

BOUGHTON MONCHELSEA PARISH COUNCIL

Minutes of the Parish Council Meeting held at 7pm on 3rd September 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
E. Steyl (from 7.10pm)
M. Allen

Parish Clerk

Steve Munford (for part of meeting, up to item 17)

1. Open quarter

Nothing was discussed during the open quarter.

2. **Apologies:** Apologies were received from Cllr Redfearn (holiday) and Cllr Date (work).

It was agreed to bring forward items 14.1, 18.2 and 18.3.

14. Correspondence

14.1 Parish Councillor application

An application had been received from Mr Michael Allen which had been forwarded to members in advance of the meeting. Mr Allen introduced himself and members were given the opportunity to ask questions. Mr Allen then left the room. Following brief discussion, Cllr Green proposed that Mr Allen be co-opted on to the Parish Council. Seconded by Cllr Smith and a vote was taken, with all members in agreement. Mr Allen returned to the room and signed the declaration of acceptance of office form. Cllr Allen then took his place at the meeting. Clerk to inform MBC of co-option.

CLERK

18. Update / discussion items :

18.2 S106 monies for transport to medical hub :

It was noted that S106 monies were available to transport residents of Boughton Monchelsea to and from the medical hub in Linton. Mr Munford explained the history of the S106 agreement and summarised his previous discussions with MBC on the matter. Lengthy discussion followed regarding potential transport schemes including the use of taxis (in conjunction with Boughton Monchelsea Helping Hands) or purchase of a minibus. It was agreed that Cllrs Dawes, Steyl and Edmans should form a working group and enter into detailed discussions with Boughton Monchelsea Helping Hands before proposing a scheme to full Council, for further consideration. Cllr Jessel proposed that, providing a viable and

sustainable scheme could be agreed, the Parish Council should draw down the S106 monies from MBC. Seconded by Cllr Edmans and agreed by all members.

CLLRS DAWES, STEYL & EDMANS

18.3 Village fete :

Cllr Green explained that this item was on the agenda as there had been no fete this year and the Parish Council wishes to do everything it can to make sure the event takes place in 2025. It was noted that a new fete volunteer had come forward at the Annual Parish Meeting. Mr Munford stated that the fete committee have a bank account and funds to put the event on again. It was agreed that members of the fete committee should be invited to attend the next Parish Council meeting to discuss their plans. It was noted that Cllr Date was a member of this committee so any correspondence should be sent to him.

Post meeting note : The fete committee have advised that they plan to hold the event again in 2025 and will be holding their first fete planning meeting in the next few weeks.

CLLR DATE

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 June, July and August the following crimes were reported :

- South ward – 4 crimes (damage to property, damage to items in school shed, damage to vehicle, vehicle stolen)
- North ward – 3 crimes (trespass and smashed bottles at business premises, number plate theft, theft from milk float)
- Langley Park ward – no crimes
- Joywood ward – no crimes

Cllr Edmans noted that he had received reports of antisocial / criminal behaviour at Lyewood. Residents should be advised to report any issues to the Police via 101 or 999, as appropriate.

7. County Councillor updates

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

8. Borough Councillor updates

Cllr Dawes provided an update as follows :

- MBC audit and governance meeting took place in July

- MBC have a statutory duty to house the homeless and are buying up their own property stock
- As reported at the recent ward cluster meeting, fly tipping across the borough appears to be declining although hotspots remain
- A 'fish fest' initiative has been introduced to support young people involved in illegal fishing activities, giving them the opportunity to learn how to fish safely and legally as well as receiving guidance on the effect of their antisocial behaviour on others

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

As a resident of The Quarries, Cllrs Edmans declared an interest in item 18.1 Parkwood Farm reservoir. As a Nat West employee, Cllr Edmans also declared an interest in item 13.4 and did not take part or vote on this item.

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

10. Matters outstanding from minutes (2nd July 2024) not included in agenda:

10/19.4 The Parish Council's risk register was discussed. Cllr Green had reviewed the document and selected the top 5 risks and stated that he would now categorise risks in terms of likelihood. Clerk to distribute updated document to members, once available.
CLERK / CLLR GREEN

10/23 It was noted that the play equipment had not yet been jet washed. Cllr Humphryes to check with the village hall caretaker to see if he is prepared to do it.
CLLR HUMPHRYES

Post meeting note : Caretaker does not have time to do this therefore clerk to obtain quote elsewhere.
CLERK

16.4 Cllr Dawes to send details of 'My Community Voice' to Cllr Oladimeji again.
CLLR DAWES

18.1 Cllr Edmans will discuss blue-green algae with Binnies at next annual reservoir inspection.

21 It was noted that Cllr Humphryes has kindly updated the honour boards in the village hall.

11. Minutes of the meeting held on 2nd July 2024 :

Cllr Dawes proposed that the minutes of the Parish Council meeting held on 2nd July 2024 be approved as correct. Seconded by Cllr Martin and agreed by all members. Cllr Green signed the official copy of the minutes.

