

BOUGHTON MONCHELSEA PARISH COUNCIL

**Minutes of the Parish Council Meeting held at 7pm on 14th January 2025
in the committee room of Boughton Monchelsea village hall, pursuant to notice.**

Present:

Cllrs J. Green
 R. Martin
 R. Edmans
 C. Jessel
 A. Humphries
 D. Redfearn
 L. Date
 M. Allen (from 7.30pm)

Parish Clerk
1 resident

1. Open quarter

Nothing was discussed during the open quarter.

2. **Apologies:** Apologies were received from the following members. Reasons for apology are noted in brackets. Cllr Dawes (MBC meeting), Cllr Smith (family matters), Cllr Steyl (family matters)

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. Notification of late items for inclusion on the agenda

No late items.

5. To decide whether the public and press should be excluded from the meeting for any item.

No excluded items.

6. Reports from Police / KCC Community Warden

The clerk had compiled the crime figures from the e-watch.co website. During late October, November and December the following crimes were reported :

- South ward – 2 crimes (attempted break in at business premises, theft of parcel)
- North ward – 3 crimes (paint thrown at car, paint thrown at house, theft of timber 5 bar gate and kissing gate from entrance to Furfield Park)
- Langley Park ward – no crimes
- Joywood ward – 1 crime (attempted shed break)

Cllr Humphries advised that suitable fittings were available in Salts Wood for the gate at Furfield Park. Clerk to arrange fitting.

CLERK

7. County Councillor updates

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

8. Borough Councillor updates

Cllr Dawes was not present at the meeting but had provided a written report which is summarised below :

- The devolution white paper will mean centralisation of local government and a reduction in the number of elected members. A new unitary authority would be given more power to act on issues such as road infrastructure and adult social care. Current thinking is to postpone the KCC election and hold a mayoral election in 2026, with election of unitary representatives in 2027
- MBC shares a fraud team with Swale and Tunbridge Wells Borough Councils. The team investigates council tax and business rate fraud
- A government consultation on conduct and standards has recently opened
- MBC intend to buy and renovate accommodation to increase its stock of social housing
- New leisure centre planned for 2030 is delayed. Location and design are yet to be finalised
- MBC have recently published an article on biodiversity net gain and protecting nature

9. 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 Edmans and Redfearn declared an interest in item 18.1 Parkwood Farm reservoir.

Cllr Martin declared an interest in item 14.1 Churchyard grass cutting.

10. Matters outstanding from minutes (5th November 2024) not included in agenda:

10/1) Cllr Green advised that he had submitted a response to the gypsy and traveller consultation, on behalf of the Parish Council

10/10) No progress on risk register. Cllr Green to arrange meeting with Cllrs Martin and Jessel to discuss

CLLR GREEN

10/16.4) As previously agreed, Cllr Oladimeji to produce article warning against confronting those involved in crime or anti-social behaviour

CLLR OLADIMEJI

It was agreed to add communication strategy as an agenda item for the next Parish Council meeting.

CLERK

10/17.2) Cllr Jessel advised that she had e-mailed an advice sheet to the Litter Quitters stating that volunteers pick litter at their own risk and are not covered by any MBC or Parish Council insurance policy

Cllr Redfearn advised that the local Cubs and Squirrels would like to do a litter pick in the village. Cllr Jessel to contact Scout Group leader to arrange.

CLLR JESSEL

10/17.4) Cllr Green advised that the Council's top three project ideas had been included in the draft 25/26 budget, namely footway improvements, adventure woodland walk and shallow pitched roof to the village hall

10/18.4) The clerk advised that she had received biographies from Cllrs Jessel and Smith and had added these to the website. Other members were invited to submit theirs. The clerk stated that she would take a group photo at the next Parish Council meeting, for inclusion on the website

ALL CLLRS / CLERK

10/21) Cllr Jessel advised that there had been good interest in the BMAT stand at the Albion Christmas market and that 15 new Friends of BMAT had joined up

10/21) Cllr Redfearn stated that he had attended the remembrance day service at the church, on behalf of the Parish Council

11. Minutes of the meeting held on 5th November 2024 :

Cllr Green proposed that the minutes of the Parish Council meeting held on 5th November 2024 be approved as correct. Seconded by Cllr Martin and agreed by all members. Cllr Green signed the minutes at the end of the meeting.

12. Clerk's report

The contents of the clerk's report were noted. The clerk advised that a resident had called to express concern at the empty salt bin outside Langley Park primary school. This had previously been reported to KCC who stated it did not belong to them. The school and Taylor Wimpey's management company do not own it either. As a goodwill gesture, the Parish Council arranged for the bin to be cleared of litter and filled with salt.

It was noted that KCC would not agree to refresh the surface of the informal path on the east side of Brishing Lane, from the Thomas Rider Way development down to the stream. Vegetation had recently been cleared but it would be difficult to make the path wider due to private ownership of adjacent land. Discussion followed regarding the Parish Council's aim of providing a path all the way along Brishing Lane, to the Cock Inn. This would need to be routed behind the hedge on private farmland. It was agreed to make contact with the landowner about the possibility of a path. Cllr Jessel agreed to look into potential grant funding.

CLERK / CLLR JESSEL

13. Finance

Payments from Nat West current account since last mtg (incl VAT) :

Parish Clerk	Clerk's October salary	2,009.50
Parish Clerk	Clerk's October expenses	56.83
HMRC	Tax and NI - October	598.12
Black Lion Press Ltd	BMAT signs	270.00
Weller Law Group	Legal fees – management agreement between PC and BMAT for open spaces	720.00
Wellers Law Group	Surrender of PC/ BMAT lease	360.00
C. Smith	Landscape maintenance work to Walk Meadow and Furfield Park	362.50
Castle Water	Allotment water bill	118.72
Ivaron Construction Group	Accessible path extension to Salts Wood	12,240.00
Wynsdale Waste	Dog bin emptying	105.96

McVeigh Parker	Fencing materials for Salts Wood	139.37
Rory Stroud	Fencing to Salts Wood	220.00
Safeplay	Play area inspection	63.00
KCS Education	A4 copier paper	20.39
Nat West	Bank fees	11.70
Nat West	Bank fees	12.60
Nat West	Bankline fees	80.00
Internal transfer	Transfer from Nat West current to Unity Trust PC current – account opening	500.00
Nat West	Bank fees	0.35
Nat West	Bank fees	3.85
Internal transfer	Transfer of all funds from Nat West current to Unity Trust PC current	226,981.47

Receipts into Nat West current account since last meeting:

Allotment leaseholders	Allotment rent	35.00
MBC	Parish Services Scheme – second instalment	3,498.72

Payments from Nat West business reserve account since last meeting:

Internal transfer	From Nat West business reserve to Nat West BNG	444.52
Internal transfer	From Nat West business reserve to Nat West BNG	0.23

Receipts into Nat West business reserve account since last meeting:

Nat West	Interest	0.55
Nat West	Interest	0.53
Nat West	Interest	0.48
Nat West	Interest	0.23

Payments from Nat West BNG account since last meeting:

Internal transfer	From Nat West BNG to Unity Trust BNG current	100,672.08
Nat West	Monthly bankline fee	83.60

Receipts into Nat West BNG account since last meeting:

Internal transfer	From Nat West business reserve to Nat West BNG	444.52
Internal transfer	From Nat West business reserve to Nat West BNG	0.23

Payments from Unity Trust PC current account since last mtg (incl VAT) :

Parish Clerk	Clerk's November salary	2,009.50
Parish Clerk	Clerk's November expenses	85.71
HMRC	Tax and NI - November	598.12
DA Edwards	Log bench for Walk Meadow	175.00
Parish Online	Annual subscription	153.60
Unity Trust	Bank fees	0.58
Internal transfer	PC current to PC savings	220,000.00
A Woodward	PA for Carols on the green	250.00
Hoods Tree Services	Removal of dangerous branch from Pested Bars Road	120.00
Grammer & Co.	300 no. A5 COTG flyers	40.00

