

## BOUGHTON MONCHELSEA PARISH COUNCIL

Minutes of the Parish Council Meeting held at 7pm on 7<sup>th</sup> May 2024  
in the main hall of Boughton Monchelsea village hall, pursuant to notice.

### Present:

Cllrs J. Green  
A. Humphryes  
D. Redfearn  
D. Smith  
L. Date  
R. Martin  
R. Edmans  
R. Garland  
E. Steyl  
T. Oladimeji  
A. Dawes

Parish Clerk

1 member of the public

### 1. Elections :

#### 1.1 Chairman

Cllr Smith nominated Cllr Green as Chairman of the Parish Council. Seconded by Cllr Martin and a vote was taken with 9 for, 1 against and 1 abstention.

Cllr Green signed the Chairman's Declaration of Acceptance of Office, took his place as Chairman and chaired the meeting from this point onwards.

#### 1.2 Vice Chairman

Cllr Smith nominated Cllr Humphryes as Vice-Chairman of the Parish Council. Seconded by Cllr Martin and a vote was taken with 10 for and 1 abstention.

2. **Apologies:** Apologies were received from Cllr Munford, Cllr Jessel and Borough Councillors, Dan Wilkinson, Brian Clark 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. **Appointments :**

**4.1 Planning & Licensing :** Chairman – Cllr Smith (proposed by Cllr Humphryes, seconded by Cllr Edmans and agreed by all members). Vice Chairman – Andy Humphryes (proposed by Cllr Smith, seconded by Cllr Edmans and agreed by all members). Planning committee members were agreed as Cllrs Smith, Humphryes, Green, Martin, Date and Steyl

**4.2 KALC representative :** Cllr Dawes

**4.3 Village Hall & Rec Ground Committee representative :** Cllr Humphryes

**4.4 Allotment representative :** Cllr Martin

**4.5 Neighbourhood Watch representative :** Cllr Oladimeji

- 4.6 Communication co-ordinator/s** : Cllr Oladimeji
- 4.7 Police Liaison representative** : Cllr Dawes
- 4.8 Bus Group representative** : Not required
- 4.9 Grants co-ordinator** : Not required
- 4.10 Highways representative** : Cllr Garland
- 4.11 Footpaths co-ordinator** : Cllr Green
- 4.12 Tree health and preservation co-ordinator** : Cllr Garland, assisted by Cllrs Martin and Redfearn
- 4.13 Litter group co-ordinators** : Cllrs Jessel and Edmans
- 4.14 Conservation Area Management Co-ordinator** : vacant
- 4.15 Speedwatch co-ordinator** : Cllr Date
- 4.15 Biodiversity and Environment lead** : Cllr Jessel
- 4.16 Reservoir co-ordinator** : Cllr Edmans
- 4.17 Play area representative** : Cllr Redfearn

The clerk suggested members may like to consider forming a finance committee. It was agreed this should be added to the agenda for the next meeting but in the meantime the clerk should produce draft terms of reference. **CLERK**

**5. Notification of late items for inclusion on the agenda**

No late items.

**6. Standing Order 10a)xi) To decide whether the public and press should be excluded from the meeting for any item.**

It was agreed that the public and press should be excluded from item 19.3 Parishioner of the Year.

**7. Reports from PCSO / KCC Community Warden / KCC Councillors**

The clerk had compiled the crime figures from the e-watch.co website. During March and April there were 2 reported crimes in south ward, 3 in north ward, 1 in Langley Park and none in Joywood ward. Crime details can be viewed at [www.e-watch.co](http://www.e-watch.co)

**8. County Councillor updates**

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

**9. Borough Councillor updates**

Newly elected member, Cllr Anne Dawes was present at the meeting but had nothing to report.

It was noted that there were now 7 Borough Councillors covering the parish of Boughton Monchelsea. All had been invited to attend the meeting.

