

# ULCOMBE PARISH COUNCIL

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## Minutes of the Meeting held on Thursday, 3 April 2025 at 7.15pm at Ulcombe Village Hall.

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

Borough Councillor, Trzebinski. There was one resident present.

1.
  - (a) **Apologies for absence** from Cllr Barlow (Work Commitments) were received and accepted. Cllr Charlton (as agreed). County Councillor Prendergast.
  - (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** Cllr Boland declared a pecuniary interest on item 6(a) Planning Application 25/501067/PNQCL.
  - (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** – A resident raised an item relating to a community event admin issue.
3. **The Minutes** of the meeting held on 6 March 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** – Cllr Trzebinski gave a short report.
5. **To receive an update about progress of resolutions from the last meeting.**
  1. The clerk was still awaiting a new date from Maidstone Borough Council to discuss a Housing Need Survey.
  2. The Royal British Legion Unknown Tommy Silhouette has been received and will be erected prior to the VE Day commemorations.
  3. The NuVenture new bus timetable has been circulated on social media, noticeboards and the village newsletter.
6. **Planning**
  - (a) The following planning applications were considered:-

*19:49 hours, Cllr Boland left the room.*

25/501067/PNQCL Prior notification for the change of use of 2no. buildings and any land within their curtilage from agricultural to 2no. dwellinghouses and associated

operational development. For its prior approval to: - Transport and Highways impacts of the development. - Noise impacts of the development. - Contamination risks on the site.- Flooding risks on the site. - Whether the location or siting of the building makes it otherwise impractical or undesirable for the use of the building to change from agricultural use to C3 (dwellinghouses). - Design and external appearance impacts on the building. - Provision of adequate natural light in all habitable rooms of the dwellinghouses. ADDRESS: Farm Buildings South of Mansion House Barns Crumps Lane Ulcombe Kent ME17 1EX. It was RESOLVED to approve this application. However, it was noted that the footprint of the building is listed as 324.6 m<sup>2</sup> but in the application form under the eligibility section, it is quoted that Permitted Development Rights are only eligible up to 150m<sup>2</sup>. Clarification should be sought.

*19:55 hours, Cllr Boland returned.*

25/501183/FULL Creation of new access ADDRESS: Witherden Farmhouse Lenham Road Headcorn Kent TN27 9LE. It was RESOLVED to submit a comment opposing this application.

(b) The following planning appeal was received.

Notification of Appeal Lodged with the Planning Inspectorate Proposal Reference Number APP/U2235/W/25/3361969. Retrospective application for siting of 2(no) static caravan for residential use by gypsy/traveller families, on existing lawful site with approval for 7(no) gypsy/traveller pitches (with each pitch having no more than 2(no) caravans to be stationed at any time of which only 1(no) caravan shall be a static caravan), as allowed at appeal under ref: APP/U2235/W/15/3053100 (15/500326/FULL). Location: Plumtree Park Pye Corner Ulcombe. The deadline for comments was noted as 25 April 2025.

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

APPLICATION REF: 25/500125/FULL PROPOSAL: Erection of a general-purpose agricultural building for storage of hay and machinery. ADDRESS: Southover Manor Lenham Road Ulcombe Kent ME17 1LT. **APPROVED**

APPLICATION REF: 25/500242/FULL PROPOSAL: Erection of a part first floor, part two storey front infill extension to create a new lobby and enlarged master bedroom, including 2no. dormers to east and west elevations to match the existing, alterations to fenestration, and tiled roof with roof window to existing conservatory. ADDRESS: Cowslip Cottage Windmill Hill Ulcombe Kent ME17 1LP. **APPROVED**

24/504858/FULL: Annies Garden Plot 2 The Meadows Lenham Road Headcorn Kent TN27 9LG Change of use of land to provide a single pitch, comprising a static home and touring caravan pitch, for residential use by Gypsies or Travellers within an existing Gypsy and Traveller site (Part Retrospective). **REFUSED**

APPLICATION REF: 24/501759/FULL PROPOSAL: Change of use of land for the siting of 2no. static caravans, 2no. touring caravans and erection of 2no. day rooms for Gypsy/Traveller use with associated parking (part retrospective). ADDRESS: Plot 1 The Meadows Lenham Road Headcorn Kent TN27 9LG. **REFUSED**

Application Reference: 24/502320/FULL Proposal: Retrospective application for 2no. static caravans, 1no. day room, 2no. touring caravans and associated parking for Gypsy and Traveller use. Location: Unit 1 Plot 3 The Meadows Lenham Road Headcorn Kent. **REFUSED**

APPLICATION REF: 25/500031/FULL PROPOSAL: Erection of two storey rear extension. Removal of chimney. ADDRESS: Constance Villa Pye Corner Ulcombe Kent ME17 1EF. **APPROVED**

## 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
002472	Helen Anderson	Salary & Expenses	854.80
002473	HMRC	Tax & NI	165.91
002474	P Waring	Grounds Maintenance	1488.00
002475	Sovereign	Play Area Inspection Fees	478.80
002476	KALC	Annual Subscription	476.00
002477	P Titchener	Expenses	<u>306.42</u>
<b>Total</b>			<b><u>£3,799.93</u></b>

(c) The Bank Reconciliation was presented at the meeting. The closing balance per the cash book as of 31 March 2025 was £5,946.12 for the main current account and as of 31 March 2025 it was £32,064.74 for the deposit account.

(d) The end of year budget review was presented and agreed for the year ending 31 March 2025.

### **(e) Annual Return Governance Statement (Section 1) – Effectiveness of the system of internal control**

(1) The Council considered the findings of the review.

(2) The Council RESOLVED to approve the Annual Governance Statement.

### **(f) Annual Return Accounting Statements (Section 2)**

(1) The Council considered the Accounting Statement.

(2) The Council RESOLVED to approve the Accounting Statement.

(g) Following a grant request it was RESOLVED for the sum of £500 to be given to the Kent Air Ambulance.

(h) It was RESOLVED to apply for a Natwest 95 day notice account.

8. **Correspondence** – There was no items raised.

9. **Parish Infrastructure Plan**

- (a) It was RESOLVED to accept the proposed wish list ready for the formulation of the village survey.

10. **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.

11. **Play Area/Recreation Ground**

- (a) A play area inspection was undertaken by the clerk and no new issues were raised.

12. **Matters for information, urgent matters at the discretion of the Chairman for noting only or any items for further discussion at the May 2025 meeting.**

Cllr Titchener reported on the Ulcombe Village Hall AGM meeting that he recently attended.

The Meeting closed at 9pm

**Approved by:**

**Date:**