Safeplay	Monthly play area inspection	63.00
Safeplay	Play area repairs – wet pour surfacing beneath basket swing	261.36
Village hall committee	Village hall hire	56.00
Wynsdale Waste	Dog bin emptying	105.96
Parish Clerk	200 no. paper cups for COTG	17.98
KALC	Climate change conference – Caroline Jessel	84.00
Iden Signs	15 no. BMAT QR code signs	112.50
Parish Clerk	Refreshments etc for Carols on the green	93.73
C Smith	Landscape maintenance work – Brishing Lane, Furfield Park and Lyewood	200.00
EDF Energy	Electric supply to parish hut	18.90
Safeplay	Supply and fit new play panel	954.00
Castle Water	Allotment water bill	87.01
Unity Trust	Bank fees	7.05
Unity Trust	Bank fees	0.30
Parish Clerk	Clerk's December salary	2,009.50
Parish Clerk	Clerk's December expenses	53.33
Village hall committee	Hall hire	19.50
Wynsdale Waste	Dog bin emptying	105.96
Safeplay	Repairs to play equipment – treat corrosion to slide and toddler swings	306.90
Safeplay	Play area inspection	63.00
Binnies	Annual reservoir inspection	1,794.91
Salvation Army	Donation following Carols on the green	350.00
HMRC	Tax and NI - December	598.12

Receipts into Unity Trust PC current account since last meeting:

Internal transfer	Account opening – internal transfer from Nat West current account	500.00
Internal transfer	Internal transfer of remainder of funds in Nat West current account	226,981.47
KCC	Member fund grants (£750 for BMAT signs, £500 for village hall car park gate improvements)	1,250.00
Internal transfer	From PC savings to PC current	2,000.00
Internal transfer	From PC savings to PC current	1,000.00

Payments from Unity Trust PC savings account since last meeting :

Internal transfer	From PC savings to PC current	2,000.00
Internal transfer	From PC savings to PC current	1,000.00

Receipts into Unity Trust PC savings account since last meeting:

Internal transfer	Transfer from PC current to PC savings	220,000.00
Unity Trust	Interest	438.79

Payments from Unity Trust BNG current account since last meeting:

Unity Trust	Bank charges	0.58
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Internal transfer	Transfer from BNG current to BNG savings	100,000.00
Unity Trust	Bank charges	6.00

Receipts into Unity Trust BNG current account since last meeting:

Internal transfer	Transfer from Nat West BNG current to Unity Trust BNG current	100,672.08
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Payments from Unity Trust BNG savings account since last meeting:

None

Receipts into Unity Trust BNG savings account since last meeting:

Internal transfer	Transfer from BNG current to BNG savings	100,000.00
Unity Trust	Interest	156.71

Balances as at 6th January 2025 :

Nat West current account (ACCOUNT CLOSED)	0
Nat West reserve account (ACCOUNT CLOSED)	0
Nat West BNG funds account	361.15
National Savings	310.66
Unity Trust PC current account	935.95
Unity Trust PC savings account	217,438.79
Unity Trust BNG current account	665.50
Unity Trust BNG savings account	100,156.71
Total Financial Assets	319,868.76

13.1 Finance report - Agreement of payments made and income received since last meeting : The above financial statement was accepted. Proposed by Cllr Green, seconded by Cllr Humphryes and agreed by all members.

13.2 Budget monitoring report : The budget monitoring report to 6th January 2025 was noted.

Discussion followed regarding future replacement of items of play equipment in the Church Street play area. It was noted that a request to replace items should come from the village hall committee. It was agreed to add this as an agenda item for the next Parish Council meeting however funding would not be available until at least 2026/27.

It was suggested that the community payback team could jetwash the existing play equipment.

13.3 Draft 25/26 budget : The finance committee had produced a draft budget for consideration by full Council, which was included in members' agenda papers. As well as the usual budget head items, the draft budget included the following projects for 25/26 :

Footway improvements £17,000
Adventure woodland walk £50,000
Village hall shallow pitched roof £80,000

Cllr Green proposed that the draft 25/26 budget be approved. Seconded by Cllr Humphries and agreed by all members.

- 13.4 Precept for 25/26 : Based on the 25/26 budget, the recommendation of the finance committee was to request a precept of £149,400. This equates to £75.70 per year for a band D property, an increase of 13p per week from 24/25.

The clerk had provided details of 24/25 precepts for all Maidstone parishes. It was noted that the mean band D precept for Maidstone parishes in 24/25 was £75.62.