**10. Open Quarter :**

Nothing was discussed. It was agreed to include the open quarter as the first agenda item at future meetings. **CLERK**

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

No interests were declared. Due to the recent uncontested election the clerk reminded members they would need to complete new declaration of pecuniary interests forms, for return to MBC within 28 days of taking office. Blank forms were handed to members.

Each member had completed dispensation forms for setting the precept and for voting on BMAT matters. The clerk signed each of the forms and confirmed that members now had dispensation to vote on these matters for the next 4 years.

12. **Matters outstanding from minutes (5<sup>th</sup> March 2024) not included in agenda:**  
No outstanding matters.

13. **Minutes of the meeting held on 5<sup>th</sup> March 2024 :**  
Cllr Green stated that item 16.7 should be amended to read ‘The Friends of BMAT Facebook group now has 87 members ....’

Cllr Edmans proposed the Parish Council meeting minutes of 5<sup>th</sup> March 2024 be approved as correct, subject to the above amendment. Seconded by Cllr Redfearn and agreed by all members. Cllr Green signed the official copy of the minutes.

14. **Clerk’s report**  
The contents of the clerk’s report were noted. The clerk advised that motorbike nuisance had started up again in the Furfield Park open space. Following discussion, Cllr Smith proposed installing closely spaced telegraph poles at the Brishing Road entrance, to prevent motorbike access. Seconded by Cllr Humphryes and agreed by all members, to a maximum cost of £500. **CLERK**

It was agreed to bring forward item 16.1

## 16. Correspondence

16.1 KALC – annual subscription notice : The clerk advised that annual subscription to KALC would cost £1,534.68 + VAT. Following discussion, Cllr Smith proposed that the Parish Council continue to subscribe to KALC for the next year. Seconded by Cllr Humphryes and agreed by all members. **CLERK**

## 15. Finance

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

Parish Clerk	Clerk’s February salary – paid by standing order	1,600.00
Nat West	Bank fees	1.75
Transfer to BNG account	BNG funds received from Adonis Blue	30,000.00
Gill Turner Tucker	Furfield Quarry legal work including KC fees	8,544.00
HMRC	Tax and NI - Feb	514.13
R. Stroud	Fencing to allotment site £35	145.00
Village fete committee	Gate work to Furfield Park open space £110	
	Return of fete committee funds following period of time held by the Parish Council whilst new fete bank account was being set up	10,225.71
Parish Clerk	Clerk’s February salary – paid by bank transfer	152.09

Parish Clerk	Clerk's expenses – office allowance, telephone, postage	65.28
Parish Clerk	Clerk's expenses – new printer	358.74
Temple Knight	Printer service	108.00
Idea Signs	Lettering for Lyewood noticeboard	18.00
Wynsdale Waste	Dog bin emptying	105.96
Nat West	Bankline fees	85.40
Parish Clerk	Clerk's expenses – BMAT confirmation statement fee	13.00
Gill Turner Tucker	Legal fees - Lyewood	741.60
P. Waring	Landscape maintenance work for 23/24	12,440.16
EDF Energy	Electric supply to parish hut	24.34
Weller Law Group	Legal opinion on liabilities	240.00
Nat West	Bank fees	0.70
Parish Clerk	Clerk's March salary – paid by standing order	1,600.00
Parish Clerk	Clerk's March salary – paid by bank transfer	152.09
HMRC	Tax and NI - March	514.13
Safeplay	Play area inspection	63.00
Wynsdale Waste	Dog bin emptying	105.96
Parish Clerk	Clerk's expenses – office allowance, phone, mileage for 23/24	141.98
Castle Water	Allotment water bill	371.24
R. Stroud	Handrail repair to Beresfords Hill footpath	150.00
Village hall comm.	Hall hire	56.00
CSG Global	Stationery	27.38
Castle Water	Allotment water bill (paid twice in error, account now in credit)	371.24
Satswana	Data protection officer fee	180.00
Nat West	Bankline fee	84.95
Parish Clerk	Clerk's April salary – paid by standing order	1,600.00
Parish Clerk	Clerk's April salary – paid by bank transfer	193.50
Parish Clerk	Clerk's April expenses	116.32
HMRC	Tax and NI - April	472.72
Wynsdale Waste	Dog bin emptying	105.96
Safeplay	Monthly play area inspection – Dec '23	63.00
Safeplay	Monthly play area inspection – Jan '24	63.00
Safeplay	Play area repairs – swing, play panels, sign	888.78
<b><u>Receipts into current account since last meeting:</u></b>		
BMAT	Payment from BMAT to cover cost of Lambert & Foster valuation	6,043.20
Allotment leaseholder	Allotment rent – Haste Hill Road site	20.00
MBC	Precept	138,534.66
MBC	CIL monies	865.07
HMRC	VAT reclaim 23/24	16,431.34

**Payments from BNG account since last meeting:**

Adonis Blue	Baseline BNG assessment at Lyewood	1,701.00
M J Mills	Fencing materials - Lyewood	769.00
R. Stroud	Fencing work - Lyewood	2,900.00
McVeigh Parker	Fencing materials - Lyewood	1,013.99
McVeigh Parker	Fencing materials - Lyewood	1,098.61
R. Stroud	Fencing work - Lyewood	750.00

**Receipts into BNG account since last meeting:**

Transfer from PC current account	BNG funds received from Adonis Blue	30,000.00
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**Balances as at 29<sup>th</sup> April 2024 :**

Current Account	260,475.28
Business Reserve	440.24
National Savings	310.66
BNG Funds Account	107,811.23
<b>Total Financial Assets</b>	<b>369,037.41</b>

15.1 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 Smith and agreed by all members.

Cllr Green proposed the following invoices be approved for payment. Seconded by Cllr Dawes and agreed by all members :

From Parish Council current account :

Payment ref.	Payee	Payment amount (incl. VAT)	Details	Invoice no. / ref
015	Grammer Printers	£438.00	Newsletter printing	104577
016	Safeplay	£63.00	Play area inspection - Feb	26264
017	Safeplay	£63.00	Play area inspection - Apr	26693
018	Fusion	£255.00	Catering for APM	INV-0860
019	Gill Turner Tucker	£1,000.80	Lyewood legal fees	607517
020	KCS Education	£25.09	A4 copier paper	I4347098
021	KALC	£1,841.62	KALC subscription	9066
022	H. Windless	£300.00	Newsletter delivery	BMPC022
023	BM Brownies	£200.00	Donation	BMPC023
024	BM Friendship Circle	£350.00	Donation	BMPC024
025	BM Baby & Toddler	£200.00	Donation	BMPC025
026	BM Helping Hands	£300.00	Donation	BMPC026
027	BM WI	£300.00	Donation	BMPC027
028	BM Scouts	£300.00	Donation	BMPC028
	<b>TOTAL</b>	<b>£5,636.51</b>		

From BNG Funds account :

Payment ref.	Payee	Payment amount (incl. VAT)	Details	Invoice no. / ref
029	McVeigh Parker	£571.58	Fencing materials - Lyewood	62751
030	Andrew Nash	£20.74	Tree supports	BMPC030
	<b>TOTAL</b>	<b>£592.32</b>		

15.2 Agreement of Parish Council accounts for 2023/24 :

15.2.1 The annual governance statement (section 1) of the AGAR was approved by all members (proposed by Cllr Dawes, seconded by Cllr Oladimeji).

15.2.2 Parish Council accounts for 2023/24 were approved by all members (with the exception of Cllr Edmans, who abstained), subject to internal audit. The accounting statements (section 2) of the AGAR was approved by all members except Cllr Edmans who abstained (proposed by Cllr Steyl, seconded by Cllr Date).

15.3 Agreement of appointment of internal auditor : The clerk explained that Mr Lionel Robbins had carried out the internal audit of the Parish Council's accounts last year. Cllr Dawes proposed that Mr Robbins be appointed as the Parish Council's internal auditor for the 23/24 accounts. Seconded by Cllr Redfearn and agreed by all members. It was noted that the internal audit would take place on 28<sup>th</sup> May, to be attended by the clerk. **CLERK**

15.4 Final agreement of budget for 2024/25 :

The clerk noted that the 24/25 budget now included year end figures for 23/24 and the village hall remodelling budget head had been reduced to zero, following the village hall committee's decision not to carry out phase 2 of the project this year.

It was agreed that reservoir works and cyclical repairs should be removed from the restricted funds budget head as any future budgeted funds for these items was not restricted and could be moved if needed.

Cllr Humphryes proposed the final budget for 2024/25 be agreed, with the above amendments. Seconded by Cllr Dawes and agreed by all members. **CLERK**

15.5 Budget monitoring report

Cllr Humphryes proposed that the budget monitoring report to 1<sup>st</sup> May 2024 be accepted. Seconded by Cllr Martin and agreed by all members.

16. **Correspondence:**

16.1 Covered above.

17. **Planning Report:**

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

		MBC notified :
24/500595	Iden Farmhouse, Heath Road, Boughton Monchelsea Repair and rebuild to front stone boundary wall (retrospective) <b>DECISION :</b> We have no objection to the application and agree with the conservation officer's comments	12/3/24
24/500596/ LBC	Iden Farmhouse, Heath Road, Boughton Monchelsea Listed building consent to repair and rebuild front stone boundary wall (works completed) <b>DECISION :</b> We have no objection to the application and agree with the conservation officer's comments	12/3/24
24/500260	Boughton Lodge, Peens Lane, Boughton Monchelsea Erection of a detached dwelling with associated access, parking and amenity space <b>DECISION :</b> The Parish Council wish to see the application refused for the following planning reasons. If MBC are minded to approve it we wish to see the application reported to planning committee for decision. The proposal will result in harm to the character and appearance of this rural location, with the siting, mass, scale and domestic design of the proposed building failing to maintain or enhance local distinctiveness including in relation to landscape, visual amenity and existing sporadic pattern of development. The urbanising impact of the development on this rural location will be increased by the additional associated domestic paraphernalia generated by the new house. There are no benefits present that would outweigh the harm that has been identified. The development is contrary to policies SP17, DM1 and DM30 of the Maidstone Local Plan (2017), RH1, RH6, RH8 of the Boughton Monchelsea Neighbourhood Plan (2021) and guidance in the NPPF (2023) The proposed dwelling would be far removed from basic services and facilities and this would result in future occupants of the site being reliant on the private motor vehicle to travel for access to day to day needs. This reliance on the private motor vehicle would be contrary to the aims of sustainable development as set out in policy SS1 of the Maidstone Local Plan (2017) and the aims of the National Planning Policy Framework (2023) The proposal is south of Heath Road. As such, it does not comply with policy RH1 of the Boughton Monchelsea Neighbourhood Plan which states that 'Proposals for new residential development to the south of Heath Road (B2163) will not be supported unless they conform with national and local	12/3/24

rural exception policies'

The proposal does not conform with the design quality standards contained within the NPPF. The proposed design is considered to be poor and contrary to policies DM1 and DM30 of the Maidstone Local Plan

The application does not comply with policy PWP8 of the Boughton Monchelsea Neighbourhood Plan in that it appears to contain no energy efficiency measures, EV charging points or local generation technologies

24/501257 20 Morris Close, Boughton Monchelsea 16/4/24

Erection of single storey side and rear extension including insertion of 3 no. rooflights

**DECISION :**

MBC should ensure there is no adverse impact on neighbours' private amenity

24/501012 The Parish Council wish to see the application refused for the 16/4/24

following planning reasons. If MBC are minded to approve it, we would like the application reported to planning committee for decision

