

ULCOMBE PARISH COUNCIL

Minutes of the Meeting held on Thursday, 5 September 2024 at 7.15pm at Ulcombe Village Hall.

Those Present: Cllr Titchener (Chairman), Cllr Barlow, Cllr Boland, Cllr Charlton, Cllr Diamond, Cllr Sharp.

SLCC Locum Clerk: Helen Anderson

There were two residents present. Planning Agent for Southover Manor and Maidstone Borough Councillor, Z Trzebinski.

1. **(a) Apologies for absence** County Councillor, Shellina Prendergast.
(b) Declarations of Changes to the Register of Interests There were no changes to the register of interests.
(c) Declarations of Pecuniary Interest or other Interests as defined by the Kent Code of Conduct and the Localism Act 2011 on any items on the agenda There were none received.
(d) Requests for Dispensations No requests were made.
(e) Declarations of Lobbying There were none received.
(f) Intention to record or film the meeting Cllr Titchener recorded the meeting.

2. **Public Session**

A resident raised the issue of the local flood group possibly needing support in the future in order to keep it active and also ensure that sufficient warning system/emergency measures are in place in the event of flash flooding.

The planning agent for application 24/503590/AGRIC, Southover Manor spoke in support of this application.

3. **The Minutes** of the meeting held on 1 August 2024. It was RESOLVED that the minutes were taken as a read and confirmed as a correct record and signed by the Chairman.
4. **County Councillor** – A written report was received and noted.
Borough Councillor Report –Cllr Trzebinski gave a short report.
5. **To receive an update about progress of resolutions from the last meeting.**
 1. The AED defibrillator has been installed and is now operational at Wents Service Station on Ulcombe Hill.

6. **Planning**

(a) The following planning applications were received for consideration:-

APPLICATION REF: 24/502947/LBC PROPOSAL: Listed Building Consent for relocation of existing kitchen, addition of new limestone flooring and under floor wet system heating throughout ground floor, removal of modern gyproc partition walls, new partition wall to first floor to provide separate access and fire escape,

replacement of modern staircase and balustrade, installation of 1no. conservation rooflight, replacement of front door and 3no. french doors to rear of property, replacement of double glazed windows, and replacement of safety glass to mill workings casing and improvements to modern timber enclosure. ADDRESS: Chegworth Water Mill Chegworth Road Harrietsham Kent ME17 1DD. It was RESOLVED to approve this application.

24/503590/AGRIC Prior notification for erection of 1no. new agricultural building for hay, feed and farm machinery storage. For its prior approval to: - Siting, design and external appearance. Southover Manor Lenham Road Ulcombe Kent ME17 1LT. It was RESOLVED to submit a comment.

24/502575/FULL Change of use of land to equestrian, including the erection of a stable block with associated vehicular access track, an area of hardstanding and fencing. Land North of Lenham Road Headcorn Kent TN27 9AF. It was RESOLVED to refuse this application.

APP/U2235/C/23/3319349 and APP/U2235/C/23/3319348

Proposal: Linked Appeal - Appeal against Enforcement Notice: Without planning permission, the material change of use of land to a mixed use of keeping of horses and residential for Gypsies and Travellers including the stationing of caravans and associated operational works including the laying of hardsurfacing, installation of a septic tank and the erection of three stable buildings. Location: Woodside Water Lane Harrietsham. It was RESOLVED to send a representative to the appeal which is being held in person on 15 October 2024.

(c) The following planning decisions by Maidstone Borough Council were noted:-

APPLICATION REF: 24/501898/FULL PROPOSAL: External works involving the demolition of existing external steps and instalment of new accessible ramp access. Existing raised area to be extended. New balustrade to new retaining wall. Demolition of existing open timber pergola and erection of new oak framed garden shelter with hipped roof and oak shingles covering. Formation of new car park entrance. Replacement of existing paving with new sandstone paving. ADDRESS: Pepper Box Inn Windmill Hill Ulcombe Maidstone Kent. **PERMITTED**

24/502971/AGRIC Prior notification for erection of 1no. new agricultural building for hay, feed and farm machinery storage. For its prior approval to: - Siting, design and external appearance. Southover Manor Lenham Road Ulcombe Kent ME17 1LT. **APPLICATION WITHDRAWN**

7. Finance

(a) Receipts of Income

Headcorn Football Club	Match Fees for 2023/2024 season	£800.00
------------------------	---------------------------------	---------

(b) It was RESOLVED to agree that the following payment was made:-

002430	H Anderson	Cleaning Equipment for Toilets	43.95
--------	------------	--------------------------------	-------

002431	EDF Electricity	Pavilion Monthly Fee	19.55
002432	SLCC Enterprises	SLCC Locum Fees July 2024	1914.90
002433	Ulcombe Village Hall	Football Toilets & Water	105.50
002434	Hopkins	Installation of new defib	2366.40
002435	Amesis	Litter Pickings Sept-Nov 24	337.50
Total			£4,817.80

- (c) The Bank Reconciliation was presented at the meeting. The closing balance per the cash book as of 23 August 2024 was £31,777.05 for the deposit account and as of 15 August 2024 was £36,142.92 for the main current account.
- (d) The conclusion of audit for the year ended 31 March 2024 was received. One matter although not affecting their opinion was drawn to the Council's attention relating to the incorrect figures being placed in box 4 and box 6 which required the return being sent back for correction. It was RESOLVED going forwards for all boxes to be checked against the bank reconciliation before submission and a new internal auditor is appointed.
- (e) The budget analysis for the period April to September was presented.
- (f) It was RESOLVED to continue with the Unity Trust Bank account and the relevant forms would be completed for new signatories to be appointed.

8. Correspondence

- (a) An invitation for the Chairman to attend the Mayor's Garden Party in September was received.

9. Village Hall

(a) Councillors considered and also suggested one further amendment to the draft Memorandum of Agreement between the Parish Council and the Village Hall Management Committee. It was RESOLVED that upon agreement from the Village Hall Management Committee that it would be forwarded to the Chairman for signature.

10. Play Area/Recreation Ground

- (a) Consideration of the quotes for the play area repair and renovations were deferred to the October 2024 meeting.
- (b) It was RESOLVED to agree a quote for tree works to be undertaken as identified in the recent tree survey undertaken in June 2024. This will cover all trees identified in table 1 (page 9 of the report), table 2 and table 3 (page 10 of the report). A climbing inspection of tree T12 will also be carried out.
- (c) It was RESOLVED to agree a quote for the refurbishment of the rear of the pavilion.
- (d) It was RESOLVED to agree a quote for the recreation ground hedge cutting, rough groundwork and bus shelter clearance of vegetation.
- (e) Notification was received from the Village Hall Management Committee regarding the potential placement of 4 picnic tables at the rear of the village hall. There was no objection to this proposal, however, it was asked that the village hall committee give due consideration to the placement of the tables to make the mowing of the area by contractors as easy as possible. Any litter left in this area will be the responsibility of the VHMC to clear up.

(f) It was RESOLVED for the Chairman to make further enquiries to the establishment of bylaws to cover the recreation ground.

11. Highways

(a) It was RESOLVED to write a letter to Kent Highways regarding unexpected road closures in the parish on the basis of an 'emergency' when at times this action seems to be an over-reactionary measure.

It was also noted that there is a current National Highways and Transport Survey 2024/2025. Deadline 28 February 2025. www.letstalk.kent.gov.uk/nht-survey-2024-25

12. Community Breakfast Councillor Surgery

(a) It was RESOLVED to agree the standard wording of an advertisement to be used going forward in resident communications for this event.

13. Matters for information, urgent matters at the discretion of the Chairman for noting only or any items for further discussion at the October 2024 meeting.

No items were raised.

14. Public Bodies (Admission to Meetings Act 1960), the public and press be excluded from the meeting by the reason of its confidential nature.

(a) The Staff Recruitment Panel set out their recommendations for the engagement of a new Parish Clerk and it was RESOLVED to appoint Mrs Helen Anderson to the post.

(b) It was RESOLVED for the salary scale to be set at NALC Salary point 29 (LC2 29-32).

The Meeting closed at 10.15pm

Approved by:

Date: