

BOUGHTON MONCHELSEA PARISH COUNCIL

Minutes of the Parish Council Meeting held at 7pm on 30th June 2026 in Boughton Monchelsea village hall, pursuant to notice.

Present:

Cllrs J. Green (Chair)
 R. Martin
 D. Redfearn
 D. Smith
 R. Edmans
 E. Steyl
 D. Murray
 A. Dawes

Parish Clerk
2 residents

1. **Apologies:** Apologies were received from Cllrs Robertson, Date and Oladimeji and KCC member, Cllr Linden Kemkaran.
2. **Open quarter**
A resident asked about Parish Council autonomy and the levels of local government above. Cllr Dawes spoke regarding forthcoming changes in structure due to the introduction of unitary authorities. Cllr Smith spoke regarding the survey carried out by the Parish Council in 2025 when amendments to the parish boundary were being proposed and explained that minor changes to the boundary were subsequently made, at Chart Hill Road, Campfield and the boundary with Langley parish. He added that north ward and Langley Park ward remain a part of Boughton Monchelsea parish.
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. **To decide whether the public and press should be excluded from the meeting for any item.**
No excluded items.
5. **Reports from Police**
The clerk had compiled the crime figures from the e-watch.co website. During April, May and June the following crimes were reported :
 - South ward – 4 crimes (security camera damaged, theft of number plates, car and jet ski)
 - North ward – no reported crimes
 - Langley Park ward – 2 crimes (attempted access to residential property, theft of mountain bike)
 - Joywood ward – no reported crimes

It was noted that further crime information is available on the Kent Police website.

6. County and Borough Councillor updates

Cllr Dawes provided an update which included information on water supply issues, fly tipping, MBC competitions, recycling rules, litter picking equipment, Maidstone repair café, Bearsted sustainability event, decarbonisation grants, honesty box licensing, temporary accommodation and Borough Councillor remuneration.

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

As residents of The Quarries, Cllrs Redfearn and Edmans declared an interest in any discussions regarding Parkwood Farm reservoir.

As trustees, all members declared an interest in any discussions regarding BMAT.

8. Matters outstanding from minutes (5th May 2026) not included in agenda:

BMAT volunteering : Cllr Steyl advised that Caroline Jessel has contacted Future Schools Trust regarding the possibility of Cornwallis students volunteering at Salts Wood. Cllr Murray advised that he has been in touch with UK Power Networks regarding corporate volunteering and will report further at the next meeting.

CLLR MURRAY

9. Minutes of the meeting held on 5th May 2026 :

Cllr Redfearn proposed that the minutes of the Parish Council meeting held on 5th May 2026 be approved as correct. Seconded by Cllr Dawes and agreed by all members. Cllr Green signed the minutes at the end of the meeting.

10. Clerk's report

The contents of the clerk's report were noted.

It was noted that Carols on the Green will be held on Monday 7th December 2026 at 7.30pm. It was agreed that the arrangements last year had been a success and the clerk should make contact with the Albion to request refreshments and use of the pub again this year.

CLERK

11. Finance

Payments from Nat West BNG account since last meeting:

Nat West	Monthly bankline fee	20.00
Nat West	Bank fees	0.35
Nat West	Monthly bankline fee	20.50

Receipts into Nat West BNG account since last meeting:

None		
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Payments from Unity Trust PC current account since last mtg (incl VAT)

Unity Trust	Bank fees	8.95
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Transfer	Unity Trust PC current to Insignis	150,000.00
HMRC	Tax and NI	776.61
Kent Pension Fund	Pension	642.50
Ms A Cronin	NHP update work	550.00
Lionel Robbins	Internal audit fee	245.00
Black Lion Press Ltd	Sign for Salts Wood	126.00
Park Glass	Replacement glass for Church St noticeboard	229.58
Safeplay	Play area inspection	63.00
Wynsdale Waste	Dog bin emptying	121.32
Transfer	Unity Trust PC current to Insignis	150,000.00
Lloyds	Multipay card – monthly fee	3.00
Rory Stroud	Post and rail fence to path on Beresfords Hill	1,100.00
Baby & Toddler Group	Grant	350.00
Friendship Circle	Grant	350.00
Scouts	Grant	350.00
WI	Grant	350.00
Brownies	Grant	350.00
Supper club	Grant	350.00
Buttercups	Grant	350.00
Transfer	Unity Trust PC current to Insignis	100,000.00
Hugo Fox	Gov.uk e-mail addresses – monthly fee	20.99
EDF Energy	Electric supply to parish hut	58.60
Parish Clerk	Drinks and paper plates for Annual Parish Meeting	49.70
Toby Newcomb	Parish office keys	68.00
Graham Clarke Ltd	Framed print – parishioner of the year gift	225.00
Wynsdale Waste	Dog bin emptying	121.32
Parish Clerk	Clerk's salary	1,873.34
Parish Clerk	Clerk's expenses – office allowance / phone	53.33
HMRC	Tax and NI	776.61
Kent Pension Fund	Pension	642.50
Hoods Tree Services	Tree surgery work to Church St play area	180.00
Kent County Council	Visual calming scheme – Heath Road	17,838.02
Rory Stroud	Installation of new gate – Beresfords Hill footpath	100.00
Unity Trust Bank	Bank fees	9.40
Colvin & Moggridge	Production of maps for NHP	1,135.20
Caroline Jessel	Flowers for Heath Road planter	17.94
SLCC	Annual subscription	253.00
Rory Stroud	Installation of metal gates at Walk Meadow	125.00
Rory Stroud	Installation of signs in Walk Meadow and Salts Wood. Installation of footpath marker post on path between Green Lane and The Quarries	225.00
Hoods Tree Services	Tree survey work	360.00
Village hall committee	Village hall hire	94.50
Lloyds	Multipay card - monthly fee	3.00
EDF Energy	Electric supply to parish hut	60.54

Hugo Fox	Gov.uk e-mail addresses – monthly fee	20.99
Castle Water	Allotment water bill	454.69
Parish Clerk	Key cutting	29.70
Gallagher	BMAT insurance premium	380.75
Wellers	Legal letters regarding encroachment	780.00
Rory Stroud	Supply and install barbed wire and netting to gates at Walk Meadow	90.00
CSG Global Education Ltd	A4 copier paper	25.54
Safeplay	Play area repairs – wet pour surfacing	284.40
McVeigh Parker	Gate materials – Beresfords Hill footpath	139.60
Wynsdale Waste	Dog bin emptying	121.32

Receipts into Unity Trust PC current account since last meeting:

Internal transfer	From PC savings to PC current	400,000.00
Allotment leaseholder	Allotment rent – Haste Hill Road	15.00
Internal transfer	From PC savings to PC current	5,000.00
Allotment leaseholder	Allotment rent – Langley Park	540.00
Allotment leaseholder	Allotment rent – Langley Park plot 9	25.00
Internal transfer	From PC savings to PC current	20,000.00
Internal transfer	From PC savings to PC current	2,000.00
Transfer	From NS&I account to Unity Trust PC current	318.70
Internal transfer	From PC savings to PC current	2,000.00

Payments from Unity Trust PC savings account since last meeting :

Internal transfer	From PC savings to PC current	400,000.00
Internal transfer	From PC savings to PC current	5,000.00
Internal transfer	From PC savings to PC current	20,000.00
Internal transfer	From PC savings to PC current	2,000.00
Internal transfer	From PC savings to PC current	2,000.00

Receipts into Unity Trust PC savings account since last meeting:

None		
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Payments from Unity Trust BNG current account since last meeting:

Unity Trust bank	Bank fees	7.15
Unity Trust bank	Bank fees	7.00

Receipts into Unity Trust BNG current account since last meeting:

None		
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Payments from Unity Trust BNG savings account since last meeting:

None		
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Receipts into Unity Trust BNG savings account since last meeting:

None		
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Payments from Unity Trust Medical Transport current account since last meeting:

Unity Trust Bank	Bank fees	7.00
Unity Trust Bank	Bank fees	7.00

Receipts into Unity Trust Medical Transport current account since last meeting:

None		
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Payments from Insignis account since last meeting:

Insignis	Fees	35.34
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Receipts into Unity Insignis account since last meeting:

Transfer	From Unity Trust PC current to Insignis	150,000.00
Transfer	From Unity Trust PC current to Insignis	150,000.00
Transfer	From Unity Trust PC current to Insignis	150,000.00
Insignis	Interest	196.08
Insignis	Interest	119.37
Insignis	Interest	216.76

Balances as at 24th June 2026 :

Nat West BNG funds account	137.95
National Savings	0
Unity Trust PC current account	3,457.19
Unity Trust PC savings account	6,663.99
Unity Trust BNG current account	314.48
Unity Trust BNG savings account	86,043.38
Unity Trust Medical Transport current account	6.65
Insignis account	400,496.87
Total Financial Assets	497,120.51

11.1 Finance report - Agreement of payments made and income received since last meeting :

The above financial statement was accepted. Proposed by Cllr Redfearn, seconded by Cllr Edmans and agreed by all members.

11.2 Budget monitoring report : The budget monitoring report to 24th June 2026 was noted.**12. Correspondence:**

12.1 MBC – Report of the independent remuneration panel :

It was noted that MBC recommends that those parishes who feel that a basic allowance would be appropriate should be able to pay an amount up to 10% of the Basic Allowance for Maidstone Borough Council. The recommended Basic Allowance for MBC for 2026/27 is £6,631 and 10% of this is £663 per annum. This should only be paid to Parish Council members who are elected, not those co-opted.

Following discussion, it was unanimously agreed to pay no allowance to members of the Parish Council.

13. Planning Report:

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

MBC notified

26/501495	13 Joywood, Boughton Monchelsea Erection of a single storey rear extension with a rear roof terrace and change of rear window into door DECISION : The Parish Council wish to comment on the application as follows : • Installation of large, six foot high sheets of glass on the roof terrace would be incongruous in this setting of conventional brick-built houses • We are disappointed to note that the Fire Safety Strategy Statement makes reference to Croydon Council when the site is many miles from Croydon	14/5/26
26/501548	Whiteways Farm, Hermitage Lane, Boughton Monchelsea Erection of a self-build chalet bungalow to replace the existing residential outbuilding on the same footprint DECISION : Consistent with the Parish Council's responses to other applications for dwellings in the open countryside to the south of Heath Road, we wish to see the application refused for the following planning reasons : • The application is contrary to the policies contained within the Boughton Monchelsea Neighbourhood Development Plan, including policy RH1 which states that proposals for new residential development to the south of Heath Road will not be supported unless they conform with national and local rural exception policies • The proposed new dwelling would result in significant and unacceptable harm to the character and appearance of this countryside location. This would be exacerbated by the urbanising nature of the development, with associated domestic paraphernalia and car parking. There are no benefits that would outweigh the harm caused and the proposal is contrary to policy LPRSP9 in the Maidstone Borough Council Local Plan Review (2024), the Boughton Monchelsea Neighbourhood Development Plan (policy RH1) and guidance in the NPPF. • The development would introduce a new permanent dwelling far removed from local services and facilities which would result in future occupants being reliant on the private motor vehicle for their day to day needs. This	14/5/26

	reliance on the private motor vehicle would be contrary to the aims of sustainable development as set out in the Maidstone Borough Council Local Plan Review (2024) and in the aims of the NPPF. The site is distant from all village facilities, including the very limited bus service. Paragraph 12 of the NPPF states : <i>The presumption in favour of sustainable development does not change the statutory status of the development plan as the starting point for decision-making. Where a planning application conflicts with an up-to-date development plan (including any neighbourhood plans that form part of the development plan), permission should not usually be granted. Local planning authorities may take decisions that depart from an up-to-date development plan, but only if material considerations in a particular case indicate that the plan should not be followed.</i> • In line with MBC Local Plan policy LPRSP8, limited, small scale, plan-led development is supported in Boughton Monchelsea but only where all of the following four criteria apply : ○ The scale of the development is proportionate to the size of the settlement and the type and level of local services available ○ The development design takes account of landscape impact having regard to the setting of the settlement within the countryside ○ It can be linked to the retention or expansion of specific infrastructure or service assets within the settlement ○ It was community support, either through a Neighbourhood Plan, or other Parish endorsement, for example as a Rural Exception Site; and where suitable access can be provided The proposal does not meet all the above criteria and is therefore contrary to policy LPRSP8.	
26/501824	Swallowfields, Haste Hill Road, Boughton Monchelsea Demolition of existing shed and rear and side extensions. Erection of a part two-storey side extension and part single-storey front and rear extensions including alterations to fenestration and new external finishes to all elevations DECISION : No objection / comment	9/6/26
26/501821	Land at Coombe Bank, Old Tree Lane, Boughton Monchelsea Erection of 3 no. dwellings with associated landscaping, altered vehicle access, parking, and new pedestrian access pathway with gate.	--

	DECISION : Not yet decided	
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The following applications have been APPROVED by MBC:

26/500524	6 Roy Hood Court Erection of a single storey rear extension
26/500998	The Oast, Monchelsea Farm, Heath Road, Boughton Monchelsea Advertisement consent for 1 x non illuminated wall mounted and 2 x non illuminated fence mounted signs
26/500737	Fairview, Heath Road, Boughton Monchelsea Lawful Development Certificate for a proposed use of dwelling house as a nursing / residential home for up to six people living together as a family
26/500013	70 Church Street, Boughton Monchelsea Demolition of existing single storey extension. Erection of two-storey front/side extension and erection of single storey rear extension. Erection of interlinked single-storey residential annexe, changes to fenestration, including rendering of first floor of existing dwelling. Front porch extension to include ramp and associated landscaping.
26/501548	Whiteways Farm, Hermitage Lane, Boughton Monchelsea Erection of a self- build chalet bungalow to replace the existing residential outbuilding on same footprint.

