

BOUGHTON MONCHELSEA PARISH COUNCIL

Minutes of the Parish Council Meeting held at 7pm on 2nd July 2024 in the main hall of Boughton Monchelsea village hall, pursuant to notice.

Present:

Cllrs J. Green
 D. Redfearn
 L. Date
 R. Martin
 R. Edmans
 T. Oladimeji
 A. Dawes
 E. Steyl
 C. Jessel
 A. Humphries (from 7.25pm)
Parish Clerk

1. Open quarter

No members of the public were present at the meeting.

Cllr Edmans stated that a resident had expressed concern about poor broadband in The Quarries and would be contacting the Parish Council to ask if anything might be done to assist.

2. Apologies: Apologies were received from the following members. Reasons for apology are noted in brackets : Cllr Smith (holiday)

Apologies were also received from Borough Councillors Hilary Jenkins-Baldock and Simon Wales.

3. 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.

4. Notification of late items for inclusion on the agenda

No late items.

5. To decide whether the public and press should be excluded from the meeting for any item.

No excluded items.

6. Reports from Police / KCC Community Warden

The clerk had compiled the crime figures from the e-watch.co website. During May and June the following crimes were reported :

- South ward – 2 crimes (shed break in and theft of jet washers, vehicle set on fire)
- North ward – 3 crimes (business property break in and theft of fire extinguishers, items thrown at moving cars, parked vehicle damaged)

- Langley Park ward – no crimes
- Joywood ward – no crimes

Cllr Edmans noted that jet skis had recently been stolen from a property on Cliff Hill.

7. County Councillor updates

Neither Cllr Parfitt-Reid nor Cllr Cooke were present at the meeting.

8. Borough Councillor updates

Cllr Dawes spoke briefly regarding MBC's Local Plan review. She stated that she would have more to report once meetings resume after the general election.

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

As residents of The Quarries, Cllrs Edmans and Redfearn declared an interest in item 18.1 Parkwood Farm reservoir.

All members were given dispensation to vote on any matters relating to BMAT.

10. Matters outstanding from minutes (7th May 2024) not included in agenda:

10/19.4 The Parish Council's risk register was discussed. It was agreed that Cllr Green should review the document, picking the top 5 risks and categorising everything in terms of likelihood. **CLLR GREEN**

10/19.5 Cllr Date advised that the new Speedwatch equipment had now been Purchased.

10/23 Cllrs Green and Edmans agreed to jet wash the play equipment in the Church Street play area, hopefully by early August.

CLLR GREEN / CLLR EDMANS

It was noted that no applications had yet been received for the Parish Councillor vacancies. It was agreed these should be advertised via the website, Facebook page and noticeboards. **CLERK**

11. Minutes of the meeting held on 7th May 2024 :

Cllr Dawes proposed that the minutes of the Parish Council meeting held on 7th May 2024 be approved as correct. Seconded by Cllr Martin and agreed by all members. Cllr Green signed the official copy of the minutes.

12. Clerk's report

The contents of the clerk's report were noted.

13. Finance

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

Nat West	Transaction fees	0.70
Nat West	Bankline fees	89.90
Grammer Printers	Newsletter printing	438.00

Safeplay	Play area inspection - Feb	63.00
Safeplay	Play area inspection – Apr	63.00
Fusion	Catering for Annual Parish Meeting	255.00
Gill Turner Tucker	Lyewood legal fees	1,000.80
KCS Education	A4 copier paper	25.09
KALC	Annual subscription	1,841.62
H. Windless	Newsletter delivery	300.00
BM Brownies	Grant	200.00
BM Friendship Circle	Grant	350.00
BM Baby & Toddler group	Grant	200.00
BM Helping Hands	Grant	300.00
BM WI	Grant	300.00
BM Scouts	Grant	300.00
Luxus Home & Garden	Parishioner of the year gift	499.00
Parish Clerk	Clerk's May salary – paid by standing order	1,600.00
Parish Clerk	Clerk's May salary – paid by bank transfer	193.50
Parish Clerk	Clerk's expenses	148.12
HMRC	Tax and NI - May	472.72
BM village hall committee	Hall hire	91.00
R. Stroud	Installation of telegraph poles at Furfield Park open space, to prevent motorbike access	150.00
Safeplay	Play area inspection	63.00
Wynsdale Waste	Dog bin emptying	105.96
Nat West	Transaction fees	1.40
Nat West	Bankline fees	91.25
Avaio	Microsoft Outlook resync	60.00
Parish Clerk	BMAT confirmation statement fee	34.00
Zurich	BMAT annual insurance premium	997.46
The Curious Eatery	Leaving event for Steve Munford	432.00
Lionel Robbins	Internal audit fee	175.00
Leon Date	Weather proof case for speed gun	36.54
CSW Online Shop	Speed gun	2,041.92

Receipts into current account since last meeting:

Allotment leaseholder	Haste Hill Road allotment rent	20.00
Resident	Donation towards parishioner of the year gift	200.00
Friends of St Peters	Book and bags sales	35.00
Allotment leaseholders	Langley Park allotment rent	420.00
MBC	Parish Services Scheme – first instalment	3,498.72
Luxus Home & Garden	Part refund for damaged garden bench (Parishioner of the year gift)	100.00

Payments from BNG account since last meeting:

Andrew Nash	Tree supports	20.74
McVeigh Parker	Fencing materials - Lyewood	571.58
Adonis Blue	Consultancy fees	4.800.00

Receipts into BNG account since last meeting:

None

Balances as at 25th June 2024 :

Current Account	251,829.02
Business Reserve	441.36
National Savings	310.66
BNG Funds Account	102,418.91
Total Financial Assets	354,999.95

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

13.2 Budget monitoring report : The budget monitoring report to 26th June 2024 was noted.

13.3 Internal audit report : The contents of the internal audit report were noted. Relevant extracts from the report are detailed below.

'For 2024-25 the Council adopted its budget in January 2024 and then discussed the precept before resolving it. This isn't correct in law as the calculations made under s49A Local Government Finance Act 1992 determine the precept via s41 of the same Act. In effect budget setting and precept approval is one process which requires two resolutions'.

'During the audit I carried out sufficient work to enable me to complete the Annual Internal Audit Report'. I concentrated on the trail from the annual accounting statement back to the receipts & payments A/c and bank statements while testing transactions to invoices or other supporting documentation. I have also reviewed the Council's minutes for compliance with legal obligations, its general functioning and for mutual consistency with the accounts'.

'I am pleased to report to Members of the Parish Council that I have completed my internal audit of the Parish Council's records for 2023-24 and have been able to complete the Annual Internal Audit Report (AIAR) for the 2023-24 Annual Governance & Accountability Return'

'As a result of my audit and my discussion with your Clerk I was able to answer 'YES' to all the relevant questions contained in the AIAR for 2023-24'.

14. **Correspondence:**

14.1 Boughton Monchelsea village hall committee – request for contribution towards defibrillator for the village hall :

It was noted that the defibrillator had already been purchased therefore a contribution from the Parish Council was no longer needed. The defibrillator had been funded by some of the regular hirers and a bleed kit had also been purchased.

15. **Planning Report:**

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

		MBC notified :
24/501329	Wierton Cottage, Wierton Hill, Boughton Monchelsea Replacement of existing roof with new slate roof, including inline flush photovoltaic panels to east facing pitch DECISION : No objection / comment	7/5/24
24/501330/ LBC	Wierton Cottage, Wierton Hill, Boughton Monchelsea Listed building consent for replacement of existing roof with new slate roof, including inline flush photovoltaic panels to east facing pitch DECISION : No objection / comment	7/5/24
24/501395	Whitewebbs, Back Lane, Boughton Monchelsea Erection of two storey side extension with alterations to existing roofs and erection of first floor extension over existing bedroom and garage DECISION : MBC should ensure there is no adverse impact on neighbours' private amenity space	7/5/24
24/501791	5 Cock Cottages, Green Lane, Boughton Monchelsea Erection of ground and first floor front extension and new roof over an existing flat roof DECISION:	--
24/502000	7 Meadow View Road, Boughton Monchelsea Erection of single storey extension to provide a bathroom for disabled person. Dropped kerb and widening of existing parking area DECISION : No response returned, no planning meeting held	--
24/502269/ LDCEX	The Barn at Wierton Farm, Wierton Hill, Boughton Monchelsea Lawful development certificate application for existing use and development of land and the siting of an eco-house residential dwelling with associated amenity curtilage DECISION : Not yet decided	--
24/502176	Arras, Heath Road, Boughton Monchelsea Demolition of existing conservatory and outbuilding and erection	--

of single storey rear extension

DECISION :

Not yet decided

24/501344 Hop Pickers Huts, Lower Farm Road, Boughton Monchelsea --

Demolition of existing hop pickers huts and buildings and erection of 8 (no) holiday lets and communal building with associated parking

DECISION :

Not yet decided

24/502022 Unit A Integra, Bircholt Road, Maidstone --

Section 73 – Application for variation of condition 6 (to allow the insertion of a mezzanine level in Unit 1 to create additional storage space) pursuant to 07/1094 for – Erection of 40 Commercial units for a mixture of B1, B2 and B8 use and renovation of existing building

DECISION :

Not yet decided

24/502198 Tilts House, Heath Road, Boughton Monchelsea --

Erection of a timber outbuilding ancillary to the main house, to be used as accommodation for elderly relatives

DECISION :

Not yet decided

The following applications have been APPROVED by MBC:

- 24/501257 20 Morris Close, Boughton Monchelsea
Erection of single storey side and rear extensions including insertion of 3 no. rooflights
- 24/501174 Beresfords Lodge, Beresfords Hill, Boughton Monchelsea
Erection of a single storey rear extension for disabled bedroom and shower room with family sensory day room
- 24/500162/ 19 Genn Park, Boughton Monchelsea
TPOA TPO application to crown lift one Beech (T1) by 1 metre and crown thin by 10%
- 24/501395 Whitewebbs, Back Lane, Boughton Monchelsea
Erection of two storey side extension with alterations to existing roofs and erection of first floor extension over existing bedroom and garage
- 24/501351 Boreen, Heath Road, Boughton Monchelsea
Retention of existing outbuilding used as combined home office / annexe (Retrospective)

The following applications have been REFUSED by MBC:

- 24/501012 The Limes, Heath Road, Boughton Monchelsea
Erection of a second floor extension with a loft conversion including insertion of roof lights
- 24/501329 Wierton Cottage, Wierton Hill, Boughton Monchelsea
Replacement of existing roof with new slate roof, including inline flush photovoltaic panels to east facing pitch
- 24/501330/ Wierton Cottage, Wierton Hill, Boughton Monchelsea
LBC Listed building consent for replacement of existing roof with new slate roof,

23/501716 including inline flush photovoltaic panels to east facing pitch
Cherry Barn, Old Tree Lane, Boughton Monchelsea
Change of use of agricultural land to residential land and erection of 1 no. dwelling with associated parking, landscaping and amenity area, including part demolition of existing unauthorised structure (part retrospective) (resubmission of 22/504298/FULL)

The following applications have been notified as WITHDRAWN :

None

The following APPEALS have been notified:

APP/U2235/W/24/3336937 Clubhouse, Genn Park, Boughton Monchelsea
Retrospective application for erection of gates to residential development

APP/U2235/W/24/3339322 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

APP/U2235/D/24/3345644 The Limes, Heath Road, Boughton Monchelsea
Erection of a second floor extension with a loft conversion including insertion of roof lights.

APP/TPO/U2235/10025 10 Petlands, Boughton Monchelsea
Application to carry out work on protected trees

APP/U2235/W/24/3345696 Land off Long Lane, Boughton Monchelsea
Unknown

The following APPEAL DECISIONS have been notified:

None

The following APPEALS have been notified as WITHDRAWN:

None

Cllr Green talked members through the above report. He added that more members of the planning committee were needed, to ensure a quorum at meetings. Cllrs Dawes and Oladimeji agreed to join the planning committee.

16. Representatives' Reports:

16.1 KALC: Cllr Dawes had nothing to report.

16.2 Allotments : The clerk noted that, following termination of a number of leases, vacant plots at Langley Park would soon be let out. She added that there were no current vacancies at the Haste Hill Road site.

16.3 Village Hall & Recreation Ground : Cllr Humphryes provided the following update :

- A new electric water heater is being installed in the kitchen, to replace the old gas water heater
- An electric cooker will be installed in the summer holidays

- Representatives from Watringbury village hall will be visiting the hall on 4th July, to view the energy efficiency improvement works
- JPS Renewable Energy will be holding an open day in the village hall in July, to promote their business
- A craft fair will be held in the pavilion
- External tables and parasols, all sponsored by local businesses, are now in place outside the café
- The committee is considering cabling across the recreation ground to the pavilion, to make as much use as possible of the solar panels
- Quotes are being obtained for a shallow pitched roof on top of the flat roofed areas of the hall

16.4 Neighbourhood Watch : Cllr Oladimeji spoke regarding the Neighbourhood Watch Facebook page. The clerk explained that the co-ordinator role involves monitoring posts and reporting any issues of concern to the Parish Council. It was suggested that posts from the Parish Council's Facebook page can be shared to the NHW group page, if relevant.

Cllr Dawes stated that she would send details of 'My Community Voice' to Cllr Oladimeji. It was noted that this is a messaging service that helps Kent and Medway residents, businesses and community groups keep in touch with their local policing teams.

CLLR DAWES

16.5 Police liaison : Cllr Dawes reported on a recent Independent Advisory Group meeting she had attended and explained that the aim is to get people from all sections of the community to engage with the Police.

