

BOUGHTON MONCHELSEA PARISH COUNCIL

**Minutes of the Parish Council Meeting held at 7pm on 4th July 2023
in the main hall of Boughton Monchelsea village hall, pursuant to notice.**

Present:

Cllrs S. Munford
 A. Humphries
 R. Garland
 R. Edmans
 D. Redfearn
 R. Martin
 B. Brown

Parish Clerk
4 residents

1. **Apologies:** Apologies were received from Cllrs Skinner, Jessel, Date, Smith and Wilde.
2. **Filming of meetings : Request for notification of whether any person intends to film, photograph or record any item**
No intention to film the meeting was expressed.
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.
5. **Reports from PCSO / KCC Community Warden / KCC Councillors**
The clerk had compiled the crime figures from the e-watch.co website. During April, May and June there were 6 crimes in south ward and 10 crimes in north ward.
6. **County Councillor updates**
Neither Cllr Parfitt-Reid nor Cllr Cooke were present at the meeting.
7. **Borough Councillor updates**
Cllr Munford provided an update on the MBC Local Plan review.

Cllr Munford noted that the KCC consultation on proposed improvements to Linton crossroads was now live. It was agreed that Cllr Munford and the clerk should respond to the consultation on behalf of the Parish Council.

CLLR MUNFORD / CLERK

8. **Open Quarter :**
The four residents in attendance had all submitted applications to be co-opted on to the Parish Council and introduced themselves to members.

9. 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 (except Cllr Munford) were given dispensation to discuss and vote on any items relating to BMAT.

As a Nat West employee, Cllr Edmans declared an interest in item 17.6 and did not take part in the vote.

10. Matters outstanding from minutes (2nd May 2023) not included in agenda:

12. Parish hut : Cllr Munford advised that he had cleaned out the hut and removed all rubbish

15.3 Internal audit : The clerk advised that the internal audit had been carried out on 1st June and the AGAR had now been submitted for external audit

19.4 Parish Council policies : The Parish Council's Equality policy had been reviewed by the clerk and Cllr Edmans, with no need for a separate Inclusion policy

11. Minutes of the meeting held on 2nd May 2023. Agreement of and signature by Chairman of the Parish Council :

Cllr Martin proposed that the minutes of the Parish Council meeting held on 2nd May 2023 be approved as correct. Seconded by Cllr Redfearn and agreed by all members. The minutes were signed by Cllr Munford.

12. Clerk's report

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

- Langley Park country park – met with MBC's Benjamin Barrett who is chasing Taylor Wimpey to complete outstanding works
- Met with Police beat Sergeant, Paul Cook on 23rd June. Beat officer is Becca Burns

13. Finance

Payments from current account since last meeting (incl VAT) :

Wynsdale Waste Management	Dog bin emptying	105.96
Wynsdale Waste Management	Dog bin emptying	105.96
Parish Clerk	Clerk's April salary – paid by standing order	1,600.00
Parish Clerk	Clerk's April salary – paid by bank transfer	38.83
Parish Clerk	Clerk's expenses	53.33
HMRC	Tax and NI – April	437.74
John Cook	Village hall extension – fifth stage payment	7,736.87
	(village hall restricted funds)	
McVeigh Parker	Replacement gate for Salts Wood (BMAT)	115.66
Grammer & Co.	Newsletter printing	438.00
R. Stroud	Gate fitting (BMAT)	150.00
Fusion	Catering for Annual Parish Meeting	237.50

