

## BOUGHTON MONCHELSEA PARISH COUNCIL

**Minutes of the Parish Council Meeting held at 7pm on 5<sup>th</sup> May 2026  
in the main hall of Boughton Monchelsea village hall, pursuant to notice.**

### **Present:**

Cllrs J. Green  
D. Smith  
A. Dawes  
C. Jessel  
M. Allen  
L. Date  
J. Robertson  
E. Steyl  
R. Martin  
D. Murray

Parish Clerk

### **1. Elections :**

#### **1.1 Chairman**

Cllr Dawes nominated Cllr Green as Chairman of the Parish Council. Seconded by Cllr Smith and a vote was taken with all in favour. Cllr Green was therefore duly elected as Chairman of the Parish Council.

Cllr Green signed the Chairman's Declaration of Acceptance of Office, took his place as Chairman and chaired the meeting from this point onwards.

#### **1.2 Vice Chairman**

Cllr Jessel nominated Cllr Dawes as Vice-Chairman of the Parish Council. Seconded by Cllr Green and a vote was taken with all in favour. Cllr Dawes was therefore duly elected as Vice-Chairman

**2. Apologies:** Apologies were received from Cllr Redfearn, Cllr Edmans and KCC member, Cllr Linden Kemkaran.

**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. Open session**

No members of the public were present.

It was agreed to bring forward item 16.1

16.1 Parish Councillor application from Mr David Murray

An application had been received from Mr David Murray 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 Murray be co-opted on to the Parish Council. This was seconded by Cllr Smith and a vote was taken, with all members

in agreement. Mr Murray 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**

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

Cllrs Redfearn and Robertson declared an interest in items 16.9 and 17.1 Parkwood Farm reservoir.

Cllr Dawes declared an interest in item 16.7 Review of allotment rent.

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

**6. Appointments :**

Cllr Jessel stated that, for family reasons, she would be resigning from the Parish Council on 31<sup>st</sup> May. Members thanked Cllr Jessel for all her hard work and dedication during her time as a Councillor. Clerk to inform MBC. **CLERK**

**6.1 Planning & Licensing Committee :** Chairman – Cllr Smith (proposed by Cllr Martin, seconded by Cllr Green and agreed by all members). Vice Chairman – Jeremy Green (proposed by Cllr Smith, seconded by Cllr Martin and agreed by all members). Planning committee members were agreed as Cllrs Smith, Green, Dawes, Martin, Date and Steyl

**6.2 Finance Committee :** Chairman – Cllr Allen (proposed by Cllr Smith, seconded by Cllr Green and agreed by all members). Finance committee members were agreed as Cllrs Allen, Smith, Green, Martin and Murray

**6.3 KALC representative :** Cllr Murray

**6.4 Village Hall & Rec Ground Committee representative :** Cllr Robertson

**6.5 Allotment representative :** Cllr Martin

**6.6 Neighbourhood Watch representative :** Cllr Oladimeji

**6.7 Police Liaison representative :** Cllr Robertson

**6.8 Highways representative :** Cllr Steyl

**6.9 Footpaths co-ordinator :** Cllr Green

**6.10 Tree health and preservation co-ordinators :** Cllrs Martin, Redfearn and Green

**6.11 Litter group co-ordinator :** Cllr Edmans

**6.12 Speedwatch co-ordinators :** Cllrs Date and Robertson

**6.13 Biodiversity and Environment lead :** Cllr Murray

**6.14 Reservoir co-ordinator :** Cllr Edmans

**6.15 Play area representative :** Cllr Redfearn

**7. To decide whether the public and press should be excluded from the meeting for any item.**

To avoid disclosing the successful recipient, it was agreed that the public and press should be excluded from item 16.3 Parishioner of the Year.

8. **Police Report**

The clerk had compiled the crime figures from the e-watch.co website. During March and April there were 2 reported crimes in south ward (theft of tools from a vehicle and residential window smashed), 1 in Joywood ward (damage to a vehicle) and none in north ward and Langley Park ward. The clerk noted that this does not necessarily mean that there have been no crimes in these areas, just that they may not yet have been recorded on the website [www.e-watch.co](http://www.e-watch.co)

Cllr Robertson noted that a car had been stolen from The Quarries on 4<sup>th</sup> May.