16.7 Biodiversity and environment :

Cllr Jessel provided an update as follows :

- 4 members of the Parish Council have completed carbon literacy training
- Cllr Smith helped organise an event in Bearsted on retro fitting homes to improve their energy efficiency
- An ecologist has visited Lyewood to review biodiversity net gain. Signs of developing pasture were noted. Sheep are now grazing on part of the land
- Orchids have been noted in the parish (not on BMAT land)
- A volunteer event at Salts Wood is planned
- A BMAT leaflet has been produced, copies were handed to Councillors for delivery to homes in the parish
- A BMAT 'Just Giving' page will be set up
- It was suggested having a BMAT stand at the forthcoming Blue Reef festival

Cllr Humphries advised that he had been contacted by the Forestry Commission who would like to bring a group of 15 to 20 Forestry Commission / DEFRA visitors to look at Salts Wood. The visit has been arranged for 19th July and will also include Campfield and Lyewood.

16.8 Highways : Cllr Dawes confirmed that she was happy to take on the role of Highways rep.

17. Decision items :

17.1 Finance committee – agree to form finance committee, approve draft terms of reference and agree members :

Following discussion, Cllr Jessel proposed that the Parish Council form a finance committee. Seconded by Cllr Martin and agreed by all members. Members of the finance committee were agreed as Cllrs Green, Humphryes, Martin and Smith. Cllr Date and Dawes agreed to stand in, if required.

The clerk had produced draft terms of reference for the new finance committee which had been circulated to members in advance of the meeting. Cllr Jessel proposed that the draft terms of reference be approved. Seconded by Cllr Martin and agreed by all members. Clerk to add date to document and upload to website.

CLERK

17.2 Financial regulations – agree new draft financial regulations based on latest NALC model

The clerk had produced new draft financial regulations which had been circulated to members in advance of the meeting. Following discussion, it was agreed to reduce the figure in section 5.6 of the draft to £30,000. With this amendment, Cllr Edmans proposed that the draft financial regulations be approved. Seconded by Cllr Jessel and agreed by all members. Clerk to add date to document and upload to website.

CLERK

17.3 KCC member grant – discuss and agree amount and what to apply for :

The clerk noted that Cllr Parfitt-Reid had advised of available member grant funding. Following discussion it was agreed that the Parish Council should apply for a grant of £1,500 for the cost of supply and installation of simple, vandal proof signage in the BMAT public open spaces.

CLERK

Post meeting note : Cllr Parfitt-Reid has agreed to support a grant application for £1,000 for the above signs

Provision of accessible paths in the various BMAT open spaces was also discussed. It was noted that accessible paths were costly but a balance was needed between hard and natural paths. For further consideration by BMAT.

17.4 Full Parish Council meeting start time – discuss and agree whether to change meeting start times from 7pm to 7.30pm :

Following discussion, it was agreed by a majority that the start time for full Parish Council meetings should remain at 7pm.

18. Update / discussion items :

18.1 Parkwood Farm reservoir update : Cllr Edmans advised of blue-green algae in the reservoir and stated he would discuss this with Binnies. **CLLR EDMANS**

- 18.2 Future projects – discuss potential projects, big and small that the Parish Council may wish to raise funds for and implement :
Cllr Green asked members to come up with ideas for potential future projects, for discussion at the next Parish Council meeting. **ALL CLLRS**

19. Health & Safety Issues:

Nothing to report.

20. Deferred Items Schedule:

Nothing to report.

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

Members discussed a suitable gift to mark Steve Munford's years of service to the Parish Council. Cllr Humphryes to arrange for the Chairmans's board and Parishioner of the year board in the village hall to be updated. **CLLR HUMPHRYES**

Cllr Date advised that one of the Speedwatch volunteers has unfortunately just resigned. He added that another volunteer is in correspondence with KCC regarding the possibility of a vehicle activated speed sign for Heath Road. Cllr Dawes agreed to take over from Cllr Date as Speedwatch co-ordinator.

The clerk advised that an e-mail had been received from a Kent based charity, requesting a grant. It was noted that the Parish Council had previously agreed to offer financial support to parish organisations only, except for the Salvation Army and Royal British Legion where donations are linked to parish events (Carols on the green and the remembrance day service).

22. Date of Next Meeting:

The next full Parish Council meeting is due to be held on Tuesday 3rd September 2024 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 2nd July 2024)

SCHEDULE OF DEFERRED ITEMS CARRIED FORWARD FROM PARISH COUNCIL MEETINGS:

DATE :	ITEM:	ISSUE / ACTION:	POSITION AS AT PARISH COUNCIL MEETING 2ND JULY 2024
3.9.19	Clerk's salary	Review	Review clerk's salary on an annual basis. Next review due September 2024