The proposal constitutes overdevelopment of the site and is inappropriate in scale compared with the existing adjacent two storey buildings and general street scene

The proposal would cause unacceptable overlooking to the existing dwellings to the north

The design and access statement states that the existing and proposed use class is C3. We understand the dwelling is currently used as an HMO which does not fall within C3 use

We are advised that there are already multiple vehicles parked on the site which would only increase if the proposal were approved. Access to the existing properties to the north of the site is narrow and sometimes blocked by vehicles associated with The Limes. There is insufficient parking space to accommodate any increase in the number of people residing at the property and we also have concerns regarding emergency access to East and West Barns, to the north

There is insufficient space on the site for any increase in refuse storage. Refuse collection arrangements are also a concern, given the number of vehicles associated with the property and the lack of turning space

The proposal fails to comply with policies PWP4, RH1 and RH8 of the Boughton Monchelsea Neighbourhood Plan. Further details as follows :

- Policy PWP 4 states that development should be '*in keeping with its location*'
- Policy RH1 states that development should '*sit comfortably alongside existing development respecting the privacy, wellbeing and quality of life of any existing residents. Supporting information shall include information on streetscene impact and relationship to*



*wider context and topography where appropriate in order to properly assess the impact'. The application fails to consider the impact of the proposal on the existing street scene*

- Policy RH8 states that development should 'i) be of the highest visual quality appropriate to the area both in itself, and how it impacts on the setting and significant views of the wider village and parish ii) reflect local characteristics in terms of topography, ridge heights, layout, plot size, and materials'

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 <b>DECISION :</b> The Parish Council has no objection in principle to the application but would like to comment as follows : MBC should ensure the proposal fully complies with DDA requirements including ensuring that external doors are wheelchair accessible Materials used should match the existing building	16/4/24
24/501351	Boreen, Heath Road, Boughton Monchelsea Retention of existing outbuilding used as combined home office / annexe (retrospective) <b>DECISION :</b> The Parish Council wish to comment on the application as follows : MBC should include a condition preventing use of the annexe for self-contained living	16/4/24
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 <b>DECISION :</b> Not yet decided	--
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 <b>DECISION :</b> Not yet decided	--
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 <b>DECISION :</b> Not yet decided	--

**The following applications have been APPROVED by MBC:**

24/500309 23 Laight Road, Maidstone  
Part garage conversion into a habitable space with insertion of rooflight

- and erection of a single storey rear extension
- 24/500206/ Weald Barn House, Wierton Hill, Boughton Monchelsea  
LBC Listed Building Consent for internal and external alteration including removal of partition, insertion of new stairs, a new terrace, new paving, outside steps with metal balustrade, extension of existing patio with an outside kitchen. Insertion of an in- filled patio with storage underneath, erection of a fence and gate and changes to fenestration (Works Started).
- 24/500205 Weald Barn House, Wierton Hill, Boughton Monchelsea  
Insertion of a new terrace including new paving, outside steps with metal balustrade, extension of existing patio with an outside kitchen. Insertion of an in- filled patio with storage underneath, erection of a fence and gate and changes to fenestration (Part retrospective).
- 24/500595 Iden Farmhouse, Heath Road, Boughton Monchelsea  
Repair and rebuild to front stone boundary wall (retrospective)
- 24/500596/ Iden Farmhouse, Heath Road, Boughton Monchelsea  
LBC Listed building consent for repair and rebuild to front stone boundary wall (works completed)

**The following applications have been REFUSED by MBC:**

- 24/500260 Boughton Lodge, Peens Lane, Boughton Monchelsea  
Erection of a detached dwelling with associated access, parking and amenity space

**The following applications have been notified as WITHDRAWN :**

None

**The following APPEALS have been notified:**

None

**The following APPEAL DECISIONS have been notified:**

None

**The following APPEALS have been notified as WITHDRAWN:**

None

Members discussed the Parish Council's Neighbourhood Plan and queried whether it should be reviewed. It was agreed this should be added to the agenda for the next meeting.

