

BRABOURNE PARISH COUNCIL
Minutes of the Annual Meeting of the Parish Council
Held at 7.00pm on Monday, 16th May 2011
At Brabourne Village Hall

1. Present

Cllr Ede (Chairman) Cllr Hickmott (Vice-chairman), Cllrs Mrs Beavers, Mrs Bewick, Mrs Young, Mayland and Spokes, and Mrs Wood (Clerk).

Cllr William Howard (borough councillor) and Mr Richard Sinden (Community Warden) were also present.

Four members of the public attended.

2. Apologies for Absence

Apologies for absence were received from PC Darren Laker (Neighbourhood Officer).

3. Declaration of Interest

A Declaration of Interest was received from Cllr Mayland re the Planning Committee report (Planning Inspectorate refusal of appeal).

4. Election

Resolved:

That election of the following be Minuted.

Chairman	Cllr Ede
Vice-chairman	Cllr Hickmott
Planning Committee	Cllrs Hickmott (Chairman), Mrs Bewick, Spokes and Mayland.
Playing Field Association representative	Cllr Mrs Young
Village Hall representative	Cllr Mrs Beavers
KALC representative	Cllr Ede
Allotment Society representative	Cllr Hickmott

5. Declaration of Acceptance of Office

The Declaration of Acceptance of Office was signed by the Chairman and received by the Clerk as Proper Officer of the Council.

6. Minutes

Resolved:

That the Minutes of the Annual Parish Meeting and the Meeting of Brabourne Parish Council held on 21st March 2011 be approved and confirmed as true records.

7. Matters Arising

- **Roads and footways**

- a) A decision on the application to have the Church Road footpath designated a PROW is expected in July.

- b) The following are to be reported to KHS (Kent Highway Services): potholes in Lees Road at the junction with The Ridgeway; a pothole in The Street opposite Church Barn; a damaged signpost in The Ridgeway; a request will be made that programmed repairs in Church Road are brought forward. Repairs already carried out were welcomed, but white paint used to mark others has worn away before repair.
- c) Complaints are still being received about mud on the road in The Street. This problem is being followed up by KHS, the Community Warden and the Police.

8. Report from Community Warden

Mr Sinden stated that he has completed training in First Aid and Conflict Management. He has again been attending Café Wednesday; has offered 'Stranger Danger' training to the Scouts and Guides, and Brabourne School and toured the polling stations during the local elections. Allotment security marking is underway elsewhere in the borough, and any materials left over will be shared between Aldington and Brabourne.

Mr Sinden then announced that he is leaving on 26th May to take up the post of Community Warden in Wye, after 2 years 8 months in his current post. The new warden is Mr Graham Kingston, who served in Kent Police for 31 years, including 10 years' experience in Youth Offending Panels, and will take over on 2nd June.

The Chairman thanked Mr Sinden on behalf of all in the community, for his involvement in the parish, and said that he would be greatly missed. All wished Mr Sinden well and he was warmly applauded.

It was regretted that the Parish Council was not informed or involved in the process to select Mr Sinden's replacement, despite earlier assurances. This is to be taken up with Kent Community Warden Services.

Cllr Howard was invited to address the meeting. Cllr Howard said that he hoped to attend as many Parish Council meetings as duties at the Borough Council would allow. The former informal arrangement would continue, whereby Cllr Wood covered the ward south of the A20 and the second ward member the area to the north. He advised that Peter Wood (borough councillor for Saxon Shore) is shortly to be confirmed as Leader of Ashford Borough Council. He said that the Localism Bill will have an impact on Parish Councils, for example they could make the decision on local planning applications after suitable training and guidance from Planning Officers. Parish Councils will be consulted during the review of the Core Strategy, and decisions will no longer be driven by government targets but by local needs. Parish Councils may have new responsibilities, but pilot programmes will be carried out, eg the Handyman Scheme in Aldington: funds would be given to the Parish Council for maintenance and repair of local properties, land, potholes etc. Small parishes could cluster to operate such a scheme.