9. **Reports from County and Borough Councillors on matters relating to the parish**

Cllr Dawes provided an update on Borough Council matters.

KCC members, Cllrs Brian Black and Linden Kemkaran were not present at the meeting.

10. **Matters outstanding from minutes (3<sup>rd</sup> March 2026) not included in agenda:**

Cllr Smith advised that he had collected all legal files from Gill Turner Tucker. It was noted that management agreements are in place between the Parish Council and BMAT for Salts Wood and Furfield Park. Agreements to be set up for other BMAT public open spaces.

**CLERK / CLLR SMITH**

Cllr Martin stated that tree inspection records have been updated to include completed tree surgery work.

Cllr Date advised that he is hoping to acquire a free container for storage of village fete equipment, to be placed in the north west corner of the recreation ground and positioned to prevent youths accessing the private land beyond. The option of a new permanent storage building was discussed but it was noted that there had been a brick built store on the recreation ground some years ago but it was burnt down by vandals.

In response to complaints about light pollution, it was noted that timers will soon be fitted to external lights on the village hall so they turn off at 11pm. Once these are in place an approach will be made to the social club to request that they fit timers to their external lights, which are currently staying on all night. **PARISH COUNCIL**

11. **Minutes of the meeting held on 3<sup>rd</sup> March 2026 :**

Cllr Dawes proposed the Parish Council meeting minutes of 3<sup>rd</sup> March 2026 be approved as correct. Seconded by Cllr Date 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. The clerk reported further, as follows:

- Work to the Green Lane path extension will soon be starting. The owner of Lime House will retain ownership of their land (to the west of Old Tree Lane) but the Parish Council will install and maintain the path. It was noted that BMAT own the land to the east of Old Tree Lane.

- KCC have advised that the design for the Heath Road visual calming scheme design will soon be available.

### 13. Finance

#### Agreement of payments and income since last meeting

Totals (incl. VAT)

#### Payments from Nat West BNG account since last meeting:

Nat West	Monthly bankline fee	20.00
Nat West	Monthly bankline fee	20.50

#### Receipts into Nat West BNG account since last meeting:

Unity Trust	Transfer from Unity Trust PC current to cover forthcoming monthly bankline fees	200.00
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#### Payments from Unity Trust PC current account since last mtg

Internal transfer	From PC current to Medical Transport current	30.00
Parish Clerk	Clerk's February salary (paid by bank transfer)	20.80
Parish Clerk	Clerk's February expenses – office, phone	53.33
HMRC	Tax and NI - February	768.21
CSG Global Education	Stationery	22.10
Chris Smith	Work to wildflower meadow in Firmins Field	100.00
Rory Stroud	Fitting new water tank at HHR allotments	85.00
Safeplay	Fitting lock to Church Street play area gate	84.00
KALC	Play area inspection training for Cllr Redfean	84.00
Wynsdale Waste	Dog bin emptying	113.40
Unity Trust bank	Bank fees	10.20
Parish Clerk	Clerk's February salary (paid by standing order)	2,023.44
Lloyds	Multipay card payment – printer ink, BMAT Companies House fees, monthly card fee	124.74
Hugo Fox	Gov.uk e-mail addresses – monthly charge	20.99
EDF Energy	Electric supply to parish hut	41.01
BM village hall	Hall hire	27.00
Aspen Tree Services	Tree surgery work to Furfield Park open space	300.00
C. Jessel	Refreshments for farm cluster meeting	69.94
Parish Clerk	Clerk's March salary (paid by standing order)	2,023.44
Paul Waring	Landscape maintenance work for 25/26	19,909.12
Wynsdale Waste	Dog bin emptying	113.40
Parish Clerk	Clerk's March salary (paid by bank transfer)	20.80
Parish Clerk	Clerk's March expenses – office, phone, Land Registry search fees	60.33
HMRC	Tax and NI - March	768.21
Unity Trust Bank	Bank fees	9.40
Lloyds	Multipay card fee	3.00
BM village hall	Hall hire	40.50
Black Lion Press	Sign for Walk Meadow	126.00
KALC	Annual subscription	2,120.76