**CLERK**

**18. Representatives' Reports:**

18.1 KALC: Cllr Date had nothing to report.

18.2 Allotments : Cllr Martin had nothing to report.

18.3 Village Hall & Recreation Ground : Cllr Humphryes reported as follows :

- Low level security lighting will soon be installed to the front of the hall
- Tables and benches have been installed outside the café area, all sponsored by local businesses

- The primary school has cancelled its grass cutting contract for the rec so the committee has made alternative arrangements, at a cost of £2,000 per year. The school will be approached to contribute
- ‘Coffee, cake and bounce’ sessions in the café / hall proved popular during the recent school holidays
- An electric hot water heater and electric cooker will be installed in the main kitchen, allowing eventual removal of gas from the building
- The committee has received a donation of £750 towards a defibrillator for the village hall. Other regular users have been approached to see if they wish to contribute. Total cost will be around £1,500
- Hall is now self-sufficient and making money
- 2024 is the 50<sup>th</sup> anniversary of the village hall. Any ideas for a celebration event should be forwarded to Cllr Humphryes

18.4 Neighbourhood Watch : The clerk advised that the Neighbourhood Watch Facebook group is run by residents and appears to mainly cover Joywood ward and North ward. She added that the role of the Parish Council’s Neighbourhood Watch co-ordinator is to keep an eye on the Facebook page and advise Councillors and the clerk of any issues of concern or anything the Parish Council may be able to assist with.

18.5 Police liaison : It was noted there had been no recent ward cluster meeting. Members expressed their shock at the recent catapult incident involving a peacock.

18.6 Biodiversity and environment :

Cllr Jessel was not present at the meeting but had provided a written update as follows :

- 5 Parish Councillors attended the recent carbon literacy training along with approx. 25 other Councillors from 11 Parish Councils. 4 BMPC members completed the course and have made pledges which will hopefully combine into an action plan for the net zero subgroup to take forward
- A workshop on domestic retrofit (energy efficiency and decarbonisation) will be taking place in Bearsted on 5<sup>th</sup> June
- Several work parties have taken place recently, including hedgerow gap filling, tree planting and support work, litter control, woodland path clearing and wildflower seeding
- A summer work party will be held at Lyewood to build a hibernaculum for reptiles and amphibians
- Fencing for livestock is complete and sheep will soon be grazing at Lyewood
- The Greensand Farm cluster has held 2 meetings with a third planned for 15<sup>th</sup> May at Loddington Farm
- Three BMAT sites for nature recovery have been added to the Kent Actions for Nature website which will help inform the Kent Local Nature Recovery Strategy (known as ‘Making Space for Nature’)

- A group litter pick took place recently at Langley Park with another planned for 19<sup>th</sup> May. Most of the parish is now covered by regular volunteers who adopt a road or an area to pick on a regular basis
- A nightingale has been heard in Salts Wood and an adder seen at Furfield Park open space
- A community pay back team will be helping with weed control and tree care on BMAT open space land

## 19. Decision items :

### 19.1 Grants for 24/25 :

The following grants were agreed by all members :

- Boughton Monchelsea Brownies £200
- Boughton Monchelsea Friendship Circle £350
- Boughton Monchelsea Baby & Toddler group £200
- Boughton Monchelsea Helping Hands £300
- Boughton Monchelsea Women's Institute £300
- Boughton Monchelsea Scouts £300
- Salvation Army £350 (to be paid after Carols on the green)
- Royal British Legion £300 (to be paid around remembrance day)

Clerk to arrange payments

**CLERK**

It was noted that a letter had been received from St Peters church requesting an increase in donation towards churchyard grass cutting. Following discussion, it was agreed by a vote of 7 for and 4 against to leave the donation at £2,500. Members agreed to review this next year and asked the clerk to contact the church with a request that they re-bid the grass cutting contract and obtain several quotes. £2,500 donation to be paid directly to Steven Waring at the end of the financial year.