KALC	Annual subscription	1,711.78
Irwin Smith Ltd	Village hall remodelling – plumbing work (village hall restricted funds)	656.40
John Cook	Construction of temporary stud wall in village hall (village hall restricted funds)	895.00
S&V Munford	Gift for parishioner of the year	262.45
Binnies UK Ltd	Professional services - reservoir	600.00
KCC	Supply and installation of 'wig wag' lights on Heath Road	2,666.71
PA & SJ Warren	Coronation event expenses	376.36
Friendship Circle	Grant	300.00
Baby & Toddler group	Grant	200.00
Helping Hands	Grant	300.00
Scouts	Grant	300.00
WI	Grant	300.00
Brownies	Grant	200.00
Village fete	Grant	300.00
Nat West	Bankline fees	87.20J
Paul Beaney	Repairs to defibrillator kiosk	80.00
CSG Global	Office supplies – paper, stapler and staples	64.72
Parish Clerk	Clerk's expenses	112.78
John Cook	Village hall extension – 6 th stage payment (village hall restricted funds)	7,736.87
John Cook	Village hall extension – 7 th stage payment (village hall restricted funds)	7,736.87
Parish Clerk	Clerk's May salary – paid by standing order	1,600.00
Parish Clerk	Clerk's May salary – paid by bank transfer	38.83
Parish Clerk	Clerk's expenses	69.72
HMRC	Tax and NI - May	437.74
Wynsdale Waste Management	Dog bin emptying	105.96
Studios Ltd	Village hall extension – building control fees (village hall restricted funds)	900.00
T&S Engineering	Stainless steel counters for village hall kitchen/s (village hall restricted funds)	756.00
HPS	Toilets for village hall extension (village hall restricted funds)	1,689.17
CORE	Reinforced plastic grid for village hall car park extension (village hall restricted funds)	7,807.80
Village hall	Hall hire	62.50
Nat West	Bank fees	1.40
JME Services	Village hall remodelling – electrical work (village hall restricted funds)	6,708.60
Lionel Robbins	Internal audit fee	180.00
Parish Clerk	Clerk's expenses	29.66
Safeplay	Play area repairs	483.00
Hop Engineering	Alteration work to stainless steel counter	343.20

	(village hall restricted funds)	
Quality Security Services	Roller shutter for village hall café	925.20
	(village hall restricted funds)	
Parish Clerk	Clerk's expenses	16.98
Gill Turner Tucker	Legal fees – transfer of titles to BMAT (BMAT)	976.80
Gill Turner Tucker	Legal fees – acquisition of chestnut coppice at Lyewood (BMAT)	403.20
EDF Energy	Electric supply to parish hut	24.94
Nat West	Bankline fees	98.95

Receipts into current account since last meeting:

Allotment leaseholder	Allotment rent	385.00
HMRC	VAT reclaim 22/23	25,501.58
V. Munford	Coronation event takings	527.95
MBC	Parish Services Scheme (first instalment)	3,267.34

Payments from BNG account since last meeting:

Ecoheat	Fix leaking pipe at Lyewood + fit external tap	174.00
---------	--	--------

Receipts into BNG account since last meeting:

None

Balances as at 24th June 2023 :

Current Account	225,498.61
BNG Funds Account	70,913.43
Business reserve	435.16
National Savings	307.98
Total Financial Assets	297,155.18

Note : Asterisked items indicate payments made prior to authorisation by the Council but certified as to correctness and urgency by the Chairman and Clerk.

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

13.2 Budget monitoring report : Cllr Garland proposed that the budget monitoring report to 24th June 2023 be accepted. Seconded by Cllr Humphryes and agreed by all members.

14. Correspondence:

14.1 Rifgins Charity – request for re-appointment of trustee, Yvonne Salmon, for a further 4 year term :

Cllr Munford proposed that Yvonne Salmon be re-appointed as a Rifgins Charity trustee for a further 4 year term. Seconded by Cllr Martin and agreed by all members. Clerk to inform Rifgins Charity secretary accordingly. **CLERK**

14.2 KCC consultation on Linton crossroads improvements – agree response :
It was agreed that the clerk and Cllr Munford would respond to the consultation on behalf of the Parish Council.
CLERK / CLLR MUNFORD

14.3 MBC boundary review consultation – agree response :
Cllr Munford noted the proposed changes to the parish boundary and stated that residents should be encouraged to respond in support of the changes. It was agreed that Cllrs Munford and Smith would respond to the consultation on behalf of the Parish Council.
CLLR MUNFORD / CLLR SMITH

15. Planning Report:

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

		MBC notified :
23/501805	Fairview, Heath Road, Boughton Monchelsea Erection of a ground floor rear infill extension and part first floor rear extension (Resubmission 23/500583) DECISION : No objection / comment	25/4/23
23/501891	The Chimbles, Heath Road, Boughton Monchelsea Installation of a first floor side dormer to chalet bungalow DECISION : No objection however MBC should ensure no adverse impact on adjacent properties due to overlooking	23/5/23
23/501961	41 Coleman Way, Boughton Monchelsea Garage conversion to utility and study DECISION : No objection / comment	23/5/23
23/501876	Unit 12 Parkwood Industrial Estate, Heronden Road, Maidstone Part change of use of motorcycle sales and workshop building to include a motorcycle MOT facility DECISION : No objection / comment	23/5/23
23/501289	Hair by the Green & Lime Tree House, The Green, Boughton Monchelsea Change of use from a shop to residential accommodation associated with the existing adjoining dwelling DECISION : No objection / comment	23/5/23
23/502774	2 Haste Hill Close, Boughton Monchelsea TPO application to reduce one beech tree (T1) to a 16 ft monolith DECISION : Not yet decided	--
23/502669 /AGRIC	Park Farm, Back Lane, Boughton Monchelsea Prior notification for the erection of an agricultural building. For its prior approval to : Siting, design and external appearance DECISION : Not yet decided	--