Parish Clerk	Stationery	7.99
Nat West Bank	Transfer to Nat West BMG funds account to cover Bankline fees	200.00
EDF Energy	Electric supply to parish hut	45.40
Hugo Fox	Gov.uk e-mail addresses – monthly fee	20.99
Safeplay	Monthly play area inspection fee	63.00
Parish Clerk	Clerk's expenses – Microsoft 365 subscription	84.99
M J Mills	Fencing materials for Beresfords Hill footpath	1,066.00
Fusion	Catering for Annual Parish Meeting	272.50
Parish Clerk	Clerk's April salary (paid by standing order	2,023.44
Internal transfer	From PC current to PC savings	160,000.00

**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	2,000.00
Internal transfer	From PC savings to PC current	21,000.00
Allotment leaseholder	Allotment rent – Langley Park plot 9	25.00
HMRC	25/26 VAT refund	6,959.25
MBC	Precept	163,892.00

**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	2,000.00
Internal transfer	From PC savings to PC current	21,000.00

**Receipts into Unity Trust PC savings account since last meeting:**

Unity Trust Bank	Interest	1,549.62
Internal transfer	From PC current to PC savings	160,000.00

**Payments from Unity Trust BNG current account since last meeting:**

Unity Trust bank	Bank fees	6.00
Paul Waring	Landscape maintenance work on BNG land	1,226.34
Unity Trust bank	Bank fees	7.00

**Receipts into Unity Trust BNG current account since last meeting:**

Internal transfer	From BNG savings to BNG current	1,500.00
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**Payments from Unity Trust BNG savings account since last meeting:**

Internal transfer	From BNG savings to BNG current	1,500.00
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**Receipts into Unity Trust BNG savings account since last meeting:**

Unity Trust Bank	Interest	448.87
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**Payments from Unity Trust Medical Transport current account since last meeting:**

Unity Trust Bank	Bank fees	6.00
Unity Trust Bank	Bank fees	7.00

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

Internal transfer	From PC current to Medical Transport current (to cover monthly bank fees)	30.00
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**Balances as at 28<sup>th</sup> April 2026 :**

Nat West BNG funds account		178.80
National Savings		316.92
Unity Trust PC current account		6,517.43
Unity Trust PC savings account		435,663.99
Unity Trust BNG current account		328.63
Unity Trust BNG savings account		86,043.38
Unity Trust Medical Transport current account		20.65
<b>Total Financial Assets</b>		<b>529,069.80</b>

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

13.2 Annual internal audit report 2025/26 :

The clerk noted that Mr Lionel Robbins had carried out the internal audit of the 25/26 accounts on 17<sup>th</sup> April. The internal audit report was included in members' agenda papers and the contents were noted, with no areas of concern.

13.3 Annual Governance Statement 2025/26 :

The annual governance statement (section 1) of the AGAR was approved by all members (proposed by Cllr Dawes, seconded by Cllr Jessel).

13.4 Approval of Accounting Statements for 2025/26 :

The accounting statements (section 2) of the AGAR was approved by all members (proposed by Cllr Allen, seconded by Cllr Smith).

13.5 Approval of draft amended 26/27 budget:

The clerk noted that a draft amended 26/27 budget had been produced to include end of year figures for 26/26 and other adjustments and had been circulated to members in advance of the meeting. Following discussion, Cllr Allen proposed that the draft amended budget be agreed. Seconded by Cllr Green and approved by all members.

**CLERK**

13.6 Budget monitoring report :

Cllr Allen proposed that the budget monitoring report to 31<sup>st</sup> March 2026 be accepted. Seconded by Cllr Green and agreed by all members.

13.7 Unity Trust bank accounts :

Following discussion, Cllr Allen proposed that the Parish Council continue its day to day banking arrangements with Unity Trust bank. Seconded by Cllr Green and agreed by all members.

