

BOUGHTON MONCHELSEA PARISH COUNCIL

**Minutes of the Parish Council Meeting held at 7pm on 4th March 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
 T. Oladimeji
 A. Dawes
 E. Steyl

Parish Clerk
KCC member, Cllr Lottie Parfitt
Victoria Frost – KCC Community and Domestic Energy Support Officer
Carol Parry – St Peters Church
Richard Sutton – Parish Cllr applicant
5 members of the public

It was agreed to bring forward part of item 16.6

KCC's Victoria Frost gave a presentation to members and visitors on a proposed 'Green Open Homes' event. She suggested an open day in the summer, starting in the village hall and followed by visits to selected homes for residents to look at the relevant technology and ask questions. Members agreed that the Parish Council would be keen to be involved in this event which could be advertised at the village fete in June. The following net zero sub-group members agreed to take this forward with Ms Frost : Cllrs Allen, Smith, Date, Martin, Jessel and Edmans.

CLLRS ALLEN, SMITH, DATE, MARTIN, JESSEL & EDMANS

1. Open quarter

Three members of the public were in attendance to discuss the recent polytunnel planning application in Chart Sutton. The clerk advised that they would need to attend the Chart Sutton Parish Council planning meeting on Monday 10th March in Chart Sutton village hall. These three members of the public then left the meeting.

Carol Parry spoke regarding the recent request from St Peters church for an increased grant towards churchyard grass cutting. Mrs Parry then left the meeting.

2. Apologies: Apologies were received from Cllr Smith (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 January and February the following crimes were reported :

- South ward – 2 crimes (attempted damage to residential property, damage to greenhouse window)
- North ward – 1 crime (damage to business vehicle)
- Langley Park ward – no crimes
- Joywood ward – no crimes

7. County Councillor updates

Cllr Parfitt spoke regarding devolution, budget issues, youth provision and the KCC pothole blitz.

8. Borough Councillor updates

Cllr Dawes advised that MBC had planned to install solar panels on some of their buildings but would no longer be going ahead with the work.

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.

As Chairman of the village hall committee, Cllr Humphries declared an interest in item 17.5 Funding for shallow pitched roof to village hall

Cllrs Martin and Dawes declared an interest in item 14.1 Churchyard grass cutting and did not vote on this item.

It was agreed to bring forward item 14.2

14. Correspondence:

14.2 Parish Councillor application

An application had been received from Mr Richard Sutton which had been forwarded to members in advance of the meeting. Members were given the opportunity to ask questions before Cllr Green proposed that Mr Sutton be co-opted on to the Parish Council. This was seconded by Cllr Martin and a vote was taken, with all members in agreement. Mr Sutton signed the declaration of acceptance of office form and then took his place at the meeting as a Parish Councillor. Clerk to inform MBC of co-option.

CLERK

10. **Matters outstanding from minutes (14th January 2025) not included in agenda:**

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

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

10/10) Biographies received from Cllrs Jessel, Smith and Humphries have been added to the website. Other Cllrs to forward their biographies to the clerk.

ALL CLLRS

10/12) Clerk to speak to landowner regarding possibility of path along Brishing Lane

CLERK

10/16.6) Cllrs Martin and Redfearn to trial the 'i-Tree' app to map trees on PC and BMAT land

CLLR MARTIN / CLLR REDFEARN

10/17.2) The community payback team have started work around the parish

11. **Minutes of the meeting held on 14th January 2025 :**

Cllr Green proposed that the minutes of the Parish Council meeting held on 14th January 2025 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 stated that KALC will be running online CiLCA (Certificate in Local Council Administration) training this year, for parish clerks, at a cost of £300. The cost of the qualification is an additional £450. It was agreed that the Parish Council should fund £550 of this, with the clerk's other employer, Chart Sutton Parish Council, asked to pay the remaining £200.

CLERK

Cllr Humphries advised that the new Parish Council noticeboard for the Loddington farm shop car park would be delivered next week.

Cllr Martin advised that he had recently attended a useful risk webinar.

