

**BOUGHTON MONCHELSEA PARISH COUNCIL**  
**Minutes of the Parish Council Meeting held on 1<sup>st</sup> September 2009**  
**In Boughton Monchelsea Village Hall pursuant to notice, commencing at 7.30pm**

**Present:** Cllrs N. Mitchell (Vice Chair)

M. Bray  
I. Ellis  
P. Herrin  
L. Oliver  
J. Thompson  
G. Powell  
G. Mumford  
R. Puttock  
S. Witherington

Cllr Eric Hotson  
Parish Clerk  
12 residents

1. **Apologies:**  
Cllr Fuller (holiday), Cllr Clarke (holiday), Cllr Munford (holiday), Cllr Smith (holiday), Cllr Mike Fitzgerald, KCC Warden Liz Lovatt
2. **Notification of late items for inclusion on the agenda**  
No late items.
3. **Standing Order 61: To decide whether the public and press should be excluded from the meeting for any item.**  
No excluded items.
4. **Reports from Maidstone Police / PCSO and KCC Rural Community Warden**  
It was noted that PCSO Laura Shave has taken up a new PCSO post and is no longer PCSO for the parish. Councillors agreed that a letter should be written to Laura Shave's line manager expressing appreciation for her work and for her positive influence on the parish. **CLERK**  
  
The clerk had received crime figures for July and August from PC Steve Older and reported them as follows: two incidents of vehicle theft, two incidents of criminal damage to vehicles, one incident of vehicle interference, two incidents of theft (one from a motor vehicle, one of a plant pot).
5. **Open Quarter:**  
A resident commented on the mess on the side of the road at the low point on Brishing Lane where the dumped vehicles had gained access some time ago. Cllr Mitchell stated that the area will be tidied back up by forming a topsoil bund and placing tree trunks to prevent further unauthorised access. Cllr Munford will be asked to progress this when back from holiday. **CLLR MUNFORD**

A resident requested that the Parish Council consider erecting road signs at either end of The Quarries warning 'Beware, children at play'. It was agreed that a letter should be written to Kent Highways asking for the signs to be erected. Proposed by Cllr Ellis, seconded by Cllr Oliver. Agreed by all Councillors. Exact wording of signs to be agreed in conjunction with Kent Highways. Cllr Hotson was present at the meeting and agreed to fund these signs from his devolved budget. Cllr Ellis expressed thanks on behalf of the Parish Council to Cllr Hotson for this commitment.

**CLERK**

Cllr Witherington suggested that similar signs would be appropriate for the Boughton Court development. It was agreed that a separate letter should be written to Kent Highways asking for 'Beware, children at play' signs to be erected.

**CLERK**

A resident stated that an area of verge in The Quarries had been raised by the placing of topsoil and that this was making both passing and parking even more difficult. It was agreed that Kent Highways should be contacted to establish the highway boundary line at this location. If the verge is found to be within the highway boundary then a letter should be sent to the relevant resident asking that they remove the topsoil.

**CLERK**

A resident spoke regarding the increased use of both Church Hill and Peens Lane by HGV's and stated that 'unsuitable for HGV' signage was required. Cllr Hotson explained that KCC are aiming to provide county wide guidance regarding sat navs. He stated that lack of police enforcement is also a problem. It was agreed that a letter should be sent to Kent Highways requesting this signage.

**CLERK**

A resident living in Salts Avenue spoke with regard to planning application ref. MA/09/1148, Land at Salts Farm, change of agricultural land to amenity green space. Cllr Ellis advised that Maidstone Borough Council are proposing to grant planning permission shortly and that this will include appropriate conditions to satisfy the concerns of residents living nearby.

A resident spoke regarding planning application ref. MA/09/1467, Land at rear of Albion Inn. Cllr Mitchell explained that a planning meeting had taken place immediately before the Parish Council meeting and that the Parish Council would be asking Maidstone Borough Council to refuse the application. He explained that the significant issues were the lack of pub car parking and the forthcoming inclusion of the pub and grounds in the adjacent conservation area.

Cllr Hotson stated that he had allocated £1000 from his devolved budget for the production of the Boughton Monchelsea Parish Plan and invited applications for funding towards any further schemes that the Parish Council may be proposing. He explained that there is likely to be further devolvement of funds in the future.

A resident asked whether the Parish Council had ever considered putting in street lighting in south ward. Cllr Ellis explained that the Parish Council had put forward a proposal to install street lighting approximately 12 years ago but the majority of parishioners were against this and saw it as urbanisation of a rural area.

**14. Items for discussion:**

It was agreed that item 14.1 should be brought forward on the agenda.

- 14.1 Co-option of new Councillor – Mrs Sara Evans: Cllr Ellis proposed that Mrs Evans be co-opted onto the Council. Cllr Bray seconded the proposal which was agreed unanimously. Cllr Evans signed the Declaration of Acceptance of Office form and took her place at the meeting. The Clerk presented Cllr Evans with a copy of the Council's Standing Orders and information pack. Clerk to inform MBC accordingly.

**CLERK**

**6. Declarations of Interests:**

No interests were declared.

**7. Minutes of the last meeting:**

The minutes of the meeting held on 7 July 2009 were agreed as correct.

**8. Clerk's Report:**

The contents of the Clerk's Report were noted. With regard to item 14.5, the Clerk advised that the Borough Council have now met with Taylor Wimpey to resolve any remaining issues. It was agreed that a letter should be sent to MBC requesting that the strip of land behind Harling Close be transferred over to the Boughton Monchelsea Amenity Trust as soon as the Borough Council have taken ownership of it.

**CLERK**

**9. Matters arising from minutes not included in agenda**

Cllr Bray advised that he will check on progress of the Scouts recent work to Quarry Wood footpath. He also advised that he is sourcing a log seat to be placed on Church Hill as requested by a resident at the last Parish Council meeting

**CLLR BRAY**

**10. Finance Report:**

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

Aspen Tree Services	Tree to block access to footpath adj woodyard	115.00
D.A. Edwards	Repair to fence adj woodyard	60.00
Parish Clerk	Expenses – agenda printing	45.16
Just 4	Printing (ref Parish Plan)	107.40
RIP Cleaning Services	Dog bin emptying / May	44.16
Mrs Stout	Flowers for village gateway planters	10.00
R. Fuller	Printing (Beresfords Hill planning appl.) + OS Plan (affordable housing appraisal)	347.50
KALC	Councillors' Information Day course for Cllr Powell	69.00
KCS	Stationery	52.88
Supplies Team	Printer cartridges	57.89
Boughton Monchelsea	Grant	250.00

Playgroup		
Boughton Monchelsea Mother & Toddler	Grant	250.00
1 <sup>st</sup> Boughton Monchelsea Brownies	Grant	300.00
Boughton Monchelsea Friendship Circle	Grant	150.00
Kent County Playing Fields Association	Subscription	20.00
Village Hall Committee	Hall hire	27.00
Public Works Loan Board	Repayment	4.74
RIP Cleaning Services	Dog bin emptying / July	49.68
Parish Clerk	Salary / expenses	1633.53
Zurich Insurance plc	Insurance premium	1059.49

### **Receipts:**

HM Revenue & Customs	VAT Repayment	6709.47
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### **Balances as at 30 June 2009:**

Current Account	32117.49
Business Reserve	6418.31
National Savings	51874.02
<b>Total Financial Assets</b>	<b>90409.82</b>

The statement was agreed as a true record.

10.1 The form authorising transfer of funds between the Parish Council's accounts was signed by Cllr Ellis and Bray as requested by the clerk. This temporary transfer will ensure that sufficient funds are available in the Parish Council's current account to settle any bills relating to the Village Hall refurbishment work prior to KCC and MBC releasing their grant monies.

### **11. Correspondence:**

11.1 Karen Filmer – Resignation from the Parish Council: Appreciation was shown by all Councillors for Karen Filmer's hard work and commitment during her time as a Councillor. It was also noted that she continues to do much valuable work in the community.

11.2 MBC – Gypsy and Traveller Development Plan document: It was agreed that no response should be submitted to the request for information about potential sites.

11.3 Cllr Moriarty – New CCTV camera for Boughton Court: It was agreed that £300 should be given by the Parish Council towards the cost of a new CCTV camera for the play area at Boughton Court. Proposed by Cllr Mumford, seconded by Cllr Thompson. Agreed by all Councillors. It was noted that the remainder of the cost of the camera would be met from Cllr Moriarty's and Cllr Field's devolved budgets.

**CLERK**

11.4 MBC – Sustainable Communities Act: It was agreed that no response should be

returned at this stage. Cllr Thompson advised that the formation of the Community Plan may well bring out suggestions for improving the lives of people in Maidstone.

11.5 KALC – Training Needs Assessment Survey: It was agreed that the clerk should forward details of training courses to Councillors **CLERK**

11.6 MBC – Overview & Scrutiny Function Review: It was agreed that a response should be returned highlighting the issue of lack of appropriate planning enforcement action. Response to be submitted by 25<sup>th</sup> September. **CLERK**

11.7 MBC – Enforcement Parish Update List: It was agreed that a letter should be written to the Chief Executive of the Borough Council regarding the lack of appropriate enforcement action being taken relating to planning breaches in the parish. In addition, the letter should highlight the unacceptable timescales involved from breaches first being reported to action being taken. It was agreed that as well as a letter, a meeting was required with the Borough Council and that this should be attended by Cllrs Fuller, Bray and Fitzgerald

**CLERK / CLLR FULLER / CLLR BRAY**

## 12. **Planning Report:**

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

**MBC notified**

MA/09/1034	Land off Cliff Hill, Boughton Monchelsea Change of use from agricultural land to a reptile refuge <b>DECISION</b> : None returned	
MA/09/1136	20 Church Street, Boughton Monchelsea Erection of two storey side extension and conservatory <b>DECISION</b> : None returned	
MA/09/1196	2 Cock Cottages, Green Lane, Boughton Monchelsea Erection of a front porch <b>DECISION</b> : None returned	
MA/09/1292	Unit 24, Equilibrium, Bircholt Road, Maidstone Provision of a mezzanine floor to provide storage and office space, tea station, and service cupboard <b>DECISION</b> : No objection / comment	15/8/09
MA/09/1293	Unit 24, Equilibrium, Bircholt Road, Maidstone Advertisement consent for the installation of 1 no. externally illuminated fascia sign <b>DECISION</b> : No objection / comment	15/8/09
MA/09/1339	71 Haste Hill Road, Boughton Monchelsea Demolition of existing link building and erection of a single storey replacement structure <b>DECISION</b> : No objection / comment	28/8/09
MA/09/1199	Church Farm, Church Hill, Boughton Monchelsea Reconstruction of front wall <b>DECISION</b> : No objection / comment	28/8/09
MA/09/1204	Church Farm, Church Hill, Boughton Monchelsea An application for listed building consent for the	28/8/09

	reconstruction of front wall and removal and blocking up of one single window	
	<b>DECISION</b> : No objection / comment	
MA/09/1227	37 Lockham Farm Avenue, Boughton Monchelsea	28/8/09
	Erection of garden shed	
	<b>DECISION</b> : No objection / comment	
MA/09/1396	Kent Police Training Centre, Coverdale Avenue, Maidstone	28/8/09
	Retrospective planning permission for the erection of timber enclosures around Kent Police infrastructure	
	<b>DECISION</b> : No objection / comment	

**Items dealt with under delegated authority:**

None

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

MA/09/0926 Unit 3, Union Park, Bircholt Road, Maidstone  
Change of use from class B1 to class B8 (including 'trade counter' use)

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

None

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

None

**The following APPEALS have been notified:**

None

**The following APPEAL DECISION(S) have been notified :**

None

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

None

12.1 Cllr Bray requested that all those on the planning committee make comments on applications when details are forwarded to them by the clerk, even if it is no comment. Cllr Bray asked whether any Councillors not currently on the planning committee would like to join. Cllrs Oliver and Powell agreed to join.

**13. Representatives' Reports:**

13.1 KALC : Cllr Ellis had nothing to report

13.2. Allotments :

13.2.1 Appointment of new allotments representative: Cllr Bray was appointed to this role.

13.2.2 Further review of un-worked allotments: The clerk stated that she would be writing to all allotment holders in September reminding them that rent is due on 1<sup>st</sup> October. It was agreed that the letter should ask that holders give serious consideration to whether they wish to continue to lease their plots or whether they wish to reduce to half plots. In addition, it should be stated that if the waiting list continues to grow and conditions continue to be breached then the Parish Council may be inclined to terminate tenancies without notice. **CLERK**

13.3 Village Hall & Recreation Ground: Cllr Bray advised that village hall refurbishment work is ongoing.

13.4 Neighbourhood Watch: Cllr Witherington advised that both PCSO Laura Shave and PCSO Jon Ridgeway are no longer working within the parish.

13.5 S&W Maidstone Traffic Management Partnership (TRAMP): Nothing to report

13.6 Local Board: Nothing to report.

13.7 PACT: Nothing to report

**14. Items for Discussion:**

14.2 Parish Council website: After much discussion regarding updating the website and adding content on a regular basis it was agreed that a sub-group of Councillors was required to take this forward. Cllrs Puttock, Witherington and Thompson agreed to form the sub-group. It was agreed that the sub group should set the brief and then obtain quotations from four web service providers. Quotes to be obtained by mid-October. **CLLR PUTTOCK / CLLR WITHERINGTON / CLLR THOMPSON**

14.3 Community Plan: Cllr Thompson highlighted the need for the website to be updated as a matter of urgency to allow content on the Community Plan to be added.

14.4 Disabled footpath access / play facilities for disabled children: It was agreed that a letter should be written to Cllr Hotson requesting funding for the drop kerb facility in Church Street. Cllr Ellis advised that the play equipment could be funded from Maidstone Borough Council's concurrent functions. Cllr Oliver agreed to assist the clerk in taking this matter forward. **CLERK / CLLR OLIVER**

14.5 Local needs affordable housing – interest from Maidstone Housing Trust in leading the project: Cllr Ellis advised that he had had a meeting with Peter Stringer from the Maidstone Housing Trust who were keen to be involved. It was agreed that a separate meeting was required with the Maidstone Housing Trust to determine what they can offer the Parish Council prior to committing to the English Rural Housing Association to take the project forward. **CLLR ELLIS / CLLR FULLER**

14.6 Additional dog bin for Church Hill :  
It was agreed that a dog waste bin should be purchased and installed by the Parish Council on Church Hill as requested by residents **CLERK**

**15. Deferred Items Schedule:**

15.1 Nothing further to add.

**16. Any other Business:**

16.1 Cllr Oliver stated that she has been negotiating with Pleasant View Garden Centre with a view to agreeing the size and detail for small advertising signs on the flower planters on Heath Road in return for free compost and plants for the planters each season.  
**CLLR OLIVER**

16.2 Cllr Oliver asked whether the Parish Council carry out regular inspections of the play equipment in the playground adjacent to the village hall. The clerk advised that this is carried out on a monthly basis by the Borough Council.

16.3 Cllr Evans stated that fly tipping in the Church Hill and Peens Lane area was a continuing problem despite the fly tipping notices that have been erected recently. She asked whether CCTV could be installed to act as a deterrent to tippers. It was agreed that Cllr Evans should contact KCC Warden Liz Lovatt regarding this matter.  
**CLLR EVANS**

**17. Date of Next Meeting:**

The next meeting will be held on Tuesday 3rd November 2009. There being no further business, the meeting was closed at 9.40 pm.