13.8 National Savings and Investment account :

Following discussion, Cllr Green proposed that the Parish Council close its National Savings & Investment account (number 137911649). Seconded by Cllr Smith and agreed by all members. It was noted that the current balance is £316.92 which will be transferred to the Parish Council's Unity Trust current account. The relevant account closure forms were signed by Cllrs Green and Smith. **CLERK**

14. **Planning Report:**

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

MBC notified

26/500250	<p>23 Morris Close, Boughton Monchelsea Erection of first floor side extension to existing residential dwelling house</p> <p><b>DECISION :</b> No objection / comment</p>	16/3/26
26/500587	<p>Monchelsea Farm, Unit 1A Heath Road, Boughton Monchelsea Section 73 – Application for Variation of condition 5 (to extend opening hours from 6.00 to 22.00), pursuant to 25/504011 for Change of use of building from storage and distribution (Class B8) to padel tennis (5 courts) for a temporary period of 5 years, including alterations to fenestration, cycle and bin storage and creation of 15 no. new parking spaces</p> <p><b>DECISION :</b> The Parish Council wish to see the application refused for the following reasons. If MBC are minded to approve it, we wish to see the application reported to planning committee for decision.</p> <ul style="list-style-type: none"> <li>• It is unacceptable for the opening hours to be extended from 8am – 10pm to 6am – 10pm. If members of the public arrive on site at 6am then staff members would need to arrive even earlier to open up. Nearby residents are likely to be asleep at this time of the morning and would be disturbed by such an early opening time</li> <li>• We were assured by the applicants (who attended one of our Parish Council meetings) that the facility would not open until 8am and we did not object to the original application on that basis. It is very disappointing to see this variation of condition application so soon after the original application was decided</li> <li>• The Forever Padel website <a href="https://foreverpadel.co.uk/">https://foreverpadel.co.uk/</a> lists various other facilities on the site, including a fully equipped gym and cardio room, mat pilates, circuit training, sauna and ice bath wellness facilities, dedicated recovery area, sun beds, social areas, pool table and a fully licensed bar. There is also a video post on the Forever Padel Facebook page <a href="https://www.facebook.com/reel/1435028058216090">https://www.facebook.com/reel/1435028058216090</a> explaining all these facilities and showing mock ups of</li> </ul>	16/3/26

	<p>what they will look like. These facilities did not form part of the original planning application and the Parish Council would have objected, had they been included. When the applicants attended our Parish Council meeting they assured us there would be no café or licensed bar on site and also made assurances regarding external lighting.</p>	
26/500524	<p>6 Roy Hood Court, Boughton Monchelsea Erection of a single storey extension <b>DECISION :</b> No objection / comment</p>	16/3/26
26/500976	<p>Land rear of Robins Nest, Park Lane, Boughton Monchelsea Change of use of the land for the stationing of three mobile homes, erection of day room and hard and soft landscaping for Gypsy / Traveller occupation (Retrospective) <b>DECISION :</b> The Parish Council wish to see the application refused for the following planning reasons :</p> <ul style="list-style-type: none"> <li>• 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 permanent siting of 3 mobile homes and erection of a day room will result in harm to the character and appearance of the open countryside</li> <li>• 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</li> <li>• 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</li> <li>• We are very disappointed to see yet another retrospective planning application which makes a mockery of the planning process</li> </ul>	16/4/26
26/501191	<p>Mobile Home at Wierton Hill Farm, Wierton Hill, Boughton Monchelsea Replacement of the existing mobile home with a permanent residential self-build dwelling <b>DECISION :</b> The Parish Council wish to see the application refused for the following planning reasons. If MBC are minded to approve it, we wish to see the application reported to planning committee for decision.</p> <ul style="list-style-type: none"> <li>• The application is contrary to the policies contained within</li> </ul>	16/4/26

	<p>the Boughton Monchelsea Neighbourhood Development Plan, including policy RH1 which states that proposals for new residential development to the south of Heath Road will not be supported unless they conform with national and local rural exception policies</p> <ul style="list-style-type: none"> <li>• The proposed permanent dwelling would result in significant and unacceptable harm to the character and appearance of this countryside location. This would be exacerbated by the urbanising nature of the development, with associated domestic paraphernalia and car parking. There are no benefits that would outweigh the harm caused and the proposal is contrary to policy LPRSP9 in the Maidstone Borough Council Local Plan Review (2024), the Boughton Monchelsea Neighbourhood Development Plan (policy RH1) and guidance in the NPPF. The fact that the dwelling would be replacing an existing mobile home is immaterial</li> <li>• The development would introduce a new permanent dwelling far removed from local services and facilities which would result in future occupants being reliant on the private motor vehicle for their day to day needs. This reliance on the private motor vehicle would be contrary to the aims of sustainable development as set out in the Maidstone Borough Council Local Plan Review (2024) and in the aims of the NPPF. The site is distant from all village facilities, including the very limited bus service.</li> </ul> <p>Paragraph 12 of the NPPF states :</p> <p><i>The presumption in favour of sustainable development does not change the statutory status of the development plan as the starting point for decision-making. Where a planning application conflicts with an up-to-date development plan (including any neighbourhood plans that form part of the development plan), permission should not usually be granted. Local planning authorities may take decisions that depart from an up-to-date development plan, but only if material considerations in a particular case indicate that the plan should not be followed.</i></p> <ul style="list-style-type: none"> <li>• In line with MBC Local Plan policy LPRSP8, limited, small scale, plan-led development is supported in Boughton Monchelsea but only where <b>all</b> of the following four criteria apply : <ul style="list-style-type: none"> <li>○ The scale of the development is proportionate to the size of the settlement and the type and level of local services available</li> <li>○ The development design takes account of landscape impact having regard to the setting of</li> </ul> </li> </ul>	
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	<p>the settlement within the countryside</p> <ul style="list-style-type: none"> <li>○ It can be linked to the retention or expansion of specific infrastructure or service assets within the settlement</li> <li>○ It was community support, either through a Neighbourhood Plan, or other Parish endorsement, for example as a Rural Exception Site; and where suitable access can be provided</li> </ul> <p>The proposal does not meet all the above criteria and is therefore contrary to policy LPRSP8.</p>	
26/500998/ ADV	<p>The Oast, Monchelsea Farm, Heath Road, Boughton Monchelsea</p> <p>Advertisement Consent for 1 x non illuminated fascia and 2 x non illuminated fence mounted signs</p> <p><b>DECISION :</b> No objection / comment</p>	16/4/26

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

26/500250	23 Morris Close, Boughton Monchelsea Erection of first floor side extension to existing residential dwelling house
26/500084	13 Joywood, Boughton Monchelsea Conversion of the existing integral garage into a study and erection of entrance porch
26/500172	70 The Quarries, Boughton Monchelsea Demolition of garden shed and erection of an annexe for ancillary use to the main dwellinghouse.
25/505295	Cliff House, Cliff Hill, Boughton Monchelsea Retrospective application for alterations to entrance gate and boundary wall.
25/503175	Heinz Orchard, Wierton Hill, Boughton Monchelsea Conversion of agricultural building to 2no. four bedroom residential dwellings with the insertion of 6no. roof lights, solar PV arrays and the provision of 4no. (2 for each dwelling) parking spaces.

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

25/505171	Brishing Court Barn, Brishing Lane, Boughton Monchelsea Change of use of agricultural land (part of former traditional orchard) to residential use and erection of self-build single storey dwelling. Installation of solar array.
26/500587	Monchelsea Farm, Unit 1A Heath Road, Boughton Monchelsea Section 73 - Application for Variation of condition 5 ( to extend operation hours from 6:00 to 22:00) pursuant to 25/504110/FULL for Change of use of building from storage and distribution (Class B8) to padel tennis (5 courts) for a temporary period of 5 years, including alterations to fenestration, cycle and bin storage, and creation of 15no. new car parking spaces.

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

None	
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**The following APPEALS have been notified:**

25/505171	Brishing Court Farm, Brishing Lane, Boughton Monchelsea Change of use of agricultural land (part of former traditional orchard) to residential use and erection of self-build single storey dwelling. Installation of solar array
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**The following APPEAL DECISIONS have been notified:**

None	
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**The following APPEALS have been notified as WITHDRAWN:**

None	
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Cllr Smith advised that because the parish boundary has changed, the Neighbourhood Plan review will need to go to examination. It was noted that MBC will have to bear the cost of this. Some public consultation will also be required.

**15. Representatives' Reports:**

15.1 KALC: Cllr Oladimeji was not present at the meeting and Cllr Murray had only just been appointed to the role.

15.2 Allotments : Cllr Martin noted that two water tanks have been replaced at the Haste Hill Road site. The tanks were supplied free of charge by a local farmer.

15.3 Village Hall & Recreation Ground : Cllr Robertson reported as follows :

- Window locks will be fitted, to suit insurance requirements
- A noticeboard will be fitted to the external wall of the hall, for village hall use
- Fire extinguishers have been serviced and replaced, where necessary. A fire risk assessment will be undertaken
- A new café contract has been signed

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

15.5 Police liaison : Cllr Robertson noted that the Police are holding informal, drop-in sessions where residents can meet local neighbourhood beat officers, PC Harry Greenfield and PC Lee Tallon. These are advertised on the Kent Police website. The next session will be held in the village hall car park on Thursday 11<sup>th</sup> June from 10am to 11am.

Cllr Robertson noted that the Police are carrying out regular speed checks on Heath Road and have advised that speeding has reduced.

15.6 Biodiversity and environment :

Cllr Jessel reported as follows :

- Woodland management plan has been submitted to the Forestry Commission

- The community payback team have replanted hawthorn saplings at Lyewood
- A KCC volunteer day took place at Salts Wood recently. Oakwood Park students will be removing tree guards on 21<sup>st</sup> May. It was suggested that Cornwallis students could be asked to help. Cllr Steyl agreed to pass on contact details to Cllr Murray. **CLLR STEYL / CLLR MURRAY**
- Cllr Murray stated that UK Power Networks may be interested in corporate volunteering and agreed to make contact. **CLLR MURRAY**
- Kent Landholders Assisting Wildlife (KLAW) will be visiting BMAT land at Salts Wood, Firmins Field and Quarry Wood on 17<sup>th</sup> May, meeting at the Loddington farm shop café at 10.30am
- The next farm cluster meeting will be held on 13<sup>th</sup> May at Boughton Monchelsea Place. The farm cluster is now a Community Interest Company. MBC have given grants to the cluster and Leeds Castle have joined
- The deeper pond at Lyewood will be converted into a hibernaculum. There is already a hibernaculum at Walk Meadow

## **16. Decision items :**

16.1 Parish Councillor application from Mr David Murray  
Covered above.

16.2 Agree grants to organisations for 26/27 :

The following grants were agreed by all members :

- Boughton Monchelsea Brownies £350
- Boughton Monchelsea Friendship Circle £350
- Boughton Monchelsea Baby & Toddler group (paid via St Peters church) £350
- Boughton Monchelsea Women's Institute £350
- Boughton Monchelsea Scouts £350
- Buttercups Sanctuary for Goats £350
- Community Supper club (paid via Scouts) £350
- Salvation Army £350 (to be paid after Carols on the green)
- St Peters Church £350 towards grass cutting (to be paid to Steven Waring)

It was noted that the community choir advised they don't need a grant this year.

Clerk to arrange payments

**CLERK**

Discussion followed regarding the grant to St Peters church towards grass cutting in the churchyard. It was noted that a decision had been made in 2025 to reduce the grant in 2026 from £2,500 to £350 (in line with grants awarded to other parish organisations). Cllrs Martin requested a review of this decision before the award of grants for 2027. This was agreed.

16.3 Annual Parish Meeting 19<sup>th</sup> May :

Final details for the meeting were agreed.

#### 16.4 Parishioner of the Year 2026 :

The recipient of this year's Parishioner of the Year award was agreed. Clerk to arrange gift for presentation at the Annual Parish Meeting.

**CLERK**

#### 16.5 Review of Parish Council policies :

The following Parish Council policies and governance documents had been reviewed and updated by the clerk and circulated to members in advance of the meeting. Cllr Martin proposed that all documents be adopted by the Parish Council. Seconded by Cllr Green and agreed by all members. Clerk to upload adopted documents to the Parish Council website.

**CLERK**

- Anti-Bullying and Harrassment policy
- Banking policy
- Complaints policy
- Co-option to vacancies policy
- Data protection policy
- Disciplinary policy
- Equality & Diversity policy
- Expenses policy
- Freedom of Information policy
- Grievance policy
- Health & Safety policy
- Investment policy
- Sickness absence policy
- Tree monitoring policy
- General Privacy Notice
- Staff, Councillor and Role Holder Privacy Notice
- Code of conduct for members
- Freedom of Information Act 2000 – publication scheme
- Risk Register
- Standing Orders
- Financial Regulations
- Terms of Reference – Planning committee
- Terms of Reference – Finance committee

The following new policies had been produced by the clerk. Cllr Martin proposed that these draft policies be adopted by the Parish Council. Seconded by Cllr Green and agreed by all members. Clerk to upload policies to website.

**CLERK**

- Grant awarding policy
- Press & media policy

#### **16.6 Review of contracts for services, memberships and subscriptions**

The Parish Council's contracts for services, memberships and subscriptions for 26/27 were reviewed and accepted by all members, as follows :

Contracts :

- Dog waste bin emptying – Wynsdale Waste
- Play area inspections – Safeplay Playground Services Ltd

- Internal accounts audit – Lionel Robbins
- Landscape maintenance – Steven Waring
- Water supply to allotments – Castle Water
- Electric supply to parish hut – EDF Energy
- Website hosting – Hugo Fox
- Gov.uk e-mails – Hugo Fox

Memberships and subscriptions :

- Kent Association of Local Councils
- Information Commissioner's Office
- Scribe accounts software
- Parish Online mapping software
- Society of Local Council Clerks
- Open Spaces Society

### **16.7 Review of allotment rent and lease agreement for Langley Park and Haste Hill Road allotment sites :**

It was noted that allotment income for 25/26 was £2,310. Allotment expenditure for the same period was £3,584.62. Following discussion, Cllr Green proposed increasing allotment rent from £25 to £30 per year for a half plot and from £45 to £50 per year for a full plot, effective from 1<sup>st</sup> June 2026 for the Langley Park allotments and from 1<sup>st</sup> October 2026 for the Haste Hill Road allotments. Seconded by Cllr Date and a vote was taken with 9 members for. Motion therefore carried. As an allotment plot holder, Cllr Dawes abstained from voting. It was noted that, with the increase, the level of rent remains in line with other Kent parishes.

### **16.8 Chart Sutton Neighbourhood Plan :**

The clerk noted that correspondence had been received from Chart Sutton Parish Council inviting BMPC to respond to their Neighbourhood Plan consultation. Following discussion, it was agreed that no response should be returned.

### **16.9 Parkwood Farm reservoir – appointment of new Supervising Engineer :**

Cllr Edmans was not present at the meeting but had produced a briefing note which was included in members' agenda papers. It was noted that Binnies' Supervising Engineer was retiring and nobody else within the company would be able to perform this role. Quotes had been obtained and Cllr Green proposed that the Parish Council (as statutory undertaker of Parkwood Farm reservoir) should appoint JBA Consulting's Joao Santa-Clara as the new Supervising Engineer, at a cost of £900. Price includes :

- One site visit per year by the Supervising Engineer
- Production of an Annual Written Statement
- Review of the Flood Plan
- Provision of advice as required on communications from the Environment Agency regarding compliance with the Reservoirs Act

Cllr Smith seconded Cllr Green's proposal which was agreed by all members. Cllr Edmans to confirm appointment. Cllr Smith stated that JBA should be informed that the Parish Council must never operate the sluice gate. **CLLR EDMANS**

**17. Update / discussion items :**

- 17.1 Parkwood Farm reservoir – general update :  
Covered in item 16.9 above.

**18. Health & Safety Issues:**

Nothing to discuss.

**19. Items for information only :**

It was noted that Kent Police have 12 rural task officers.

Cllr Dawes reminded members and the clerk that suspected waste related offences should be reported to MBC's waste crime team.

Cllr Smith noted that the new fencing and gate on Beresfords Hill will soon be installed.

**20. Date of Next Meeting:**

The next full Parish Council meeting is due to be held on Tuesday 30<sup>th</sup> June 2026 at 7pm in the main hall of the village hall.

There being no further business the meeting closed at 9.55pm