

BOUGHTON MONCHELSEA PARISH COUNCIL

Minutes of the Parish Council Meeting held at 7pm on 1st July 2025 in Boughton Monchelsea village hall, pursuant to notice.

Present:

Cllrs J. Green (Chairman)
R. Martin
R. Edmans
C. Jessel
A. Humphries
D. Redfearn
L. Date
A. Dawes
E. Steyl
D. Smith

Parish Clerk

John Robertson – Parish Cllr applicant

1. **Apologies:** Apologies were received from Cllrs Allen and Oladimeji

It was agreed to bring forward item 12.1

12.1 Parish Councillor application

An application had been received from Mr John Robertson 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 Robertson 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 Robertson 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

2. Open quarter

Nothing was discussed during the open quarter.

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 May and June the following crimes were reported :

- South ward – 2 crimes (theft of welding equipment, theft from school shed in Boughton Lane)

- North ward - no crimes
- Langley Park ward – no crimes
- Joywood ward – 1 crime (rope cut between fence posts in a residential garden)

It was noted that the Kent Police website identifies additional crimes but these are not reported in detail, only numbers of crimes in categories such as violence & sexual offences, anti-social behaviour, drugs, shoplifting, public order, criminal damage and arson, possession of weapons, burglary and all other offences. The latest data on the Kent Police website is for April 2025. Crimes in the village and rural areas are detailed in the 'Boughton Monchelsea and Chart Sutton' crime area. Crimes in the rest of the parish are detailed in the 'Parkwood and Mangravet' crime area. It is understood the Police are making efforts to alter their reporting boundaries to align with parish boundaries.

The clerk noted that she and Cllr Dawes had attended the recent ward cluster meeting.

6. County and Borough Councillor updates

Cllrs Black and Kemkaran were not present at the meeting.

Cllr Dawes spoke regarding the Local Government Review, South East Water advice, community engagement, community resilience funding, the Overview & Scrutiny committee and plans for Maidstone leisure centre.

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 Edmans, Redfearn and Robertson declared an interest in item 16.1 Parkwood Farm reservoir.

Cllr Robertson had completed dispensation forms for setting the precept and for voting on BMAT matters. The clerk signed these forms and confirmed that Cllr Robertson now has dispensation to vote on these matters for the next 4 years.

8. Matters outstanding from minutes (13th May 2025) not included in agenda:

10/10) Risk register. Cllr Green to progress before next meeting. **CLLR GREEN**

10/10) Cllr Oladimeji was not present at the meeting but it was noted that his article on crime and anti-social behaviour had been circulated

10/10) Emergency response plan : Cllr Sutton was not present at the meeting.

Progress to be reported at the next meeting.

CLLR SUTTON

9. Minutes of the meeting held on 13th May 2025 :

Cllr Green proposed that the minutes of the Parish Council meeting held on 13th May 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.

10. Clerk's report

The contents of the clerk's report were noted.

Cllrs Edmans and Robertson kindly agreed to trim overgrown vegetation on the footpath between the end of The Quarries and Brishing Lane.

CLLR EDMANS / CLLR ROBERTSON

11. Finance

Payments from Nat West BNG account since last meeting:

Nat West	Monthly bankline fee	20.45
Nat West	Monthly bankline fee	20.45

Receipts into Nat West BNG account since last meeting:

None

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

Internal transfer	From PC current to PC savings	12,000.00
Survey Monkey	Annual subscription	396.00
KCS Education	Stationery	20.39
KALC	CiLCA training for clerk	360.00
Internal transfer	From PC current to PC Medical Transport current	30.00
Lloyds	Monthly fee for Multipay card	3.00
EDF Energy	Parish hut electric supply	18.92
Hugo Fox	Monthly fee for gov.uk e-mail addresses	20.99
Parish Clerk	Refreshments for Annual Parish Meeting	34.91
Hoods Tree Services	Tree survey work – Walk Meadow	480.00
Grammer & Co.	APM / Survey flyers	95.00
Baby & Toddler group	Donation	350.00
Friendship Circle	Donation	350.00
Scouts	Donation	350.00
WI	Donation	350.00
Brownies	Donation	350.00
Royal British Legion	Donation	350.00
Parish Clerk	Clerk's salary	1,939.50
Parish Clerk	Clerk's expenses	37.33
HMRC	Tax and NI - May	768.78
SLCC	CiLCA qualification fee	450.00
SLCC	SLCC annual membership fee	255.00
SLCC	Local Council Administration book	142.40
Wynsdale Waste	Dog bin emptying	113.40
Village hall committee	Hall hire	69.00
Unity Trust bank	Bank fees	9.15
Lloyds	Multipay card purchases – Parishioner of the Year frame, engraving and photo	213.37
The East Malling Trust	Tree inspection course for Cllr Green	215.00
All Skips Ltd	Skip hire for removal of tree guards from Salts Wood	228.00
Iden Signs	Dog mess / control signs for Lyewood	91.20
Parish Clerk	Annual website domain name fee	11.99
Hugo Fox	Monthly fee for gov.uk e-mail addresses	20.99
EDF Energy	Parish hut electric supply	21.23

Receipts into Unity Trust PC current account since last meeting:

Internal transfer	From PC savings to PC current	2,000.00
Internal transfer	From PC savings to PC current	4,000.00
Allotment leaseholders	Allotment rent	610.00
Monchelsea Stores	Donation to BMAT	185.00
MBC	Parish Services Scheme – first instalment	3,603.42

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	4,000.00

Receipts into Unity Trust PC savings account since last meeting:

Internal transfer	From PC current to PC savings	12,000.00
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Payments from Unity Trust BNG current account since last meeting:

Unity Trust Bank	Bank fees	6.30
Chris Smith	Clearing and shredding hedge cuttings at Lyewood	230.00

Receipts into Unity Trust BNG current account since last meeting:

None

Payments from Unity Trust BNG savings account since last meeting:

None

Receipts into Unity Trust BNG savings account since last meeting:

None

Payments from Unity Trust Medical Transport current account since last meeting:

Unity Trust Bank	Bank fees	2.32
Unity Trust Bank	Bank fees	6.00

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

Internal transfer	From PC current to Medical Transport current	30.00
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Balances as at 25th June 2025 :

Nat West BNG funds account	179.80
National Savings	310.66
Unity Trust PC current account	5,755.49
Unity Trust PC savings account	336,758.91
Unity Trust BNG current account	56.27
Unity Trust BNG savings account	85,726.63
Unity Trust Medical Transport current account	21.68
Total Financial Assets	428,809.44

11.1 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 Smith and agreed by all members.

11.2 Budget monitoring report : The budget monitoring report to 25th June 2025 was noted.

11.3 Internal accounts audit 24/25 : It was noted that Mr Lionel Robbins had carried out the internal accounts audit on 27th May. A copy of Mr Robbins' report had been forwarded to members in advance of the meeting, which concluded as follows : 'I found the financial records to be accurate and up to date. I found nothing in the minutes to indicate any issues around legal obligations, the council's actions or its general functioning.'

The clerk stated that she had submitted the accounts to Mazars for external audit.

The following extracts from the finance committee terms of reference were noted :
The primary objective of the Committee is to assist the Parish Council in overseeing proper financial management, financial risk management, internal and external accounts audit and finance policy matters. This includes the preparation of the annual budget, delegated to it by the Council, and to review and make recommendations on major financial transactions and the annual precept to the full Council.

A minimum of three Finance Committee meetings per year will be held.

It was agreed to hold a finance committee meeting before the next PC meeting.

CLERK / CLLR ALLEN

12. **Correspondence:**

12.1 Parish Councillor application :
Covered above

12.2 Rifgins Trust – appointment of new trustee

It was noted that a request had been received from the Rifgins Trust to appoint a new trustee, Dr Helen Terrell. This appointment was agreed. Clerk to inform Rifgins Trust secretary.

CLERK

13. **Planning Report:**

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

		MBC notified :
25/500751	Sunny Brae, Hubbards Lane, Boughton Monchelsea	20/3/25
	Erection of a pitched roof single storey rear extension. Removal of existing single storey rear extension	
	DECISION :	
	No objection / comment	
25/500899	Roseberry, Gandys Lane, Boughton Monchelsea	20/3/25
	Erection of single storey rear extension	
	DECISION :	

	<p>The application should be considered in conjunction with the other current planning application for this site (25/501019). Consideration should be given to the overall footprint of the builds in relation to the plot size</p>	
24/500888	<p>Glen View, Heath Road, Boughton Monchelsea</p> <p>Conversion of existing front bedroom into a garage and loft conversion including 1 no. side dormer and 1 no. rooflight</p> <p>DECISION :</p> <p>MBC should assess the impact on neighbouring property of overlooking from the new first floor dormer windows</p>	20/3/25
24/501019	<p>Roseberry, Gandys Lane, Boughton Monchelsea</p> <p>Erection of an outbuilding to serve as a cattery to be run as a business</p> <p>DECISION :</p> <p>The Parish Council wish to comment on the application as follows :</p> <p>The application should be considered in conjunction with the other current planning application for this site (25/500899). Consideration should be given to the overall footprint of the builds in relation to the plot size</p> <p>Has the applicant applied for change of use of the site to business use?</p>	8/4/25
25/500571	<p>Fairway B, Church Hill, Boughton Monchelsea</p> <p>Retrospective planning application for change of use of land for the stationing of 1 no. static caravan and 2 no. touring caravans for gypsy / traveller occupation, erection of utility / storage building and shed, installation of hardstanding and creation of new access</p> <p>DECISION :</p> <p>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.</p> <p>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 an additional static caravan, touring caravans and utility / storage building will result in harm to the character and appearance of the open countryside</p> <p>When considered with adjacent sites, including those awaiting decision or appeal decision, 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</p> <p>Over the years, the proposal, when considered with adjacent sites (including those awaiting decision or appeal decision), would result in a reduced number of places for the settled community at the adjacent primary school, creating an</p>	8/4/25

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 (awaiting decision), 24/504358 (awaiting appeal decision) and this new application were all approved then there would be 21 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

The photos submitted with the application do not correspond with the submitted drawing – the existing close board fence appears to be significantly taller than 1.8m and trees which are shown as retained appear to have been removed

There are no details of how sewage from the site would be dealt with

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| 25/501133 | Spring Farm, East Hall Hill, Boughton Monchelsea
Section 73 Application for Minor Material Amendment to approved plans condition 2 (minor amendment to add a home gym and office space incorporated within a modest single-storey enlargement. Approval visual appearance of side additional using local ragstone and completing with a matched hip roof) pursuant to 24/504896/FULL for Demolition of existing dwelling and ancillary domestic outbuildings. Erection of replacement self-build dwelling with associated driveway and 4 (no) parking bays
DECISION :
No objection / comment | 8/4/25 |
| 25/501309 | Annobere, Heath Road, Boughton Monchelsea
Hip to gable loft conversion with rear elevation dormer and 5 no. roof lights to front (resubmission of 25/500107/FULL)
DECISION :
No objection however MBC should ensure that neighbours' right to light is maintained | 8/4/25 |
| 25/501366 | Weald Barn House, Wierton Hill, Boughton Monchelsea
Replace existing window with timber french doors with steps to | 8/4/25 |

garden on south elevation, extension to patio and changing to fenestration

DECISION :

No objection / comment

25/501367/ Weald Barn House, Wierton Hill, Boughton Monchelsea 8/4/25
LBC

Listed Building Consent for internal and external alterations including removal of block work partition on ground floor, replacement stairs second floor, replace existing window with timber french doors with steps to garden on south elevation, extension to patio and infill opening on east elevation with matching brickwork

DECISION :

No objection / comment

25/501264/ The Mobile Home East of The Barn at Wierton Hill Farm, 29/4/25
LDCEX Wierton Hill, Boughton Monchelsea

Certificate of Lawful Existing Use and Development for change of use of land and siting a mobile homes used as a residential dwelling with associated amenity curtilage

DECISION :

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

If MBC are minded to approve the application it must be temporary permission for temporary accommodation only

25/501300 59 Church Street, Boughton Monchelsea 29/4/25

Erection of the front and rear two storey extensions and raising the eave of the existing roof to create a first floor

DECISION :

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

The proposal represents a 35% increase in footprint and, due to the additional storey, a huge increase in the overall floor area of the dwelling

The proposal substantially reduces the rear garden area of the property. In addition, the application documents do not accurately depict the current situation as there is an existing large studio type structure in the garden which is not shown on the plans

The proposal represents overdevelopment of the site

The impact on neighbour amenity space needs to be fully considered

25/501096 Wierton Place, Wierton Hill, Boughton Monchelsea 29/4/25

Change of use of garden space for siting of 6 (no) holiday pods within walled garden

DECISION :

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

The proposal represents completely inappropriate development

within the curtilage of the listed greenhouse building and would ruin this heritage asset and its walled garden setting
The proposal represents overdevelopment of the overall site.
There are already 4 newly constructed / part built dwellings on the north side of the greenhouse and another 5 dwellings to the east of the proposal (application ref 11/0511). The planning status of these 5 unbuilt dwellings should be confirmed

The following applications have been APPROVED by MBC:

- 24/504122 Land at Lower Farm Road, Boughton Monchelsea
Change of use of land for the stationing of two static mobile homes, two touring caravans, installation of storage container for use as a day room and erection of kennels, installation of hardstanding (part retrospective)
- 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
- 24/505266 Units F & G Blrcholt Road, Parkwood Industrial Estate, Maidstone
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).
- 25/500426 Wierton Grange, Back Lane, Boughton Monchelsea
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
- 25/500751 Sunny Brae, Hubbards Lane, Boughton Monchelsea
Erection of a pitched roof single storey rear extension. Removal of existing single storey rear extension

The following applications have been REFUSED by MBC:

- 25/500107 Annobere, Heath Road, Boughton Monchelsea
Hip to gable loft conversion including 1 no. rear dormer and 5 no. roof lights to front
- 25/500138 Weald Barn House, Wierton Hill, Boughton Monchelsea
Removal of french doors and addition of new set of french doors to replace window. New terrace and steps to garden
- 25/500139/ LBC Weald Barn House, Wierton Hill, Boughton Monchelsea
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

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

Cllr Smith requested that the Parish Council maintain a log of enforcement reports and actions.

CLERK

14. Representatives' Reports:

14.1 KALC: Cllr Smith updated members following his attendance at the recent KALC EGM where the subject of unitary authorities was discussed.

14.2 Allotments : The clerk advised that she had forwarded Cllr Jessel's guidance on nature friendly growing to Haste Hill Road and Langley Park allotment holders and had uploaded the document to the Parish Council website.

14.3 Village Hall & Recreation Ground : Cllr Humphries noted that only three of the timber shelters in the village hall car park would be staying, with two located in the existing seating area and one in the play area.

14.4 Neighbourhood Watch : Cllr Oladimeji was not present at the meeting.

14.5 Police liaison : Cllr Sutton was not present at the meeting.

14.6 Biodiversity and environment : Cllr Jessel had nothing further to report.

14.7 Highways : It was noted that KCC have carried out a recent traffic count on Brishing Lane which identified a total of 78 HGV's using the road in one week although the survey appears to have been carried out during the Loose Road closure. KCC are investigating whether a 7.5T weight limit might be possible.

15. Decision items :

15.1 PC investment policy :

The clerk had produced a draft investment policy which was circulated to members in advance of the meeting. This was agreed with the addition of a sentence stating that the Parish Council will invest in low risk investments only.

CLERK

16. Update / discussion items :

16.1 Parkwood Farm reservoir :

Cllr Edmans stated that he will arrange purchase and installation of a 'donut' to keep blue / green algae away from the sluice gate.

CLLR EDMANS

16.2 Community Governance Review / Local Government Reorganisation :

It was noted that the Parish Council's survey relating to the Community Governance Review is open until 31st July. 113 responses have been received to date.

It was agreed that Cllr Smith should complete KALC's local government reorganisation survey on behalf of the Parish Council. **CLERK / CLLR SMITH**

16.3 S106 funds for transport to medical facilities :

A draft contract with Xpress cabs had been circulated to members in advance of the meeting. Following discussion it was agreed that Cllr Edmans should update this document to include a reference to operating instructions as well as removing the clause relating to up front payments. Photo ID for users of the scheme was discussed. **CLLR EDMANS**

16.4 Woodland adventure walk :

Cllr Green to arrange site visit with any interested Councillors.

CLLR GREEN / ALL CLLRS

Advice on safety and liability issues had been obtained from KALC's solicitor and MBC's Green Spaces Manager and was included in members' agenda papers. Concerns were raised by Cllr Humphries regarding potential liability in the event of accidents. Further advice to be obtained. **CLERK / CLLR GREEN**

16.5 Green Lane footpath :

The possibility of extending the Green Lane footpath beyond Lyewood was discussed. It was agreed that contact should be made with the landowner, in the first instance. **CLLR GREEN / CLERK**

17. Health & Safety Issues:

Cllr Martin stated that the bi-annual survey of Parish Council and BMAT owned trees would soon be due. Cllrs Martin and Redfearn to action.

CLLR MARTIN / CLLR REDFEARN

18. Items for information only :

Nothing to report.

22. Date of Next Meeting:

The next full Parish Council meeting is due to be held on Tuesday 2nd September 2025 at 7pm in the main hall of the village hall.

There being no further business the meeting closed at 9.15pm