

**BRABOURNE PARISH COUNCIL**  
**Minutes of the Annual Meeting of the Parish Council**  
**Held at 7.00pm on Monday, 20<sup>th</sup> May 2019**  
**At Brabourne Village Hall**

**1. Present**

Cllr Hickmott (Chairman), Cllr Mrs Bewick, Cllr Mrs Young, Cllr Harbottle and Mrs Wood (Clerk). Cllr Howard (ward member) attended. Seven members of the public were present, including Mr Richards and Mr Lightfoot (for planning application 19/00547/AS).

**2. Apologies for Absence**

Apologies for absence were received from Cllr Mrs Tanner, Cllrs Joules and Spokes (prior commitments), Peter Clayton, Kay Bellwood, Joy and George Taylor.

**3. Declaration of Interest**

There were no Declarations of Interest.

**4. Election**

**Resolved:**

**That the following be elected.**

**Chairman** Cllr Hickmott

**Planning Committee** Cllrs Hickmott (Chairman), Cllr Mrs Young and Cllr Spokes

**Playing Field Association representative** Cllr Mrs Tanner

**Village Hall representative** Cllr Mrs Young

**Village Caretaker Management Committee** Cllr Joules

**Community Led Plan representative** Cllr Mrs Young

**KALC representative** Vacant

**5. Declaration of Acceptance of Office**

The Declaration of Acceptance of Office was signed by the Chairman, Cllr Mrs Bewick, Cllr Mrs Young and Cllr Harbottle, and received by the Proper Officer of the Council. The Declaration of Acceptance of Office will be signed by Cllr Mrs Tanner, Cllrs Joules and Spokes at the earliest available opportunity, having been unable to be present at the meeting.

**6. General Power of Competence**

**Resolved:**

**That Brabourne Parish Council satisfies itself that it continues to meet the eligibility criteria for the Parish Councils (General Power of Competence) (Prescribed Conditions) 2012 adopted at its meeting held on 20<sup>th</sup> May 2019; such Power ceasing to have effect if the criteria cease to be met and unless a further Resolution is passed at the Annual Meeting of the Parish Council.**

**7. Appointment and scope of Internal Auditor**

The Clerk advised that the internal audit had been carried out by Paul Fenwick on 18<sup>th</sup> May 2019. The internal audit function must be sufficiently independent from the management of financial controls and procedures of the Parish Council. The person carrying out internal audit must be competent to carry out the role in a way that meets the business needs of the Parish Council. The internal auditor must not have any involvement in the financial decision making, management or control of the Parish Council, or with the Council's financial controls and procedures.

**8. Minutes**

**Resolved:**

**That the Minutes of the Meetings of Brabourne Parish Council held on 18<sup>th</sup> March and 24<sup>th</sup> April 2019 be approved and confirmed as true records.**

## **9. Matters Arising**

### **9.1 Roads and footways**

**9.1.1** Reduction in speed limit in The Street, East Brabourne [arising from the planning permission for the Viticulture Education Centre]: Cllr Clair Bell has been asked to fund a speed survey; Cllr Howard to follow-up. Recently reported financial problems at Hadlow College may impact on the Education Centre, however it was noted that the vines have been planted. Cllr Mrs Bewick noted that a speed restriction is needed outside Brabourne School.

**9.2 Local Needs Housing** Tessa O’Sullivan (Rural Housing Needs Enabler, ACRK) has agreed to help when the Parish Councils have identified suitable sites – this would be via a desk-top survey. To be discussed at the July meeting of the Parish Council.

**9.3 Village caretaker scheme** The Clerk and caretaker had a meeting with Michelle Byrne [Funding and Partnerships Officer, ABC] to discuss the scheme. The current 5-year contract with ABC will be renewed on its expiry in 2021. Michelle Byrne will forward the Caretaker Committee’s request for an increase in ABC’s contribution to the scheme in line with inflation, given that KCC has increased its contribution.

**9.4 Community Led Plan** The outdoor gym will be installed in June.

**9.5 Tree sculptor** No tree sculptor was found to carry out the works; the diseased tree has been felled and logged – these were made available free of charge to residents.

## **10. Borough Councillor’s report**

The Chairman congratulated Cllr Howard on his re-election.

Cllr Howard reported that the political composition of ABC changed after the elections: the Conservatives retain control, but with a reduced majority. He noted that he is likely to be a member of the Planning Committee, appointments will be confirmed at the Annual Meeting of the Borough Council in late May. He noted that Planning Committee members must approach applications with an open mind: this will affect his input at Parish Council meetings when planning applications are discussed, he will not be able to declare a position on applications to avoid accusations of predetermination. Cllr Howard advised that he will still be able to call in applications to the Planning Committee.

Otterpool: Cllr Howard will contact Cllr Jenny Hollingsbee (Hythe) to liaise on the Otterpool planning application, continuing the relationship established by Jane Martin. He stressed the importance of discussing the impact of the development on the A20.

Cllr Paul Bartlett (Mersham) will be the Deputy Leader.

The Borough Council’s emphasis in 2015-2019 was on economies; in the 4 years from 2019 it will be on culture and the environment, making Ashford the ‘best place to live’. A Committee will be set up to progress the 8 major initiatives, including a theatre/community event space.

Andrews Garage: The piggery has been removed from the application, but additional improvements are needed. The Parish Council’s objection has been noted by the case officer.

Plough Inn: A decision on this application should be issued shortly. ABC is seeking improvements to the application with respect to style and design: the Heritage officers wish to preserve the frontage because it is an important location in the centre of the village. It is acknowledged that it is unlikely to be preserved as a pub given that there are 3 others in the area. The application has no bearing on the Piper Homes development on the site at the rear, which has planning permission.

Cllr Howard was asked if his appointment to the Planning Committee will prevent him expressing a view; he replied that he will be able to advise/comment at Parish Council meetings but must beware of noting support or objecting.

Cllr Howard advised that all newly elected borough councillors have been given a new iPad as a cost-saving measure: hard copy of papers will no longer be sent, all will be circulated electronically.

**11. Financial Report****11.1 To approve the Annual Governance Statement****Resolved:****That the Annual Governance Statement be approved.****11.2 To approve the Statement of Accounts for the year.****Resolved:****That the Statement of Accounts for the year 2018-2019 be approved.****11.3 To agree payments in accordance with the Budget.****Resolved:****That the following payments be agreed in accordance with the Budget.**

<b>Payments</b>	<b>£</b>
D Freeman (allotment rental overpaid – reimbursement)	30.00
South East Water (allotments)	33.75
S Wood	536.90
S Wood	536.90
S Wood (expenses)	24.85
Smeeth Parish Council (6-month contribution to caretaker scheme)	4500.00
R Harvey Drainage Ltd (troughs and taps for allotments)	1020.00
Blean Tree Care (tree surgery)	1056.00
Kent Association of Local Councils (subscription)	502.13
Brabourne Baptist Church (hall hire)	29.25
D Ansley (35 hours @ £8.21/hour)	287.35

<b>Receipts</b>	<b>£</b>
Lloyds Bank interest	0.35
RJ Caterwell (reimbursement – Maureen Darvell memorial tree)	22.03
Allotment rentals	107.50
Precept	20,000.00
Concurrent Functions Grant	265.00
Council Tax Support Grant	177.50

**Balance: £ 29873.68 (cheque and deposit account) at 20<sup>th</sup> May 2019****11.4 To agree the addition of Cllr Harbottle as a signatory to the Parish Council's bank accounts****Resolved:****That Cllr Harbottle be added as a signatory to the Parish Council's bank accounts.****11.5 To consider quotes for a renewal of the Parish Council's insurance premium**

Quotes from Zurich were tabled:

1-year Long Term Agreement: £521.61

3-year Long Term Agreement: £500.42

5-year Long Term Agreement: £479.24

It was proposed that the Parish Council accepts the quote from Zurich for a 5-year Long Term Agreement.

**Resolved:****That the Parish Council accepts the quote from Zurich for a 5-year Long Term Agreement.**

## 12. Planning Committee report

The Chairman suspended the meeting and invited Mr Richards [architect for the application] and Mr Lightfoot [applicant] to address the Parish Council on planning application **19/00547/AS: Land north west of Hampton Farm formerly Hampton Manor.**

**Proposed three bedroom dwelling to incorporate two storey centrally located oast-like structure; detached annexe accommodation, studio and new barn; associated landscaping and external works**

Mr Richards advised that this is a paragraph 79 application, which should allow exceptional buildings in the countryside. The proposed dwelling will be on the site of the former moated Hampton Manor; there had been a dwelling on the site for more than 1000 years, the last having burned down more than 100 years ago. Mr Richards stated that the applicant has worked closely with the Design and View Panel; the design would be sympathetic to the existing building on the site and subservient to the landscape. Mr Lightfoot said that the proposed use of black, charred timbers would mean that no preservatives will be used, visual impact would be minimised and the building would recede into the background. Care has been taken to ensure that there will be no light pollution from the proposed dwelling. The moat and ha-ha will be retained. The dwelling will be heated by a mixture of solar power/ground source heat pump/wood burning – the latter will be from existing woodland on the site and will be part of the woodland management scheme.

Mr Richards noted that all decisions have been informed by the topography of the site and setting. The stables will not be restored, but will be retained as an external eating area.

In answer to a question from Cllr Harbottle, Mr Richards confirmed that the application is for a new dwelling which is in the AONB. Mr Lightfoot stated that advice has been taken from a landscape consultant who was of the opinion that the proposed combination of build and planting would be in keeping with the AONB. The building footprint would be 300m<sup>2</sup> but its use would be flexible.

Mr Richards advised that pre-application advice was sought including from the Design and View Panel, which accepted that the site is appropriate but did not approve the original submitted proposal which was, therefore, redesigned. Mr Lightfoot reported that care was taken not to impact on the wildlife on site, including reptiles, bats, badgers and barn owls.

The meeting was reconvened.

The Chairman noted that the site is visible from footpaths in the AONB but not the road. The Chairman of the Planning Committee will draft the Parish Council's comments on the application.