Cllr Edmans proposed that the Parish Council request a precept of £149,400 from MBC for 25/26. Seconded by Cllr Jessel and agreed by all members. The clerk and Cllr Green signed the precept form. Clerk to return to MBC. **CLERK**

14. **Correspondence:**

- 14.1 St Peters Church – donation towards grass cutting : It was noted that the church had been in touch to advise they are still seeking quotes therefore it was agreed to defer this item until the next full Council meeting. **CLERK**

15. **Planning Report:**

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

MBC notified :
12/11/24

- 24/504358 Fairway, Church Hill, Boughton Monchelsea
Change of use of land for the stationing of 6 no. additional static caravans, relocation of 1 no. existing mobile home, retention of 1 no. mobile home and erection of 1 no. dayroom (following demolition of current) with associated access, parking and landscaping. Demolition of existing stables and existing day room

DECISION :

The Parish Council wish to see the application refused for the following planning reasons. If MBC intend to approve it we would like the application reported to planning committee for decision.

The proposal is contrary to policies in the MBC Local Plan. In particular, policy SP17 states that development proposals in the open countryside should not be permitted unless they accord with other policies in the plan and will not result in harm to the character and appearance of the area. The site is located in the open countryside and the siting of 6 mobile homes, retention of 1 mobile home and erection of a day room will result in harm to the character and appearance of the open countryside
When considered with existing adjacent sites, the proposal represents significant over development, both in terms of the number of mobile homes proposed and the number of people who would be housed. This is of particular concern when considered together with the recent application for an additional 4 no. mobile homes at Four Oaks (application ref. 24/503377)

Over the years, the proposal would result in a significantly reduced number of places for the settled community at the adjacent primary school, creating an unacceptable imbalance between the settled and traveller communities

The application is for a change of use of land from a greenfield site. The Government's Planning Policy for Traveller Sites states that new gypsy and traveller development in the open countryside should be strictly limited

Freedom of information details provided to the Parish Council from an MBC caravan count on 25/1/24 showed 2 mobile homes at Cobnut Tree Place, 1 mobile home at Greenacre, 1 mobile home at Fairway and 6 mobile homes at Four Oaks. The permitted number of mobile homes at each of these sites is 1 at Cobnut Tree Place, 1 at Greenacres, 2 at Fairway and 3 at Four Oaks. In total then there are 10 mobile homes on these sites with only 7 permitted. If planning applications 24/503377 and 24/504358 were approved then there would be 20 mobile homes in total on the Church Hill sites. This represents a completely unacceptable intensification from the 7 mobile homes that currently have planning permission

The development is contrary to Boughton Monchelsea Neighbourhood Plan policy RH1 in that development south of Heath Road will not be supported unless it conforms with national and local rural exception policies

24/504617	The Barn at Lewis Court, Green Lane, Boughton Monchelsea Conversion of an existing residential storage and annexe building into a 3 no. bedroom dwelling with associated parking and landscaping	3/12/24
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DECISION :

The Parish Council wish to comment on the application as follows :

The drawings appear to indicate that the building will be demolished and rebuilt rather than converted as the existing sloping roof has changed to a horizontal roofline. The building is a non-listed heritage asset and if MBC intend to approve the application it is vital that the building is sympathetically converted and its existing character and features are retained, including the sloping roof

We believe the proposal represents overdevelopment of the Lewis Court site and we are disappointed at MBC's previous decisions to approve new dwellings which, when built, will damage the setting of the listed building

24/504110	The Lodge, Boughton Mount, Boughton Lane, Boughton Monchelsea	3/12/24
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Demolition of double garage, store and outbuildings. Erection of 1 no. self-build two storey dwelling with associated access, parking, landscaping, provision of secure cycle parking facilities and rebuild of a section of the boundary wall

DECISION :

24/54967	<p>No objection / comment</p> <p>Former F G Barnes & Sons Ltd, Cuxton Road, Maidstone</p> <p>Demolition of existing ancillary office building. Change of car showroom, vehicle servicing and repairs unit to flexible industrial, commercial and storage (Class B2/B8/Class E(g)) (excluding office) use. Re-cladding and re-roofing of existing unit including the insertion of roof lights and changes to fenestration with the provision of 82 no. parking spaces and 4 disabled parking spaces</p> <p>DECISION :</p>	19/12/24
24/504896	<p>No objection / comment</p> <p>Spring Farm, East Hall Hill, Boughton Monchelsea</p> <p>Demolition of the existing dwelling and ancillary domestic outbuildings. Erection of a replacement and self-build dwelling with associated driveway and 4 no. parking bays</p> <p>DECISION :</p> <p>The Parish Council has no objection to the application but we expect the following issues to be addressed :</p> <p>Provision of renewable energy sources such as air / ground source heat pumps or photo voltaics</p> <p>Provision of EV charging points</p> <p>Exclusively native planting within any landscape plan</p> <p>Provision of swift and bee bricks, bat and bird boxes</p> <p>Wildlife friendly boundaries</p> <p>Encourage high levels of thermal insulation and airtightness</p> <p>Permeable parking and footway surfaces</p> <p>Avoidance of light pollution as much as possible in external lighting design</p> <p>Installation of rainwater harvesting system</p>	19/12/24
24/505180	<p>Tanglewood, 4 Harling Close, Boughton Monchelsea</p> <p>Erection of a single storey rear extension, part garage conversion and changes to fenestration</p> <p>DECISION :</p>	7/1/25
24/504979	<p>No objection / comment</p> <p>Chilston Fish Farm, Wierton Hill, Boughton Monchelsea</p> <p>Creation of two stock ponds, associated earth works and landscaping to serve the current fish breeding facilities to the south of the site</p> <p>DECISION :</p>	7/1/25
24/505219	<p>No objection however we query whether a change of use application is required, from agricultural to commercial use</p> <p>97 The Quarries, Boughton Monchelsea</p> <p>Demolition of existing outbuilding. Erection of extension to the existing garage to create garden office room with addition of windows and rooflights</p> <p>DECISION :</p>	7/1/25
24/505241	<p>No objection / comment</p> <p>5 Cock Cottages, Green Lane, Boughton Monchelsea</p> <p>Erection of an outbuilding to form workshop and garden room</p>	7/1/25

DECISION :

No objection / comment

24/505161 Tilts House, Heath Road, Boughton Monchelsea 7/1/25
Change of use of agricultural land to the rear of the garden to residential land. Erection of a timber outbuilding ancillary to the main house, to be used as accommodation for elderly relatives

DECISION :

The Parish Council wish to comment on the application as follows :

If MBC are minded to approve it, a condition should be imposed to ensure that the annexe is not occupied separately from the residential use of the host dwelling

The following applications have been APPROVED by MBC:

24/503711/ St Peters Church, Church Hill, Boughton Monchelsea
TPO TPO application to remove the branch on one Poplar tree (T1)
24/503696 Wierton Cottage, Wierton Hill, Boughton Monchelsea
Installation of ground mounted solar panels including associated cabling and inverter housing
24/503622/ Heinz Orchard, Wierton Hill, Boughton Monchelsea
PNQCLA Prior notification for the change of use of a building and any land within its curtilage from agricultural to 2 no. dwellinghouses and associated operation development

The following applications have been REFUSED by MBC:

24/504358 Fairway, Church Hill, Boughton Monchelsea
Change of use of land for the stationing of 6 no. additional static caravans, relocation of 1 no. existing mobile home, retention of 1 no. mobile home and erection of 1 no. dayroom (following demolition of current) with associated access, parking and landscaping. Demolition of existing stables and existing day room

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

16. Representatives' Reports:

16.1 KALC: Cllr Dawes was not present at the meeting.

16.2 Allotments : Cllr Martin had nothing to report.

16.3 Village Hall & Recreation Ground : Cllr Humphryes provided an update as follows :

- Due to the dull weather, the solar panels have not produced any energy over the last couple of months. Energy bills over the last 3 months have been £1,000, £860 and £780. This is cheaper than before the solar panels and air source heating were installed.
- Honour board has now been updated with details of the latest parishioner of the year
- Bids for shallow pitched roof are due in soon
- Improvements will soon be made to the car park gates, to make them easier for hirers to shut and lock at night
- The café continues to be a great success
- Consideration is being given to removal of the stage staircase in the outer parish office, to provide a more usable meeting space. Members felt this was a good idea

16.4 Neighbourhood Watch : Cllr Oladimeji was not present at the meeting

16.5 Police liaison : Cllr Dawes was not present at the meeting.

16.6 Biodiversity and environment :

Cllr Jessel provided an update as follows :

- Suggest mapping trees on PC and BMAT land using the 'i-Tree' app. Cllr Jessel stated that she would send the relevant information to tree wardens, Cllrs Martin and Redfearn **CLLR JESSEL**
- The Parish Council should consider producing a plastic free plan
- Boughton Monchelsea primary school have been asked if the children would like to sow wildflower seed in Salts Wood
- Next farm cluster meeting will be held on 25th February
- Volunteer events planned as follows : 25th Jan - filling gaps in hedgerows, 9th Feb - planting trees in Firmins Field, 22nd Jan - work at Lyewood, 2nd Mar - filling gaps in hedgerows
- Grants are available for supply and planting of hedgerow saplings

16.7 Highways : Cllr Dawes was not present at the meeting.

17. Decision items :

17.1 S106 funds for transport to medical facilities :

Cllr Edmans advised that the sub-group feel that an account with a taxi company is the best solution and should be trialled. Following discussion it was agreed that a decision should be made at the next Parish Council meeting. Cllr Edmans stated that the sub-group will produce a full report for members before then.

CLLR EDMANS

17.2 Community payback team : It was noted that BMAT have given permission for the

community payback team to work on its land. It was noted that the team are supervised at all times and risk assessments are the responsibility of the team leader. Following discussion, it was agreed that the community payback team should be allowed to carry out work on Parish Council land on condition that the individuals involved do not pose any risk to the community and have not been convicted of any violent crime or sexual offences. Cllr Dawes to take this forward with the community payback team.

CLLR DAWES

- 17.3 Noticeboard at Loddington farm shop : Cllr Humphryes advised that the shop owner was happy to have a Parish Council noticeboard in the shop car park. Members felt that the farm shop was a good location, given the high footfall. It was agreed to purchase and install an aluminium noticeboard (maximum supply and fitting cost £2,000 + VAT).

CLLR HUMPHRYES

18. Update / discussion items :

- 18.1 Parkwood Farm reservoir update : Cllr Edmans advised that the annual inspection had taken place late last year.

- 18.2 Pathway to net zero document : Cllr Jessel had reviewed and updated the document which was forwarded to Councillors in advance of the meeting. Members suggested that leaky dams and fire prevention should also be included. It was noted that the sub-group (Cllrs Jessel, Date and Smith) had not met for some time. Cllr Jessel stated that she would arrange a sub-group meeting before the next full Council meeting. Cllrs Edmans and Allen agreed to join the sub-group. It was suggested that a shortlist of items to focus on for the year ahead should be agreed at the next Parish Council meeting. Clerk to add to agenda.

CLLR JESSEL / CLERK

19. Health & Safety Issues:

Nothing to report.

20. Deferred Items Schedule:

Cllr Martin asked the clerk to add tree inspections to the deferred items schedule. Next inspections are due in June 2025.

It was noted that Cllrs Martin and Redfearn have completed a one day Lantra tree inspection course. Cllr Green agreed to assist with tree inspections and expressed an interest in attending a training course. Clerk to forward details.

CLERK

21. Any other business. (Non decision items only):

Cllr Redfearn noted that there had been recent bin collection problems in The Quarries.

22. Date of Next Meeting:

The next full Parish Council meeting is due to be held on Tuesday 4th March 2025 at 7pm in the main hall of the village hall.

There being no further business the meeting closed at 9.40pm

MINUTE 18 (Parish Council meeting 14th January 2025)

SCHEDULE OF DEFERRED ITEMS CARRIED FORWARD FROM PARISH COUNCIL MEETINGS:

DATE :	ITEM:	ISSUE / ACTION:	POSITION AS AT PARISH COUNCIL MEETING 14TH JANUARY 2025
3.9.19	Clerk's salary	Review	Review clerk's salary on an annual basis. Next review due September 2025
14.1.24	Tree safety	Inspections	Next annual tree inspections due June 2025