

## BOUGHTON MONCHELSEA PARISH COUNCIL

### Minutes of the remote Parish Council Meeting held on 3<sup>rd</sup> November 2020 via Zoom, pursuant to notice, commencing at 7.00pm

#### Present:

Cllrs S. Munford (Chairman)  
R. Edmans  
L. Date  
A. Humphryes  
D. Smith  
A. Whybrow  
D. Redfearn  
H. Stevens  
J. Gershon  
I. Ellis  
C. Jessel  
N. Wilde  
J. Skinner

Parish Clerk

KCC Cllr Eric Hotson (part of meeting)

KCC Cllr Gary Cooke (part of meeting)

Resident, Peter Herrin (part of meeting)

1. **Apologies:** Apologies were received from Cllrs Martin and Brown. 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**  
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.**  
The following exempt item was agreed :  
14.3 Village hall refurbishment
5. **Reports from PCSO / KCC Community Warden / KCC Councillors**  
PCSO Pete Gardner was not present at the meeting but had forwarded crime details to the clerk in advance. During September there were 2 crimes in south ward – an attempted theft and an incident of criminal damage. Cllr Gershon suggested that future PCSO surgery dates be advertised via social media etc.

**CLERK**

KCC Warden, Liz Lovatt was not present at the meeting but had submitted a report which was summarised by the clerk as follows :

- A large fly tip was discovered in Park Lane. Enforcement action is being pursued
- Increase in dog fouling noted. Residents should report irresponsible dog owners to Liz or to MBC on 01622 602202
- Liz has been carrying out social services referrals and giving assistance to residents in various ways, including referrals to partnership agencies

Cllr Hotson spoke regarding KCC's budget challenges and stated that he was looking into the Parish Council's recent requests regarding improvement works to the Marlpit bus stop and the Cock Inn junction.

Cllr Cooke had sent the clerk a copy of his newsletter immediately before the meeting. This included information on the following which he expanded on for the benefit of members :

- COVID restrictions and available support, including KCC's 24 hour helpline service
- Budget challenges and consultation
- Highways and transport consultation
- Government planning consultation
- 'You decide' funding event

Cllrs Hotson and Cooke left the meeting at 7.35pm.

**6. Open Quarter :**

Resident and retired Parish Councillor, Peter Herrin was present at the meeting but was there to advise, if required, on agenda item 15.2 Parkwood Farm reservoir. There was therefore nothing to discuss during the open quarter.

**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.

As a trustee of the Rifgins Trust, Cllr Ellis declared an interest in item 12.1 Re-appointment of Rifgins trustees.

**8. Matters outstanding from minutes (3<sup>rd</sup> September 2020) not included in agenda:**

Pested Bars landscaping strip – the clerk advised that she and Cllr Ellis would be meeting with residents, on behalf of BMAT, regarding possible tree surgery work.

**9. Minutes of the meeting held on 3<sup>rd</sup> September 2020. Agreement of and signature by Chairman of the Parish Council :**

The minutes of the Parish Council meeting held on 3<sup>rd</sup> September were agreed as correct with the following amendment. Proposed by Cllr Smith, seconded by Cllr Ellis and agreed by all members.

Item 15.2 Parkwood Farm reservoir. Add to the end of the minute :

*During a recent inspection of Parkwood Farm reservoir it was noted that an extension was dug at the eastern end. While members were on site they also noted what appeared to be human excrement in the wooded area.*

## 10. Clerk's report

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

- Following completion of design work for the speed limit reduction to 30mph for Heath Road and the village 20mph zone, KCC have been instructed to move forward with implementation of the schemes. The new speed limits will be in place by the end of March 2021. Cllr Hotson has kindly agreed to contribute £3,000 towards the cost of the Heath Road speed limit reduction.

