

BOUGHTON MONCHELSEA PARISH COUNCIL

Minutes of the remote Parish Council Meeting held on 12th January 2021 via Zoom, pursuant to notice, commencing at 7.00pm

Present:

Cllrs S. Munford (Chairman)
 R. Edmans
 L. Date
 A. Humphries
 D. Smith
 A. Whybrow
 D. Redfearn
 H. Stevens
 J. Gershon
 I. Ellis
 C. Jessel
 R. Martin
 B. Brown

Parish Clerk

KCC Cllr Eric Hotson (part of meeting)

2 residents (part of meeting)

1. **Apologies:** Apologies were received from Cllrs Wilde and Skinner. Apologies were also received from Borough Councillor, Matt Burton
2. **Filming of meetings : Request for notification of whether any person intends to film, photograph or record any item**
Cllr Munford stated that he was recording the meeting.
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.**
The following exempt item was agreed due to commercial sensitivity :
15.6 Assets of Community Value

It was agreed to bring forward item 17 at this point in the meeting.

17. Health & Safety Issues

Cllr Munford quoted COVID cases in the borough of Maidstone as follows :

- 10,017 confirmed positive cases over the whole period from the start of the pandemic
- 296 confirmed positive cases reported on 29th Dec, 212 on 6th Jan, 155 on 7th Jan, 133 on 8th Jan, 79 on 9th Jan and 66 on 10th Jan

- Total COVID deaths in the borough as at 25th Dec stood at 203. In week 51 of the pandemic there were 22 deaths, in week 52 there were 13 deaths. The highest number of deaths in a week was 24 in week 17.

Cllr Munford stressed the importance of the 'stay at home' rule during the current lockdown and asked members to carefully consider this when deciding whether or not to carry out any Parish Council business away from the home.

5. **Reports from PCSO / KCC Community Warden / KCC Councillors**

PCSO Pete Gardner was not present at the meeting. The clerk had compiled the crime report using information from the e-watch.co website. During November and December there were 3 crimes in south ward (vehicle part stolen and items stolen from outside shops) and 3 crimes in north ward (theft of shopping, theft of parcel from doorstep and a vehicle theft).

The clerk advised that PCSO Pete Gardner was currently working reduced hours from home but the Loose PCSO was covering. Any issues such as anti-social behaviour should be reported via 101.

KCC Warden, Liz Lovatt was not present at the meeting

Cllr Hotson advised that, as from 1st January, he was now an independent rather than a Conservative member. He went on to report to Councillors as follows :

- Correspondence received from residents regarding flooding in Peens Lane. KCC highways attended with sand bags
- Work now started on implementation of 20 and 30mph schemes
- Assisted with procedural hold ups relating to Salts Wood.
- KCC draft budget published. Proposal is to increase council tax by 5%. Last year's increase was 4% of which 2% was for general purposes and 2% for social care. The proposed 1% extra for social care this year would generate £7.4M in additional income. Cllr Hotson stated that he would welcome the parish's views on the proposed 5% increase. It was agreed that members would e-mail Cllr Hotson individually.

On behalf of the Parish Council, Cllr Munford thanked Cllr Hotson for all his hard work over the years, especially for his support with the Heath Road 30mph scheme and his recent help with Salts Wood.

Cllrs Hotson left the meeting at 7.35pm.

6. **Open Quarter :**

Two residents were in attendance to discuss a landslip that had occurred to the rear of their property from the Crest land at Lyewood. It was noted that the Parish Council had facilitated a site meeting in September between the residents and Crest but that no action had been taken since then. It was agreed that the Parish Council would contact Crest in the hope that the situation could be resolved as soon as possible.

CLLR SMITH

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

As BMAT trustees, all members present were given dispensation to discuss and vote on any items relating to Boughton Monchelsea Amenity Trust.

8. Matters outstanding from minutes (3rd November 2020) not included in agenda:

Digital mapping – Cllr Smith advised that a digital map of the parish had now been purchased.

EV charging points – It was noted that the sub-group had not met yet therefore there was nothing to report.

Finger post sign at Bottlescrew Hill – It was noted that the sign had now been renovated and installed. Cllr Munford thanked Cllr Humphryes for all his hard work on this.

9. Minutes of the meeting held on 3rd November 2020. Agreement of and signature by Chairman of the Parish Council :

The minutes of the Parish Council meeting held on 3rd September were agreed as correct with the following amendment. Proposed by Cllr Edmans, seconded by Cllr Munford and agreed by all members.

Item 15.2 Parkwood Farm reservoir. Amend minute to read :

... Lengthy discussion followed. Comments from members included :

- *Cllr Gershon – need to consider upstream controls as well as the reservoir*
- *Cllr Jessel – As a result of climate change problems are going to worsen, need to future proof our arrangements*
- *Cllr Munford – The Parish Council is part of a local authority with legislation protecting individuals when they are making reasonable decisions*
- *Cllr Edmans – Removal of the Parish Council's status as statutory undertaker means greater reliance on KCC and Environment Agency support in flood (alleviation) responses*

10. Clerk's report

The contents of the clerk's report were noted. The clerk provided an update as follows :

- Have asked Crest Nicholson for information on when the new path will be opened along Green Lane, between the Lyewood development entrance and the Old Tree Lane junction. Awaiting a response
- Heath Road 30mph limit and village 20mph zone will be implemented in January. Implementation of the 20mph zone in The Quarries will follow in the next 3 months
 - Spaces booked for KALC training on 2nd March 'Delivering the green agenda for Parish Councils'
 - Highways meeting with Eric Hotson will be arranged for late January

11. Finance

Payments since last meeting (incl VAT) :

Admin support	Admin support - Oct	65.00
Parish Clerk	Clerk's salary – Oct (SO)	1,050.26
Parish Clerk	Clerk's salary – Oct (chq)	97.03
Parish Clerk	Clerk's expenses – Oct	53.33
HMRC	Tax and NI - Oct	163.91
Coakley Cleaning Services	Dog bin emptying - Oct	130.00
Gill Turner Tucker	Lyewood Farm land legal fees (BMAT cost)	504.00
Gill Turner Tucker	Village hall / rec ground trust merger	547.20
Gill Turner Tucker	Transfer of freehold titles to new company (BMAT cost)	273.60
Mr L M Field	Fencing work to restore boundary at Campfield (BMAT cost)	584.40
Nat West	Bankline online banking monthly charge	20.00
Kent County Council	Implementation of 20 and 30mph schemes	14,660.83
Xpress Signs Ltd	Danger signs for land off Beresfords Hill (BMAT cost)	180.00
Temple Knight plc	Printer service	118.80
Temple Knight plc	Full set printer cartridges	467.08
Mr A Humphryes	Materials for finger post sign restoration	174.42
Admin support	Admin support - Nov	65.00
Parish Clerk	Clerk's salary – Nov (SO)	1050.26
Parish Clerk	Clerk's salary – Nov (chq)	97.23
Parish Clerk	Clerk's expenses - Nov	64.45
HMRC	Tax and NI - Nov	163.71
Mr J Gershon	Keys to parish hut / canes for Firmins Field (BMAT cost)	38.97
Kent County Council	A4 copier paper	35.64
Parish Clerk	Clerk's expenses relating to carols on the screen and parishioner of the year gift	208.60
Coakley Cleaning Services	Dog bin emptying - Nov	130.00
Mr M K Downey	Works to prepare digital mapping for legal drawing for Firmins Field (BMAT cost)	250.00
Black & Veatch Ltd	Reservoir Engineer – annual appointment	1,152.00
Black & Veatch Ltd	Reservoir Engineer – further advice	288.00
Kent Creative Solutions Ltd	Newsletter printing	475.00
Nat West	Bankline online banking – monthly charge	20.00
Salisbury Resources Ltd	Ragstone wall repair to Cliff Hill Road (BMAT cost)	720.00
Mr L Date	Newsletter delivery	300.00
Parish Clerk	Clerk's salary – Dec (non SO)	97.03
Parish Clerk	Clerk's expenses - Dec	62.45
HMRC	Tax and NI - Dec	163.91
Admin support	Admin support - Dec	65.00

