

BOUGHTON MONCHELSEA PARISH COUNCIL

Minutes of the Parish Council Meeting held at 7pm on 13th January 2026 in Boughton Monchelsea village hall, pursuant to notice.

Present:

Cllrs A. Humphryes (Meeting Chair)
 R. Martin
 C. Jessel
 D. Redfearn
 A. Dawes
 D. Smith
 J. Robertson
 R. Edmans

Parish Clerk

KCC Community Warden, Adam McGinley

PC Harry Greenfield and colleague

1. **Apologies:** Apologies were received from KCC Councillor Brian Black, MBC Councillor Dan Wilkinson and Parish Councillors, Jeremy Green, Ettienne Steyl, Leon Date and Michael Allen.

2. **Open quarter**

KCC Community Warden, Adam McGinley spoke regarding the warden service and had provided written information in advance of the meeting. The service is only provided free by KCC in areas of high need (not Boughton Monchelsea) however parishes can pay for a part time warden if they wish with a minimum commitment of one day per week. Bearsted and Wye have both signed up for this however Headcorn and Harrietsham employ private wardens. The cost of a full-time warden is around £30,000 per year.

Wardens work closely with the MBC community safety team and other agencies and can assess problems such as anti-social behaviour and work to reduce them in the long term. Wardens also have direct and immediate contact with the Police, when needed.

PC Harry Greenfield advised that a new anti-social behaviour crime report will soon be introduced by the Police.

Following discussion, it was agreed that the clerk should contact KCC for further information on the sponsored warden service, including exact costings. To be discussed further at the next Parish Council meeting. **CLERK**

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 October, November and December the following crimes were reported :

- South ward – 4 crimes (CCTV camera damaged, vehicle stolen, window smashed, attempted damage to gate)
- North ward – 3 crimes (vehicle tyres damaged x 3)
- Langley Park ward – no reported crimes
- Joywood ward – 1 crime (tiles stolen)

It was noted that further crime information is available on the Kent Police website.

6. County and Borough Councillor updates

Cllr Black was not present at the meeting.

Cllr Dawes gave an update to members including information on a burst water main in Brishing Lane, road gritting, anti-social behaviour, local government funding, switch to digital landlines and funding for the Police

A copy of Cllr Dawes' report is available on the Parish Council website ('Communication' tab) and has been circulated via the e-mail circle.

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

8. Matters outstanding from minutes (4th November 2025) not included in agenda:

Tree inspections : It was noted that, following recent inspections by Cllrs Martin and Redfearn, a tree surgeon has carried out further inspection of several trees and tree surgery work has been completed, as required.

In accordance with the Parish Council's tree monitoring policy, inspections are carried out and recorded once every two years as a minimum, or after any severe weather event or other cause for concern. Cllrs Martin, Redfearn and Green have all completed a one day LANTRA Basic Tree Survey and Inspection course.

Following discussion, it was agreed that the clerk should speak to the Open Spaces Society for further advice on policy, inspection and insurance relating to trees.

CLERK

Log benches for Furfield Park open space : It had been agreed at the last meeting to purchase two log benches for the Furfield Park open space. Cllr Humphries stated that MBC have old park benches available in their depot and suggested

getting in touch with John Edwards for further information.

POST MEETING NOTE : MBC's composite benches are unsuitable for natural spaces therefore log benches to be ordered, as previously agreed **CLERK**

9. Minutes of the meeting held on 4th November 2025 :

Cllr Redfearn proposed that the minutes of the Parish Council meeting held on 4th November 2025 be approved as correct. Seconded by Cllr Dawes and agreed by all members. Cllr Humphryes signed the minutes at the end of the meeting.

10. Clerk's report

The contents of the clerk's report were noted.

11. Finance

Payments from Nat West BNG account since last meeting:

| | | |
|----------|----------------------|-------|
| Nat West | Monthly bankline fee | 20.50 |
| Nat West | Monthly bankline fee | 20.00 |
| Nat West | Monthly bankline fee | 20.00 |

Receipts into Nat West BNG account since last meeting:

| | | |
|------|--|--|
| None | | |
|------|--|--|

Payments from Unity Trust PC current account since last mtg

| | | |
|---------------------------------|--|----------|
| Parish Clerk | Clerk's expenses – Land Registry fees | 14.00 |
| Rory Stroud | Supply and installation of new gate posts to HHR allotment entrance | 280.00 |
| Wynsdale Waste | Dog bin emptying | 113.40 |
| Aspen Tree Services | Removing fallen tree on path from Atkins Hill | 900.00 |
| Allotment leaseholder | Refund of HHR allotment rent (tenant paid twice by mistake) | 45.00 |
| Mr Kidner | Annual payment for electric supply to HHR allotment portacabin (less £70 allotment rent payment) | 63.67 |
| EDF Energy | Electric supply to parish hut | 20.18 |
| Hugo Fox | Gov.uk e-mail addresses – monthly fee | 20.99 |
| Open Spaces Society | Annual subscription | 45.00 |
| L. Date | Bodycam and mount for use by Speedwatch volunteers | 196.99 |
| Parish Clerk | Clerk's October salary – paid by standing order | 2,023.44 |
| Unity Trust bank | Bank fees | 10.80 |
| Lloyds | Multipay card fee | 3.00 |
| Parish Clerk | Clerk's October expenses – office allowance and telephone | 53.33 |
| Boughton Monchelsea Scout Group | Donation towards Christmas boxes | 250.00 |
| Wynsdale Waste | Dog bin emptying | 113.40 |
| Hugo Fox | Gov.uk e-mail addresses – monthly fee | 20.99 |
| EDF Energy | Electric supply to parish hut | 19.53 |

| | | |
|---------------------|--|----------|
| Parish Clerk | Clerk's November salary – paid by standing order | 2,023.44 |
| Unity Trust bank | Bank fees | 13.05 |
| Wynsdale Waste | Dog bin emptying | 113.40 |
| BM Village hall | Hall hire - November | 26.00 |
| Parish Online | Parish Online annual subscription (mapping software) | 153.60 |
| Safeplay | Monthly play area inspection | 63.00 |
| The Curious Eatery | Catering for Carols on the Green | 315.00 |
| Alex Dawes | Materials for community payback team to construct ramp to HHR allotment portacabin | 74.68 |
| Parish Clerk | Clerk's November expenses – office allowance and telephone | 53.33 |
| HMRC | Tax and NI - November | 789.01 |
| Lloyds | Multipay card fee | 3.00 |
| EDF Energy | Electric supply to parish hut | 18.98 |
| Hugo Fox | Gov.uk e-mail addresses – monthly fee | 20.99 |
| Kent County Council | Design fee for visual calming on Heath Road | 1,500.00 |
| Safeplay | Monthly play area inspection | 63.00 |
| Safeplay | Monthly play area inspection | 63.00 |
| Hoods Tree Services | Tree surgery work in the parish following tree inspections | 1,260.00 |
| Binnies | Annual reservoir inspection and report | 1,135.80 |
| Salvation Army | Donation following Carols on the Green | 350.00 |
| Parish Clerk | Clerk's December salary – paid by standing order | 2,023.44 |
| Wynsdale Waste | Dog bin emptying | 113.40 |
| Safeplay | Monthly play area inspection | 63.00 |
| Parish Clerk | Clerk's December salary – paid by bank transfer | 261.00 |
| Parish Clerk | Clerk's December expenses – office allowance and telephone | 53.33 |
| HMRC | Tax and NI - December | 528.01 |

Receipts into Unity Trust PC current account since last meeting:

| | | |
|------------------------|--|----------|
| Internal transfer | From PC savings to PC current | 1,000.00 |
| MBC | Parish Services Scheme – second instalment | 3,603.42 |
| Allotment leaseholders | Allotment rent | 50.00 |
| Internal transfer | From PC savings to PC current | 2,000.00 |
| Internal transfer | From PC savings to PC current | 5,000.00 |
| Internal transfer | From PC savings to PC current | 3,000.00 |

Payments from Unity Trust PC savings account since last meeting :

| | | |
|-------------------|-------------------------------|----------|
| Internal transfer | From PC savings to PC current | 1,000.00 |
| Internal transfer | From PC savings to PC current | 2,000.00 |
| Internal transfer | From PC savings to PC current | 5,000.00 |
| Internal transfer | From PC savings to PC current | 3,000.00 |

Receipts into Unity Trust PC savings account since last meeting:

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| Unity Trust bank | Interest | 1,758.67 |
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Payments from Unity Trust BNG current account since last meeting:

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| Caroline Jessel | For Marden Meadow hay – reimbursement of cash payment to Mr Hall | 40.00 |
| Unity Trust bank | Bank fees | 6.00 |
| Unity Trust bank | Bank fees | 6.15 |
| Unity Trust bank | Bank fees | 6.00 |

Receipts into Unity Trust BNG current account since last meeting:

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|-------------------|---------------------------------|--------|
| Internal transfer | From BNG savings to BNG current | 100.00 |
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Payments from Unity Trust BNG savings account since last meeting:

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|-------------------|---------------------------------|--------|
| Internal transfer | From BNG savings to BNG current | 100.00 |
|-------------------|---------------------------------|--------|

Receipts into Unity Trust BNG savings account since last meeting:

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| Unity Trust bank | Interest | 477.42 |
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Payments from Unity Trust Medical Transport current account since last meeting:

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|------------------|----------------|------|
| Unity Trust Bank | Bank fees | 6.00 |
| Unity Trust Bank | Bank fees | 6.00 |
| Unity Trust Bank | Debit interest | 0.03 |
| Unity Trust Bank | Bank fees | 6.00 |

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

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| None | | |
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Balances as at 2nd January 2026 :

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|---|-------------------|
| Nat West BNG funds account | 59.30 |
| National Savings | 310.66 |
| Unity Trust PC current account | 3,212.42 |
| Unity Trust PC savings account | 312,114.37 |
| Unity Trust BNG current account | 73.97 |
| Unity Trust BNG savings account | 87,094.51 |
| Unity Trust Medical Transport current account | 9.65 |
| Total Financial Assets | 402,874.88 |

11.1 Finance report - Agreement of payments made and income received since last meeting :

The above financial statement was accepted. Proposed by Cllr Humphryes, seconded by Cllr Martin and agreed by all members.

11.2 Budget monitoring report : The budget monitoring report to 3rd January 2026 was noted.

11.3 Draft 26/27 budget :

The clerk and members of the finance committee had produced a draft budget for consideration by full Council, which was included in members' agenda papers. As well as the usual budget head items, the draft budget included the following projects and sums :

Village hall shallow pitched roof £125,000

Heath Road visual calming £50,000

Play area improvements £40,000

Footway improvements £20,000

Following discussion, Cllr Martin proposed that the draft 26/27 budget be approved. Seconded by Cllr Smith and agreed by all members.

11.4 Precept for 26/27 : Based on the 26/27 budget, the recommendation of members of the finance committee was to request a precept of £163,892. This equates to £80.50 per year for a band D property, an increase of 9p per week from 25/26.

It was noted that the mean band D precept for Maidstone parishes in 25/26 was £80.70.

Cllr Martin proposed that the Parish Council request a precept of £163,892 from MBC for 26/27. Seconded by Cllr Smith and agreed by all members. The clerk and Cllr Humphries signed the precept form. Clerk to return to MBC. **CLERK**

12. Correspondence:

12.1 Rifgins Trust – re-appointment of trustee : The clerk advised that correspondence had been received from the Rifgins Trust requesting approval from the Parish Council to re-appoint Karen Filmer as a trustee, for a further term of office. This was agreed. Clerk to inform Rifgins secretary. **CLERK**

12.2 Buttercups goat sanctuary – donation request : The clerk advised that correspondence had been received from Buttercups goat sanctuary, requesting a donation from the Parish Council towards the charity's running costs. It was agreed that this request would be considered in May, at the same time as agreeing other grants and donations. **CLERK**

It was suggested that the Parish Council should have a grant awarding policy. The clerk was tasked with producing a draft document, for consideration. **CLERK**

13. Planning Report:

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

MBC notified :

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|-----------|---|----------|
| 25/504110 | Unit 1A Monchelsea Farm, Heath Road, Boughton Monchelsea 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 car parking spaces | 11/11/25 |
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| | <p>DECISION : The Parish Council has no objections to the application however the amenities of the neighbouring properties should be fully considered and respected, with particular regard to :</p> <ul style="list-style-type: none"> • Noise from activity and players coming and going. We note proposed opening hours are 7am to 10pm • Light pollution from high level lights. These should be sensor activated • Safety of vehicles entering and exiting the site • Considerate parking which should be in the designated / consented area only <p>Safe pedestrian access to the site from the bus stop on Green Lane</p> | |
| 25/503959/ ADV | <p>Jubilee Resource Hub, Bircholt Road, Maidstone Advertisement consent for 2 x internally illuminated projecting wraparound building signs, 4 x freestanding non-illuminated signs, 2 x non-illuminated digital screen signs and 8 x non-illuminated flags</p> <p>DECISION : No objection / comment</p> | 11/11/25 |
| 25/504207/ LBC | <p>The Barn, Heath Road, Boughton Monchelsea Listed Building Consent for replacement white painted wood cladding / weatherboard on all external walls where there is existing weatherboard to black stained wood weatherboard</p> <p>DECISION : No objection / comment</p> | 11/11/25 |
| 25/504463 | <p>Cliff House, Cliff Hill, Boughton Monchelsea Change of use of a field for dog walking. Erection of timber shelter, dog washing facility and with fencing and access gates. Associated work</p> <p>DECISION : 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"> • The proposal would result in significant harm to the intrinsic character and appearance of the countryside and this designated landscape of local value with the proposal failing to accord with policies in the adopted Maidstone Local Plan Review and the Boughton Monchelsea Neighbourhood Plan. This urbanising harm arises from the proposed new buildings in this location that is spatially separate from other development in this rural location and associated entrance, car parking and fencing • The proposal would result in harm to the historic significance of the grade II listed Cliff House and its setting as a result of the new site entrance, fencing, | 11/12/25 |

| | | |
|-----------|--|----------|
| | <p>new structures, hardstanding and gates. The public benefits of the proposal do not outweigh this identified harm and the proposal is contrary to policies in the adopted Maidstone Borough Council Local Plan Review and the Boughton Monchelsea Neighbourhood Plan</p> <ul style="list-style-type: none"> • The proposal would cause unnecessary loss of agricultural land and would also landlock an area of agricultural land between the site and the garden land of Cliff House • The proposed new gated vehicle access on Cliff Hill Road represents an unnecessary and inappropriate opening on to a narrow highway and is close to a blind corner. Removal or cutting back of hedging to improve sight lines is inappropriate and would cause further harm to the open countryside • 0.6m high perimeter fencing would not be sufficient to keep dogs secure in the field • We question the demand for such a facility when one was consented just a few minutes' drive away in Wierton | |
| 25/504805 | <p>Maidstone Borough Council depot, Blrcholt Road, Maidstone</p> <p>Provision of permanent edge protection around the roof solar array with retractable access ladder and a solar plant cage</p> <p>DECISION : No objection / comment</p> | 11/12/25 |
| 25/504803 | <p>Spring Farm, East Hall Hill, Boughton Monchelsea</p> <p>Section 73 application for Minor Material Amendment to approved plans condition 2 and variation of conditions 5, 6, 9 and 11 (to allow for the repositioning of the dwelling to more suitably accommodate the approved driveway and parking arrangements. Minor alterations to the rear ground-floor glazing and minor reconfigurations to the internal layout) pursuant to 25/501133/FULL for Section 73 Application for Minor Material Amendment to approved plans condition 2 (minor amendment to add home gym and office space incorporated within a modest single-storey enlargement. Approve visual appearance of side addition using local ragstone and completing with a matching 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</p> <p>DECISION : No objection / comment</p> | 11/12/25 |

The following applications have been APPROVED by MBC:

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|-------------------|---|
| 25/504482/ TCA | <p>Harts House, Bottlescrew Hill, Boughton Monchelsea</p> <p>Conservation area notification to one (T1) Conifer to reduce down to</p> |
|-------------------|---|

| | |
|-------------------|---|
| | fence height as pointed in google view |
| 25/504207/ LBC | The Barn, Heath Road, Boughton Monchelsea Listed Building Consent for replacement white painted wood cladding / weatherboard on all external walls where there is existing weatherboard to black stained wood weatherboard |
| 25/504110 | Unit 1A Monchelsea Farm, Heath Road, Boughton Monchelsea 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 car parking spaces |
| 25/503959/ ADV | Jubilee Resource Hub, Bircholt Road, Maidstone Advertisement consent for 2 x internally illuminated projecting wraparound building signs, 4 x freestanding non-illuminated signs, 2 x non-illuminated digital screen signs and 8 x non-illuminated flags |
| 25/503686 | The Barn at Wierton Hill Farm, Wierton Hill, Boughton Monchelsea Change of use of land and erection of self build residential dwelling with associated works. Demolition of existing agricultural barn and existing annexe |
| 25/503583 | Land east of Wierton Hill, Boughton Monchelsea Section 73 application for variation of condition 2 (Site Development Scheme), removal of condition 4 and 5 (Landscaping Scheme) and variation of condition 6 (Ecological Enhancement Scheme) and condition 8 (hours of operation) pursuant to application 25/500417/FULL for change of use of agricultural land for the exercising of dogs and erection timber posts and metal field fencing including provision of a parking area (retrospective) |
| 24/503377 | Land rear of Four Oaks, Church Hill, Boughton Monchelsea Application for the proposed change of use of land to provide an additional 4 gypsy / traveller pitches comprising 4 mobile homes and 1 touring caravan with formation of additional hardstanding and fence |