13. **Finance**

Payments from Nat West BNG account since last meeting:

Nat West	Monthly bankline fee	80.45
Nat West	Monthly bankline fee	20.00

Receipts into Nat West BNG account since last meeting:

None

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

Unity Trust Bank	Multipay card set up fee	50.00
Scribe	Accounting software – annual fee	645.84
Noticeboard Company	New PC noticeboard for Loddington farm shop area	1,704.18
CSG Global Education Ltd	Stationery	20.39

NALC	Training course for Cllr Allen	42.00
Tantons Tree Surgeons	Emergency tree works following storms	540.00
Idea Signs	Lettering for honour boards	30.00
Avaio	Computer support	84.00
Parish Clerk	Clerk's salary	2,009.50
Parish Clerk	Clerk's expenses	55.93
HMRC	Tax and NI	598.12
Wynsdale Waste	Dog bin emptying	105.96
Village hall committee	Hall hire	45.50
D A Edwards	Removal and disposal of xmas tree	50.00
Unity Trust Bank	Bank charges	8.55
Safeplay	Play area inspection	63.00
Parish Clerk	Hall hire for APM – Langley Park school hall	115.00
CR Foreman Ltd	Timber for BMAT signs	891.00
Castle Water	Water supply to allotments	174.42

Receipts into Unity Trust PC current account since last meeting:

KALC	Training refund (cancellation of planning briefing)	120.00
Allotment leaseholders	Allotment rent	175.00
Internal transfer	From PC savings to PC current	5,000.00
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	5,000.00
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:

None

Payments from Unity Trust BNG current account since last meeting:

Tantons Tree Surgeons	Poplar removal in Walk Meadow	11,994.00
Rory Stroud	Installation of 5 bar gate at Lyewood	275.00
Unity Trust Bank	Bank charges	6.15
CJS Smith	Grounds maintenance work to Lyewood	450.00
McVeigh Parker	Gate materials for Lyewood	285.60

Receipts into Unity Trust BNG current account since last meeting:

Internal transfer	Transfer from BNG savings to BNG current	12,000.00
Internal transfer	Transfer from BNG savings to BNG current	1,000.00

Payments from Unity Trust BNG savings account since last meeting:

Internal transfer	Transfer from BNG savings to BNG current	12,000.00
Internal transfer	Transfer from BNG savings to BNG current	1,000.00

Receipts into Unity Trust BNG savings account since last meeting:

None

Balances as at 21st February 2025 :

Nat West current account (ACCOUNT CLOSED)	0
Nat West reserve account (ACCOUNT CLOSED)	0
Nat West BNG funds account	260.70
National Savings	310.66
Unity Trust PC current account	1,997.56
Unity Trust PC savings account	209,438.79
Unity Trust BNG current account	654.75
Unity Trust BNG savings account	87,156.71
Total Financial Assets	299,819.17

- 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.

It was agreed that Mr Lionel Robbins should be asked to carry out the Parish Council's internal accounts audit for 24/25. Clerk to arrange. **CLERK**

- 13.2 Budget monitoring report : The budget monitoring report to 21st February 2025 was noted.

14. Correspondence:

- 14.1 St Peters Church – donation towards grass cutting :

Members discussed a request from the church for an increased donation towards churchyard grass cutting. Councillors acknowledged that the church is a valuable community asset but noted that the annual grant is substantially more than funds given to other organisations in the parish. It was felt that a reduced donation of £1,000 per year from 26/27 would be appropriate, given that other organisations receive between £200 and £350 per year.

After further discussion, Cllr Green proposed a grant of £2,500 for 24/25, £2,500 for 25/26 and then £1,000 per year thereafter with the proviso that, as grants to other organisations gradually increase in future years, the grant to the church should increase accordingly. Cllr Green's proposal was seconded by Cllr Humphryes and a vote was taken with 9 for and 2 abstentions. Motion therefore carried.

The clerk was asked to respond to St Peters, pointing out that the grant has been kept at £2,500 for 25/26 to give the church time to put other plans in place. It was also suggested that the Community Payback team currently working for the Parish Council and BMAT could be diverted to churchyard maintenance, if this would help.

CLERK

15. Planning Report:

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

25/500139/	Weald Barn House, Wierton Hill, Boughton Monchelsea	MBC notified : 11/2/25
LBC	Listed Building Consent for removal of French doors and	

addition of new set of French doors to replace window. New terrace and steps to garden

DECISION :

No objection / comment

25/500107 Annobere, Heath Road, Boughton Monchelsea 11/2/25

Hip to gable loft conversion including 1 no. rear dormer and 5 no. roof lights to front

DECISION :

No objection however MBC should ensure that neighbours' right to light is maintained

24/505267 Unit F1, Bircholt Road, Maidstone 11/2/25

Installation of a fire door

DECISION :

No objection / comment

24/505266 Units F & G, Bircholt Road, Maidstone 11/2/25

Alterations to site layout to create a secure compound for Unit F1, including the installation of new security fencing and gate, amendments to the access to Unit F1, F2, F3 and G, the removal of refuse area and relocation of cycle shelter, and other work associated with the continued flexible employment use of the units (Classes E(g)(ii)/E(g)(iii), B2 and or B8)

DECISION :

No objection / comment

25/500417 Land east of Wierton Hill, Boughton Monchelsea 11/2/25

Change of use of agricultural land for the exercising of dogs and erection timber posts and metal field fencing including provision of a parking area (retrospective)

DECISION :

The Parish Council wish to see the application refused for the following reason. If MBC are minded to approve it, the application should be reported to planning committee for decision.