** Computerman **	New Parish Council laptop (50% payment)	558.00
Parish Clerk	Clerk's salary – Dec (SO)	1,050.26
EDF Energy	Electricity to parish hut	75.15
Coakley Cleaning Services	Dog bin emptying - Dec	130.00
Gill Turner Tucker	Legal fees relating to new BMAT company (BMAT cost)	230.40
Gill Turner Tucker	Legal fees relating to Lyewood Farm land (BMAT cost)	172.80
Gill Turner Tucker	Legal fees relating to Firmins Field (BMAT cost)	345.60
Gill Turner Tucker	Legal fees relating to deed of variation in respect of lease at Campfield (BMAT cost)	489.60
Gill Turner Tucker	Legal fees relating to merger of village hall and rec ground into one unincorporated trust	835.20
Gill Turner Tucker	Legal fees relating to merger of village hall and rec ground trusts into newly formed CIO	1,941.60

Receipts:

MBC	Parish Services Scheme (second instalment)	2,940.00
Book purchasers	Upon the Quarry Hills book sales	50.00

Balances as at 5th January 2021 :

Current Account	74,331.15
Business Reserve	426.39
National Savings	305.75
Total Financial Assets	75,063.29

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.

It was noted that the cost of implementation of the 20 and 30mph schemes was significantly less than the budgeted sum.

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

11.2 Budget monitoring report : The budget monitoring report to 5/1/21 was included in the agenda papers. Cllr Smith proposed that the budget monitoring report be agreed. Seconded by Cllr Redfearn and agreed by all members.

Cllr Gershon noted that there was currently a significant underspend on grants and that local groups may be struggling and in need of funds as a result of COVID. The clerk advised that a number of grants were yet to be paid, including grass cutting to the churchyard and grants to the Salvation Army and Royal British Legion. She added that she would forward a spreadsheet to members showing grant spending and allocations for 2020/21.

CLERK

Cllr Munford noted that there had been an overspend on the legal fees budget head due to the cost of the work involved in the village hall and rec ground charity merger. This had not been anticipated when the budget was produced but was a vital piece of work for the future.

11.3 Draft budget for 2021/22 :

Cllr Munford proposed that the draft budget for 2021/22 be approved. Seconded by Cllr Ellis and agreed by all members.

11.4 Discuss and agree precept for 2021/22 :

Cllr Ellis had prepared the below report which was circulated to members in advance of the meeting.

INTRODUCTION

The parish precept data for 2020/21 was as follows:

Precept £85,961.00
Band D precept per dwelling £51.40
Tax Base 1,672.40

Key Data for 2021/22 :

Tax Base 1,757.30 (Up 5% on previous year)

Current Band D Precept £51.40
Current Average Band D Precept for all of Maidstone's Parish Councils £56.60
Current Median Band D Precept for all of Maidstone's Parish Councils £54.21

MATTERS TO BE CONSIDERED

The above data highlights that Boughton Monchelsea's current precept is still both below Average and the Median in respect of other Parish Councils in Maidstone.

Likely expenditure of the Parish Council during the medium term is likely to remain high with the need to undertake a substantial refurbishment of the village hall together with carrying out the recommendations as set out in the Colvin & Moggerrige report and the "greening" strategies which are likely to be adopted in the coming years.

SUGGESTED OPTIONS

It was agreed a number of years ago that the Parish Council should increase its precept by 5% in coming years in order to bring its precept into line with the other Maidstone Parish Councils. Neighbouring Parish Councils' precepts for 2020/21 were as follows : Coxheath £49.65, Chart Sutton £54.21, Headcorn £122.56, Marden £74.57 and Loose £83.54, highlighting Boughton Monchelsea's position in

respect of neighbouring councils.

It is recommended therefore that the precept should be increased by 5% to £54.00 for 2021/22 in accordance with this agreed decision.

If the Parish Council agrees to increase the Band D parish precept to £54.00 then this will generate a precept of £94,894.42

This increase represents for a Band D dwelling an increase of 5p per week in supporting their Parish Council.

RECOMMENDATION

It is recommended that for 2021/22 the precept for a Band D dwelling be £54.00 resulting in a total precept of £94,894.42.

Cllr Gershon suggested that the Rifgins Trust might be able to assist those residents who may be struggling to pay bills due to COVID issues.

Cllr Munford proposed that the precept for 2021/22 be set at £94,894.42. Seconded by Cllr Ellis and agreed by all members. Clerk to return precept form to MBC.

CLERK

12. **Correspondence:**

Nothing to discuss.

13. **Planning Report:**

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

		MBC notified :
20/504617	Jubilee Resource Hub, Bircholt Road, Maidstone Demolition of the existing building and erection of purpose built facilities for Jubilee Resource Hub DECISION : No objection / comment	3/11/20
20/504039	Oast Cottage, Boughton Lane, Boughton Monchelsea Demolition of detached garage and erection of 1 no. detached dwelling with access and gate DECISION : No objection / comment	3/11/20
20/504869	2 Cock Cottages, Green Lane, Boughton Monchelsea Demolition of conservatory and erection of single storey rear extension DECISION : No objection provided there is no detrimental effect on the amenity of neighbouring properties	3/11/20
20/504431	Rivendale, Brishing Lane, Boughton Monchelsea Proposed single storey garage and new workshop DECISION :	3/11/20

20/504187	<p>No objection however MBC should consider the effect of the proposal on the adjacent historic building which is within the 'Cock Street' conservation area</p> <p>3 Lewis Row Cottages, Hermitage Lane, Boughton Monchelsea</p> <p>Removal of existing conservatory and erection of a single storey rear extension</p> <p>DECISION :</p> <p>No objection provided there is no detrimental effect on the amenity of neighbouring properties</p>	3/11/20
20/505033	<p>92 The Quarries, Boughton Monchelsea</p> <p>Erection of part single, part two storey rear extension with rear dormer and side rooflight</p> <p>DECISION :</p> <p>The Parish Council have no objection to the application however we feel that the ground floor walls of the extension should be constructed from ragstone. Weather boarding at first floor level would be acceptable</p>	24/11/20
20/504755	<p>29 Furfield Chase, Boughton Monchelsea</p> <p>Retrospective application for concrete hardstanding in rear garden</p> <p>DECISION :</p> <p>No objection / comment</p>	24/11/20
20/505231 & 20/505232	<p>The Barn, Heath Road, Boughton Monchelsea</p> <p>Planning and listed building consent for partial demolition of existing garage and front single storey extension. Erection of part single storey, part two storey side / rear extension together with internal and external alterations</p> <p>DECISION :</p> <p>No objection / comment</p>	24/11/20
20/504451	<p>Swiss Cottage, Bottlescrew Hill, Boughton Monchelsea</p> <p>Erection of detached 2 bay single storey garage</p> <p>DECISION :</p> <p>No objection / comment</p>	24/11/20
20/505180	<p>Land south of Sutton Road, Maidstone</p> <p>Advert application for 5 no. non-illuminated hoarding signs, 2 no. illuminated totem signs, 2 no. non-illuminated construction entrance V-boards and 27 no. flag poles</p> <p>DECISION :</p> <p>No objection / comment</p>	24/11/20
20/505291	<p>Norrington, Heath Road, Boughton Monchelsea</p> <p>Single storey rear extension and two dormers to the front elevation</p> <p>DECISION :</p> <p>The Parish Council wish to see the application refused for the following planning reasons. If MBC are minded to approve then we would like it reported to planning committee for decision.</p> <ul style="list-style-type: none"> •The proposal would be overbearing due to its 	24/11/20

long length and would have a detrimental effect on the enjoyment of adjacent neighbours' private amenity space

- It appears that the size and design of the proposal is exactly the same as that submitted under application ref 20/504231/PNEXT. In this instance, the case officer noted in her report that 'An assessment has been carried out in regards to the issues raised from the objection with the conclusion that the proposal would result in significant harm in terms of outlook in regards to neighbouring property The Haven and would therefore be an unacceptable addition to the dwelling'. Nothing has changed and the current proposal remains unacceptable and should be refused
- It is disappointing to note that the applicant appears to have taken no notice of the case officer's recommendation to seek pre-application advice before submitting any planning application. In her report she states that the 'proposal would be unlikely to receive support for the granting of planning permission due to the residential amenity issues set out above'

20/505368	Kent Police Training Centre, Coverdale Avenue, Maidstone TPO application for 1 x (1) Scots Pine – remove 3 or 4 low branches and 1 high branch which hangs on to the site. 1 x Scots Pine (2) – remove branch of diameter 15cm arising at height 7m on the site side and any lower branches. 1 x English Oak (3) – remove west fork and any other lower or minor branches DECISION : No objection / comment	24/11/20
20/505451	South Lodge, Wierton Hill, Boughton Monchelsea Installation of 1 no. new first floor roof window to west elevation, 1 no. new window to south elevation and 1 no. new window and 1 no. new door and side light to east elevation DECISION : No objection / comment	17/12/20
20/505546	10 Meadow View Road, Boughton Monchelsea Construction of a first floor side extension (Resubmission of 20/504292) DECISION : The Parish Council wish to see the application refused for the following planning reasons and if MBC are minded to approve it then we would like to see it reported to MBC planning committee for decision.	17/12/20

- The side wall of the extension appears to be constructed on the boundary between numbers 8 and 10. Any projections from this boundary wall such as flues, windows and roof overhang would be encroaching onto neighbouring property.
- Constructing and maintaining the proposal would not be possible without access onto neighbouring property
- If this proposal were approved then it would take away the right of the neighbour to do a similar extension without turning the properties into a terrace
- We are concerned at the detrimental effect of the proposal on the private amenity of the neighbouring property, eg lack of light

20/505274 Two Acres, Park Lane, Boughton Monchelsea 17/12/20

Removal of 1 no. mobile home and erection of a day room.
Stationing of 3 no. mobile homes for gypsy pitches.
(Resubmission of 20/502887)

DECISION :

The Parish Council wish to see the application refused for the following planning reasons and if MBC are minded to approve it then we would like to see it reported to MBC planning committee for decision.

- The proposal represents unacceptable intensification of this site in the open countryside
- The proposal would harmfully consolidate sporadic and urbanising development in the countryside, causing unacceptable harm to the character and appearance of the area hereabouts. This inappropriate development would therefore be contrary to policies SS1, SP17, DM1 and DM30 of Maidstone Local Plan (2017); the National Planning Policy Framework (2019); and the Maidstone Landscape Character Assessment (2013) and Supplement (2012)
- The only change from the previous application (20/502887) appears to be the addition of 3 new mobile homes rather than 4. The above objections therefore still apply

20/505044 Honeymellow Springs, The Maltings, Boughton Monchelsea --
Erection of single storey rear extension

DECISION :

Not yet decided

20/505874 Boughton Monchelsea Place, Church Hill, Boughton --

Monchelsea

Listed building consent for enlargement of first floor bathroom, including removal of existing internal walls

DECISION :

Not yet decided

20/505882 Church Farm, Church Hill, Boughton Monchelsea --

Listed building consent for the erection of a two storey rear extension with internal and external alterations. Demolition of existing two garages

DECISION :

Not yet decided

20/506070 Lawnwood, Heath Road, Boughton Monchelsea --

Removal of existing pitched roof and conservatory, erection of single storey front and rear extensions and creation of first floor with pitched roof over, including installation of new doors, windows and roof lights (resubmission of 20/503941)

DECISION :

Not yet decided

20/505830 Land at The Oast, Old Tree Lane, Boughton Monchelsea --

Erection of 1 no. four bedroom dwelling, two bay oak framed car barn with ancillary room above and creation of vehicular access and associated hardstanding

DECISION :

Not yet decided

The following applications have been APPROVED by MBC:

