



## ULCOMBE PARISH COUNCIL

Minutes of the Meeting of Ulcombe Parish Council held on Thursday 11<sup>th</sup> January 2024 at 7.15 p.m. in Ulcombe Village Hall Headcorn Rd, Maidstone ME17 1EB

Present: Parish Councillors R Robinson (Chairman), M Lingwood (Vice Chairman), S Charlton, A Diamond, I Moir, P Titchener

Also present: I Bowie (Clerk).

Twenty Two Members of the Public. MBC Councillor M Round

### 1. Apologies, Declarations of Interest and Dispensations:

- 1.1 **Apologies for absence received and confirmed by the Council Members who cannot attend a meeting shall tender their apologies to the Parish Clerk prior to the meetings, under Section 85(1) of the Local Government Act 1972, the members present must decide whether the reason(s) for a member's absence shall be accepted.** There were none
- 1.2 **Declaration of Changes to the Register of Interests.** There were none.
- 1.3 **To receive Declarations of Interest in respect of matters contained in this agenda. In accordance with the provisions of the Localism Act 2011 in respect of members and in accordance with the provisions of the Local Government Act 1972 in respect of officers.** There were none.
- 1.4 **Requests for Dispensations.** There were none
- 1.5 **Declarations of Lobbying.**  
Councillor Lingwood: 9.3  
Councillor Robinson: 8.1.3, 8.1.4, 9.3.1 and 10

### 2. Public comments and observations. (Maximum 15 minutes)

The meeting will be adjourned to allow members of the public to speak. Individuals may speak for up to three minutes at the discretion of the Chairman.

- Jarvis Homes (Mr. R Jarvis) left information with the public and the Parish Council regarding a proposed development of 25 homes behind Chestnut Close. The date of the Public Meeting was given as the 22<sup>nd</sup> February 2024
- A resident raised the issue of flooding
- Volunteers are needed for Kent Fire and Rescue
- The KCC Flood Warden gave his report. He agreed to supply a report to the Parish Council.

### 3. Reports from external parties (if present).

Reports from County Councillor, Borough Councillor, Community Warden and Police Representatives if present.

MBC Councillor Round explained his role as an MBC Councillor. He reminded all present that MBC Elections would be held in May 2024

### 4. To receive reports from:

- 4.1 Chairman Ulcombe Parish Council Cllr Robinson  
All matters were covered in other agenda items.
- 4.2 Parish Clerk (on matters not included in other agenda items) Irene Bowie  
All matters were covered in other agenda items.
- 4.3 Councillor's Reports  
There were no reports.

### 5. Minutes of the Parish Council Meeting:

**RESOLVED:** The minutes of the Parish Council Meetings held on the 14th of September 2023 and the 2nd of November 2023 were taken as read and confirmed as a correct record and signed by the Chairman.

**6. Finance:**

6.1 To note receipts of Income.

Receipts of Income YTD , 8<sup>th</sup> December 2023 were noted as £29,106.23

6.2 To authorise payments on the schedule (to be provided at the meeting):

**RESOLVED: To approve the payments on the schedule.**

Payee	Description	
Amesis Ltd	Village Maintenance Oct- December 2023	315.00
Village Hall	Electricity Football Container	85.56
	Hall Hire September and November	84.00
DM Payroll	Payroll Sept-March 2024	60.00
Commercial Services	Grass Cutting April - July 2023	595.88
HMRC	Q3	Confidential
I Bowie	Staff Costs	Confidential
I Bowie	Staff Costs	Confidential
Ionos	Emails October, November, December x £34.20	102.60

6.3 To consider any late financial matters. There were none.

6.4 Banking Update

6.4.1 Unity Bank Application – The signed mandate was returned to the Clerk

6.5 To receive the bank reconciliation.

The bank reconciliation was noted and agreed as of the 8<sup>th</sup> December 2023 as £58,376.27

6.6 To review Actual vs Budget 2023/24

Actual expenditure on 8<sup>th</sup> December 2023 was noted as £19,216.19, representing 71% of the budget. It was noted that the improvements to the Play Area of £20,000 would be funded via Section 106 Funds and not from the Parish Council Reserves.