The Chairman of the Planning Committee reported on the following planning applications:

Approved by ABC:

19/00156/AS 27 Mountbatten Way

19/00216/AS 1 The Warren

19/00037/AS East View, Lees Road (approved but with a condition re ancillary use only)

17/01158/AS Knapwick Farm (Lawful Development Certificate granted)

19/00015/OLE/AS Wheelwrights, Canterbury Road (Overhead Line Exemption)

The Planning Committee had no objection to the following applications, and the decision from ABC is awaited:

18/01404/AS Applegarth, The Street

19/00546/AS Land to the rear of The Plough Inn

The Parish Council objected to the following applications and a decision is awaited:

18/01454/AS Andrews Garage, Smeeth

18/01676/AS The Plough Inn, Lees Road

Y19/0257/FH Otterpool (Folkestone and District DC)

Andrews Garage: Cllr Howard indicated that it is probable that this will go to Planning Committee; revisions already made may make it more likely to be approved, particularly if further changes are made, eg changing the second row to bungalows, bringing the gate forward. He noted that if residents are still opposed to the application, they should explain why and how their objections could be resolved.

The Chairman noted that the main issue for Brabourne Parish Council is the impact of traffic from the development on Plain Road: this will affect Brabourne residents travelling in the Sellindge direction. Cllr Howard agreed, noting that merely addressing visibility splays would not resolve the argument against building on the site.

The Plough Inn: The Chairman advised that The Plough has been listed as an Asset of Community Value (ACV), but the application to English Heritage for listing as an Historic or Architectural Building was not approved. Cllr Howard noted that the ACV is in recognition of its prominence and importance as a building in the centre of the village; the site owner has not, as yet, appealed against the listing. The Chairman stated that redevelopment of the site would be more acceptable if it were sympathetic to the area and of high quality.

Otterpool: Cllr Howard advised that ABC has significant concerns on the Transport Planning in the application, and the affect on the A20; improvements would be necessary at Smeeth crossroads, Mersham crossroads and an increase in capacity at J11 of the M20.

**19/00607/AS 2 Hill View Cottage, The Street, Brabourne (Listed Building Consent)**  
**Dining Room - Victorian Extension Install 3 no. Heritage roof-lights [NW aspect] Cat Slide roof - side facing. Rafters are not visible. Replace 1 no. 6 pane casement window [NW aspect] - like for like - side facing. Exterior wall is pebble-dashed and needs to be hacked back and rendered in lime mortar. Kitchen - Built 2007 Install 1 no. Heritage roof-light [SW aspect] roof - rear facing. Rafters are not visible**

It was proposed that the application be supported.

**Resolved:**

**That the application be supported.**

**19/00666/AS Fords Water Farm, Manor Pound Lane, Brabourne**  
**Amendment to application 18/01628/AS to change roof shape to monopitch, raise ridge and include larger roller shutter door for the erection of an agricultural building, incorporating charity office and shop**

It was proposed that no objection be made to the application.

**Resolved:**

**That no objection be made to the application.**

**13. KALC Representative report**

Each meeting is now attended by a representative from Ashford Police. Alison Breese (Ashford Area Committee chairman) stood down at the local elections, therefore a new chairman will be elected at the meeting on 29<sup>th</sup> May.

**14. Allotments project**

All rents have been paid and another plot taken.

**14.1 Contribution towards maintenance of the shared road access area** Discussion deferred pending additional information from the developer - Piper Homes.

**15. The Plough Inn**

See Minutes 10 and 12.

**16. Management of development in the parishes**

Nothing to report, to be removed as an agenda item.

**17. The Warren: Masterplan for management of projects**

The outdoor gym will be installed in June; no progress to report on the proposed footpath.

**18. Registration of land at the village hall as a village green**

Jacqui Fortescue (chairman, Hall Management Committee) has offered to meet on site to discuss the proposal; suitable dates are awaited. Cllr Howard queried the rationale behind the proposal, the Chairman stated that it is to prevent the land from development given that part of the land is owned by ABC. Cllr Howard suggested that the Parish Council approaches ABC re taking ownership of the land. The Clerk to follow-up.

**19. Correspondence**

**19.1** 75<sup>th</sup> Anniversary Commemoration of VE Day, 8<sup>th</sup> May 2020: information from Bruno Peek (Pageant Master). [[www.veday75.org](http://www.veday75.org)] The Chairman felt that the anniversary should be commemorated, in conjunction with Smeeth Parish Council. George Taylor will be approached re involvement of the Royal British Legion and if it has any events planned.

**19.2** Website accessibility regulations and requirements: SLCC is running a training course on the requirements on 26<sup>th</sup> June, the Clerk to attend.

**20. Open Session**

No matters were raised.

**21. Any Other Business**

No other business was raised.

**22. Dates for meetings in 2020**

Monday 20<sup>th</sup> January, 16<sup>th</sup> March, 18<sup>th</sup> May, 20<sup>h</sup> July, 21<sup>st</sup> September and 16<sup>th</sup> November.

**23. Date and Time of Next Meeting**

Monday 15<sup>th</sup> July at 7.00pm in Brabourne Village Hall.

The meeting closed at 8.50pm.