- 20/504291 28 Church Street, Boughton Monchelsea
Erection of a part one, part two storey side and rear extension, changes to fenestration and internal alterations
- 20/505033 92 The Quarries, Boughton Monchelsea
Erection of part single, part two storey rear extension with rear dormer and side rooflight
- 20/504869 2 Cock Cottages, Green Lane, Boughton Monchelsea
Demolition of conservatory and erection of single storey rear extension
- 20/504859 New Barn Farm, Park Lane, Boughton Monchelsea
Lawful development certificate (existing) for use of existing barn as a residential dwelling (class C3) and workshop (class B2) with associated yard
- 20/504755 29 Furfield Chase, Boughton Monchelsea
Retrospective application for concrete hardstanding in rear garden
- 20/504617 Jubilee Resource Hub, Bircholt Road, Maidstone
Demolition of the existing building and erection of purpose built facilities for Jubilee Resource Hub
- 20/504451 Swiss Cottage, Bottlescrew Hill, Boughton Monchelsea
Erection of detached 2 bay single storey garage
- 20/504431 Rivendale, Brishing Lane, Boughton Monchelsea
Proposed single storey garage and new workshop
- 20/504187 3 Lewis Row Cottages, Hermitage Lane, Boughton Monchelsea

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| | Removal of existing conservatory and erection of a single storey rear extension |
| 20/504039 | Oast Cottage, Boughton Lane, Boughton Monchelsea
Demolition of detached garage and erection of 1 no. detached dwelling with access and gate |
| 20/503109 | Land to west of 70 Church Street, Boughton Monchelsea
Erection of 24 no. new C2 extra care retirement homes, club house, bin stores and landscape scheme with associated works including roadways, parking, cycle stores, gazebo and maintenance store |
| 19/504787 | 10 Petlands, Boughton Monchelsea
TPO application – oak (T1 and T2) – reduce trees by 4m, current height approx.. 15m and width 9m due to safety concerns over low hanging branches potentially falling off in high winds |

The following applications have been REFUSED by MBC:

- | | |
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| 20/504292 | 10 Meadow View Road, Boughton Monchelsea
First floor side / rear extension |
|-----------|---|

The following applications have been notified as WITHDRAWN :

- | | |
|-----------|--|
| 20/503423 | Land west of Gandys Lane, Boughton Monchelsea
TPO application – reduce all cobnut stems to near ground level.
Remove all dead, collapsed / partially collapsed and uprooted / partially uprooted trees to facilitate access for the proposed management works. To halt the demise of the cobnut trees and re-instate the traditional management of the orchard |
|-----------|--|

The following APPEALS have been notified:

None

The following APPEAL DECISIONS have been notified:

None

The following APPEALS have been notified as WITHDRAWN:

None

Cllr Smith gave an update on the Neighbourhood Plan. He advised that final adjustments to the plan will be made during week commencing 11th January and that the plan will go before the relevant MBC committee on 9th February and will then carry weight . A decision statement will follow on 23rd February.

14. Representatives' Reports:

14.1 KALC: Cllr Humphries had nothing to report.

14.2 Allotments : The clerk suggested that four new half plots be opened up in the south eastern area of the site. She added that there would be a small cost involved in rotavating the area. This was agreed by all members.

CLERK

Cllr Date advised that bonfires were being lit at the allotment site during daylight hours. It was agreed that the clerk would contact plot holders reminding them of the terms and conditions of their lease agreement. **CLERK**

14.3 Village Hall & Recreation Ground : Nothing further to report.

14.4 Neighbourhood Watch : Cllr Stevens had nothing to report

14.5 Police Liaison : Cllr Date had nothing to report.

14.6 Bus group : Cllr Whybrow had nothing to report.

15. Items for Discussion:

15.1 Village hall refurbishment – motion to back proposals submitted by the village hall and recreation ground committee

In advance of the meeting, Cllr Gershon had distributed an initial scoping paper and detailed report to members on upgrading the village hall and recreation ground. This had been produced by the village hall committee with financial and architectural guidance from Cllrs Ellis and Smith. Cllr Gershon thanked both members for their support.

Cllr Smith explained that the structural elements of the village hall are fine but the building is old fashioned and environmentally inefficient. He added that the plan was to work with the existing hall to make it more flexible.

Cllr Jessel stated that she was very impressed with the hard work involved in the detailed report.

Cllr Date spoke regarding the suitability of the hall for those living in north ward. Cllr Gershon stressed the importance of working on linking north ward to the village, hopefully with a future footpath connection along Brishing Lane.

Cllr Gershon advised that a public works loan board loan would be required to achieve the proposals. It was agreed that a decision on what level of loan would be required would be for agreement at a later date, when plans were further developed.

Cllr Munford stated that he was in full support of the proposals but the Parish Council must ensure a firm bedrock of information on which to base any loan decision.

Cllr Gershon advised that the committee would come back to the Parish Council with regular updates and that the overall timescale of the project was likely to be approximately 2 ½ to 3 years with a loan decision required in around 6 months.

Cllr Ellis thanked Cllr Gershon and the village hall committee for their excellent report.

Cllr Gershon expressed his thanks to Cllr Edmans and the village hall committee for all their hard work.

Cllr Gershon proposed that the Parish Council :

- a) Receive and support the initial scoping paper on upgrading the Boughton Monchelsea village hall and recreation ground
- b) In partnership with the village hall and recreation ground trustees, agree to support an upgrade to the village hall and recreation ground facilities, through commissioning an architect to continue to investigate and prepare proposals to deliver the upgrade. The paper will serve as an initial scoping paper for the team to develop and finalise a specification that can be costed by a quantity surveyor. New budget head to be set up entitled 'village hall and recreation ground improvements'. Proposal to be funded using £50,000 contribution from Crest Nicholson
- c) Consider applications for various finance options, including a Public Works Loan for up to £1M, to deliver the improvements
- d) Agree a Councillor lead and sub group to oversee the Parish Council's involvement in partnership with the village hall and recreation ground committee. Recommend that the two current representatives to the VH&RG trustees continue, with Cllrs Ellis, Smith and Whybrow providing their specialist financial, architectural and catering guidance respectively

The above proposal was seconded by Cllr Munford and agreed by all members.

15.2 Village hall and recreation ground – motion to agree lease of village hall and recreation ground from the Parish Council to the village hall and recreation ground management committee.

Cllr Ellis had distributed a draft declaration of trust between the Parish Council and the newly formed CIO known as Boughton Monchelsea Village Hall and Recreation Ground (charity number 302692-1). The purpose of the document was to set out details of the owner (Parish Council) continuing to hold the trust property as custodian trustee for the newly merged CIO (beneficiary).

Cllr Jessel pointed out a couple of minor typographical errors in the document which should be amended.

Cllr Ellis proposed that the draft declaration of trust (with typographical amendments) be accepted. Seconded by Cllr Munford and agreed by all members.

Cllr Gershon thanked Cllr Ellis for all his hard work on the above and advised that the village hall committee had very much appreciated his support.

15.3 Climate and ecological emergency – motion to back proposals by Cllr Jessel regarding how the Parish Council can contribute, where it has the opportunity, to the path to Net Zero.

Cllr Jessel had produced a draft paper on biodiversity and climate change based on a commitment to net zero by 2030. The purpose of the paper was to give

suggestions for achieving this through the Parish Council's own efforts as well as by influencing others. Members were very supportive of the paper and agreed with the direction of travel. It was noted that some re-wording would be required prior to adopting which Cllr Jessel and Cllr Munford agree to do.

CLLR JESSEL / CLLR MUNFORD

The clerk noted that she and Cllr Munford would be attending a KALC training course on 2nd March – 'Delivering the green agenda for Parish Councils'. Other members were invited to attend, should they wish. Spaces would need to be booked by the clerk.

CLERK

- 15.4 Parish Council laptop – agree purchase of replacement laptop for use by clerk. Cllr Munford noted that a replacement Parish Council laptop had been purchased, for use by the clerk. This had been required urgently therefore the purchase was agreed retrospectively by members. Total costs as follows :
- Laptop £880 + VAT
 - Data transfer £50 + VAT
 - Monthly subscription to Microsoft 365 Apps for Business £7.90 / month + VAT
- Proposed by Cllr Munford, seconded by Cllr Smith and agreed by all Councillors.

- 15.5 Village sign – agree details of replacement sign on the green.
It was agreed that Cllr Humphries would take this forward. **CLLR HUMPHRIES**

- 15.6 Assets of Community Value – decide which assets to nominate : exempt item

16. Update / discussion items:

- 16.1 Parkwood Farm reservoir – Cllr Edmans had provided a written update report which was included in the agenda papers for members. He noted that the sub-group had met on site with Black & Veatch in November and stated that the groundworks and administrative tasks involved in reducing the reservoir capacity should be completed by the end of 2021. To improve stream water flow, opportunities for channel clearing / enlargement (between the reservoir and The Quarries) will be considered in Spring / Summer 2021.

Cllr Munford stressed the importance of keeping the grate clear of debris.

- 16.2 Neighbourhood Development Plan – covered in item 13 above.

- 16.3 Sub-groups – discussion regarding active Parish Council sub-groups. Cllr Munford thanked all members involved in Parish Council sub-groups. He noted that there had been a proposal at the Parish Council meeting on 5/11/19 to investigate moving the playgroup from the village hall to land at Lyewood but this now conflicted with other plans for the land. It was agreed that the clerk would send the relevant minute to members of the sub-group for them to discuss and close out. Cllr Edmans advised that the playgroup were now happy to remain in the village hall, going forwards.

CLERK / CLLRS EDMANS, REDFEARN, JESSEL & WILDE

17. Health & Safety Issues:

Covered above

18. Deferred Items Schedule:

Cllr Munford stated that he would be taking forward the Community Right to Bid issue with MBC therefore it was agreed to remove this from the deferred items schedule.

19. Any other business. (Non decision items only):

Cllr Humphryes noted that an old mile stone had fallen into the ditch at the bottom of Church Hill and questioned whether the Parish Council wish to take any action to save it.

Cllr Redfearn suggested putting bird feeders on the trees on the green. Councillors had no objections to anybody wanting to do this. Cllr Redfearn to discuss further with the primary school.

CLLR REDFEARN

It was noted that Parish Council elections postponed from 2020 would officially take place in May 2021 but this was under review.

Cllr Smith asked whether there was an asbestos report for the village hall. Cllr Gershon stated that there was a report for the pavilion and parts of the hall and stated that he would ask the village hall committee for further information.

CLLR GERSHON

Cllr Edmans suggested that the Parish Council may want to consider installing signage to raise the profile of the village conservation areas. It was noted that Loose Valley conservation area had installed resin plaques. Cllr Jessel suggested that signage for BMAT land could also be considered. Cllr Edmans agreed to look into costings and it was agreed to add this to the agenda for the next Parish Council meeting.

CLLR EDMANS

18. Date of Next Meeting:

The next full Parish Council meeting will be held on Tuesday 2nd March 2021 at 7pm via Zoom.

There being no further business the meeting closed at 9.15pm.

MINUTE 16 (Parish Council meeting 12th January 2021)

SCHEDULE OF DEFERRED ITEMS CARRIED FORWARD FROM PARISH COUNCIL MEETINGS:

DATE :	ITEM:	ACTION:	POSITION AS OF PARISH COUNCIL MEETING 12th January 2021
16.1.07	Furfield Quarry	Methane monitoring	BMAT issue. Last meeting between BMAT / MBC and Skinner Trust took place on 8/7/20.
3.5.18	The Green	Replacement trees	To agree replacement trees to be planted in place of the beech tree that was felled. Current MBC approval is for a walnut tree. Discussed at PC meeting 4.9.18 where it was agreed to defer tree choice and planting until completion of the Neighbourhood Plan and Landscape Management Master Plan. MBC tree officer confirmed OK to defer tree planting until next year (6.11.18)
2.7.19	Campfield Farm	Encroachment	BMAT issue. Review July 2022
2.7.19	59 Linton Road	Encroachment	BMAT issue. Review July 2022
3.9.19	11 Harling Close	Encroachment	BMAT issue. Review September 2022
3.9.19	Clerk's salary	Review	Review clerk's salary on an annual basis. Next review due September 2021.
3.3.20	Furfield Quarry	Option agreement	BMAT issue. Option expires in September 2024. Review before March 2024