The following applications have been REFUSED by MBC:

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| None | |
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The following applications have been notified as WITHDRAWN :

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| None | |
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The following APPEALS have been notified:

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| None | |
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The following APPEAL DECISIONS have been notified:

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

| | |
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| None | |
|------|--|

14 Representatives' Reports:

14.1 KALC: Cllr Oladimeji was not present at the meeting.

14.2 Allotments : Cllr Martin noted that Rory Stroud will be installing the new water tanks at the Haste Hill Road site

14.3 Village Hall & Recreation Ground : Cllr Humphries noted that the old seating pod in the car park will soon be removed.

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

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

14.6 Biodiversity and environment : Cllr Jessel reported as follows :

- Friends of BMAT volunteer sessions planned for 24th January, 29th January, 7th February and 4th March
- A grant application for leaky dam work has been submitted
- Due to the quantity of clay required and the work involved, it will not be financially viable to make the ponds at Lyewood hold water however it has been agreed with the Kent Wildlife Trust to turn one of the ponds into a hibernaculum
- A BMAT signboard is to be ordered for Walk Meadow **CLLR JESSEL / CLERK**

14.7 Highways : Cllr Steyl was not present at the meeting.

15. Decision items :

15.1 Heath Road visual calming scheme : Following discussions at a recent meeting with KCC Highways, Cllr Martin proposed that the Parish Council pay KCC £1,500 to carry out design work for a visual calming scheme for Heath Road. Seconded by Cllr Redfearn and agreed by all members. It was noted that once the design work is complete, KCC will provide costings for implementing the scheme. This can then be considered by members before deciding whether to proceed.

15.2 Parish Council solicitors : It was noted that the Parish Council's solicitors, Gill Turner Tucker have been taken over by Brachers and permission is needed to transfer files to them. Following discussion, it was agreed that Cllr Smith should speak to both Wellers and Gill Turner Tucker before deciding which firm to use, going forwards. **CLLR SMITH**

15.3 Neighbourhood Plan review : Following the recent report produced by consultant, Anna Cronin, Cllr Smith proposed that the Council should obtain a fee from Ms Cronin for progressing to the next stage of the Neighbourhood Plan review. Seconded by Cllr Edmans and agreed by all members. **CLLR SMITH**

15.4 Green Lane path extension : It was noted that one quote had been received so far for the path extension and fencing work. Clerk to obtain two further quotes. Cllr Smith proposed that, once all quotes have been received, the Council should proceed with the work, subject to landowner agreement, to a maximum spend of £12,000. Seconded by Cllr Martin and agreed by all members. **CLERK**

- 15.5 Bollards at vehicular entrance to BMAT land at Lyewood : It was noted that a quote of £860 had been received for installing bollards at the vehicular entrance to the Lyewood land, to help prevent unauthorised parking and fly tipping. Cllr Jessel proposed that the Council proceed with this work, subject to agreement with the shepherd. Seconded by Cllr Smith and agreed by all members.

CLLR JESSEL / CLERK

- 15.6 Church Street play area : The clerk noted that a recent play area inspection had identified that one of the timber seats on the roundabout needs to be replaced. Cllr Humphries very kindly agreed to carry out this repair.

CLLR HUMPHRIES

POST MEETING NOTE : Roundabout seat now repaired by Cllr Humphries

16. Update / discussion items :

- 16.1 Parkwood Farm reservoir : Cllr Edmans advised that the annual inspection took place on 21st November with the 10 year inspection due in 3 years. Blue / green algae has now gone. A combination lock is needed on the penstock.

CLLR EDMANS

17. Health & Safety Issues:

Nothing to report.

18. Items for information only :

- 18.1 Clerk to include deferred items schedule in minutes – to include next date for tree inspections

- 18.2 Cllr Edmans noted that MBC appear to be removing bins in Mote Park and replacing them with a fewer number of large bins. Councillor Dawes to query with MBC.

CLLR DAWES

19. Date of Next Meeting:

The next full Parish Council meeting is due to be held on Tuesday 3rd March 2026 at 7pm in the main hall of the village hall.

There being no further business the meeting closed at 9.30pm

Deferred items schedule

| Item | Review date |
|------------------|---|
| Tree inspections | Complete every 2 years or after any severe weather event or other cause for concern. Next inspections due Spring 2027. |
| Clerk's salary | Review annually. Next review due September 2026. |
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