12. Clerk's report

The contents of the clerk's report were noted.

13. Finance

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

Nat West	Bankline fee	91.25
Wynsdale Waste	Dog bin emptying	105.96
D A Edwards	Log seat for Firmin's Field	150.00
Nat West	Transaction fees	5.84
Parish Clerk	Clerk's June salary – paid by standing order	1600.00
Parish Clerk	Clerk's June salary – paid by bank transfer	193.50
Parish Clerk	Clerk's June expenses	53.33
HMRC	Tax and NI - June	472.72
Nat West	Bankline fee	86.75
Parish Clerk	Clerk's July salary – paid by standing order	1600.00
Parish Clerk	Clerk's July salary – paid by bank transfer	193.50
Parish Clerk	Clerk's July expenses	53.33
HMRC	Tax and NI - July	472.72
Allotment leaseholder	Repayment of allotment rent (lease terminated)	20.00
Maidstone Signs	Memorial board for village hall	979.20
Wynsdale Waste	Dog bin emptying	105.96
Safeplay	Play area repairs	91.08
KCS Education	Stationery	23.89
EDF Energy	Electric supply to parish hut	67.58
Gill Turner Tucker	Legal fees - Lyewood	839.40
Iden Signs	Plaque for parishioner of the year bench	48.00
Nat West	Transaction fees	4.20
Safeplay	Play area inspection	63.00
Village hall committee	Hall hire - July	39.00
Hoods Tree Services	Tree surgery work to Salts Wood	720.00
Nat West	Bankline fee	84.95

Receipts into current account since last meeting:

Allotment leaseholders	Allotment rent	130.00
------------------------	----------------	--------

Payments from BNG account since last meeting:

McVeigh Parker	Gate materials - Lyewood	726.83
Rory Stroud	Installation of kissing gate to Lyewood	500.00

Receipts into BNG account since last meeting:

None

Balances as at 19th August 2024 :

Current Account	243,845.11
Business Reserve	442.43
National Savings	310.66
BNG Funds Account	101,192.08
Total Financial Assets	345,790.28

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 19th August 2024 was noted.

13.3 Accounts audit :

The Mazars external auditor report of the 23/24 AGAR was noted by members, with no required actions. Comments in the accompanying letter were noted.

13.4 Parish Council bank accounts :

Following lengthy discussion, Cllr Green proposed changing the Parish Council's day to day banking from Nat West to Unity Trust bank. Seconded by Cllr Jessel and a vote was taken with 7 for and 3 abstentions. It was agreed that this change was subject to Unity Trust bank having ethical policies in place. **CLERK**

Cllr Edman had expressed an interest in the above item and did not take part in discussions or vote.

Post meeting note : Unity Trust bank does have ethical policies in place - copy of 2023 impact report forwarded to members.

14. **Correspondence:**

14.1 Parish Councillor application :
Covered above.

15. **Planning Report:**

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

MBC notified :

24/502269/ LDCEX The Barn at Wierton Farm, Wierton Hill, Boughton Monchelsea 2/7/24
Lawful development certificate application for existing use and development of land and the siting of an eco-house residential dwelling with associated amenity curtilage

DECISION :

No objection / comment

24/502176 Arras, Heath Road, Boughton Monchelsea 2/7/24
Demolition of existing conservatory and outbuilding and erection of single storey rear extension

DECISION :

No objection / comment

24/501344 Hop Pickers Huts, Lower Farm Road, Boughton Monchelsea 2/7/24
Demolition of existing hop pickers huts and buildings and erection of 8 (no) holiday lets and communal building with associated parking

DECISION :

The Parish Council wish to comment on the application as

follows :

- . MBC should clarify whether the application needs to include change of use

- . If MBC are minded to approve it, conditions should be imposed relating to time restricted occupancy, noise, lighting, native only planting and permeable materials for parking and footway areas

- . MBC should ensure that the proposed on-site water treatment plant complies with all relevant UK standards

24/502022 Unit A Integra, Bircholt Road, Maidstone 2/7/24

Section 73 – Application for variation of condition 6 (to allow the insertion of a mezzanine level in Unit 1 to create additional storage space) pursuant to 07/1094 for – Erection of 40 Commercial units for a mixture of B1, B2 and B8 use and renovation of existing building

DECISION :

No objection / comment

24/502198 Tilts House, Heath Road, Boughton Monchelsea 2/7/24

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

- . We have concerns regarding the design of the annexe and do not believe it is sympathetic to the host dwelling. Neighbourhood Plan policy RH7 states that new residential annexes will only be supported where they are well designed and fit well within their context

- . Tilts House is a listed building therefore we believe a listed building application is required as the proposed annexe is within its curtilage

24/501765 Land adjacent to Long Lane and Lower Farm Road, Boughton Monchelsea 2/7/24

Erection of 7 no. residential dwellings

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 MBC planning committee for decision.

- . The proposal will result in harm to the intrinsic character and appearance of this rural location, with the siting, mass, scale and domestic design of the proposed dwellings failing to maintain or enhance local distinctiveness including in relation to landscape, visual amenity and existing sporadic pattern of development. The urbanising impact of the development on this rural location will be increased by the additional associated

domestic paraphernalia generated by the new houses. There are no benefits present that would outweigh the harm that has been identified. The development is contrary to policies LPRSP9, LPRSP15, of Adopted Maidstone Local Review (2024), policy SP17, DM1 and DM30 of the Maidstone Local Plan (2017), RH1, RH6, RH8 of the Boughton Monchelsea Neighbourhood Plan (2021), the Maidstone Landscape Character Assessment, and guidance in the NPPF (2023).

. The location of the proposed dwellings is far removed from basic services and facilities, and this would result in future occupants of the site 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), policy SS1 of the Maidstone Local Plan (2017) and the aims of the National Planning Policy Framework (2023).

- | | | |
|-----------|--|---------|
| 24/501859 | <p>59 Haste Hill Road, Boughton Monchelsea</p> <p>Relocation of access including installation of new dropped kerb</p> <p>DECISION :</p> <p>No objection / comment</p> | 2/7/24 |
| 24/502558 | <p>Shibblers, Brishing Lane, Boughton Monchelsea</p> <p>Demolition of the existing conservatory and construction of a single storey flat roof rear and side extension to form an orangery and pool house</p> <p>DECISION :</p> <p>The Parish Council wish to comment on the application as follows :</p> <p>. The proposal appears to represent substantial over-development and is out of scale with the existing dwelling</p> <p>. MBC should consider the proximity of the proposal to the Cock Street conservation area</p> <p>. The application documents do not include a design and access statement</p> | 16/7/24 |
| 24/502671 | <p>10 Cock Cottages, Green Lane, Boughton Monchelsea</p> <p>Erection of a single storey front extension and a part single storey part two storey rear extension</p> <p>DECISION :</p> <p>No objection / comment</p> | 16/7/24 |
| 24/502936 | <p>29 Church Street, Boughton Monchelsea</p> <p>Erection of a single storey rear extension</p> <p>DECISION :</p> <p>No objection / comment</p> | 12/8/24 |
| 24/502973 | <p>1 Roy Hood Court, Hubbards Lane, Boughton Monchelsea</p> <p>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</p> <p>DECISION :</p> <p>No objection / comment</p> | 12/8/24 |

The following applications have been APPROVED by MBC:

- 24/502176 Arras, Heath Road, Boughton Monchelsea
Demolition of existing conservatory and outbuilding and erection of single storey rear extension
- 24/502022 Unit A Integra, Bircholt Road, Maidstone
Section 73 – Application for variation of condition 6 (to allow the insertion of a mezzanine level in Unit 1 to create additional storage space) pursuant to 07/1094 for – Erection of 40 Commercial units for a mixture of B1, B2 and B8 use and renovation of existing building
- 24/502000 7 Meadow View Road, Boughton Monchelsea
Erection of single storey extension to provide a bathroom for disabled person. Vehicular access and widening of existing parking area
- 24/501859 59 Haste Hill Road, Boughton Monchelsea
Relocation of access including installation of new dropped kerb.
- 24/502269/ LDCEX The Barn at Wierton Farm, Wierton Hill, Boughton Monchelsea
Lawful development certificate application for existing use and development of land and the siting of an eco-house residential dwelling with associated amenity curtilage

The following applications have been REFUSED by MBC:

- 24/501344 Hop Pickers Huts, Lower Farm Road, Boughton Monchelsea
Demolition of existing hop pickers huts and buildings and erection of 8 (no) holiday lets and communal building with associated parking
- 24/501765 Land adjacent to Long Lane and Lower Farm Road, Boughton Monchelsea
Erection of 7 no. residential dwellings

The following applications have been notified as WITHDRAWN :

- 24/502198 Tilts House, Heath Road, Boughton Monchelsea
Erection of a timber outbuilding ancillary to the main house, to be used as accommodation for elderly relatives

The following APPEALS have been notified:

- APP/U2235/D/24/3345644 The Limes Heath Road Boughton Monchelsea
Proposal: Erection of a second floor extension with a loft conversion including insertion of roof lights
- APP/U2235/W/24/3345696 Backland plot off Peens Lane, Boughton Monchelsea
Prior notification for the change of use of agricultural building to 1no. dwellinghouse and associated operation development. For its prior approval to: -
- Transport and Highways impacts of the development.
 - Noise impacts of the development.
 - Contamination risks on the site.
 - Flooding risks on the site.
 - Whether the location or siting of the building makes it otherwise impractical or undesirable for the use of the building to change from agricultural use to C3 (dwellinghouses)

- Design and external appearance impacts on the building.
- Provision of adequate natural light in all habitable rooms of the dwellinghouses.

The following APPEAL DECISIONS have been notified:

None

The following APPEALS have been notified as WITHDRAWN:

None

Cllr Smith talked members through the above report.

Members discussed the recent refusal of the hop pickers huts application on Lower Farm Road. It was noted that the huts are already registered as unlisted heritage assets.

16. Representatives' Reports:

16.1 KALC: Cllr Dawes stated that she had been unable to attend the last meeting.

16.2 Allotments : Cllr Martin noted that there had been a complaint but this had been resolved to the satisfaction of the tenant.

16.3 Village Hall & Recreation Ground : Cllr Humphryes provided the following update :

- Curtains will be removed and replaced with roller blinds
- Gas cooker has been replaced with new electric cooker and gas meter has now been removed from the building
- Proposal to run a power cable from the hall to the pavilion to make use of the free solar power and avoid the need for additional standing charges
- Craft fair taking place at the pavilion on 7th September
- Plans to change to a sliding gate at the entrance to the car park
- Paintwork to the main hall has been touched up (thanks to Mrs Humphryes)
- Honour boards have been updated
- Defibrillator now installed
- Quotes obtained for shallow pitch roof on top of existing flat roof. Total cost will be in the region of £65,000 and work is planned for 2025
- New electric water heaters have been installed
- Cllr Humphryes plans to continue as village hall committee Chairman, beyond the hall upgrade works

16.4 Neighbourhood Watch : Cllr Oladimeji stated that he will be attending the Police Independent Advisory Group meeting on 16th September. **CLLR OLADIMEJI**

16.5 Police liaison : Cllr Dawes spoke regarding initiatives aimed at deterring use of off road motorbikes.

16.7 Biodiversity and environment :

Cllr Jessel provided an update as follows :

- Thanks to members who delivered BMAT leaflets around the parish
- Next farm cluster meeting will take place on 10th September at David Catt's vineyard
- Log bench will be installed in Firmin's Field this week
- New BMAT website is now live www.bmatkent.org.uk
- Panattoni are visiting Lyewood again on 11th September
- The sheep are now back at Lyewood. Planning to build them a permanent shelter using pallets and other donated materials
- Pedestrian gate at Old Tree Lane is now in place, giving easy access to the Lyewood open space
- KCC have written to BMAT asking for the vegetation on Old Tree Lane to be cut back. This is in hand

16.8 Highways : Cllr Dawes had nothing further to report.

Mr Munford left the meeting at this point.

17. Decision items :

17.1 Clerk's annual pay review : The clerk left the room for this item.

Following discussion, it was proposed, seconded and agreed that the clerk's salary should be increased to £28,600, effective from 1st September 2024.

17.2 Haste Hill Road allotment site – rent review :

Following discussion, Cllr Martin proposed that the Haste Hill Road allotment rent be maintained (until 30/9/25) at £35 per year for a full plot and £20 per year for a half plot. Seconded by Cllr Edmans and agreed by all members. The clerk noted that rent is due on 1st October and stated that she will send a reminder to tenants.

CLERK

17.3 Future projects :

Members had been asked to submit details of potential future projects, in advance of the meeting. The following ideas had been put forward which were discussed at length by members (with comments and decisions in bold text)

- Upgrade / install footpaths / cycle paths on BMAT land to create a continuous off-road route between Langley Park and Salts Wood, providing a safer walking and cycling route from the north of the parish to Cornwallis school
Cllr Smith stated that he would be meeting with MBC on 12th September to discuss the Borough Council's recent consultation on cycle routes and would bring this up
- Installation of shallow pitched roof to flat roof areas of the village hall, improving thermal insulation of the building and reducing costly roof maintenance
Cost to be provided by the village hall committee, before further consideration by the Parish Council. It was noted that the cost was likely to be in the region of £65,000
CLLR HUMPHRYES

- Replacement of village hall car park gates
Cost to be provided by the village hall committee, before further consideration by the Parish Council **CLLR HUMPHRYES**
- New electric cooker for the village hall kitchen
Now in place and funded by the village hall committee
- Power cable from village hall to pavilion to take advantage of solar energy
Cost to be provided by the village hall committee, before further consideration by the Parish Council **CLLR HUMPHRYES**
- Replacement of village hall curtains with blinds
To be taken forward and funded by the village hall committee
- Installation of retractable wall at front of stage area in village hall, to replace curtains
To be taken forward and funded by the village hall committee, if they decide to proceed
- Accessible path extension at Salts Wood
To be taken forward by the Parish Council and funded using S106 monies **CLLR HUMPHRYES**
- Rocks and logs in BMAT open spaces, to provide natural play opportunities.
To be costed by BMAT, before further consideration by the Parish Council **CLLR GREEN**

17.4 Website : The clerk advised that the external auditor had made a general comment to all parishes regarding gov.uk domain names for websites and gov.uk e-mail accounts. Following discussion, Cllr Green proposed that the Parish Council transfer to a gov.uk website domain name and a gov.uk e-mail address for the clerk. Seconded by Cllr Smith and agreed by all members. The clerk advised that website provider, Hugo Fox have advised that they will soon have this facility available. **CLERK**

17.5 Parish Council solicitors : It was noted that a recent meeting had been held with Roger Taylor from Wellers Law Group, seeking advice on various Parish Council and BMAT legal issues. It was noted that this meeting had been extremely useful. Following discussion, Cllr Green proposed that the Parish Council engage Wellers on a small number of legal matters in the first instance as well as requesting to meet with other team members to find out more about skillset, fee structure and succession planning. Seconded by Cllr Smith and agreed by all members. **CLERK**

17.6 Rifgins Trust : Correspondence had been received requesting approval to re-appoint trustees. Following discussion, Cllr Green proposed that Wendy Clarke, Ian Ellis and Nolan Wilde be re-appointed. Seconded by Cllr Jessel and agreed by all members. Clerk to inform Rifgins Trust secretary. **CLERK**

17.7 Request for donation towards xmas boxes : Following discussion, Cllr Green proposed that the Parish Council give a donation of £250 towards 2024 xmas boxes for elderly and vulnerable people in the parish. Seconded by Cllr Smith and agreed by all members. It was agreed that this should be paid via the Scouts bank account. **CLERK**

18. Update / discussion items :

18.1 Parkwood Farm reservoir update : Cllr Edmans had nothing further to report.

18.2 S106 monies for transport to medical hub : Covered above

18.3 Village fete : Covered above

19. Health & Safety Issues:

Nothing to report.

20. Deferred Items Schedule:

Nothing to report.

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

Members discussed a suitable gift to mark Steve Munford's years of service to the Parish Council.

22. Date of Next Meeting:

The next full Parish Council meeting is due to be held on Tuesday 5th November 2024 at 7pm in the main hall of the village hall.

There being no further business the meeting closed at 10pm

MINUTE 18 (Parish Council meeting 3rd September 2024)

SCHEDULE OF DEFERRED ITEMS CARRIED FORWARD FROM PARISH COUNCIL MEETINGS:

DATE :	ITEM:	ISSUE / ACTION:	POSITION AS AT PARISH COUNCIL MEETING 3RD SEPTEMBER 2024
3.9.19	Clerk's salary	Review	Review clerk's salary on an annual basis. Next review due September 2025