The following applications have been APPROVED by MBC:

- 23/501653 Boughton Monchelsea Place, Church Hill, Boughton Monchelsea
TPO application to remove the limb on one poplar tree (T1) due to pushing on church wall as seen in photo
- 23/501542 Honeymellow Barn, Bottlescrew Hill, Boughton Monchelsea
Alterations to the external elevations of the main dwelling and conversion of garage at Honeymellow Barn
- 23/500949 Oast Cottage, Boughton Lane, Boughton Monchelsea
Demolition of detached treble bay garage and greenhouse and erection of 1 (no) detached dwellinghouse with associated parking and gate (resubmission of 20/504039)
- 23/500671 24 Meadow View Road, Boughton Monchelsea
Erection of a single storey rear and a two storey side extension including a new vehicle crossover
- 23/501961 41 Coleman Way, Boughton Monchelsea
Garage conversion to utility and study
- 23/501891 The Chimble, Heath Road, Boughton Monchelsea
Installation of a first floor side dormer to chalet bungalow
- 23/501876 Unit 12 Parkwood Industrial Estate, Heronden Road, Maidstone
Part change of use of motorcycle sales and workshop building to include a motorcycle MOT facility
- 23/501805 Fairview, Heath Road, Boughton Monchelsea
Erection of a ground floor rear infill extension and part first floor rear extension (resubmission 23/500583)

The following applications have been REFUSED by MBC:

None

The following applications have been notified as WITHDRAWN :

None

The following APPEALS have been notified:

- 22/501301 The White House, Heath Road, Boughton Monchelsea
Conversion of existing barn together with the erection of a single storey extension and changes to fenestration to create an independent residential dwelling (Retrospective)
- 22/500119 Cliff House, Cliff Hill, Boughton Monchelsea
Retrospective application for the change of use to garden land and the erection of 1 no. outbuilding to house home gym with associated decking, patio and hot tub area

The following APPEAL DECISIONS have been notified:

None

The following APPEALS have been notified as WITHDRAWN:

None

16. Representatives' Reports:

16.1 KALC: Cllr Date was not present at the meeting.

16.2 Allotments : The clerk advised that vacant plots at both sites had recently been let out.

16.3 Village Hall & Recreation Ground :

Cllr Humphries advised as follows :

- Fencing to car park extension is almost complete and parking bay markers will soon be added
- 'Queen Elizabeth II recreation ground' sign has now been installed
- Awaiting quotes for car park resurfacing which will include white lining

16.4 Neighbourhood Watch : Cllr Wilde was not present at the meeting.

16.5 Police Liaison : Cllr Date was not present at the meeting.

16.6 Bus group : Cllr Brown had nothing to report.

16.7 Biodiversity and environment : Cllr Jessel was not present at the meeting.

17. Decision items :

17.1 Draft investment strategy :

The clerk had produced a draft investment strategy which was circulated to members in advance of the meeting. Following discussion and questions, Cllr Munford proposed that the draft investment strategy be adopted. Seconded by Cllr Brown and agreed by all members.

17.2 Church Street play area – to review quote from Safeplay for repair works :

The clerk had produced a written report which was circulated to members in advance of the meeting. She explained that the new play inspection company, Safeplay had identified a number of 'medium risk' items in the Church Street play area which should be attended to, as follows :

- Replace wet pour surfacing around roundabout
- Replace damaged section of metal railings
- Replace damaged / decayed slat to picnic bench
- Replace damaged / decayed post to timber sign
- Replace side panels to slide in hexagrip
- Replace 8 timber half rounds steps to slide
- Remove and replace bearing to basket swing
- Replace bushes to swing
- Replace chains to swing

A quote had been provided for this work, totalling £5,730. The clerk advised that the remaining budget for play area repairs was £1,097.50. Cllr Munford proposed that the above repair work be carried out and that £5,000 be transferred from the

reserves to the play area budget to cover the costs. Seconded by Cllr Garland and agreed by all members.

