

## BOUGHTON MONCHELSEA PARISH COUNCIL

Minutes of the Parish Council Meeting held at 7pm on 7<sup>th</sup> November 2023  
in the main hall of Boughton Monchelsea village hall, pursuant to notice.

### Present:

Cllrs S. Munford  
A. Humphryes  
D. Redfearn  
J. Green  
C. Jessel  
S. Lane  
D. Smith  
L. Date  
N. Wilde  
R. Martin  
R. Edmans

Parish Clerk

1 member of the public

1. **Apologies:** Apologies were received from the following members. Reasons for apology are noted in brackets : Cllr Garland (holiday), Cllr Skinner (ill), Cllr Brown (holiday)
2. **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.
3. **Notification of late items for inclusion on the agenda**  
No late items.
4. **Standing Order 61: To decide whether the public and press should be excluded from the meeting for any item.**  
No excluded items.

It was agreed to bring forward item 9.

9. **Declarations of Interest in Items on the Agenda / Declaration of Changes to the Register of Interests / Requests for Dispensations :**  
As BMAT trustees, all members present (except Cllr Munford) were given dispensation to discuss and vote on any items relating to BMAT.

Cllrs Edmans and Redfearn declared a personal interest in item 17.2 as residents living in The Quarries.

It was noted that Cllrs Skinner and Brown would no longer be Parish Councillors as at the next Parish Council meeting on 16<sup>th</sup> January 2024 due to more than 6 months that will have elapsed since they last attended a Parish Council meeting.

Cllr Munford proposed extending the period for Cllr Brown to remain a Parish Councillor to 16<sup>th</sup> January 2024. Seconded by Cllr Jessel and agreed by all members.

Cllr Munford proposed extending the period for Cllr Skinner to remain a Parish Councillor to 16<sup>th</sup> January 2024. Seconded by Cllr Smith and agreed by all members.

**5. Reports from PCSO / KCC Community Warden / KCC Councillors**

The clerk had compiled the crime figures from the e-watch.co website. During September and October there had been 3 reported crimes in south ward and 10 reported crimes in north ward although 7 of these were in the industrial area at Bircholt Road / Cuxton Road.

Cllr Humphries noted that fly tipping appears to be increasing. Cllr Munford stated that fly tipping is dealt with by Maidstone Borough Council rather than the Police.

**6. County Councillor updates**

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

**7. Borough Councillor updates**

Cllr Munford provided an update on the MBC Local Plan review and the boundary review.

**8. Open Quarter :**

Discussion took place regarding the Police gate on Pested Bars Road, with a request for pedestrian access to be maintained.

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

Covered above.

**10. Matters outstanding from minutes (5<sup>th</sup> September 2023) not included in agenda:**

14.2 KCC Warden consultation : It was noted that the clerk and Cllr Munford had responded to this consultation on behalf of the Parish Council

14.3 Parish Charter survey : It was noted that the clerk and Cllr Munford had responded to this survey on behalf of the Parish Council

17.4 Legal opinion on Parish Council liabilities : It was noted that the legal statement had now been provided

17.7 Tree surgery work on BMAT land : It was noted that this work should soon be complete

**11. Minutes of the meetings held on 5<sup>th</sup> September 2023 :**

Cllr Green proposed that the minutes of the Parish Council meeting held on 5<sup>th</sup> September be approved as correct. Seconded by Cllr Smith and agreed by all members.

## 12. Clerk's report

The contents of the clerk's report were noted and the clerk provided a verbal update as follows :

- Church Street play area – all repair works now complete
- Carols on the green – arrangements made for Salvation Army to attend. Community and school choirs will not be coming this year. Christmas tree to be organised
- Highways – Highway improvement plan meeting with KCC arranged for 28<sup>th</sup> November. New signs will soon be installed on Heath Road, funded by KCC. 'Wig Wag' flashing lights now in place

Cllr Date stated that he would contact the Police cadets who had offered to help out at next year's village fete

