconded by Cllr Smith and agreed by all members. Money to be transferred to the Parish Council's NS&I account, if deposits are still permissible. **CLERK**

It was agreed that Cllr Wilde would take an active role in assisting the clerk with issues relating to day to day management of the Furfield Park open space and Pested Bars landscaping strip. **CLLR WILDE**

- 17.7 BMAT land : lease and management agreement between BMAT and BMPC : Cllr Ellis proposed that the Parish Council should take on the lease of all BMAT land on a long 99 year lease. Seconded by Cllr Martin and agreed by all members.

- 17.9 Pested Bars landscaping strip – agreement of maintenance regime : Cllr Ellis had produced a draft maintenance plan for the land and proposed that this be accepted for all future maintenance work to the area. The clerk suggested that a further sentence should be added relating to maintenance of the tree line adjacent to the road, next to the telephone wires, to prevent tree growth damaging BT equipment, although this would not be required on an annual basis. This was accepted and the amended proposal was seconded by Cllr Martin. The agreed maintenance plan is therefore as follows :

- a) No trimming back of the vegetation on the land in order that this land strip does not become a thoroughfare and that no pathway is created
- b) The only hedgerow trimming will be in respect of the highway hedge to be carried out annually including keeping the poplar trees at their current height. In addition, the trees in the vicinity of telephone wires will be trimmed as necessary to prevent damage to BT's equipment
- c) The Parish Council will strictly follow this maintenance plan and will advise any residents accordingly. The Parish Clerk is instructed to send a copy of this maintenance plan to any resident raising any maintenance issues in respect of the land and to advise them that the maintenance plan will be strictly adhered to.

17.10 Lyewood Farm – section 106 contributions to village hall / nursery :

It was noted that a £60,000 community payment would be received by the Parish Council. Members had an informal discussion on potential ways that this could be spent.

17.11 Litter bins :

At the last Parish Council meeting it had been agreed to investigate installation of new litter bins on rural lanes in the parish, to avoid litter picking volunteers having to carry heavy bags of litter back home for disposal. MBC had agreed that any new bins on highway verge would be emptied at their cost. Cllr Edmans agreed to look into suitable locations for new bins.

CLLR EDMANS

18. Deferred items schedule :

- 18.1 Furfield Quarry : It was noted that Cllrs Ellis and Martin would be attending a meeting with MBC and other parties on 5th June. **CLLRS ELLIS & MARTIN**

It was agreed that a further item should be added to the deferred items schedule – replacement trees for The Green, to be discussed again in October.

19. Any Other Business :

- 19.1 Cllr Smith spoke regarding the Rockin Robin beer barn and stated that Michael Swoffer from MBC had sent details of an app that could be used by members of the public to record details of noise nuisance. MBC had agreed to install noise recording equipment during Rockin Robin events over the coming months. It was agreed that this information would be added to the Parish Council's website.

CLLR HUMPHRYES

- 19.2 Cllr Herrin thanked members for the grant awarded to Boughton Monchelsea Community Choir and noted that the choir would be performing at a concert to raise money for Five Acre Wood School's new hydrotherapy pool.

- 19.3 Cllr Edmans noted that the recent litter pick had gone extremely well with a good number of volunteers assisting and many bags of rubbish collected. Cllr Humphries to add photos of the event to the website. **CLLR HUMPHRYES**

- 19.4 Cllr Redfearn thanked Cllr Smith on behalf of the Parish Council for all his hard work on the Neighbourhood Plan and Landscape Management Plan.

19.5 Cllr Humphryes reminded all members that content was required for the website.

ALL MEMBERS

19.6 Members discussed the website and it was agreed that permission should be given to the clerk to begin developing a new website using Hugo Fox, for further discussion and agreement at the next Parish Council meeting.

CLERK

19.7 Cllr Munford spoke regarding the clerk's hours of work and it was agreed that Cllr Munford would discuss this further at the clerk's annual review. Any decision on increasing the clerk's hours would be for agreement at the next Parish Council meeting.

19.8 Cllr Munford commented on how lovely the crocuses and flower bed on the green had looked during the Spring.

20. Date of Next Meeting:

The next full Parish Council meeting will be held on Tuesday 3rd July at 7pm in the village hall.

There being no further business the meeting closed at 10.10pm.

MINUTE 18 (Parish Council meeting 1 May 2018)

SCHEDULE OF DEFERRED ITEMS CARRIED FORWARD FROM PARISH COUNCIL MEETINGS:

BMPC DATE :	ITEM:	ACTION:	POSITION AS OF PARISH COUNCIL MEETING 1 May 2018
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). Meeting will be held in June, awaiting confirmation of date from Duncan Hayes (6/3/18). Annual meeting will be held on 5 th June – Cllrs Ellis and Martin to attend (1/5/18)
1/5/18	The Green	Replacement trees	To agree replacement trees to be planted in place of the beech tree that was felled earlier in the year. MBC have approved a walnut tree at present. To be discussed further in October 2018.