

ULCOMBE PARISH COUNCIL

Minutes of the Meeting held on Thursday 14th November 2019 at 7.15pm at the Village Hall, Ulcombe.

Present:

Cllrs: F Kenward (Chairman); M Lingwood; R Robinson; M Lovegrove; I Moir; B Stacey.

Also present : Irene Bowie (Clerk), KCC Cllr S Prendergast , R Banham Footpath Warden, 15 members of the public

1. (a) Apologies for absence received and confirmed by the Council.
Members who cannot attend a meeting shall tender their apologies to the Parish Clerk prior to the meetings, under Section 85(1) of the Local Government Act 1972, the members present must decide whether the reason(s) for a member's absence shall be accepted.
Apologies were received from MBC Cllr Chappell-Tay
- (b) Declaration of Changes to the Register of Interests. There were no changes to the register of interests.
- (c) To receive Declarations of Interest in respect of matters contained in this agenda.
In accordance with the provisions of the Localism Act 2011 in respect of members and in accordance with the provisions of the Local Government Act 1972 in respect of officers.
Cllr's Stacey and Titchener declared a personal non-pecuniary interest in agenda item 11.
- (c) Requests for Dispensations.
Cllr's Stacey and Titchener requested a Dispensation to discuss and vote on matters relating to the MBC Call for Sites. Cllr Stacey and Titchener were granted a dispensation by the Clerk, until 6th May 2020. The dispensations were granted for two reasons: (i). It is in the interests of persons living in the parish council area. (ii). Without the dispensation the number of persons unable to participate in the transaction of business would be so great as to impede the transaction of the business.
- (d) Declarations of Lobbying. Cllr's Lingwood and Robinson declared that they had been lobbied by members of the public regarding agenda item 11 (MBC Call for Sites).
- (e) Recording of the Meeting. Cllr Titchener and the Clerk confirmed they were recording the meeting.
2. **Public Session (meeting adjourned – minute book closed)**
Meetings of the Parish Council are not public meetings, but members of the public have a statutory right to attend meetings of the council as observers. They have no legal right to speak unless the Parish Council Chairman authorises them to do so. Members of the public may not take part in the Parish Council meeting itself
3. **The Minutes of the meeting held on 10th October 2019 were received.**
It was RESOLVED that the minutes were taken as read and confirmed as a correct record and signed by the Chairman. Proposed by Cllr Lingwood, seconded by Cllr Moir, and agreed by all.
4. **To receive an update about progress of resolutions from the last meeting.**
Defibrillator – Cllr Kenward reported that the defibrillator was now in place and had been registered with the emergency services

EasyPC – The Clerk reported that the cost per annum would now be £50.

Highways Improvement Plan – Cllr Kenward reported that this had been updated and sent back to KCC Highways.

Parish Liaison Meetings – Cllr Kenward reported that a positive response had been received from MBC regarding the setting up of a Parish Liaison Meeting. It was AGREED that this would be progressed.

5. **Parish Clerks Report of action taken on any urgent item(s).** There were no items raised
6. **To receive Police Crime Report and Community Warden Report.**
 (a) The police and Crime report was noted.
 (b) **PCSO Surgery** – The Chairman reminded all present that the surgery with the PCSO, John Boyd would take place on Saturday 16th November in the Village Hall 10-11am. The Chairman reported that she would also be present to talk to residents at this meeting.
7. (a) To receive Borough Councillor Report. The Borough Cllr's were not in attendance.
 (b) To receive County Councillor Report.
 Cllr Prendergast gave her report. KCC Cllr Prendergast AGREED to finance a speed survey outside Ulcombe School.
 (c) To receive Footpath Warden Report
 The Footpath Warden, Rhian Banham gave her report. It was AGREED that the parish council would report any damage or problems to the public footpaths to the footpath warden.
8. **Planning**
- (a) To receive an update on any outstanding planning applications and results.
- (b) To receive late planning applications received for consideration.
- (c) To consider the following Planning Applications:-
19/505341/FULL Kings Oak Farm Crumps Lane Ulcombe Kent ME17 1EU
Erection of a temporary agricultural dwelling. It was RESOLVED that the parish council had no objection to the application.
- 19/505283/FULL Candle Cottage The Street Ulcombe Maidstone Kent ME17 1DP**
Change of use of land from agricultural to residential. It was RESOLVED that the parish council had no objection to the application.
- 19/504842/FULL Little Poplars Lodge Little Poplar Farm Ulcombe Road Headcorn Ashford Kent TN27 9LB**
Demolition of the existing two bedroom bungalow and shed. Erection of a 1no. single storey dwelling to include the retention of decked area and relocation of shed with associated access, parking and landscaping. It was RESOLVED that the parish council had no objection to the application.
- 19/504920/FULL Paladin House Lenham Road Kingswood Kent ME17 1LU**
Erection of stables and creation of a menage/dry winter paddock for the keeping of horses for private use (part retrospective). It was RESOLVED that the parish council had no objection to the application.
- 19/504971/FULL Land Adjacent To Peckham Farm Ulcombe Road Headcorn Ashford Kent TN27 9JX**
Demolition of 2no. existing barns and erection of dwelling with associated garage and works. It was RESOLVED that the parish council had no objection to the application. Cllr Titchener requested that a caveat be placed on the parish council approval of the application. This was not agreed by Cllrs (Vote 6:1 against)
- Cllr Titchener stated that he was minded to contact MBC Planning and raise his concern directly. It was AGREED that he would do this as a member of the public and not as a parish councillor.
- 19/504998/FULL Coachmans Cottage Ulcombe Hill Ulcombe Maidstone Kent ME17 1DN**
Erection of a single storey side extension and a single storey rear extension including alterations to garden levels and retaining wall. It was RESOLVED that the parish council had no objection to the application.

- (d) To receive report from the Village Hall Committee regarding the village hall extension.

It was AGREEED that the Clerk would contact ASB Law and request copies of the of the Deeds pertaining to the Recreation Ground.

9. Finance

- (a) To note Receipts of Income.
 (b) To authorise Payments listed on the schedule.

Supplier	Description	£	Cheque Number
Electrix	Set up Defibrillator	11.91	2151
Weald computers	Email Hosting	28.80	2152
Commercial Services Ltd	3rd Quarter Maintenance 2019	610.27	2153
Weald computers	Email Set up	349.20	2154
KALC	Training 13/12/18	72.00	2155
Royal British Legion	Memorial Wreath	30.00	2156
Total Payments		1102.18	

- (c) To confirm bank reconciliation.

Receipts	£
Parish Services Grant	991.00
Bank Interest	0.93
Memorial Bench	111.30
Total Receipts to 31.10.19	1103.23
Total Reconciled Bank Accounts 31.10.19	
Business Reserve	5488.53
Current Account	27,979.71
Total	33,468.24

- (c) To receive quarterly budget analysis.
 (d) To consider the provision of wi-fi in the Village Hall
 It was AGREED to investigate the cost versus usage of WiFi in the Village Hall.
 (e) To consider the purchase of a parish council projector
 It was AGREED to hire a projector from The History Society for planning matters at parish council meetings, to reduce the parish council's use of paper.

10. Correspondence – To receive items of late correspondence

All items were noted.

11. MBC Call for Sites – To consider a communication framework

It was AGREED that Cllr's would meet MBC to discuss the sites identified on the 27/11/2019
 It was AGREED that a Village Consultation Day would be held on the 11th January in Ulcombe Village Hall
 It was AGREED to publish information regarding the Call for Sites in the Newsletter as it became available.

12. Recreation Play Area/Car Park

- (a) To receive the Monthly Inspection Report from Maidstone Borough Council/ parish council and to consider any actions to be taken.
 (b) To nominate a Councillor to undertake recreation ground inspection for the period 15 November 2019 to 12 December 2019.
 (c) To note that Cllr Lingwood is investigating low level lighting at the village hall. -It was reported

that this matter is ongoing.

- (d) To receive an update on the litter bins and consider purchasing new litter bins. It was reported that this matter is ongoing.
- (e) To note any other recreation ground matters for action. None reported.
- (f) To receive an update on the status of the Cricket Pavilion. It was AGREED that a PAT test and any electrical repairs would be actioned. It was AGREED that the Clerk would investigate available grants for the maintenance of the Pavilion.

13. Highway Issues

- (a) To note any new works to be reported.
- (b) To receive an update on the planters. It was AGREED that Cllr Kenward would arrange a site visit to agree the planting and maintenance of the planters.
- (c) To receive parish portal report. The report was not received.
- (d) To receive an update on the footpath to the church
It was AGREED that the PC would approach and discuss with the respective landowners.

14. To receive reports from Councillors who have attended external meetings.

Cllr Titchener gave his report from the KALC Maidstone Committee Meeting 11th November 2019
Cllr Kenward gave her report from the Police Commissioner Meeting on the 1st November 2019

15. To agree parish council standard operating procedures and communication.

It was AGREED that a new communication policy would be reviewed as soon as possible.

It was AGREED that parish councillors and the clerk would not send or respond to emails out of office hours (Monday – Friday 9am – 5pm)

It was AGREED that parish councillors would not ‘blind copy’ emails relating to parish council matters, to members of the public.

16. Matters for information, urgent matters at the discretion of the Chairman for noting only or any items for further discussion at the November 2019 meeting.

(a) It was AGREED that the parish council website would be updated and that the Clerk would report on options at the January 2020 meeting.

17. To agree the dates of future meetings.

It was AGREED that the with effect from December parish councils meeting would be held on the first Thursday of the month.

Part 2

Exclusion of Public and Press – In accordance with Section 1(2) of the Public Bodies (Admission to meetings) Act 1960, the public and press be excluded from the meeting by the reason of its confidential nature.

18. Enforcement issues.

The Chairman reported on various enforcement issues and these were noted.

There being no further business to conduct, the meeting closed at 9:37 pm

Signed : Fiona Kenward

Chairman

Date : 5th December 2019