## 11. Finance

### Payments since last meeting ( incl VAT ) :

Admin support	Admin support work - August	65.00
Parish Clerk	Clerk's salary – August (Standing Order)	1050.26
Parish Clerk	Clerk's salary – August (cheque)	74.91
Parish Clerk	Clerk's expenses - August	70.13
HMRC	Employer / Employee tax and NI - August	148.89
Coakley Cleaning Services	Dog bin emptying - August	130.00
KALC	Clerk's conference fee	60.00
Maidstone Borough Council	Litter signs	500.00
Tantons Tree Surgeons	Tree surgery work at Campfield (BMAT cost)	1494.00
GIDE Associates Ltd	Salts Wood consultants fee (BMAT cost)	4011.56
PKF Littlejohn LLP	Parish Council accounts audit fee	480.00
EDF Energy	Electricity to parish hut	96.15
Admin support	Admin support work - September	65.00
Parish Clerk	Clerk's salary – September (Standing Order)	1050.26
Parish Clerk	Clerk's salary – September (cheque)	97.23
Parish Clerk	Clerk's expenses – September	61.13
HMRC	Employer / Employee tax and NI - September	163.71
Community Heartbeat Trust	Annual support fee - defibrillator	151.20
Gill Turner Tucker	Legal fees (BMAT cost)	2721.60
Gill Turner Tucker	Legal fees (village hall and rec ground charity)	3417.60
Coakley Cleaning Services	Dog bin emptying - September	130.00
Mr L M Field	Fencing work to woodland off Beresfords Hill (BMAT cost)	3060.00
Village hall committee	Parish office hire for 2020	572.13
Castle Water	Water supply to allotments	455.53

### Receipts:

Allotment leaseholders	Allotment rent (cash and cheques)	912.50
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Allotment leaseholders Allotment rent (bank transfers) 357.50

**Balances as at 27<sup>th</sup> October 2020 :**

Current Account	101,746.87
Business Reserve	426.38
National Savings	305.75
<b>Total Financial Assets</b>	<b>102,479.00</b>

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 Jessel, seconded by Cllr Date and agreed by all members.

11.2 Budget monitoring report : The budget monitoring report to 27/10/20 was included in the agenda papers and was agreed by all members.

It was agreed to bring forward agenda item 15.2 at this point.

15.2 Parkwood Farm reservoir

Cllr Edmans had produced a report which had been distributed to members in advance of the meeting. He explained that the purpose of the document was to articulate the findings and recommendations of the Parish Council's sub-group, (comprising Cllrs Redfearn, Edmans, Date and Smith) and was the outcome of research, insurer and Environment Agency engagement and a series of site visits and sub-group meetings including a meeting with the reservoir engineer / inspector, Black & Veatch

Cllr Edmans noted that the sub-groups objectives were to prevent flooding in The Quarries as practically as possible and mitigate Parish Council (and individual Councillor) liability whilst remaining cognisant of the farmer's irrigation requirements. Having undertaken a balanced assessment of the facts, objectives, risks and obligations, the sub-group were now seeking approval of the following recommendation :

- Reduce maximum reservoir capacity to below 25,000m<sup>3</sup> by cutting slots in the service overflow and returning capacity to pre-2012 levels (consideration to be given to the impact of recent excavation work). Whilst formal quotations are required, costs to complete this work are understood not to be excessive.
- Black & Veatch to be appointed to design, oversee and execute work as well as complete required documentation / certification to remove reservoir from the Reservoirs Act (MBC planning consent and EA engagement required). This will remove the Parish Council's status as statutory undertaker with associated obligations, inspections, costs and risks (including individual Councillors) ceasing. It will also remove the EA's 'reservoir risk' designation for all properties in The Quarries – surface water flooding risks will of course remain.

- Investigate opportunities to clear channels and sinkholes of debris between the reservoir and The Quarries to enable improved management of the water flow
- Engage KCC Highways to ensure an annual deep clean of The Quarries soakaway

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 – KCC and the EA would become responsible for flooding if the reservoir capacity was reduced from 64,000m<sup>3</sup> to less than 25,000m<sup>3</sup>

It was suggested that the following amendments / additions be made to the recommendations :

- The sub-group should consult and work with the owner and leaseholder of the farm regarding implementation of the proposals
- £10,000 should be moved from the highway budget to cover the cost of the recommendations

Cllr Ellis proposed that the Parish Council accept the sub-groups recommendations with the amendments detailed above. Seconded by Cllr Gershon. A vote was taken with 11 for, 1 against and 1 abstention. The proposal was therefore agreed.

It was agreed that Cllr Munford would liaise with the farm owner / leaseholder.

Cllr Ellis stated that the report from the sub-group was excellent and he and Cllr Munford thanked Cllr Edmans for his hard work in producing it. Cllr Ellis also thanked Cllr Munford and retired Councillor, Peter Herrin for their hard work on the reservoir over the years.

## 12. **Correspondence:**

### 12.1 Rifgins Trust – re-appointment of trustees :

The clerk explained that a letter had been received from the Rifgins Trust seeking approval for the re-appointment of two trustees. Cllr Munford proposed that Wendy Clarke and Ian Ellis be re-appointed as trustees for a further term of office. Seconded by Cllr Redfearn and agreed by all members with the exception of Cllr Ellis who had declared an interest earlier in the meeting and did not vote.