The change of use of agricultural land in the open countryside to an exercise field for domestic pets is not acceptable

25/500426 Wierton Grange, Back Lane, Boughton Monchelsea 11/2/25

Demolition of an existing 1970's garage and erection of a replacement oak-framed 3-bay garage under a tiled roof, with weatherboarding, on a brick plinth

DECISION :

No objection / comment

25/500427/ LBC Wierton Grange, Back Lane, Boughton Monchelsea 11/2/25

Listed Building Consent for demolition of an existing 1970's garage and erection of a replacement oak-framed 3-bay garage under a tiled roof, with weatherboarding, on a brick plinth

DECISION :

No objection / comment

The following applications have been APPROVED by MBC:

24/504857/ Boughton Monchelsea Place, Church Hill, Boughton Monchelsea

- TPO Tree Preservation Order Application: T007 Beech - Top to 10m and remove branches to leave standing habitat. T011 Beech - Deadwood >25mm and sever ivy at base. T015 Oak - Deadwood >25mm. T027 Black Walnut - Reduce to 16m and 4m crown spread. T029 Ash - Fell to ground level. T031 Ash - Remove hanging branch at 8m. T033 Sweet Chestnut - Remove hanging branch over driveway and Remove deadwood >25mm. T047 Oak - Fell to ground level. T054 Ash - Reduce to NE 7m crown spread. T062 Sweet Chestnut - Deadwood > 25mm. T066 Group of 9 Ash and 5 sycamore - Deadwood >25mm. T070 Lime - Reduce to 4m monolith. T071 Holm Oak - Remove hanging limb on west side. T077 Oak - Fell to ground level. T081 Oak - Reduce South crown overhanging road to 4m crown spread and remove deadwood over road. T082 Oak - Deadwood >25mm. T085 Oak - Remove Hung up limbs and branches. T088 Ash - Fell to ground level. T092 Dead Elm - Fell to ground level.
- 24/505241 5 Cock Cottages, Green Lane, Boughton Monchelsea
Erection of an outbuilding to form workshop and garden room
- 24/505219 97 The Quarries, Boughton Monchelsea
Demolition of existing outbuilding. Erection of extension to the existing garage to create garden office room with addition of windows and rooflights
- 24/505180 Tanglewood, 4 Harling Close, Boughton Monchelsea
Erection of a single storey rear extension, part garage conversion and changes to fenestration
- 24/505161 Tilts House, Heath Road, Boughton Monchelsea
Erection of an ancillary annex on residential garden land
- 24/504896 Spring Farm, East Hall Hill, Boughton Monchelsea
Demolition of existing dwelling and ancillary domestic outbuildings. Erection of replacement self-build dwelling with associated driveway and 4 (no) parking bays

The following applications have been REFUSED by MBC:

- 24/504110 The Lodge, Boughton Mount, Boughton Lane, Boughton Monchelsea
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

The following applications have been notified as WITHDRAWN :

None

The following APPEALS have been notified:

- 23/501716 Cherry Barn, Old Tree Lane, Boughton Monchelsea
Change of use of agricultural land to residential land and erection of 1 no. dwelling with associated parking, landscaping and amenity area, including part demolition of existing unauthorised structure (part retrospective) (resubmission of 22/504298/FULL)

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 attended a recent KALC meeting where devolution had been discussed.

16.2 Allotments : It was agreed that Cllr Martin should attend an allotment training course on 20th March at a cost of £70. Course title - 'Introducing allotment law and management to Parish Councils'. Cllr Martin to book course. **CLLR MARTIN**

Clerk to arrange for hedge at entrance to Haste Hill Road allotments to be cut.

CLERK

It was agreed to bring forward item 17.5

17.5 Shallow pitched roof to village hall :

Cllr Humphries had obtained quotes for installing a shallow pitched roof to the flat roofed areas of the village hall. It had been previously agreed to include £80,000 in the Parish Council's 25/26 budget for this work. Following discussion, it was agreed to award the work to Ivaron Construction at a cost of £71,000 + VAT.