## MINUTE 15 (Parish Council meeting 7 July 2009)

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

BMPC DATE :	ITEM:	ACTION:	POSITION AS OF PARISH COUNCIL MEETING 4 September 2007
11.3.03	Wierton Place	Victorian Greenhouses – conservation	MBC set up liaison group with owner's agent & architect. Considering enabling development. Meeting requested with MBC's Conservation Officer. Clerk to complain to CE MBC about lack of action and commitment to preserve these listed buildings (4.7.06). Response discussed mtg 5.9.06. Update report received from MBC (6.3.07). Clerk to write to MBC requesting that this is added to the enforcement action report. (7/7/09). E-mail sent to MBC (Denise Roy) on 22/8 requesting that this case is added to the report and requesting information on its status (1/9/09)
13.5.03	Wierton Place	Untidy Site Notice	With MBC's Enforcement Team. Meeting requested with MBC's Conservation Officer. Response discussed mtg 5.9.06. Update report received from MBC (6.3.07). E-mail sent to MBC on 22/8 requesting that this case is added to the enforcement action report and requesting information on its status (1/9/09)
4.6.98	Ld at Boughton Court	Transfer from MBC to BMAT / adoption of infrastructure	MBC awaiting transfer of open space from developer. Re-confirmed by letter 29.7.04 from MBC. Mtg with Wimpey's 4.10.06. Letter awaited. Wimpey's being chased for a response. Change in personnel. Southern Water now looking favourable on adoption of foul sewer as laid (15.1.08). Cllr Fuller reported that he had spoken to Paul Bending and that a meeting would be taking place (6.5.08). Sewers now adopted and commuted sum of £7K deposited with Southern Water (4.11.08). E-mail received from MBC on 25/8 stating that they have had a meeting with Taylor Wimpey with a view to agreeing final details prior to the adoption (1/9/09)
11.5.04	Footway; Beresfords Hill	East side: ('Beresfords' land).	Meeting held with Mr Gill 24 November 2004. Kent Highways Manager in attendance. Meeting BMPC 3.5.05 agreed to request KCC PROW to promote a Public Path Creation Order under Sec 26, Highways Act 1980 instead of a CPO through MBC. BMPC agree to bear all costs and any compensation. BMPC further agree to make offer through KCC PROW to cut hedge in perpetuity – District Valuer instructed to act. Concurrent functions bid for funds granted 2005/6 (£7.5K) subject to Order being confirmed. BMPC re-confirmed agreement to meet all costs of Order 1.11.05. Public consultation concludes 23.1.06. With KCC's Regulation Committee for decision to proceed with Order. Request Cllr Hotson to chase KCC (2.5.06). Consultation mtg required by KCC PROW to be arranged with landowner. (4.7.06) & (5.9.06). Mtg

			25.10.06. Fencing issues & approval to prepare scheme plans (7.11.06). Fencing issues referred to MBC planners 16.1.07). Planner's response considered. Agreed consulting engineers to be instructed to draw up scheme for submission for planning approval after consultation with the landowner. (6.3.07). Plans considered at mtg 3.7.07. Referred to KCC for comments before mtg arranged with landowner & KCC. Confirmed further request from KCC that BMPC will defray all costs – agreed subject to KCC advising its costs. Future hedge cutting arrangements to be discussed with contractor (4.9.07). A meeting took place in February 08. Mr Gill has requested further details (4.3.08). Still with Mr Gill's solicitors (2.9.08). Cllr Fuller to submit planning application (6.1.09). Planning application submitted (9.3.09). Planning consent now obtained. Cllr Fuller to continue negotiations with Mr Gill and obtain quotes for construction works (5.5.09). Cllr Fuller in final negotiations with Mr Gill (7/7/09). Cllr Fuller submitted amended drawings to MBC based on Mr Gill's requirements. E-mail sent to Mr Gill's solicitors requesting that formal agreement be drafted based on the assumption that MBC will approve amendments (11/9/09)
16.1.07	Furfield Quarry	Methane monitoring	Update reports obtained & passed to Cllr Fuller / meeting of Custodian Trustees. Need to write to planning authority asking whether methane is being monitored (4.3.08, 6.5.08, 15.7.08). Up to date report received. Ensure reports requested annually (2.9.08)
6.11.07	Quarry Wood footpath (BMAT)	Cutting footpath through wood	Explorer scouts to cut path under supervision of their leader Andy Wright (Cllr Bray) (4.9.07). No explorer scouts locally anymore. Cllr Bray will pursue this with Andy Wright <u>once</u> more, if not, will have to get a quote for this work (4.3.08, 6.5.08). Clerk to pursue with KITS (2.9.08). Clerk to pursue with KITS (6.1.09). Cllr Bray to pursue with KITS (9.3.09, 5.5.09). Scouts have now commenced this work. Cllr Bray to check on progress (1/9/09)
6.1.09	Footpath link from Furfield Park to Pested Bars	Wimpey to provide	Letter received from Wimpey 4.12.08 agreeing to construct footpath link once they have obtained approval from Kent Highways (6.1.09)