

BOUGHTON MONCHELSEA PARISH COUNCIL

**Minutes of the Parish Council Meeting held at 7pm on 5th November 2024
in the main hall of Boughton Monchelsea village hall, pursuant to notice.**

Present:

Cllrs J. Green
R. Martin
R. Edmans
T. Oladimeji
A. Dawes
C. Jessel
A. Humphries
D. Smith
D. Redfearn
M. Allen

Parish Clerk

1 resident

1. Open quarter

Mrs Ursula Marsh attended the meeting as co-chair of Boughton Monchelsea village fete committee. She explained that the fete would be going ahead on 21st June 2025 and regular planning meetings were being held. As well as the fete committee, additional volunteers have been recruited to help on the day. It was agreed that the committee would provide a further update at the March Parish Council meeting. Cllr Jessel asked if BMAT could have a stall at the fete. This was agreed.

2. Apologies: Apologies were received from Cllr Date (work).

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

The clerk advised that MBC had recently provided details of a gypsy and traveller consultation with a deadline of 12th December. Cllr Green agreed to co-ordinate the Parish Council's response to this consultation and members were asked to provide their comments.

ALL CLLRS

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 August, September and October the following crimes were reported :

- South ward – 4 crimes (window smashed at residential property, damage to a greenhouse, attempted theft of motorbike from residential garage, vehicle damaged while travelling along the road)
- North ward – 3 crimes (storage container break in and theft, storage unit break in and theft of designer clothes and shoes, windows smashed to business premises)
- Langley Park ward – no crimes
- Joywood ward – no crimes

7. County Councillor updates

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

8. Borough Councillor updates

Cllr Dawes provided an update as follows :

- Attending meeting with MBC waste officer regarding problem with bin collections
- Wheatsheaf junction improvements will not be going ahead
- Judicial reviews relating to Lidsing and Heathlands have been dismissed
- Greensand national park idea is under discussion

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

As residents of The Quarries, Cllrs Edmans and Redfearn declared an interest in item 18.1 Parkwood Farm reservoir.

10. Matters outstanding from minutes (3rd September 2024) not included in agenda:

10/18.2 S106 monies for transport to medical facilities : It was noted that MBC had confirmed the S106 monies were for transport to medical facilities in the Maidstone area for all Boughton Monchelsea residents. Lengthy discussion followed regarding how a transport scheme might be administered and it was noted that preliminary discussions had taken place with Boughton Monchelsea Helping Hands but nothing had been agreed. Cllrs Dawes, Steyl and Edmans to discuss further and report back to the next Parish Council meeting. **CLLRS DAWES / STEYL / EDMANS**

10/18.3 Risk register : Following lengthy discussion regarding likelihood and consequences of risks it was agreed that Cllrs Green, Martin and Jessel should meet to discuss the Risk register further and report back to the next Parish Council meeting. **CLLRS GREEN / MARTIN / JESSEL**

10/16.4 Neighbourhood Watch : Cllr Oladimeji noted that he was monitoring the Boughton Monchelsea Neighbourhood Watch Facebook page. He added that he had been unable to attend the recent Police Independent Advisory Group meeting but would attend the next meeting on 10th December.

11. Minutes of the meeting held on 3rd September 2024 :

Cllr Dawes proposed that the minutes of the Parish Council meeting held on 3rd September 2024 be approved as correct, with the following amendment :

Item 18.2 S106 monies for transport to medical hub : ‘...It was agreed that Cllrs Dawes, Steyl and Edmans should form a working group’

Seconded by Cllr Martin and agreed by all members.

12. Clerk’s report

The contents of the clerk’s report were noted.

13. Finance

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

Parish Clerk	Clerk’s August salary – paid by standing order	1,600.00
Parish Clerk	Clerk’s August salary – paid by bank transfer	193.50
Parish Clerk	Clerk’s August expenses	59.33
HMRC	Tax and NI - August	472.72
Safeplay	Play area inspection	63.00
Wynsdale Waste	Dog bin emptying	105.96
EDF Energy	Electric supply to parish hut	19.53
Sonja Steyl	Catering for DEFRA visit to Salts Wood	165.00
Nat West	Bank transaction fees	1.75
ICO	Data protection registration - annual fee	35.00
K. Kidner	Electric supply to allotment portacabin	125.25
Iden Signs	Lettering for honour board in village hall	30.00
Zurich	Parish Council insurance premium	2,973.24
Avaio	Laptop repairs	60.00
Nat West	Bank transaction fees	0.35
Nat West	Bankline fees	86.30
Parish Clerk	Clerk’s September salary – paid by standing order	1,600.00
Parish Clerk	Clerk’s September salary – paid by bank transfer	409.50
Parish Clerk	Clerk’s September expenses	53.33
HMRC	Tax and NI - September	598.12
Wynsdale Waste	Dog bin emptying	105.96
Allotment leaseholder	Refund of overpaid allotment rent	15.00
Wellers Law Group	Legal fees	840.00
Community Heartbeat Trust	Defibrillator – annual support fee	151.20
Hugo Fox	Website – annual fee	287.86
Gill Turner Tucker	Legal fees - Lyewood	1,126.20
EDF Energy	Electric supply to parish hut	19.53
Parish Clerk	Clerk’s expenses – fire certificate fee	10.00
Forvis Mazars	External audit fee	756.00
Safeplay	Play area inspection fee (27932)	63.00
Safeplay	Play area inspection fee (27933)	63.00
C. Jessel	Commemorative tree	45.00
Wynsdale Waste	Dog bin emptying	105.96
EDF Energy	Electric supply to parish hut	38.43
KALC	2 tickets for Advanced Planning briefing 17/10/24	120.00
Village hall	Parish office hire for 2024	658.65

committee		
Nat West	Bankline fees	81.80

Receipts into current account since last meeting:

MBC	S106 drawdown for Salts Wood path extension	9,645.00
Allotment leaseholders	Allotment rent	1,240.00

Payments from BNG account since last meeting:

Dean Fuller	Landscape maintenance work - Lyewood	400.00
Rory Stroud	Mowing - Lyewood	120.00

Receipts into BNG account since last meeting:

None

Balances as at 22nd October 2024 :

Current Account	241,340.64
Business Reserve	443.51
National Savings	310.66
BNG Funds Account	100,672.08
Total Financial Assets	342,766.89

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

13.2 Budget monitoring report : The budget monitoring report to 22nd October 2024 was noted.

14. Correspondence:

14.1 Scenic Green Trail : The clerk advised that information had been received regarding a new long distance footpath concept, the 'Scenic Green Trail' which passes through the parish. It was agreed that both the Parish Council and BMAT were supportive of this concept and the clerk was asked to respond accordingly.

CLERK

Cllr Martin tabled a sketch showing a proposed walking / cycling route from Langley Park to Salts Wood which overlaps the Scenic Green Trail route.

15. Planning Report:

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

24/503377	Land rear of Four Oaks, Church Hill, Boughton Monchelsea	MBC notified : 1/10/24
	Application for the proposed change of use of land to provide an additional 4 gypsy / traveller pitches comprising 4 mobile homes and 1 touring caravan with formation of additional hardstanding and fence	

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 an intrusion into the open countryside
- The proposal would result in unacceptable intensification of gypsy / traveller pitches on the site
- The area is currently grazing land therefore the proposal represents a change of use

24/503711 St Peters Church, Church Hill, Boughton Monchelsea 1/10/24
TPO application to remove the branch on one poplar tree (T1)

DECISION :

No comment

24/503696 Wierton Cottage, Wierton Hill, Boughton Monchelsea 1/10/24
Installation of ground mounted solar panels

DECISION :

No objection / comment

24/504122 Land at Lower Farm Road, Boughton Monchelsea 22/10/24
Change of use of land for the stationing of two static mobile homes, installation of storage container for use as a day room and erection of kennels, installation of hardstanding (part retrospective)