Post meeting note : Project on hold pending resolution of planning and building regulation issues. Work can only be carried out during school summer holidays when the hall is not in use therefore tenders to be revisited in time for work to commence in July 2026.

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

- Tarmac patching to village hall car park is now complete
- A café upgrade will be carried out in March, moving an internal wall to provide increased kitchen space
- Work to the shallow pitched roof will be carried out during the school summer holidays

16.4 Neighbourhood Watch : Cllr Oladimeji stated that he would attend the next Independent Advisory Group meeting on 11th March at Maidstone Police Station.

CLLR OLADIMEJI

16.5 Police liaison : Cllr Dawes stated that she had attended the recent ward cluster meeting. The clerk's notes from this meeting had been circulated to members.

16.6 Biodiversity and environment :

Cllr Jessel provided an update as follows :

- Friends of BMAT volunteer day on 8th March in Firmin's Field
- Litter volunteers have requested a community litter pick event. Cllr Edmans to arrange
- Farm cluster meeting took place last week

CLLR EDMANS

- BMAT walk leaflets to be printed, plus more of the original BMAT leaflets

CLERK

- Beryl Bush will be holding an art exhibition and sale on several days in March, kindly raising funds for BMAT

16.7 Highways : It was noted that new 30mph repeater signs had been installed on Heath Road.

17. Decision items :

17.1 S106 funds for transport to medical facilities :

Cllr Edmans had produced a paper on the proposed community medical transport scheme which had been circulated to members in advance of the meeting. This was agreed in principle. Sub-group members (Cllrs Edmans, Dawes and Steyl) to take this forward, for further consideration at the next Parish Council meeting. Clerk to set up new Unity Trust bank accounts (current and savings) to hold the S106 monies, once drawn down from MBC.

CLERK / CLLRS EDMANS, DAWES & STEYL

17.2 Pathway to net zero : Cllr Jessel, in conjunction with the net zero sub-group, had updated the pathway to net zero document. Three priorities for the year were agreed, as follows :

- Cycling and walking routes
- Housing eco-retrofit
- Food recycling

17.3 Annual Parish Meeting 20th May : It was agreed that the event would take place in Boughton Monchelsea village hall, as usual. Clerk to send invites to parish organisations and Borough and County Councillors. It was agreed to place flyers advertising the event at various locations in the parish such as the post office, pubs and Bocton café.

CLERK

17.4 Church Street noticeboard :

Cllr Humphryes advised that the Church Street noticeboard had been taken down for renovation but was beyond repair. He proposed that a new noticeboard be ordered, the same as the new Loddington farm shop board, at a cost of £1,420.15 + VAT. Seconded by Cllr Green and agreed by all members. It was suggested that the board could be fixed to the village hall but, following discussion, it was agreed to place the new noticeboard in the same location as the existing, on the Church Street footpath.

CLERK

17.5 Shallow pitched roof to village hall : Covered above

18. Update / discussion items :

18.1 Parkwood Farm reservoir update :

Cllr Edmans stated that the section 10 report had been updated. He advised that hogweed had been removed from the site.

18.2 Community Governance Review :

It was noted that Cllrs Smith and Green had met with MBC's Cllr Clive English to discuss the forthcoming community governance review.

18.3 Communication strategy :

It was agreed not to return to printed Parish Council newsletters.

18.4 Emergency response :

It was suggested that the Parish Council should produce a community resilience plan. Cllr Sutton agreed to take this forward. The clerk stated that she would forward Cllr Sutton a copy of the recently completed Chart Sutton resilience plan, as a starting point.

CLERK / CLLR SUTTON

19. Health & Safety Issues:

The clerk advised that she would arrange for a tree surgeon to advise on the health and condition of a lime tree in Walk Meadow at the junction of Bottlescrew Hill and Cliff Hill Road.

CLERK

Cllr Steyl advised that he had recently cleared broken glass from the play area and village hall car park.

20. Deferred Items Schedule:

Nothing to report.

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

It was noted that Cllr Dawes was leading the organisation of a BMAT event as part of Maidstone's Big Day Out.

22. Date of Next Meeting:

The next full Parish Council meeting is due to be held on Tuesday 13th May 2025 at 7pm in the committee room of the village hall.

There being no further business the meeting closed at 10.00pm

MINUTE 18 (Parish Council meeting 4th March 2025)

SCHEDULE OF DEFERRED ITEMS CARRIED FORWARD FROM PARISH COUNCIL MEETINGS:

DATE :	ITEM:	ISSUE / ACTION:	POSITION AS AT PARISH COUNCIL MEETING 4TH MARCH 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