The following applications have been REFUSED by MBC:

26/501495	13 Joywood, Boughton Monchelsea Erection of a single storey rear extension with a rear roof terrace and change of rear window into door.
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The following applications have been notified as WITHDRAWN :

None	
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The following APPEALS have been notified:

25/502235	Land Rear of 58 Church Street, Boughton Monchelsea Demolition of existing stables and shed, and erection of 18 no. extra care retirement bungalows (Class C2) comprising 7 no. semi-detached pairs (14 no. total) and 4 no. detached bungalows and a single storey rear extension to existing clubhouse, communal garden to include timber pavilion, with associated landscaping, access roads and parking.
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The following APPEAL DECISIONS have been notified:

None	
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The following APPEALS have been notified as WITHDRAWN:

None	
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14 Representatives' Reports:

- 14.1 KALC: Cllr Murray advised that he has not yet attended a meeting but has taken time to look at the KALC website which contains useful information on mediation services, the Great Big Green Week, the Big Help Out, Community Awards etc.
- 14.2 Allotments : Cllr Martin had nothing to report. The clerk advised that Haste Hill Road allotment rent is due on 1st October.
- 14.3 Village Hall & Recreation Ground : Cllr Robertson was not present at the meeting but had provided an update in advance, as follows :
- Following a recent survey, tree surgery work in the village hall car park and recreation ground will take place in July
 - Windows locks are due to be replaced soon
 - Names to be added to honours boards
- 14.4 Neighbourhood Watch : Cllr Oladimeji was not present at the meeting.
- 14.5 Police liaison : Cllr Robertson was not present at the meeting.
- 14.6 Biodiversity and environment : Cllr Murray advised that he has visited all BMAT sites with Cllr Smith and the clerk.
- 14.7 Highways : The clerk advised that she has contacted KCC member, Cllr Brian Black for information on the forthcoming Loose Road gas main works. Response awaited.

Cllr Steyl queried who is responsible for ditches and gullies. It was noted that MBC are responsible for road cleaning with KCC responsible for drainage. The clerk advised that any highway issues should be reported to KCC via their online portal <https://www.kent.gov.uk/roads-and-travel/report-or-track-a-problem-on-the-road-or-pavement>

15. Decision items :

- 15.1 Heath Road visual calming scheme :
- It was noted that KCC have produced a design and costing for the visual calming scheme on Heath Road. The total cost to the Parish Council of implementing the scheme would be £17,838.02. Following discussion, Cllr Green proposed that the Parish Council move forward with this scheme. Seconded by Cllr Smith and agreed by all members. **CLERK**
- 15.2 Medical Transport scheme :
- Cllr Edmans had produced an updated South Ward Medical Transport Scheme document which was circulated to members in advance of the meeting and had been approved by MBC's S106 officer. Following discussion, Cllr Edmans proposed that the Parish Council approve this document and proceed with the scheme. Seconded by Cllr Dawes and agreed by all members. Clerk to complete and return S106 drawdown form. **CLERK**

15.3 S106 funds for village hall accessibility :

It was noted that approximately £6,800 in S106 monies is available for accessibility improvements to Boughton Monchelsea village hall. To be discussed at next village hall committee meeting.

CLLR ROBERTSON / CLLR SMITH

15.4 Adoption of Parish Council risk register :

The Parish Council' risk register had been reviewed and updated by the clerk. Following discussion, Cllr Green proposed that the draft updated risk register be adopted. Seconded by Cllr Smith and agreed by all members. It was agreed that a risk matrix should be included in the next update of the document.

16. Update / discussion items :

16.1 Community Right to Bid :

It was agreed to defer this item until the next meeting.

17. Health & Safety Issues:

It was noted that recent roadworks on Heath Road had been carried out using priority signs rather than temporary traffic lights. Members felt this was unsafe on such a busy road.

18. Items for information only :

Cllr Smith advised that NHP review work is progressing with consultant, Anna Cronin.

It was noted that, under Section 85 of the Local Government Act 1972, a Parish Councillor automatically loses their seat if they fail to attend any formal Council meetings for six consecutive months, unless the Council formally approve a reason for their absence before that period ends.

Cllr Redfearn noted that he recently attended a play area inspection refresher course and advised that he will repair the bench slat in the Church Street play area.

It was noted that funds have been budgeted for replacement equipment in the Church Street play area. Cllrs Redfearn, Martin and Steyl to progress. Clerk to add to agenda for next meeting.

CLERK

Cllr Dawes noted that she had attended the recent Parish Council Environment Network meeting at The Albion.

Cllr Murray advised that he had introduced a Kent Wildlife Trust contact to Boughton Monchelsea primary school.

Cllr Dawes stated that MBC are running a 'Great British Bug Off' art competition. Further details available by visiting the Maidstone Eco Hub in The Mall.

19. Date of Next Meeting:

The next full Parish Council meeting is due to be held on Tuesday 1st September 2026 at 7pm in the main hall of the village hall.

There being no further business the meeting closed at 8.50pm

Deferred items schedule

Item	Review date
Tree inspections	Complete every 2 years or after any severe weather event or other cause for concern. Next inspections due Spring 2027.
Clerk's salary	Review annually. Next review due September 2026.