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 site currently has no permitted residential use and is an intrusion into the open countryside. The application should be assessed on the basis of no current residential use even though the applicant is already living on the site (without planning permission)
- The proposal would result in significant and unacceptable harm to the intrinsic character of this countryside location, failing to maintain or enhance local distinctiveness. This identified harm will be exacerbated by the urbanising nature of the development with associated domestic paraphernalia, hardstanding, car parking and external lighting. There are no benefits that would outweigh the harm that has been identified and the proposal is contrary to policies LPRSP9, LPRSP15 and LPRQD4 of the Maidstone Local Plan Review (2024), The Maidstone Landscape Character Assessment, and guidance in the NPPF (2023)
- The development would introduce new residential dwellings outside of any settlement and far removed from local services and facilities which would result in the occupants 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 LPRSS1 of the Maidstone Local Plan Review (2024) and in the aims of the National Planning Policy Framework (2023)

- 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
- The application contains no information about provision of utilities to the site and how waste water will be dealt with
- Please clarify how MBC verify the claimed gypsy / traveller status of the applicant

The following applications have been APPROVED by MBC:

- 24/502973 1 Roy Hood Court, Boughton Monchelsea
Demolition of the existing attached garage and erection of a two storey side extension to provide lounge, bedroom and bathroom space, and a front porch
- 24/502396 29 Church Street, Boughton Monchelsea
Erection of a single storey rear extension

The following applications have been REFUSED by MBC:

None

The following applications have been notified as WITHDRAWN :

- 24/503697 Wierton Cottage, Wierton Hill, Boughton Monchelsea
Listed building consent for installation of ground mounted solar panels

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 had nothing to report.

16.2 Allotments : Cllr Martin had nothing to report.

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

- Village hall committee have decided that it is not economically viable to lay a cable across from the hall to the pavilion to make use of the hall solar power as it would take many years to pay for itself
- Army youths are using the pavilion (no charge) every other Sunday

- The recent craft fair in the hall was a great success
- Leaf clearance in the car park is being arranged

16.4 Neighbourhood Watch : Cllr Oladimeji stated that he had been monitoring the Boughton Monchelsea Neighbourhood Watch Facebook page. He warned against confronting those involved in crime or anti-social behaviour and offered to produce an article for residents.

CLLR OLADIMEJI

16.5 Police liaison : Cllr Dawes had nothing to report.

16.6 Biodiversity and environment :
Cllr Jessel provided an update as follows :

- Attended recent KALC climate training
- Councils have a duty to produce a nature action plan. Cllr Jessel to action

CLLR JESSEL

- Bearsted Climate Action (CAN) will be visiting BMAT sites on 12th November to learn more about our work
- Next volunteer day at Salts Wood on 9th November
- Parish Council's Pathway to Net Zero document needs to be reviewed. Need a Councillor to take the lead on this, including engagement with the wider community. It was agreed to add this to the agenda for the next Parish Council meeting.

CLERK

16.7 Highways : Cllr Dawes advised that she would be attending the forthcoming Highway Improvement Plan annual review meeting.

17. Decision items :

17.1 Highway Improvement Plan : The clerk stated that she would update the plan and send round to members for comment, in advance of the annual HIP meeting later in November.

CLERK

Members asked the clerk to contact KCC to ask for the footpath surface along Brishing Lane to be refreshed (informal path on east side of Brishing Lane from the stream to the Thomas Rider Way development).

CLERK

Concern was expressed regarding vehicular access and egress to Boughton Service Station once the new shop is open and generating more traffic movements. The clerk stated she would contact KCC for advice.

CLERK

17.2 Litter picking policy : Cllr Jessel had produced a report which was circulated to members in advance of the meeting. It was noted that BM Litter Quitters was established in 2017 and has over 30 volunteers who regularly litter pick. The Parish Council has historically organised twice yearly community litter picks which were covered by MBC for insurance as long as the risk assessment was adhered to and an attendance sheet submitted. More recently these community picks have become redundant due to the good work of the regular litter pickers. Lengthy discussion

about liability followed. Cllr Jessel proposed that the Parish Council produce an advice sheet for regular litter pickers and e-mail this out with a note stating that volunteers pick litter at their own risk and are not covered by any MBC or Parish Council insurance policy. Confirmation of receipt of the e-mail to be obtained from all litter picking volunteers. Seconded by Cllr Edmans and agreed by all members.

