

# ULCOMBE PARISH COUNCIL

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## Minutes of the Meeting held on Thursday, 6 March 2025 at 7.15pm at Ulcombe Village Hall.

Those Present: Cllr Titchener (Chairman), Cllr Boland, Cllr Diamond and Cllr Sharp.  
Clerk: Helen Anderson

There were no residents present.

1.
  - (a) **Apologies for absence** from Cllr Barlow (Work Commitments) were received and accepted. It was RESOLVED that due to medical reasons it was agreed to grant Cllr Charlton leave of absence for the next two months. Borough Councillor Trzebinski.
  - (b) **Declarations of Changes to the Register of Interests** There were no changes to the register of interests.
  - (c) **Declarations of Pecuniary Interest or other Interests as defined by the Kent Code of Conduct and the Localism Act 2011 on any items on the agenda** There were none received.
  - (d) **Requests for Dispensations** No requests were made.
  - (e) **Declarations of Lobbying** None were received.
  - (f) **Intention to record or film the meeting** Cllr Titchener recorded the meeting.
2. **Public Session** – No issues were raised.
3. **The Minutes** of the meeting held on 6 February 2025. It was RESOLVED that the minutes were taken as read and confirmed as a correct record and signed by the Chairman.
4. **County Councillor** – No report was received.  
**Borough Councillor Report** – No report was received.
5. **To receive an update about progress of resolutions from the last meeting.**
  1. Due to the postponement of a prior meeting, the clerk will arrange a new date with Maidstone Borough Council to discuss a Housing Need Survey.
  2. Cllr Diamond reported that she is in contact with a local resident (Fairbourne Lane/Lenham Road/Windmill Hill) regarding building a case to meet the eligibility criteria for the positioning of a salt/grit bin before an application is submitted to the Borough Council
  3. The Royal British Legion Unknown Tommy Silhouette will be ordered so that it is received prior to the VE Day commemorations.
6. **Planning**
  - (a) The following planning applications were considered:-  
  
APPLICATION REF: 25/500234/FULL PROPOSAL: Erection of a single storey side extension to existing garage, external staircase with changes to fenestration and

conversion of existing loft to playroom and wc. ADDRESS: Cowslip Cottage Windmill Hill Ulcombe Kent ME17 1LP. It was RESOLVED to refuse this application, however, it was agreed that it should not be referred to the planning committee if contrary to the officer's decision.

Application: 25/500515/FULL PROPOSAL: Retrospective change of use of the land for the stationing of one static caravan and two touring caravans and hard and soft landscaping for Gypsy/Traveller occupation. ADDRESS: Plot 2 The Meadows Lenham Road Headcorn Kent TN27 9LG. It was RESOLVED to refuse this application. It was agreed that it should be referred to the planning committee if contrary to the officer's decision.

APPLICATION REF: 25/500673/FULL PROPOSAL: Retrospective change of use of the land for the stationing of one additional static mobile home, and one additional touring caravan and day room for Gypsy / Traveller occupation. ADDRESS: Oakview Lenham Road Headcorn Kent TN27 9LG. It was RESOLVED to refuse this application. It was agreed that it should be referred to the planning committee if contrary to the officer's decision.

(b) No planning appeals were received.

(c) The following planning decisions were received from Maidstone Borough Council:-

APPLICATION REF: 24/503940/FULL PROPOSAL: Siting of 2(no) additional static caravan pitches (retrospective). ADDRESS: Plumtree Park Pye Corner Ulcombe Kent ME17 1EF. **REFUSED**

## 7. Finance

(a) There were no receipts of income.

(b) It was RESOLVED to agree that the following payment was made:-

DD	IONOS	Council Email Address Fee	30.00
DD	HugoFox	Annual Subscription Website	287.86
002468	Forvis Mazars	External Audit Fee	300.00
002469	Ulcombe Village Hall	Grant for Carpark Entrance	3000.00
002470	Helen Anderson	Salary & Expenses	649.10
002471	HMRC	Tax & NI	166.11
<b>Total</b>			<b>£4,433.07</b>

(c) The Bank Reconciliation was presented at the meeting. The closing balance per the cash book as of 14 February 2025 was £7,523.45 for the main current account and as of 25 February 2025 it was £32,000.06 for the deposit account.

(d) A Grant application for Kent Air Ambulance was deferred until the next meeting.

## 8. Correspondence

(a) An email was received from a local resident regarding a Cyber Crime talk available from Kent Police. It was RESOLVED to fund the hall hire costs.

## 9. Village Hall

(a) Due to a change to the specifications for the replacement of the badminton lines to now include the floor being resurfaced. It was RESOLVED that a total sum of £2,500 be granted towards this work.

10. NU Venture Bus Service 59 – A meeting was held on 3 March 2025 with representatives from NuVenture and the Parish Councils of Broomfield & Kingswood, Boughton Malherbe and Ulcombe. It was reported that the service route has changed since 22 January and now stops on its way to Maidstone in Headcorn at approximately 10:05am with a return journey from Headcorn (bus stop outside Cost Cutter Stores/Ulcombe Road) at 13:18 hours. Funding for the financial year 2025/2026 is secure, however, funding sources will need to be found for the financial year 2026/2027. Passenger numbers remain steady but there is room for more users to come onboard. It was agreed that the Parish Councils would seek to advertise the service as much as possible to make residents aware.

## 11. Parish Infrastructure Plan

- (a) It was RESOLVED to form a working group of Cllr Titchener, Cllr Barlow, Cllr Sharp and Richard Pilborough (Ulcombe Village Hall).
- (b) It was RESOLVED that a draft resident survey would be compiled following consultation with other stakeholders such as the Village Hall, Parish Church and Primary School.

## 12. Kent Highways

(a) A further update from Greg McNichol of Kent Highways was received and it was RESOLVED for Cllr Titchener is to liaise further with him regarding this.

## 13. Play Area/Recreation Ground

- (a) A play area inspection was not received at the time of the meeting.
- (b) It was RESOLVED to take out a 5 year semi-annual operational inspection and full maintenance check plan with Sovereign Play.

## 14. Matters for information, urgent matters at the discretion of the Chairman for noting only or any items for further discussion at the April 2025 meeting.

Matthew Botley, Chairman of Headcorn Football Club, provided details of the Ulcombe Recreation Ground grass pitch assessment and the possible funding that is available from the Football Association to help maintain and strengthen the playing areas. This will be placed on the next agenda for further discussion.

The Meeting closed at 8.50pm

**Approved by:**

**Date:**