It was noted that there was also a trustee vacancy. Cllr Wilde expressed an interest in joining. Cllr Munford proposed that Nolan Wilde be appointed a trustee. Seconded by Cllr Gershon and agreed by all members with the exception of Cllr Wilde who did not vote. Clerk to inform Rifgins Trust secretary of re-appointments and new trustee.

**CLERK**

13. **Planning Report:**

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

20/503941	Lawnwood, Heath Road, Boughton Monchelsea Removal of existing pitched roof and conservatory, erection of single storey front and rear extensions and creation of a first floor with pitched roof over, including installation of new doors, windows and roof lights <b>DECISION :</b> The Parish Council wish to see the application refused for the following planning reasons and wish to see it reported to MBC planning committee for decision : <ul style="list-style-type: none"><li>• The proposal is completely out of scale and represents a significant extension in terms of length and height, turning a 2 bedroom bungalow into a 5 bedroom 2 storey house. This would have an adverse effect on the private amenity of both neighbours and we agree with their comments regarding loss of light and privacy</li><li>• We have no objection to the hardstanding or front extension but the rear extension is entirely unacceptable</li><li>• We are concerned that one of the neighbours does not appear to have been consulted on the application</li></ul>	MBC notified : 22/9/20
20/503801	10 Thomas Rider Way, Boughton Monchelsea Replacement and raising of roof height to create a loft conversion and erection of a single storey rear extension. Creation of an additional two parking bays to the front <b>DECISION :</b> The Parish Council wish to see the application refused for the following planning reasons and wish to see it reported to MBC planning committee for decision : <ul style="list-style-type: none"><li>• The proposal is out of scale and character with its neighbours and represents overdevelopment of the property</li><li>• The term 'loft conversion' is a misnomer, the proposal is effectively adding an entire third storey to the property, both internally and externally</li></ul> Note : In the light of the MBC case officer's report, the above objection was subsequently withdrawn, prior to the MBC planning committee meeting	22/9/20
	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 (REVISED DETAILS ONLY)	13/10/20

**DECISION :**

The Parish Council wish to comment on the revised information as follows :

- We still feel that the proposal represents over-development of the site however we are pleased that the applicant has taken on board our comments regarding the inappropriate location of the club house. The application should be approved only on the basis of the alternative layout provided, ie with the club house in the centre of the development and not close to existing properties.
- We would encourage the applicant to provide a green buffer to the east of the site to mitigate the detrimental effect on existing Church Street properties. The permitted scheme for 18 homes included such a green buffer and could easily be achieved in this 24 home proposal
- In accordance with KCC Highway's comments, waste collection and delivery vehicles must have a satisfactory way of turning around within the site. This must be fully addressed before approval is given as it would be completely unacceptable and dangerous for these vehicles to be reversing into the development from Church Street

20/504292

10 Meadow View Road, Boughton Monchelsea  
First floor side / rear extension

13/10/20

**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 side wall of the extension is to be constructed on the boundary between numbers 8 and 10. It is unacceptable to include windows on this boundary wall. In addition, 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 and blocking the side window
- We are concerned at the detrimental effect of the proposal on the private amenity of the neighbouring property, ie lack of light and direct overlooking

20/504291

28 Church Street, Boughton Monchelsea

13/10/20

Erection of a two storey side and rear extension, changes to fenestration and internal alterations

**DECISION :**

The Parish Council wish to comment on the application as follows :

- The proposal appears to be an improvement on the existing extension, removing the flat roof however it is unacceptable to include windows on a boundary wall
- We are concerned at the comment in the design and access statement that 'a side passage / right of way has been agreed with no. 30, as marked on the site plan, for wheeling in the bins, and access for garden maintenance'. We assume this is an informal arrangement and should there be a future change of neighbour the property could be left with no access to the rear apart from through the house

20/504617	Jubilee Resource Hub, Bircholt Road, Maidstone Demolition of the existing building and erection of purpose built facilities for Jubilee Resource Hub <b>DECISION :</b> Not yet decided	--
20/504039	Oast Cottage, Boughton Lane, Boughton Monchelsea Demolition of detached garage and erection of 1 no. detached dwelling with access and gate <b>DECISION :</b> Not yet decided	--
20/504869	2 Cock Cottages, Green Lane, Boughton Monchelsea Demolition of conservatory and erection of single storey rear extension <b>DECISION :</b> Not yet decided	--
20/504431	Rivendale, Brishing Lane, Boughton Monchelsea Proposed single storey garage and new workshop <b>DECISION :</b> Not yet decided	--

**The following applications have been APPROVED by MBC:**

20/503054	55 Church Street, Boughton Monchelsea Demolition of existing single storey side extension. Erection of two storey side extensions and first floor rear extension with pitched roof
20/503047	6 Stevens Walk, Maidstone Erection of a single storey rear extension
20/502118	The Piggeries, The Quarries, Boughton Monchelsea Variation of condition 11 of previously approved: 17/500098/FULL (Demolition of existing buildings and erection of single detached dwelling house) for no development, other than ground works, including the excavation of foundation trenches, shall take place until the existing buildings on the site are demolished and their foundations and all other arising's removed from site



- 20/503801 10 Thomas Rider Way, Boughton Monchelsea  
Replacement and raising of roof height to create a loft conversion, including front and rear dormers and erection of a single storey rear extension. Creation of an additional two parking bays to the front
- 20/503633 Swiss Cottage, Bottlescrew Hill, Boughton Monchelsea  
Lawful Development Certificate (Existing) to establish the use of land as a residential garden
- 20/503563 Eel House Farm, Boughton Bottom Farm, Lower Farm Road, Boughton Monchelsea  
Prior notification for the change of use of an agricultural building and land within its curtilage to 1 no. dwellinghouse and associated operation development. For it's prior approval to: Transport and Highways impacts of the development; Noise impacts of the development; Contamination risks on the site; Flooding risks on the site.; Whether the location or siting of the building makes it otherwise impractical or undesirable for the use of the building to change from agricultural use to C3 (dwellinghouses); Design and external appearance impacts on the building, and Provision of adequate natural light in all habitable rooms of the dwellinghouses

**The following applications have been REFUSED by MBC:**

- 20/503655 1 Cliff Cottages, Cliff Hill, Boughton Monchelsea  
Listed building consent for insertion of replacement timber casement windows
- 20/502887 Two Acres, Park Lane, Boughton Monchelsea  
Removal of 1 no. mobile home and erection of a day room. Stationing of 4 no. mobile homes for gypsy pitches
- 20/502032 Lower Bell Riding School, Back Lane, Boughton Monchelsea  
Demolition of existing site structures (barn, stables, mobile home, shed) and erection of 3 dwellings with accompanying parking and landscaping (resubmission of 19/506110/FULL)
- 20/504231 Norrington, Heath Road, Boughton Monchelsea  
Prior notification for a proposed single storey rear extension which: A) Extends by 8 metres beyond the rear wall of the original dwelling. B) Has a maximum height of 3.55 metres from the natural ground level. C) Has a height of 2.49 metres at the eaves from the natural ground level.  
**MBC decision : 'Having examined the information you submitted we are of the opinion that permission/consent is required for the above proposal'**
- 20/503491 Lawnwood, Heath Road, Boughton Monchelsea  
Removal of existing pitched roof and conservatory, erection of single storey front and rear extensions, and creation of a first floor with pitched roof over, including installation of new doors, windows and roof lights

**The following applications have been notified as WITHDRAWN :**

None

**The following APPEALS have been notified:**

None

**The following APPEAL DECISIONS have been notified:**

None

**The following APPEALS have been notified as WITHDRAWN:**

None

**14. Representatives' Reports:**

14.1 KALC: Cllr Humphryes had nothing to report. He advised that the next KALC meeting was on 23<sup>rd</sup> November followed by the AGM on 28<sup>th</sup> November.

14.2 Allotments : Cllr Martin was not present at the meeting.

14.3 Village Hall & Recreation Ground : Exempt item.

14.4 Neighbourhood Watch : Cllr Stevens advised that membership was increasing.

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 Health and Safety Issues : Nothing to report.

15.2 Parkwood Farm reservoir :  
Covered above

15.3 North Ward update : It was noted that a car had recently been broken into.

15.4 Banking policy : A draft banking policy had been produced by the clerk and distributed to Councillors in advance of the meeting. Cllr Munford proposed that the draft policy be accepted. Seconded by Cllr Smith and agreed by all members. Clerk to upload policy to website. **CLERK**

15.5 Risk register : A draft risk register had been produced by the clerk and distributed to Councillors in advance of the meeting. Cllr Munford proposed that the draft risk register be accepted. Seconded by Cllr Redfearn and agreed by all members. Clerk to upload register to website. **CLERK**

15.6 Office equipment purchase – printer and shredder : It was agreed that a new printer and shredder be purchased for the Parish Council to a max combined cost of £250. Proposed by Cllr Munford, seconded by Cllr Humphryes and agreed by all members. **CLERK**

15.7 Legal fees – village hall and rec ground charity : It was noted that the current spend on legal fees associated with the village hall and rec ground charities was £841 more than originally budgeted. This overspend was agreed.

15.8 Village green status : The clerk explained that the northern part of the village green was not registered. Cllr Munford proposed that the Parish Council should seek to register the unregistered part with assistance from Gill Turner Tucker. Seconded by Cllr Skinner and agreed by all members. **CLERK**

15.9 Digital mapping : Cllr Smith stated that he had obtained a quote of approximately £1700 for purchasing a digital OS map of the parish. He proposed that the Parish Council accept this quote as it would be essential going forwards to have this. Seconded by Cllr Ellis and agreed by all members. Cllr Smith noted that the quote covered most of the parish but other areas south of Heath Road could be purchased in the future, if required. **CLLR SMITH**

15.10 Bench on the green : The clerk had obtained a quote of £754 for a new hardwood bench for the green. Cllr Munford proposed that the clerk be given delegated authority to purchase a bench up to the value of £800. Seconded by Cllr Humphryes and agreed by all members. **CLERK**

Cllr Redfearn left the meeting at this point (9.05pm)

Cllr Ellis stated that the parish hut on the green was covered in ivy which should be removed. Clerk to arrange. **CLERK**

The possibility of an electric vehicle charging point on the green was discussed. The clerk advised that, at the Parish Council meeting on 3<sup>rd</sup> September a sub-group of members had been tasked with pursuing a possible location in the parish for an EV charging point. Sub-group members Cllrs Edmans, Jessel, Munford and Date **CLLRS EDMANS / JESSEL / MUNFORD / DATE**

15.11 Finger post sign for Bottlescrew Hill : Cllr Humphryes advised that he had now finished refurbishing the finger post sign and it would be located on the grass verge on the north side of Bottlescrew Hill, close to the junction with The Quarries. The sign would have 3 fingers. Cllr Humphryes proposed that the finger pointing towards Atkins Hill be signed 'Quarry Wood'. Cllr Munford amended this, proposing that the finger be marked with the locally recognised name for the area 'Little Switzerland' Following lengthy debate, Cllr Smith seconded Cllr Munford's amended proposal and a vote was taken with 6 for, 4 against and 1 abstention. It was therefore agreed that the name 'Little Switzerland' be used on the sign. Members thanked Cllr Humphryes for all his hard work renovating the sign. **CLLR HUMPHRYES**

15.12 Remote carols event : The clerk and Cllr Munford suggested that a remote carols event be organised as a substitute to the normal carols on the green. This was agreed. **CLERK / CLLR MUNFORD**

**16. Deferred items schedule :**  
Nothing to discuss.

**17. Any Other Business :**

17.1 Cllr Jessel spoke regarding the government's rural broadband voucher scheme and added that a number of people in Wierton were interested in applying. Cllr Munford stated that if this group wish to advertise for more members then the Parish Council could publicise via website, social media and e-mail circle.

17.2 Cllr Jessel stated that she had recently attended a net zero KALC meeting and had completed a climate change self-assessment on behalf of the Parish Council. She asked for a regular PC meeting agenda item on 'Climate change mitigation', going forwards. **CLERK**

17.3 Cllr Munford noted that the Parish Council's COVID-19 support network was up and running again for the second lockdown and beyond, as required.

17.4 Cllr Humphryes gave an update on BMAT's Salts Wood project. The preferred forestry contractor had been selected and informed but it was not known yet whether a full archaeological dig would be required.

17.5 Cllr Edmans requested that a link to information on the new Quarries conservation area be included in the next Parish Council newsletter. **CLERK**

**18. Date of Next Meeting:**

The next full Parish Council meeting will be held on Tuesday 12<sup>th</sup> January 2021 at 7pm via Zoom.

There being no further business the meeting closed at 9.50pm.

**MINUTE 16** (Parish Council meeting 3<sup>rd</sup> November 2020)

**SCHEDULE OF DEFERRED ITEMS CARRIED FORWARD FROM PARISH COUNCIL MEETINGS:**

<b>DATE :</b>	<b>ITEM:</b>	<b>ACTION:</b>	<b>POSITION AS OF PARISH COUNCIL MEETING 3<sup>rd</sup> November 2020</b>
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
3.9.20	Community Right to Bid	Meeting	Meeting to be arranged with MBC once COVID-19 crisis is over. Cllrs Munford and Martin to attend