**CLERK**

### 19.2 Annual Parish Meeting 21<sup>st</sup> May :

The following arrangements were agreed :

- Cllr Jessel to do Friends of BMAT presentation
- Cllr Humphryes to do a presentation on the village hall upgrade works

19.3 Parishioner of the Year : A number of possible recipients were discussed. It was unanimously agreed that this year's award should be presented to Graham Clarke as a 'lifetime achievement award'.

### 19.4 Review of Parish Council policies :

The following Parish Council policies and governance documents had been reviewed by the clerk. Cllr Green proposed that all documents be adopted, with minor amendments to the Standing Orders, which were agreed. Seconded by Cllr Humphryes and agreed by all members. Clerk to upload re-adopted documents to the Parish Council website.

**CLERK**

- Banking policy
- Complaints policy
- Data protection policy

- Disciplinary policy
- Equality policy
- Expenses policy
- Freedom of Information policy
- Grievance policy
- Harassment policy
- Health & Safety policy
- General Privacy Notice
- Staff, Councillor and Role Holder Privacy Notice
- Sickness absence policy
- Tree monitoring policy
- Co-option to vacancies policy
- Code of conduct for members
- Freedom of Information Act 2000 – publication scheme
- Standing Orders
- Financial Regulations
- Terms of Reference – Planning committee
- Risk Register

Cllr Martin suggested the risk register could be amended to include ‘likelihood’ and ‘impact’ ratings. Cllr Green to update. **CLLR GREEN**

### **19.5 Purchase of new Speedwatch equipment**

Cllr Date had produced a written Speedwatch report which was included in members’ agenda papers. He stated that volunteers have recently been using a loaned speed gun which is proving popular following difficulties using the old equipment. He added that the Police had advised the old equipment should be recalibrated at a cost of £336 + VAT. Cllr Date added that the number of people recorded speeding has significantly increased since using the loaned equipment, with 73 in the last week, 118 in the last month and 345 in the last year. Since recording more people speeding, the Police have been coming to the village more often to carry out their own speed enforcement.

Cllr Date proposed that the Parish Council purchase a new speed gun to use instead of the old equipment, at a cost of £1,684 plus a case for £50. Seconded by Cllr Dawes and a vote was taken with 10 for and 1 abstention. Motion therefore carried. Cllr Date to order new equipment. **CLLR DATE**

### **20. Update / discussion items :**

20.1 Parkwood Farm reservoir update : Cllr Edmans advised that he was clearing grates on a regular basis to make sure they remain clear.

### **21. Health & Safety Issues:**

Nothing to report.

### **22. Deferred Items Schedule:**

It was agreed to remove all the BMAT items from the deferred items schedule.

**23. Any other business. (Non decision items only):**

Cllr Redfearn stated that he had not jet washed the play equipment yet but would do so when he had time.

**CLLR REDFEARN**

It was agreed that the Parish Councillor vacancies should be advertised at the Annual Parish Meeting.

**CLLR GREEN**

**24. Date of Next Meeting:**

The next full Parish Council meeting is due to be held on Tuesday 2<sup>nd</sup> July 2024 at 7pm in the main hall of the village hall.

There being no further business the meeting closed at 9.40pm

**MINUTE 22** (Parish Council meeting 7<sup>th</sup> May 2024)

**SCHEDULE OF DEFERRED ITEMS CARRIED FORWARD FROM PARISH COUNCIL MEETINGS:**

<b>DATE :</b>	<b>ITEM:</b>	<b>ISSUE / ACTION:</b>	<b>POSITION AS AT PARISH COUNCIL MEETING 5<sup>TH</sup> MARCH 2024</b>
3.9.19	Clerk's salary	Review	Review clerk's salary on an annual basis. Next review due September 2024