Members asked the clerk to obtain a further quote for the work to the slide before instructing Safeplay. **CLERK**

17.3 Royal British Legion and Salvation Army – decide whether to make any donations for 23/24 :

Following discussion, Cllr Munford proposed that the following grants be made :
Royal British Legion £350 (prior to remembrance day)
Salvation Army £350 (following carols on the green)

Cllr Munford's proposal was seconded by Cllr Brown and agreed by all members.

17.4 Langley Park allotments – agree whether to purchase seed for small wildflower area :

The clerk explained that a request had been received from a plot holder for a small area of the Langley Park allotment site to be sown with wildflower seed in the autumn. The plot holder had agreed to carry out the necessary ground preparation, seeding and maintenance. Cllr Martin proposed that the Parish Council purchase wildflower seed for this purpose, to a maximum value of £50. Seconded by Cllr Brown and agreed by all members. **CLERK**

17.5 Co-option of new Councillors – agree additional Parish Council meeting on 11th July 2023 to consider applications received :

Cllr Munford proposed that a Parish Council meeting be held on 11th July for the purpose of co-opting new members of the Parish Council. Seconded by Cllr Garland and agreed by all members. **CLERK**

17.6 New bank mandate - agree addition and removal of signatories

Cllr Martin proposed that the following Councillors should be added to the Nat West bank mandate as Parish Council bank account signatories : Andy Humphryes, Doug Smith, David Redfearn, Roy Garland and Steve Munford. Cllr Martin's proposal was seconded by Cllr Brown and agreed by all members except Cllr Edmans who abstained from voting. It was also agreed that all ex-Councillors should be removed from the mandate. **CLERK**

18. Update / discussion items :

18.1 Parkwood Farm reservoir update :

It was noted that the reservoir operating instructions would be reviewed prior to the next Parish Council meeting. **CLLRS EDMANS / SMITH / MUNFORD**

It was agreed that Cllrs Edmans and Redfearn would act as reservoir operators, if required, for the 2 month period up to the September Parish Council meeting.

CLLRS EDMANS & REDFEARN

18.2 North ward update :

Cllr Wilde was not present at the meeting.

18.3 Village hall remodelling update :

Cllr Humphryes advised that the new childrens' toilets and playgroup store room were now complete, with work ongoing to the coffee shop area

18.4 Scenic Green Trail :

Cllr Jessel was not present at the meeting therefore it was agreed to defer this item to the Parish Council meeting in September.

19. Health & Safety Issues:

Cllr Humphryes noted that the village hall remodelling works would include new fire extinguishers, first aid kit etc.

20. Deferred Items Schedule:

Nothing to report. It was noted that BMAT were pursuing issues relating to Furfield Quarry.

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

Cllr Brown advised that he had added the name of the 2023 parishioner of the year to the honour board.

Cllr Munford noted that this year's village fete had been a great success.

22. Date of Next Meeting:

The next full Parish Council meeting is due to be held on Tuesday 5th September 2023 at 7pm in the main hall of the village hall.

There being no further business the meeting closed at 9.15pm

MINUTE 18 (Parish Council meeting 4th July 2023)**SCHEDULE OF DEFERRED ITEMS CARRIED FORWARD FROM PARISH COUNCIL MEETINGS:**

DATE :	ITEM:	ISSUE / ACTION:	POSITION AS AT PARISH COUNCIL MEETING 4th JULY 2023
16.1.07	Furfield Quarry	Methane monitoring	BMAT issue. Last meeting between BMAT / MBC and Skinner Trust took place on 8/7/20. Clerk asked MBC if any further Merebrook reports available but none since last meeting. As requested by BMAT trustees, contacted Skinner Trust directly for copies of latest reports (14.9.21). Report dated January 2021 received and forwarded to relevant BMAT trustees. Queries on report submitted to Merebrook November 2021. No response received however Skinner Trust advise of delay due to an imminent change to the person acting as custodian Trustee. (11.1.22). Skinner Trust have now forwarded Merebrook report dated March 2022 but have yet to respond to the previous queries raised (6.9.22). E-mail sent to Environment Agency requesting a meeting (10.1.23). Meeting with Skinner Trust will take place on 12 th July (4.7.23)
2.7.19	59 Linton Road	Encroachment	BMAT issue. Review September 2023
3.9.19	11 Harling Close	Encroachment	BMAT issue. Review September 2023
3.9.19	Clerk's salary	Review	Review clerk's salary on an annual basis. Next review due September 2023
3.3.20	Furfield Quarry	Option agreement	BMAT issue. Option expires in September 2024. Review before March 2024
18.5.21	Piper / Thirkell land	Lease	Lease expires on 6 th January 2116. Review in 2115