

ULCOMBE PARISH COUNCIL

Minutes of the Meeting held on Thursday, 11 July 2024 at 7.15pm at Ulcombe Village Hall.

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

SLCC Locum Clerk: Helen Anderson

There were two residents present and Maidstone Borough Councillor, Z Trzebinski.

1. **Co-option of Councillor** It was RESOLVED to co-opt Thomas Boland to the Council and he signed the declaration of acceptance of office.
2. **(a) Apologies for absence** None
(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.
3. **Public Session**
No issues were raised.
4. **The Minutes** of the meeting held on 9 May 2024. It was RESOLVED that the minutes were taken as a read and confirmed as a correct record and signed by the Chairman.
5. **County Councillor and Borough Councillor Report** – Cllr Trzebinski gave a short report.
6. **To receive an update about progress of resolutions from the last meeting.**
 1. A defibrillator first aid training course has been organised for Saturday, 13 July 2024 for residents to attend.
 2. The Annual Parish Report 2024 has been printed and distributed along with the Ulcombe Newsletter. A copy is also available on the Parish Council website.
7. **Planning**

(a) The following planning applications were made by delegated powers and ratified at the meeting:-

APPLICATION REF: 24/501951/FULL PROPOSAL: Demolition of existing conservatory and erection of a single storey side and rear extension. Extension to two existing second floor rear dormers to form one. ADDRESS: Nut Tree Cottage

Lenham Road Kingswood Kent ME17 1LX. It was RESOLVED to approve this application.

APPLICATION REF: 24/502104/FULL PROPOSAL: Change of use of the land for the stationing of two mobile homes and 2 touring caravans and erection of two dayrooms for Gypsy/Traveller use (Part Retrospective). ADDRESS: Land Adjacent to Greengates Lenham Road Headcorn Kent TN27 9LG. It was RESOLVED to refuse this application and refer it to the planning committee if different from the officer's decision.

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. It was RESOLVED to approve this application.

APPLICATION REF: 24/501759/FULL PROPOSAL: Change of use of land for the siting of 2no. static caravans, 2no. touring caravans and erection of 2no. day rooms for Gypsy/Traveller use with associated parking (part retrospective). ADDRESS: Plot 1 The Meadows Lenham Road Headcorn Kent TN27 9LG. It was RESOLVED to refuse this application and refer it to the planning committee if different from the officer's decision.

(b) The following planning application was considered by the Council at the meeting:-

Application Reference: 24/502320/FULL Proposal: Retrospective application for 2no. static caravans, 1no. day room, 2no. touring caravans and associated parking for Gypsy and Traveller use. Location: Unit 1 Plot 3 The Meadows Lenham Road Headcorn Kent. It was RESOLVED to refuse this application and refer it to the planning committee if different from the officer's decision.

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

23/505751/FULL Change of use of agricultural field to an 8no. pitch glamping site comprising 3no. yurts, 4no. safari tents and 1no. shepherds hut, including erection of a farm shop with associated storage, staff welfare facilities/accommodation, and provision of WC/shower facilities for glamping tourists, with associated solar panels, parking, access and infrastructure. Chegworth Mill Farm Chegworth Road Harrietsham Kent ME17 1DD – **REFUSED**

24/500004/FULL Retrospective application following approval: 22/500209/FULL for demolition of existing conservatory and front porch, and erection of a part two storey, part first floor rear extension, single storey side garden room, and replacement front porch. East Kent Farmhouse Crumps Lane Ulcombe Kent ME17 1EX – **PERMITTED**

24/500222/OUT Outline application (with all matters reserved except for access) for a residential development of up to 25 dwellings, with vehicle access to be taken from Headcorn Road only. |Land At and To The East Of Headcorn Road Ulcombe Kent – **WITHDRAWN**

24/500559/LBC Listed Building Consent for external works including the demolition of existing external steps and instalment of new accessible ramp access, erection of a new dwarf wall with flower beds behind, and a timber screen to kitchen area. Pepper Box Inn Windmill Hill Ulcombe Maidstone Kent ME17 1LP – **PERMITTED**

24/500414/SUB Submission of Details pursuant to condition 7 (landscaping scheme), 9 (biodiversity enhancements) and 10 (renewable energy) of application 23/503722/FULL. Golden Oaks Pye Corner Ulcombe Kent ME17 1ED – **PERMITTED**

24/500689/FULL Erection of an outbuilding to provide a greenhouse, potting shed, gym, general storage, and a home office/art studio, on existing concrete base, ancillary to main dwelling. Upper Boy Court Oast Boy Court Lane Headcorn Kent TN27 9LA – **PERMITTED**

24/501296/FULL Erection of two storey rear extension, single storey side extension and first floor side extension. Hillcroft Ulcombe Hill Ulcombe Kent ME17 1DJ - **REFUSED**