CLLR JESSEL

17.3 Community Warden : It was noted that the KCC Warden service has recently been cut and Boughton Monchelsea is no longer covered. Cllr Dawes asked whether members would be interested in funding a part time warden. Following discussion, it was agreed not to take this forward and it was noted that in more recent years the wardens appear to be mainly working with social services rather than helping with anti-social behaviour etc.

17.4 Future projects :

Estimated costs for the following projects were noted and the projects were prioritised by members, with 1 being the highest. It was agreed that this information should be considered further by the finance committee at their December budget meeting

FINANCE COMMITTEE

1. Cycleway / footway – Langley Park to Salts Wood £10,000
2. Shallow pitched roof to flat roof areas of village hall £65,000
3. Natural play spaces in the parish £50,000
4. Power cable from hall to pavilion £5,000

Cllr Allen agreed to research grants that might be available to the Parish Council.

CLLR ALLEN

17.5 MJ Awards : Cllr Dawes asked whether members would like to submit an application for the MJ Awards. Following discussion, it was agreed not to do this.

18. Update / discussion items :

18.1 Parkwood Farm reservoir update : Cllr Edmans advised that the reservoir was now clear of blue / green algae and noted that this year's annual inspection would cost £1,400.

18.2 S106 monies for transport to medical hub : Covered in item 10. above

18.3 Carols on the green Monday 9th December – final arrangements :

The clerk advised that the Salvation Army and PA system were booked and she would make all the usual arrangements regarding catering. She added that the school and community choirs had been invited but would not be attending although some members of the community choir would be coming as individuals and could be asked to lead one of the carols. The clerk advised that she would not be able to attend the event due to a meeting and Cllr Smith also noted his apologies.

Councillors were asked to help set up on the night at 6.30pm.

ALL CLLRS

It was agreed to erect the Christmas tree on Saturday 30th November. Clerk to arrange for tree to be cut down and delivered to the green by Steven Waring.

CLERK

18.4 Parish Council newsletter :

Following lengthy discussion Cllr Green proposed ending the biannual hard copy newsletter (in its current format). Seconded by Cllr Smith and a vote was taken with 8 for and 2 against. Motion therefore carried. It was agreed to review the Parish Council's communication strategy in the coming months and in the meantime advertise Carols on the green via the noticeboards, website, Facebook and e-mail circle and by dropping flyers in the cafe, post office, Albion etc. The clerk was asked to organise 300 copies of an A5 double sided flyer, one side advertising Carols on the green, the other advising residents of an end to the twice yearly paper newsletter and a review of the Council's communication strategy.

CLERK

It was suggested that biographies for each Councillor should be included on the Parish Council website and in future communication to residents. **ALL CLLRS**

19. Health & Safety Issues:

Nothing to report.

20. Deferred Items Schedule:

Nothing to report.

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

Cllr Humphryes stated that he would refurbish the Church Street noticeboard. Clerk to arrange for board to be taken down and transported to Cllr Humphryes' home.

CLERK

Cllr Jessel stated that BMAT would be having a stall at an event at the Albion on 28th November, from 6pm to 9pm and asked for volunteers to assist. **ALL CLLRS**

Cllr Redfearn stated that he would be attending the remembrance service at St Peters church and would be laying the wreath on behalf of the Parish Council.

CLLR REDFEARN

It was agreed to include use of the Community Payback Team as an agenda item for the next Parish Council meeting.

CLERK

It was noted that KCC member, Cllr Lottie Parfitt had advised that a limited amount of 24/25 member funding was still available. Cllr Humphryes suggested applying for £500 for work to the village hall car park gates to make them safer and easier for hirers to use when locking up in the evening.

CLERK

22. Date of Next Meeting:

The next full Parish Council meeting is due to be held on Tuesday 14TH January 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 5th November 2024)

SCHEDULE OF DEFERRED ITEMS CARRIED FORWARD FROM PARISH COUNCIL MEETINGS:

DATE :	ITEM:	ISSUE / ACTION:	POSITION AS AT PARISH COUNCIL MEETING 5TH NOVEMBER 2024
3.9.19	Clerk's salary	Review	Review clerk's salary on an annual basis. Next review due September 2025