6.7 To agree the 2024-25 Budget and Precept Requirements

**RESOLVED:**

**1. The precept would be set at £26,041. This represents a Band D of £63.50 per annum.**

**2. The budget would be set as £36,702.**

**7. Highways:**

7.1 To receive the parish portal report. The report was received and noted.

7.2 To receive an update on the No 59 Community Bus Service Update

**RESOLVED: To allocate £300 in the 2024/25 budget to support the service.**

7.3 To consider any other Highways matters. Clerk to contact KCC and ask to consider a cattle grid at Stickfast Lane.

**8. Planning:**

8.1 To consider the following applications:

8.1.1 23/505363/FULL Caravan 2 Hawthorn Farm Pye Corner Ulcombe Maidstone Kent ME17 1EF

Erection of 2no. day rooms to serve 2no. Gypsy and Traveller pitches (approved)

**UPC Objection**

8.1.2 23/505329/FULL East Kent Farm Crumps Lane Ulcombe Kent ME17 1EX

Retrospective application for the erection of a lambing shed.

**UPC Objection by majority. 5 Objections: 1 Abstention**

- 8.1.3 23/505672/FULL  
Hall Stickfast Lane Ulcombe Maidstone Kent ME17 1HA  
Conversion of an existing agricultural barn to form an annexe including insertion of rooflights and changes to fenestration ancillary to the main dwelling farmhouse.  
**UPC No Objection**
- 8.1.4 23/505673/LBC Jubilee Hall Stickfast Lane Ulcombe Maidstone Kent ME17 1HA  
Listed Building Consent for the conversion of an existing agricultural barn to form an annexe including insertion of rooflights and changes to fenestration, ancillary to and within the curtilage of a Grade II Listed farmhouse.  
**UPC No Objection**
- 8.2 To table and validate planning applications dealt with since last meeting :
  - 8.2.1 23/504910/FULL Nut Tree Cottage Lenham Road Kingswood Maidstone Kent ME17 1LX  
Erection of a two storey rear extension, connecting two second floor dormers to form one, an additional side window on the east elevation. Removal of existing conservatory.  
UPC No Objection
- 8.3 To table decisions by Maidstone Borough Council (MBC) since the last meeting.
  - 8.3.1 23/505012/FULL Mansion Farm Knowle Hill Ulcombe Maidstone Kent ME17 1ES  
Erection of free standing single glazed greenhouse within the residential curtilage of the main dwelling.  
Application Permitted
  - 8.3.2 23/504910/FULL Nut Tree Cottage Lenham Road Kingswood Maidstone Kent ME17 1LX  
Erection of a two storey rear extension, connecting two second floor dormers to form one, an additional side window on the east elevation. Removal of existing conservatory.  
Application Refused
  - 8.3.3 23/504346/FULL The Oscars Lenham Road Kingswood Maidstone Kent ME17 1LX  
Erection of two-storey entrance extension.  
Application Permitted
  - 8.3.4 23/504294/FULL Land Adjacent To The Hawthorns Pye Corner Ulcombe Kent ME17 1EF  
Change of use of the land for the stationing of 3no. mobile homes and 3no. touring caravans for Gypsy/Traveller occupation, with associated hard and soft landscaping.  
Application Permitted
  - 8.3.5 23/503722/FULL Golden Oaks Pye Corner Ulcombe Kent ME17 1ED  
Demolition of existing dayroom and erection of a replacement dayroom together with associated landscaping (Resubmission 22/505594/FULL).  
Application Permitted
  - 8.3.6 23/502899/FULL Barn At The Rear Of The Oaks Lenham Road Kingswood Kent ME17 1LU  
Retention of existing barn and change of use and conversion to self-catering holiday let accommodation.  
Application Permitted
- 8.4 To consider any late planning matters.
- 8.5 To consider developers requests for meetings with parish councillors.  
**RESOLVED: Parish Council meetings with developers would be held in public.**
- 9. **Recreation Play Area/Car Park:**
  - 9.1 To consider the inspection and maintenance of benches in the recreation ground.
  - 9.2 To agree the replacement of the roundabout and see-saw  
**RESOLVED: To replace the roundabout, see-saw and swing seat.**

- 9.3 To consider matters pertaining to the Village Hall.
- 9.3.1 To discuss the Village Hall Lease – update  
RESOLVED:
1. To proceed with a variation of the Lease
  2. The Village Hall Management Committee would relinquish their lease on all land other than that upon which the Village Hall Building sits, including the surrounding footpaths
  3. Consideration would be given to an additional variation should the Village Hall Management Committee progress with an outside meeting area and or shop.
  4. Each party will be responsible for their own legal costs.
  5. Until the lease is varied, the Parish Council will continue to insure and maintain the leased land.
  6. The Clerk will progress the variation of the lease.

9.4 To receive and consider any other matter pertaining to the recreation ground/car park.  
AGREED that the Village Hall Management Committee would contribute to the tree maintenance cost.

9.4.1 To consider defibrillator and CPR training. Clerk to obtain dates.

**10. To consider a proposal from the Village Hall Management Committee.**

*We would like to rejuvenate the area behind the Village Hall for the Community of Ulcombe who will benefit by providing a safe place for young Children, where they can be supervised by their Parent/Carer and giving a relaxed, restful place for the older Residents to come and sit. An area for the Community to come and meet up and socialise with others providing an aesthetically pleasing place to dine, picnic etc. giving our Groups, Drop in, Share and Repair and the Community Breakfast another dimension.*

*This would involve adapting the area as follows:*

*To lower the hedge that runs along the road and create a raised platform with seating which would provide an area with lovely views across the Countryside whilst enjoying tea and cake and perhaps an evening meal.*

*Tables and chairs would be placed on the area of grass where the fencing is at present, a play area with a wet pour surface next to the far back wall of the Hall, planting scheme around the perimeter with a picket fence to keep the children safe, arbour for shade and a shed to be erected for toy storage next to the oil tank.*

**AGREED: 1. To discuss the lease variation as per 9.3.1**

**2. The Village Hall Management Committee would obtain any and all Planning Permissions if applicable.**

**11. Correspondence:**

11.1.1 To Table Items of Late Correspondence:  
KCC Winter Support Initiative

11.2.2 To Table items circulated:

11.2.1 Residents email regarding Land behind Pavilion Eastwood Road 23/504704  
Noted

**14. Agenda Items for the next meeting**

**15. Consideration of items to be taken in private (Exclusion of Public and Press):**

There are only a few reasons as to why, legally, the public and press can be excluded from a meeting. The Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2) states "A body may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies." It is generally considered acceptable to exclude the press and public if the agenda item relates to the consideration of tenders, leases, purchases of assets, for matters relating to staffing covered by the Data Protection Act and to consider complaints against the council or a code of conduct complaint

**15.1 Staffing Matters.**

**RESOLVED:**

**The Clerks salary would be increased in line with the newly adjusted National Association of Local Councils National Salary Pay Scales.**

**15.2 Working Practices**

**RESOLVED: 1. Councillors would copy all councillors into their responses for planning applications.**

**2. Councillors will respond in a timely manner to emails**

**15.3 To consider Solicitor's Quotations**

**RESOLVED: The Clerk to progress and identify a new solicitor for the Parish Council to encompass the Variation of the Lease with the Village Hall Management Committee and the Deeds and Covenants of land owned by the Parish Council.**

**15.4 To consider legal advice regarding the Recreation Ground and Village Hall Lease**

**Discussed under 9.3 and 10 in public**

**15.5 To consider quotations for the new playground equipment**

**Deferred. Quotations not received before the meeting.**

**15.6 To consider quotations for monthly playground inspections**

**Deferred. Quotations not received before the meeting.**

**15.7 To consider the quotation for Recreation Ground Maintenance 2024/25**

**RESOLVED: To accept the quotation from Landscape Service Ltd for 2024/25**

**There being no further business to be transacted, the Chairman closed the meeting at 21:31 pm**

**These minutes are not a verbatim record of the meeting, but a record of decisions made.**

**Signed on behalf of the Parish Council**

**Signature:**

**Date:**

**Chairman (Print Name):**