8. **Finance**

(a) Receipts of Income

Maidstone Borough Council	Parish Services Scheme	£ 1,141.95
Maidstone Borough Council	Precept	£26,041.00
Natwest Bank	Interest	<u>£ 71.17</u>
Total		£27,254.12

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

002412	Gullands Solicitors	Ulcombe Village Hall Lease	634.56
002413	HMRC	Tax and NI for period 1	392.73
DD	1 1 Internet Ionos	Council Email Monthly Fee	30.00
DD	1 1 Internet Ionos	Email Archiving Fee	3.96
002414	KALC	Training Course – T Sharp	60.00
002415	KALC	Underpayment	74.10
002416	Amesis	Litter Picking July-August 2024	347.50
002417	Ulcombe Village Hall	Hall Hire January to May 2024	168.00
002418	DM Payroll	Payroll Admin April-Sept	60.00
002419	Grammar Printers Ltd	Printing costs for Annual Report	255.00
002420	Bartlett	Tree Survey	900.00
002421	EDF Energy	Electricity Costs	249.59
002422	SLCC Enterprises Ltd	Locum Fees May 2024	1,960.40

002423	Hopkins	Defib Service April-Dec 2024	170.10
002424	Peter Titchener	Expenses	212.23
002425	Helen Anderson	Expenses	29.50
DD	1 1 Internet Ionos	Council Email Monthly Fee	<u>30.00</u>
Total			£5,577.67

- (c) The Bank Reconciliation was presented at the meeting. The closing balance per the cash book as at 31 May 2024 was £31,700.19 for the deposit account and £41,297.97 for the main current account.

9. Correspondence

- (a) Notification had been received from Maidstone Borough Council of the forthcoming Ward Cluster Meetings to be held on 23 July 2024, 11 February 2025 and 8 July 2025.
- (b) Notification has been received of the Headcorn Neighbourhood Development Plan Regulation 16 Consultation.
- (c) Notification has been received of the South East Water Mains Renewal works on Tilden Road/Ulcombe Road starting in September 2024 with a 4 month completion date. There will be two resident drop-in sessions, the first is on Monday, 29 July 2024 at Headcorn Village Hall from 3.30pm to 6pm and on Wednesday, 31 July 2024 at Ulcombe Village Hall from 3.30pm to 6.30pm.

10. Village Hall – following a constructive meeting with the Village Hall Management Committee Chairman it was agreed that matters pertaining to the village hall lease could be resolved without legal intervention. It was RESOLVED that a Memorandum of Understanding will be drafted for consideration at a future meeting.

11. Declaration of Acceptance of Office Book – It was RESOLVED to purchase a book from Shaw & Sons.

12. Highway Improvement Plan – A comprehensive guide to accompany the Highway Improvement Plan has been received. It was RESOLVED to add Speed Indicator Device (SID) placement for a feasibility study.

13. Play Area/Recreation Ground

- (a) The monthly play area inspection was not available at the time of the meeting.
- (b) Notification was received that the ROSPA play area inspection will be carried out in July.
- (c) It was RESOLVED to agree the litter collecting contract for 2024/25 with Amesis Ltd. It was also agreed to confirm whether the litter pick up to the church could be carried out once a fortnight instead of a monthly basis.
- (d) Quotes for the play area refurbishment had been received but it was felt that further enquiries needed to be made. It was RESOLVED for Cllr Barlow to take this forward.
- (e) It was RESOLVED to accept the quote for the repair and repaint of the Cricket Pavilion.

(f) It was RESOLVED to obtain a quote for the provision of a metal handrail and fencing leading to the football club container toilets adjacent to the village hall. It was also RESOLVED to obtain a quote to seek to improve the container's appearance with the addition of cladding or similar.

(g) It was RESOLVED that additional 'No Dog' signs are purchased for the recreation ground.

(h) The tree survey carried out in June 2024 was reviewed. It was RESOLVED that quotes will now be sought for this work to be carried out.

14. **Parish Council Engaging with the Community** – a good discussion was held. It was agreed that councillors individually should be able to choose their own level of engagement depending on their circumstances. Councillors' details are available on the website and noticeboard for residents to speak to/lobby. The Parish Clerk's full details are also widely available for all matters pertaining to Council business and the clerk should be contacted in the first instance wherever possible. It was RESOLVED for Councillors (if available) to attend a forthcoming Community Breakfast and for a Councillor and or the Clerk to attend an online two part course held by KALC on 'Communicating with your Community'.

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

No items were raised.

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

(a) It was RESOLVED to extend the SLCC Locum Clerk contract up to 31 August 2024.

(b) It was RESOLVED to hold interviews for the Parish Clerk vacancy on the week beginning 19 August 2024.

(c) It was reported that the handover of files and documents from the previous clerk remains ongoing and items were still awaited. A full inventory will be taken upon receipt and reviewed thereafter against the Document Retention Policy.

The Meeting closed at 10.25pm

Approved by:

Date: