

BOUGHTON MONCHELSEA PARISH COUNCIL

Minutes of the Parish Council Meeting held on 5th November 2019 in the main hall of Boughton Monchelsea Village Hall pursuant to notice, commencing at 7.00pm

Present:

Cllrs R. Edmans (meeting Chair)
 I. Ellis
 R. Martin
 D. Redfearn
 H. Stevens
 C. Jessel
 N. Wilde
 L. Date
 A. Whybrow

Parish Clerk

MBC Conservation Officer, Christopher Rainsford

KCC Warden, Liz Lovatt

Village hall committee Chair

Boughton Monchelsea playgroup manager

1. **Apologies:** Apologies were received from Cllrs Munford, Smith, Humphryes, Gershon, Brown and Skinner
2. **Filming of meetings : Request for notification of whether any person intends to film, photograph or record any item**
No person expressed any intention of filming, photographing or recording any item.
3. **Notification of late items for inclusion on the agenda**
No late items.
4. **Standing Order 61: To decide whether the public and press should be excluded from the meeting for any item.**
No excluded items

It was agreed to bring forward items 12.1 and 15.4 at this point in the meeting

15.4 Boughton Monchelsea playgroup location – exploration of options :

Cllr Edmans had produced a written paper which had been circulated to members in advance of the meeting. He explained that, following discussions with the village hall committee and playgroup management a number of questions had arisen :

- Can greater access to the village hall be made available to the community?
- Can a greatly enhanced environment and experience be offered to the infants of the parish?
- Can a co-ordinated solution be found to help ease congestion in Church Street?

- What action can be taken now to futureproof and accommodate future needs and demands?

Cllr Edmans went on to explain that a limited number of exploratory discussions had taken place with the village hall committee to consider solutions to the above questions. One such solution that merits further exploration is the concept of a modular nursery building located on BMAT land at Lyewood.

Cllr Whybrow queried whether the village hall committee would lose money if playgroup moved. The village hall Chair was present at the meeting and stated that the committee are having to turn away potential hirers such as Involve, the church, a yoga group, bowls club and toddler group so filling the hall during the day time would not be a problem.

Cllr Jessel felt that this was a fantastic idea in principle and agreed to be part of a sub-group to explore further. She added that any future move should build in walking and cycling, to avoid reliance on the motor car.

Cllr Martin stated that he was generally supportive but felt that the following issues would need exploring in detail :

- Who would own any new building?
- Detailed costing would be needed
- Would this be instead of or as well as any extension to the village hall?

Cllr Ellis stated that he was in agreement, in principle, with a sub-group exploring this further but that members must not have any pre-conceived ideas. He stated that his personal view was that extending the village hall would be a more cost effective solution.

Cllr Whybrow stated that traffic impacts should be fully explored.

Cllr Redfearn proposed that a small sub-group be formed to work closely with Boughton Monchelsea playgroup and, where appropriate, the village hall committee, to undertake a full exploratory feasibility study of a nursery at Lyewood (including operating assumptions, legalities and financial considerations). Seconded by Cllr Jessel and agreed by all members. Cllrs Edmans, Redfearn, Jessel and Wilde agreed to join the sub-group.

The village hall committee Chair and playgroup manager left the meeting at this point.

12.1 **MBC – Proposed conservation area boundary extensions :**

The clerk introduced MBC's conservation officer, Christopher Rainsford and explained that she and Cllr Munford had met with Mr Rainsford recently regarding proposed extensions to the boundaries of the conservation areas at The Green and The Quarries.

Mr Rainsford gave a detailed presentation on the proposals. He then queried whether the whole of The Quarries should be included in the proposed extension. Members noted that there were a significant number of listed buildings in The Quarries as well as extensive ragstone walling and agreed that it should all be included.

The proposed extensions would therefore be as follows :

The Quarries

- Northern extension to include Rock House and its curtilage
- Western extension to include the ponds and the whole curtilage of Harts House
- Eastern extension to encompass Forge Bungalows
- Second small eastern extension to bring in the house and land associated with Beresford Cottage
- Southern extension along Beresfords Hill to encompass Beresfords Lodge and the rag stone walls bounding the road
- The whole of The Quarries to the junction with Cliff Hill

The Green

- Small extension to the west to accommodate the whole curtilage of Cart Lodge Oast
- Extension to the south to the centreline of the road, to protect property boundaries

Cllr Edmans proposed that all the above should be taken forward as extensions to the conservation areas. Seconded by Cllr Ellis and agreed by all members. The next stage of the process would be to consult the wider community on the proposals via a letter. Christopher Rainsford would draft this for distribution by the Parish Council.

CLERK

Cllr Edmans stated that the Parish Council would also like to see some protection of the land adjacent to Wood Cottage to connect the Quarries and Loose Valley conservation areas. Mr Rainsford stated that conservation areas are designed to control development in already developed areas, not those which are largely landscaped or countryside.

Mr Rainsford left the meeting at this point.

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

PCSO Pete Gardner was not present at the meeting. A Police report had been compiled by the clerk using the E-watch.co website. During September and October there had been 4 crimes in south ward including the theft of a lawnmower, an outbuilding break-in and an attempted break-in / theft. There had been 7 crimes in north ward including theft and damage to vehicles and a break-in to a business property

KCC Warden, Liz Lovatt was present at the meeting and reported as follows :

- This is a very busy time of year for welfare visits. Please contact Liz if you know anybody who needs assistance

- Firework and bonfire night advice
- Presentations have been given on the role of the KCC Warden, scams and financial abuse. Please let Liz know if you are interested in booking a talk

Cllr Ellis stated that the Riggins Trust do not have sufficient requests for funding at the moment and stated that anybody in need within the parish should contact trustee, Wendy Clarke, for further information.

Liz Lovatt advised that the bench on the green had been damaged / vandalised.
Clerk to arrange repairs. **CLERK**

Liz left the meeting at this point.

6. Open Quarter :

Members of the public had left the meeting by this point therefore there was nothing further to discuss

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 September) not included in agenda:

Item 8/10/8/12.2 MBC Community Right to Bid : Cllrs Martin and Munford to arrange meeting with MBC **CLLR MARTIN / CLLR MUNFORD**

Item 8 /17.7 Finger post sign in The Quarries : Sign now made and will be erected in the next few weeks.

Item 8/17.10 War memorial plaque : New plaque has been delivered and will be fixed to the wall in the village hall foyer

Item 12.3 KCC consultation on draft Energy and Low Emissions Strategy : Cllr Jessel had produced a response on behalf of the Parish Council which was submitted by the clerk

Item 12.4 Kent PCC – Annual Policing Survey : Cllr Date advised that he would respond on behalf of the Parish Council **CLLR DATE**

Item 15.2 Parkwood Farm reservoir : Cllr Edmans advised that the 10 year inspection would take place on 15th November. It was agreed to make a decision on whether to write to residents after this meeting had taken place **CLLR EDMANS**

Item 15.5 Emergency Plan : Cllr Brown was not present at the meeting however it was noted that a sub-group meeting had taken place. Cllr Martin advised that the case of emergency equipment could not be found and would need to be replaced

9. **Minutes of the meeting held on 3rd September 2019. 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. Proposed by Cllr Edmans, seconded by Cllr Redfearn and agreed by all members.

10. **Clerk's report**

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

- All allotment rent for the year 1st Oct 2019 to 30th Sep 2020 had now been received
- Meeting arranged with KCC Highways Officer, Jennie Watson, on 19th November to discuss the proposed 30mph speed limit for Heath Road. Cllr Munford and the clerk to attend **CLLR MUNFORD / CLERK**
- CLF Fencing to install finger post sign at the junction of The Quarries and Bottlescrew Hill
- A request had been made to County Councillor, Gary Cooke, for double yellow lines at the junction of Joywood and Brishing Lane

Payments since last meeting (incl VAT) :

Gill Turner Tucker	BMAT legal fees	264.00
MLM Consulting Engineers	20mph zone design fees	2,034.00
Hobbs Parker	BMAT tender process fees – Salts Farm	816.00
Coakley Cleaning Services	Dog bin emptying - August	130.00
PKF Littlejohn	Accounts audit fee	360.00
Village hall committee	Hall hire	16.00
Brand Plan Media	Printing (Local Plan review flyers)	64.25
* Maidstone Borough Council	Play area repairs (new swing seats)	636.24
Kent County Council	Stationery / office equipment	60.42
Highpoint Developments (paid for by Cllr Helen Stevens and reclaimed)	Litter pickers	478.56
Castle Water	Allotment water bill	292.58
C. Windless	Admin support - September	65.00
Parish Clerk	Clerk's salary – September (paid by SO)	1,050.26
Parish Clerk	Expenses - September	98.25
EDF Energy	Electricity to parish hut	75.80
Kent County Council	Stationery	2.22
Parish Clerk	Pay in lieu of holiday + pay rise pay for Sep (paid by cheque)	445.52
HMRC	Employer / Employee tax & NI – Sept + pay in lieu of holiday	414.73
MLM Consulting Engineers	20mph zone design fees (Principal Designer role)	864.00
Village hall committee	Hall hire	36.00
Coakley Cleaning Services	Dog bin emptying - Sept	130.00
Maidstone Borough Council	Play area repairs (wet pour and springers)	282.00
D. A. Edwards	Finger post sign	600.00
Oak Frames Direct	Green Lane bus shelter (20% deposit)	591.46
Finlo Frank Ltd	Pavilion refurbishment	11,672.76

Gilham & Gilham Glass Co. Ltd	Village hall entrance doors	2,361.60
JC White Geomatics Ltd	Village hall survey	1,950.00
Parish Clerk	Clerk's salary – October (paid by SO)	1,050.26
Parish Clerk	Clerk's salary – October (paid by cheque)	66.15
Parish Clerk	Expenses - October	60.65
HMRC	Employer / Employee tax & NI - Oct	159.45
C. Windless	Admin support - October	65.00

Receipts:

Allotment leaseholder	Allotment rent	60.00
Maidstone Borough Council	Parish Services Scheme – second instalment	2,552.50
Maidstone Borough Council	S106 monies for pavilion refurb	9,727.30
Book purchasers	Book sales	30.00
BT	Wayleave payment for installation of BT ducts on the green	31.50
Allotment leaseholders	Allotment rent	782.50
Maidstone Borough Council	CIL payment	1,549.32

Balances as at 29th October 2019 :

Current Account	99,782.29
Business Reserve	425.80
National Savings	303.32
Total Financial Assets	100,511.41

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 Ellis, seconded by Cllr Edmans and agreed by all members.

11.2 Budget monitoring report : The budget monitoring report to 29/10/19 was included in the agenda papers and was agreed by all members.

Following lengthy discussion it was agreed that detailed discussion is required on how to spend future CIL funds. To be included as an agenda item for the next Parish Council meeting.

CLERK

12. Correspondence:

12.1 MBC – Proposed conservation area boundary extensions : Covered above

12.2 MBC – Call for sites : It was noted that the call for sites information was now in the public domain. Members discussed whether to hold a public meeting in order to explain the process going forwards. It was agreed that this should be deferred for several months until MBC have reviewed all the information and filtered out some of the sites. It was agreed that a written article on the call for sites should be included in the next newsletter and published on the Parish Council's website and Facebook page.

CLLR MUNFORD / CLERK

12.3 MBC – Consultation on Affordable and Local Needs Housing Supplementary Planning Document :

Following discussion it was agreed not to respond to this consultation.

12.4 MBC – Biodiversity and Climate Change Review : Cllr Jessel had produced a draft response which was circulated to members in advance of the meeting. It was agreed that this should be submitted to MBC following the BMAT meeting on 12th November.

CLERK

12.5 Power for People – Campaign for more local, clean energy generation :

The clerk advised that correspondence had been received from the 'Power for People' campaign, asking for support for more local, clean energy generation. Following discussion it was agreed that the Parish Council would sign up to this campaign. The following motion was also passed, in support of the Local Electricity Bill :

Boughton Monchelsea Parish Council

- (i) acknowledges the efforts that this council has made to reduce greenhouse gas emissions and promote renewable energy
- (ii) recognises that councils can play a central role in creating sustainable communities, particularly through the provision of locally generated renewable electricity
- (iii) further recognises
 - that very large financial setup and running costs involved in selling locally generated renewable electricity to local customers result in it being impossible for local renewable electricity generators to do so
 - that making these financial costs proportionate to the scale of a renewable electricity supplier's operation would create significant opportunities for councils to be providers of locally generated renewable electricity directly to local people, businesses and organisations, and
 - that revenues received by councils that became local renewable electricity providers could be used to help fund local greenhouse gas emissions reduction measures and to help improve local services and facilities;
- (iv) accordingly resolves to support the Local Electricity Bill, currently supported by a cross-party group of 115 MPs, and which, if made law, would make the setup and running costs of selling renewable electricity to local customers proportionate by establishing a Right to Local Supply; and
- (v) further resolves to
 - write to our MP, asking them to support the Bill, and
 - write to the organisers of the campaign for the Bill, Power for People, at info@powerforpeople.org.uk expressing support

CLERK

12.6 KCC – Budget consultation : Following discussion it was agreed not to respond to this consultation

13. Planning Report:

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

		MBC notified
19/504144	Land to West of 70 Church Street Boughton Monchelsea Minor Material Amendment to condition 20 of 16/502993/FULL (Demolition of existing buildings and construction of 18 new C2 Extra Care Retirement Homes, Club House, Car Ports, Bin Stores, Landscape scheme and Access road. Demolition of garage to rear of 70 Church Street and erection of new oak framed car port to rear garden) to include an increase in unit numbers from 18 no. to 24 no. units and changed to internal layouts and elevations along with associated site plan updates, including changes to number of parking spaces and car ports. DECISION : The Parish Council could only accept a pedestrian priority crossover at the junction with Church Street due to the high number of children using the path to walk to and from school and the fact that there is no footpath available on the other side of the road. We note that KCC have not yet submitted their response to this application. If KCC agree with a pedestrian priority crossover then we have no further comment to make. If KCC do not agree however then we wish to see the application refused and reported to MBC planning committee for decision.	11/9/19
19/503514	Boughton Manor, Boughton Lane, Boughton Monchelsea Demolition of existing outbuildings. Erection of a garage with first floor above and a garden workshop. DECISION : No objection in principle however we would like to comment as follows : <ul style="list-style-type: none">• Can the garage and workshop be built on the footprint of the existing outbuildings in order to preserve and encourage biodiversity?• Has an assessment been made of the visual impact of the proposal in relation to the surrounding landscape?	11/9/19
19/504237	55 Haste Hill Road, Boughton Monchelsea. Removal of shed attached to existing garage and erection of replacements single storey side extension with alterations to roof. DECISION : No objection / comment	11/9/19
19/504300	Wierton Hall Farm, East Hall Hill, Boughton Monchelsea Variation of condition 6 of 19/501536/FULL (erection of a single storey building to provide staff accommodation/holiday let and staff training room) to allow	11/9/19

no time restrictions on staff accommodation

DECISION :

We wish to see the application refused and if the case officer is recommending approval then we would like it to be reported to MBC planning committee for decision. The original application (19/501536) was only approved a few months ago and MBC put this condition on to prevent the establishment of a permanent residential presence in an area where such development would not normally be permitted. There is no reason for this condition to be removed and no reason why staff members need to live permanently on the site.

19/504246	The Mulberry Tree, Hermitage Lane, Boughton Monchelsea Conversion of existing restaurant building, flat and associated staff accommodation to form five residential dwellings with associated minor extensions and alterations to existing building, landscaping and formation of additional vehicular access point onto Hermitage Lane. (Revised scheme to 18/506158)	11/9/19
	DECISION : We would like to comment on the application as follows : <ul style="list-style-type: none">• We have concerns regarding intensification and feel that the site would be at a maximum with five properties• We are concerned at increased traffic on the country lanes around the site, as a result of this proposal• We question why a second access onto the site is required. The implication of this on highway safety needs to be fully assessed• The new access road appears to lead directly to a piece of land to the south east of the site. We could not accept any further development in this area	
19/504436	Wierton Hall Farm Cottage, Wierton Road, Boughton Monchelsea Demolition of existing external store and erection of a single storey extension and link with associated alterations	1/10/19
	DECISION : No objection / comment	
19/504437	Wierton Hall Farm Cottage, Wierton Road, Boughton Monchelsea Listed Building Consent for demolition of existing external store and erection of a single storey extension and link with associated alterations. Removal of fireplace and chimney stack above, and relocation of existing window	1/10/19
	DECISION : No objection / comment	
19/504497	The Wheelwrights, The Green, Boughton Monchelsea Demolition of existing commercial building and erection of 2	1/10/19

no. semi-detached dwellings with associated parking

DECISION :

The Parish Council wish to see the application refused for the following reasons. If the case officer is minded to approve the application then we would like it reported to MBC's planning committee, for decision.

The design neither recreates the quality of the existing vernacular nor creates a contemporary high quality addition. The proposal is in the centre of our village and would be on full display within the conservation area. The design should complement the existing heritage buildings, not detract from them.

There does not appear to be any direct access to the rear of the properties

We have concerns regarding the parking area to the front of the properties which is not sensitive to the conservation area or adjacent listed buildings

Windows are not allowed in the boundary wall under Building Regulations. In addition this would cause maintenance and access issues and overlooking to adjacent private amenity space

- Bedroom 3 in each property would not have a window unless it was in the boundary wall
- The proposal constitutes over-development of the site
- The drawings are over simplistic and do not therefore accurately represent the comparison between existing and proposed, or illustrate the relationship with the adjacent neighbouring heritage properties
- The proposal appears to be further forward than the existing commercial building
- No dimensions have been provided on the drawings, in order to determine the height of existing and proposed
- The use of material is crude. We would not want to see any modern weatherboarding
- The dormers are out of scale with the elevation and the detailing is crude and clunky
- The conservation officer should be fully consulted on this application

The following applications have been APPROVED by MBC:

- | | |
|-----------|--|
| 19/503705 | 15 Thomas Rider Way, Boughton Monchelsea
Demolition of existing conservatory and erection of single storey rear extension |
| 19/503705 | 11 Bridge Cottages, The Quarries Boughton Monchelsea |

	Listed building consent for the proposed re-roofing of property like-for-like
19/503510	Motorline Maidstone, Bircholt Road, Maidstone Creation of new customer entrance lobby and re-cladding including alterations to existing customer parking
19/503483	Langley Park Centre, Laight Road, Maidstone Removal of existing concrete kerb edges and raised planting areas, to be replaced by new tarmac and hatched white line area, flush with existing car park
19/503378	The Old Farmhouse, The Green, Boughton Monchelsea Erection of 2 no. pairs of 5 bar timber entrance gates
19/503193	2 Stone Cottages, Heath Road, Boughton Monchelsea Erection of first floor rear extension and conversion of garage into a habitable room, including removal of roof light to existing conservatory and replacement with a flat roof
19/504237	55 Haste Hill Road, Boughton Monchelsea Removal of shed attached to existing garage and erection of replacement single storey side extension with alterations to roof
19/504073	Motorline Maidstone, Bircholt Road, Maidstone Advertisement consent for 3 no. internally illuminated fascia signs, 2 no. free-standing information signs, 5 no. customer parking signs, 1 no. DDA sign and 2 no. pylon signs

The following applications have been REFUSED by MBC:

19/503484	Loddington Lane Cottage 2 Loddington Lane Boughton Monchelsea Demolition of existing dwelling and outbuilding and erection of a terrace of 4no. cottages with associated parking
19/503301	Land rear of 92 The Quarries, Boughton Monchelsea Construction of two self-contained detached dwellings (resubmission to 19/500135)

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

13.1 Neighbourhood Plan progress report : A report had been produced by the Parish Council's planning consultant which was provided to members in advance of the meeting. The contents of this were noted.

14. Representatives' Reports:

14.1 KALC: Cllr Humphryes was not present at the meeting. Cllr Date advised that he would be attending the KALC AGM on 30th November

14.2 Allotments : Nothing to report

14.3 Village Hall & Recreation Ground : Nothing further to report

14.4 Neighbourhood Watch : Cllr Stevens advised that a number of new people had joined recently. She added that Langley Park residents had set up their own group and their first meeting would take place soon.

14.5 Police Liaison : Cllr Date advised that the next meeting would take place in January

14.6 Bus group : Cllr Whybrow advised that the number 59 bus trial would be going ahead once the service diversion work was complete. The trial was expected to start early in the new year and would last for 12 months.

Cllr Edmans spoke regarding vans parking on Green Lane, close to the junction with Brishing Lane. The clerk had requested double yellow lines however KCC had stated it was MBC's responsibility and vice versa. The clerk stated that she and Cllr Munford would be meeting County Councillor Eric Hotson in early December and would discuss this again then.

14.7 Speedwatch : Nothing to report

15. Items for Discussion:

15.1 Health and Safety Issues : Cllr Whybrow expressed concern at the safety of the multi play toddler unit in the Church Street play area. She stated that a toddler had recently fallen off it. It was noted that the unit was only a few years old, was compliant with regulations and that young children should obviously be closely supervised in the play area. No further action was agreed.

The clerk advised that the latest MBC inspection report of the Church Street play area had identified repairs required to the log cabin slide. A quote had been received from MBC for £432. Members agreed to this. Clerk to arrange repairs.

CLERK

15.2 Parkwood Farm reservoir update : Cllr Edmans advised members that a section 10 inspection of the reservoir was required by an All reservoirs Panel Engineer. This is an enhanced inspection normally carried out every 10 years but needed 3 years after the Construction Certificate was issued. The cost of this would be £2,300. This was formally agreed by members

15.3 North Ward update : Cllr Stevens advised that she had chased up Borough Councillor, Daniel Rose regarding the new bin for Brishing Lane

15.4 Boughton Monchelsea playgroup location – exploration of options : Covered above

15.5 Litter signs : Cllr Jessel advised that this project was progressing well and that Boughton Monchelsea will be the first parish in the borough to introduce this type of signage

15.6 Carols on the green - final arrangements including agreement to purchase new tables :

The clerk noted that the Salvation Army, school choir and community choir would be attending. The usual refreshments would be provided. The clerk stated that the Parish Council would need to purchase new tables for use on the night and for storage in the parish hut for future events. A budget of £200 was agreed for this.

CLERK

15.7 Green Lane bus shelter :

The clerk explained that, following the Parish Council's recent grant application, KCC had agreed to fund £3,000 of the total £3,643 cost of the new Church Street bus shelter.

Cllr Humphries had looked into the possibility of an additional shelter for Green Lane, next to the Curious Eatery. The owners had confirmed they were happy for a shelter to be installed on their property. A quote had been obtained which was £2,464 for an oak shelter and £1,270 for installation. The total cost would therefore be £3,734.

The Parish Council had previously agreed a maximum budget of £4,445 for the Church Street shelter (plus £3,000 KCC grant money = £7,445) so there would be no additional cost to the Parish Council for this second shelter.

It was agreed to proceed with the Green Lane bus shelter based on the above quotes. To clarify, it was noted that the Green Lane shelter would be fully funded by the Parish Council. Clerk to organise, in conjunction with Cllr Humphries.

CLERK / CLLR HUMPHRIES

15.8 Newsletter :

Cllr Date stated that the copy date for the next newsletter was 24th November.

ALL CLLRS

15.9 BMAT landholdings – management responsibility :

Cllr Ellis noted that BMAT's landholdings had now transferred to the new charity. He added that there will be a formal management agreement whereby the Parish Council has the long term lease of the land including responsibility for its upkeep. He stated that all areas of land that were not leased out to farmers would need to be designated as 'village greens'. This was agreed by members.

16. Deferred items schedule :

Nothing to report

17. Any Other Business :

- 17.1 Cllr Edmans queried progress on Salts Farm woodland. Cllr Martin stated that he and Cllr Munford had met with the Woodland Trust on 4th November. He added that the site was within a priority area for a carbon grant which should be received by summer 2020. Planting would begin around this time next year and the woodland would need to be viewed primarily as a carbon capture facility. Cllr Martin went on to explain that the Parish Council / BMAT had been strongly advised to use a consultant for Salts Wood and this was being pursued.

CLLR MARTIN / CLLR MUNFORD

- 17.2 Cllr Date expressed concern at the poor condition of the village hall flag. Cllr Edmans agreed to bring this up with the village hall committee. **CLLR EDMANS**

- 17.3 Cllr Edmans stated that a resident had complained to the Parish Council regarding post office vans parking outside residential properties over the weekend. It was agreed that a letter should be sent to the main Maidstone post office, asking if vans could park further along the road, outside the village hall, to prevent nuisance and inconvenience to residents **CLERK**

- 17.4 The clerk explained that websites for public sector bodies must be inclusive and accessible for all by 23rd September 2020. The Parish Council website uses the Hugo Fox provision and they are currently checking their system for compliance

- 17.5 Cllr Whybrow expressed concern regarding 5G masts. It was noted that there had been a recent consultation about this but the deadline had passed.

18. Date of Next Meeting:

The next full Parish Council meeting will be held on Tuesday 14th January 2019 at 7pm in the village hall.

There being no further business the meeting closed at 8.45pm.

MINUTE 16 (Parish Council meeting 5th November 2019)**SCHEDULE OF DEFERRED ITEMS CARRIED FORWARD FROM PARISH COUNCIL MEETINGS:**

DATE :	ITEM:	ACTION:	POSITION AS OF PARISH COUNCIL MEETING 5th November 2019
16.1.07	Furfield Quarry	Methane monitoring	<p>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 17th June. Cllrs Ellis and Evans to attend (7/5/13). Further meeting to be arranged (2/7/13). Meeting arranged for 5th September. Cllrs Ellis and Evans to attend (3.9.13). Cllr Ellis and Evans attended meeting on 5th 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 10th Dec at 10am. Cllrs Ellis and Evans to attend (4/11/14). Cllrs Ellis and Evans attended meeting on 10th 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). Meeting took place on 5th June, attended by Cllrs Ellis and Martin (3.7.18). BMAT to write to MBC's Duncan Hayes requesting further information (4.9.18). MBC advised they cannot insist on a meeting therefore Ian Ellis arranging meeting directly with John Taylor (6.11.18). Members agreed to take legal advice on exercising the option agreement. This would be funded from the previously agreed BMAT grant money (15.1.19). Agreement not to exercise option at present. To be reviewed again prior to option expiry in September 2024</p>

			(5.3.19). Further meeting with MBC / John Taylor required. Clerk to arrange (3.9.19)
3.5.18	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. 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 (4.9.18). 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 2020.