## 13. Finance

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

Nat West	Bank fees	1.75
CR Foreman	Oak strip ( <b>village hall restricted funds</b> )	12.00
Safeplay	Play area inspection	63.00
R. Bickerstaff	Internal decoration ( <b>village hall restricted funds</b> )	1,517.32
ICO	Annual subscription	35.00
Zurich	Parish Council annual insurance premium	2,754.39
Zurich	Parish Council insurance – additional premium for parish hut cover	112.00
Castle Water	Allotment water bill	204.24
Nat West	Bankline fee	85.85
Hugo Fox Ltd	Website – annual fee	244.68
Wynsdale Waste	Dog bin emptying	105.96
EDF Energy	Electric supply to parish hut	23.63
Mr Kidner	Electric supply to allotment portacabin	141.00
Hi-Way Services	White lining to car park ( <b>village hall restricted funds</b> )	1,260.00
D. Smith	Locks for Lyewood and village hall car park gates	104.99
Parish Clerk	Clerk's Sept salary – paid by standing order	1,600.00
Nat West	Bank fees	0.70
Village hall committee	Annual rent for parish office	636.38
Community Heartbeat Trust	Annual maintenance fee for defibrillator	151.20
Parish Clerk	Clerk's Sept expenses	59.33
Parish Clerk	Clerk's Sept salary – paid by bank transfer	152.09
HMRC	Tax and NI - Sept	514.13
Nat West	Bankline fees	85.40
Temple Knight Ltd	Full set of printer cartridges	609.81
Wynsdale Waste Management Ltd	Dog bin emptying	105.96
Mazars LLP	Audit fee	1,008.00
Safeplay	Monthly play area inspection fee	63.00
Gill Turner Tucker	Legal fees – Langley Park ( <b>BMAT</b> )	218.40

Gill Turner Tucker	Legal fees – Lyewood ( <b>BMAT</b> )	518.40
Gill Turner Tucker	Legal fees – Lyewood ( <b>BMAT</b> )	900.00
Gill Turner Tucker	Legal fees – Lyewood ( <b>BMAT</b> )	1,108.80
Parish Clerk	Clerk’s October salary – paid by standing order	1,600.00
Parish Clerk	Clerk’s October salary – paid by bank transfer	152.09
Parish Clerk	Clerk’s October expenses	78.33
HMRC	Tax and NI - October	514.13
A. Humphryes	Heaters for village hall ( <b>village hall restricted funds</b> )	657.43
Churchill Security Systems	Fire alarm system for village hall ( <b>village hall restricted funds</b> )	5,046.00

**Receipts into current account since last meeting:**

Allotment leaseholder	Allotment rent	1,275.00
MBC	CIL monies	5,898.18
Book purchasers	‘Upon the Quarry Hills’ book sales	45.00
Mug purchasers	Coronation mug sales	75.00

**Payments from BNG account since last meeting:**

Loddington Farm Ltd	Works to Lyewood ( <b>from BNG funds</b> )	4,554.00
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**Receipts into BNG account since last meeting:**

None

**Balances as at 30<sup>th</sup> October 2023 :**

Current Account	147,834.97
BNG Funds Account	66,359.43
Business reserve	437.08
National Savings	308.27
<b>Total Financial Assets</b>	<b>214,939.75</b>

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

13.2 Budget monitoring report : Cllr Martin proposed that the budget monitoring report to 30<sup>th</sup> October 2023 be accepted. Seconded by Cllr Smith and agreed by all members.

13.3 Conclusion of 22/23 audit : The Mazars external auditor report of the 22/23 AGAR was noted by members, with no required actions. Comments in the accompanying letter were noted.

14. **Correspondence:**  
Nothing to report

15. **Planning Report:**

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

- MBC notified :
- 23/503639    The Lodge, Boughton Mount, Boughton Lane, Boughton Monchelsea    12/9/23  
Demolition of double garage, store and outbuildings. Erection of 1 no. two storey dwelling with associated access, parking, landscaping, provision of secure cycle parking facilities and rebuild a section of boundary wall  
**DECISION :**  
No objection / comment
- 23/504025    53 Haste Hill Road, Boughton Monchelsea    26/9/23  
Erection of a side / rear two storey extension including replacement garage and a rear single storey pitched roof extension. Loft conversion with rear box dormer, balcony, side front entrance feature dormer and front hipped roof replaced with gable end including changes to fenestration  
**DECISION :**  
The Parish Council wish to comment on the application as follows :  
- The first floor terrace would allow direct views into adjoining gardens, negatively impacting neighbours' private amenity space  
- The proposed rear box dormer is large and incongruous. It is out of proportion with the existing dwelling and does not sit comfortably within its context
- 23/504084    Lothlorien Cottage, Bottlescrew Hill, Boughton Monchelsea    26/9/23  
Erection of a summerhouse and a side porch extension to existing annexe (retrospective)  
**DECISION :**  
The Parish Council wish to comment on the application as follows :  
- The summerhouse is located in an intrusive position in front of the main façade of the host dwelling and within The Quarries conservation area  
- The lean to extension to the annexe is a clumsy addition and we are concerned at yet another retrospective application in the parish which makes a mockery of the planning system
- 23/504050    Boughton Lodge, Peens Lane, Boughton Monchelsea    26/9/23  
Erection of a detached dwelling with associated access, parking and amenity space (resubmission 22/504450)  
**DECISION :**  
The Parish Council objects to application for the following planning reasons and if MBC are minded to approve it we wish to see it reported to planning committee for decision.  
- The proposal would result in harm to the character and appearance of this rural location, with the siting, mass,

scale and domestic design of the proposed building 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 would be increased by the additional associated domestic paraphernalia generated by the new house. The development is contrary to policies SP17, DM1 and DM30 of the Maidstone Local Plan, RH1, RH6, RH8 of the Boughton Monchelsea Neighbourhood Plan and guidance in the NPPF

- The proposal would introduce a new residential dwelling into an unsustainable countryside location where future occupants would be reliant on the private vehicle for their daily needs, contrary to policy SS1 of the Maidstone Local Plan, policy RH1 of the Boughton Monchelsea Neighbourhood Plan and advice in the NPPF
- The proposal is south of Heath Road. As such, it does not comply with policy RH1 of the Boughton Monchelsea Neighbourhood Plan which states that 'Proposals for new residential development to the south of Heath Road (B2163) will not be supported unless they conform with national and local rural exception policies'
- The proposal does not conform with the design quality standards contained within the NPPF. The proposed design and materials are considered to be poor and contrary to policies DM1 and DM30 of the Maidstone Local Plan
- The application does not comply with policy PWP8 of the Boughton Monchelsea Neighbourhood Plan in that it contains no energy efficiency measures, EV charging points or local generation technologies
- A viability business plan covering use of the stables has not been provided. The application should be assessed by MBC's agricultural advisor to establish the need for a new dwelling
- The application site contains young trees which would need to be removed

23/504255 22 Meadow View Road, Boughton Monchelsea 19/10/23  
Erection of a single storey rear extension

**DECISION :**

The Parish Council would like to comment on the application as follows :

- With the proposed extension, the footprint of the building appears to cover approximately 50% of the plot

23/503447 Land at Hubbards Lane, Boughton Monchelsea 19/10/23  
Erection of agricultural hoops with retractable polythene covering for a cherry orchard, and creation of a new gravel agricultural access road (part retrospective)

	<b>DECISION :</b> No objection / comment	
23/504498	Land adjacent to The Paddock, Stilebridge Lane, Linton Erection of an agricultural barn (resubmission 23/503337)	19/10/23
	<b>DECISION :</b> The Parish Council would like to comment on the application as follows : - MBC's agricultural adviser should be consulted on the application to determine whether there is a genuine need for this barn - We are concerned at the potential loss of daylight / overshadowing to the adjacent property	
23/504420	Langley Park Centre, Unit 6 Sutton Road, Maidstone Section 73 – Application for Variation of condition 8 (allow for delivery hours of 05.00 to 23.00 Monday to Sunday for the food store) pursuant to application 16/506567/REM	19/10/23
	<b>DECISION :</b> The Parish Council would like to comment on the application as follows : We consider pre 5am to be too early for lorries to be driving through a residential area in order to make deliveries from 5am. The noise assessment covers unloading only, not vehicles driving to site past residential properties. We feel that the original planning condition (6am to 11pm) is appropriate and should continue to apply.	
23/504244 /LBC	Tilts House, Heath Road, Boughton Monchelsea Listed building consent for replacement of non-historic front door with new traditional Georgian farmhouse style front door	--
	<b>DECISION :</b> Not yet decided	
23/504523	Ridgeway, Green Lane, Boughton Monchelsea Erection of a single storey rear extension	--
	<b>DECISION :</b> Not yet decided	
23/504683	UK Power Networks Distribution Centre, Bircholt Road, Maidstone Erection of a surface mounted ancillary storage building anchored to existing hardstanding	--
	<b>DECISION :</b> Not yet decided	

**The following applications have been APPROVED by MBC:**

23/503514	6 Lewis Row Cottages, Hermitage Lane, Boughton Monchelsea Demolition of detached garage. Erection of part two storey part single storey side extension with front dormer. Raising of flat roof on single storey rear extension and changes to rear fenestration
23/503409	30 Hook Way, Maidstone Part garage conversion
23/503038	Swallowfields, Haste Hill Road, Boughton Monchelsea

- Erection of a new four bedroom detached chalet bungalow with front and rear facing dormers and associated access, parking and garden
- 23/502962 David Catt & Sons, East Hall Farm, Wierton Hill, Boughton Monchelsea  
Installation solar arrays – including ground mounted and to the roof of 3 no. building and associated works
- 23/502658 Motorline Nissan, Bircholt Road, Maidstone  
Advertisement consent for 3 no. non illuminated fascia signs and 1 no. illuminated double sided pylon sign
- 23/503531 21 Bridger Way, Maidstone  
Garage conversion to habitable room, erection of a single storey rear extension and loft conversion with rear dormer window
- 23/503056 Land at 70 Church Street, Boughton Monchelsea  
Outline planning application (with all matters reserved except access) for the erection of a bungalow with associated access on the land rear of 70 Church Street

**The following applications have been REFUSED by MBC:**

- 23/503639 The Lodge, Boughton Mount, Boughton Lane, Boughton Monchelsea  
Demolition of double garage, store and outbuildings. Erection of 1 no. two storey dwelling with associated access, parking, landscaping, provision of secure cycle storage, parking facilities and rebuild a section of boundary wall

**The following applications have been notified as WITHDRAWN :**

- 20/503147 River Farm, Chart Hill Road, Staplehurst  
Erection of extensions to existing packhouse building, together with new internal access road, amendments to existing vehicular site access, hardstanding, acoustic fencing, landscaping and creation of ecological enhancement area

**The following APPEALS have been notified:**

None

**The following APPEAL DECISIONS have been notified:**

- 22/500119 Cliff House, Cliff Hill, Boughton Monchelsea  
Retrospective application for the change of use of garden land and the erection of 1 no. outbuilding to house home gym with associated decking, patio and hot tub area  
**APPEAL DISMISSED**

**The following APPEALS have been notified as WITHDRAWN:**

None

**16. Representatives' Reports:**

16.1 KALC: Cllr Date had nothing to report.

16.2 Allotments : The clerk noted that correspondence had been received from a plot holder at the Langley Park allotments. She had responded by stating that a site

inspection would be carried out just before Spring to determine which plots, if any, are not being worked. Relevant plot holders would then be given the opportunity to start working their plot or have their tenancy terminated, in accordance with the terms and conditions of the lease agreement.

16.3 Village Hall & Recreation Ground : Discussed under agenda item 18.3.

16.4 Neighbourhood Watch : Cllr Wilde reported that he would try to become an administrator of the Boughton Monchelsea Neighbourhood Watch Facebook page, following the resignation of Helen Stevens.

16.5 Police Liaison : Cllr Date had nothing to report. It was noted that Police liaison meetings had now been superseded by ward cluster meetings, attended by Cllr Munford and the clerk. It was therefore agreed to remove this item from the representative reports. **CLERK**

16.6 Bus group : Cllr Brown was not present at the meeting.

16.7 Biodiversity and environment :

Cllr Jessel reported as follows :

- No community litter pick this autumn as regular volunteers are doing such a good job. Trying to get more volunteers to litter pick along Church Hill although local residents have advised they have formed their own litter picking group
- Farm cluster meeting will take place in the village hall on Monday 27<sup>th</sup> November. Local farmers and landowners have been invited
- Two work parties arranged – 25<sup>th</sup> November at Lyewood and 9<sup>th</sup> December at Firmins Field
- BMAT volunteer co-ordinator required
- Panattoni staff will be attending Lyewood on 9<sup>th</sup> November to plant trees
- Clerk to add link on Parish Council website to MBC climate and biodiversity information **CLERK**

## 17. Decision items :

17.1 Memorial plaques / benches :

It was noted that there had been a recent request for a memorial bench on the village green. Members had decided at a previous meeting that there was no room for further benches on the green.

As a general principle, Cllr Munford proposed memorial log benches be allowed in BMAT open spaces, paid for by the families. Seconded by Cllr Smith and agreed by all members. Cllr Lane suggested that the Parish Council / BMAT may wish to consider offering other memorial options as well and agreed to put forward a paper for consideration at the next meeting. **CLLR LANE**

17.2 Parkwood Farm reservoir – approval of new operating instructions :

Cllr Munford explained the history of flooding in The Quarries and the history behind the reservoir, for the benefit of newer members. He stated that the reservoir

is fully compliant with Environment Agency requirements and Panel Engineer, Binnies are engaged to ensure the Parish Council complies with the Reservoir Act.

Cllr Munford noted that a meeting with Binnies had taken place in the summer and apologised to Cllr Edmans for not inviting him. It was noted that the Panel Engineer had said at the meeting that the reservoir should be a 'passive device'.

Suggested amended wording for the reservoir operating instructions had been produced and was handed out to members at the meeting, for their approval. Following discussion, Cllr Munford proposed that the suggested wording be amended again slightly, to read as follows :

**Operation of Penstocks** – *In a flood event the Penstocks should only be operated by or under the direct supervision of the Supervising Engineer or Inspecting Engineer (see note 1)*

#### **Notes**

- (1) *Operating instructions were amended on 7/11/23 to accommodate new direction from Panel Engineer (e-mail dated 17/7/23) : 'In the event of a flood event the penstocks should not be operated by unauthorised personnel but should be left in their normal position. Any operation of the valves should be by an authorised person; e.g. Supervising Engineer or Inspecting Engineer'*

In addition, Cllr Munford proposed that the following amendments also be made to the operating instructions :

- Remove '*Boughton Monchelsea Parish Council*' from the top of the front page
- Move the statement '**Operation of Penstocks** *To be operated by Inspection Engineer*' to the top of the document, beneath the graphic on the front page
- Trigger point should be '*contact Supervising Engineer when the stream is freely flowing into the road*'

Cllr Munford's above proposals were seconded by Cllr Edmans and agreed by all members. Cllr Edmans to update document and submit to Binnies. **CLLR EDMANS**

#### **18. Update / discussion items :**

##### 18.1 Parkwood Farm reservoir update :

Nothing further to report.

##### 18.2 North ward update :

Cllr Wilde had nothing to report.

##### 18.3 Village hall remodelling update :

Cllr Humphryes explained that the following work was now complete :

- Back toilet decorated, new electric radiator and hand dryer installed
- 2 way light switch in main hall
- Extractor fan in playgroup store
- Bluetooth system in main hall

- Additional heater in café area
- New noticeboard in main hall

Ongoing work as follows :

- Asbestos to be removed in boiler room
- Disability ramp to new entrance – awaiting quote

Cllr Humphryes stated that the committee had purchased a bouncy castle (for internal use only) which would be hired out to provide an additional income.

**19. Health & Safety Issues:**

Nothing to report.

**20. Deferred Items Schedule:**

Nothing to report.

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

Cllr Smith noted the e-mail received from Wellers solicitors regarding Parish Council / BMAT liabilities. He stated that he was in the process of clarifying a few details and the PC / BMAT would then have a statement to keep on file, for future reference. Discussion followed regarding tree inspections.

Cllr Date requested articles for the next newsletter by 21<sup>st</sup> November.

**22. Date of Next Meeting:**

The next full Parish Council meeting is due to be held on Tuesday 16<sup>th</sup> January 2024 at 7pm in the main hall of the village hall.

There being no further business the meeting closed at 9.20pm

**MINUTE 18** (Parish Council meeting 7<sup>th</sup> November 2023)

**SCHEDULE OF DEFERRED ITEMS CARRIED FORWARD FROM PARISH COUNCIL MEETINGS:**

<b>DATE :</b>	<b>ITEM:</b>	<b>ISSUE / ACTION:</b>	<b>POSITION AS AT PARISH COUNCIL MEETING 7<sup>th</sup> NOVEMBER 2023</b>
16.1.07	Furfield Quarry	Methane monitoring	BMAT issue. Last meeting between BMAT / MBC and Skinner Trust took place on 8/7/20. Clerk asked MBC if any further Merebrook reports available but none since last meeting. As requested by BMAT trustees, contacted Skinner Trust directly for copies of latest reports (14.9.21). Report dated January 2021 received and forwarded to relevant BMAT trustees. Queries on report submitted to Merebrook November 2021. No response received however Skinner Trust advise of delay due to an imminent change to the person acting as custodian Trustee. (11.1.22). Skinner Trust have now forwarded Merebrook report dated March 2022 but have yet to respond to the previous queries raised (6.9.22). E-mail sent to Environment Agency requesting a meeting (10.1.23). Meeting with Skinner Trust will take place on 12 <sup>th</sup> July (4.7.23). Awaiting meeting date with Merebrook (5.9.23). Meeting held with Merebrook on 4 <sup>th</sup> October (7.11.23)
2.7.19	59 Linton Road	Encroachment	BMAT issue. Review September 2024
3.9.19	11 Harling Close	Encroachment	BMAT issue. Review September 2024
3.9.19	Clerk's salary	Review	Review clerk's salary on an annual basis. Next review due September 2024
3.3.20	Furfield Quarry	Option agreement	BMAT issue. Option expires in September 2024. Review before March 2024
18.5.21	Piper / Thirkell land	Lease	Lease expires on 6 <sup>th</sup> January 2116. Review in 2115