The Chairman welcomed the initiative.

9. Report from Neighbourhood Officer

PC Laker was unable to be present or to submit a report, following an accident.

10. Financial Report

The Clerk presented the Statement of Accounts for the year and the Annual Return.

Resolved:

That the Statement of Accounts be approved.

Resolved:

That the Annual Return be approved.

Resolved:

That the following payments be agreed in accordance with the Budget.

Payments	£
se water connection charges	1643.18
Mrs Katrina Devenport (allotment rent refund)	30.00
Dr David Bonnett (allotment rent refund)	18.33
Mrs B Rich (salary)	106.74
S Wood (salary April)	318.44
S Wood (salary May)	318.44
S Wood (stationery)	14.62
ABC (planning application fee)	85.00

Receipts	£
Lloyds TSB interest	0.80
Allotment rental	70.83
Precept	5655.50
Concurrent Functions Grant	640.00

Balance: £ 16645.30

To consider quotations for renewal of the Parish Council insurance policy

The following quotations have been received:

Aon Ltd (existing insurer) £ 498.06

Zurich £ 278.25

Ariva £ 388.96 or £ 369.51 pa for a 3 year contract

Resolved:

That the quotation from Zurich be accepted.

11. Registration of Brabourne Parish Council with HMRC for PAYE

The Parish Council has been registered with HMRC as an employer, and will submit the required information online as soon as the activation code is received. Advice from HMRC's helpline indicated that deductions for tax would be taken from the Clerk's salary from Westwell Parish Council, this being the highest salary. Nil returns would be made quarterly to HMRC by Brabourne Parish Council.

12. To Receive the Report of the Planning Committee.

Cllr Hickmott (Chairman of the Planning Committee) reported on 12 planning applications and 1 case of non-compliance (outstanding from 2010). 10 were supported and no objections raised to the other 2 applications. An appeal to the Planning Inspectorate on an application refused by the Borough Council (although supported by the Parish Council) was dismissed. Of the remaining 11 applications the Borough Council approved 5, refused 1 and decisions on 5 applications are still awaited.

13. Report from KALC Representative

At the meeting on 6th April a report was given on a meeting with CI Frayne (Ashford Police) at which questions were put arising from the presentation by the Chief Constable. The Minutes have been circulated to councillors and include notes on the meeting with CI Frayne.

The next meeting is the AGM on 1st June at which elections will be held for Chairman, Vice-chairman and Secretary of the Ashford Area Committee.

14. Provision of allotments on land behind The Plough Inn

Cllr Hickmott reported on matters arising from meetings of the Brabourne and Smeeth Allotment Society.

- a) Connection to the mains water supply was made on 10th May. In reply to a question from Cllr Mrs Beavers the Chairman advised that the water supply is metered and that water charges are included in allotment tenants' rental. If water usage is excessive the rents will be reviewed and increased if necessary. Water butts will be provided. A ban is in place on the use of hosepipes. A different type of tap (of the sort that requires constant depression to operate) is to be sourced by the Chairman, to avoid the possibility of water being left running.
- b) A grant application to the Kent Downs and Marshes Leader scheme will be submitted in mid July, as it was not possible to meet the May deadline. Quotes are still awaited for some items and planning permission is required for the ground reinforcement. The Allotment Society was asked for letters of support for the grant application.
- c) The Chairman stated that the site must be kept in good order, under the terms of the Parish Council lease. An inspection will therefore be carried out, after which the following will be reviewed:
 - i) maintenance of grassed areas
 - ii) erection of a fence between the allotment site and garden of The Plough Inn, as per a request from Shepherd Neame.
- d) Stock fencing and a gate have been erected.
- e) Site security was discussed, and locking the gates will be raised at the next Society meeting. A 'No Entry' sign is to be put on the gate.

Resolved:

That a metal sign stating 'Brabourne Parish Council. No Entry. Private' be ordered from Medash signs, for attachment to the gate.

- f) Shepherd Neame is to be asked if it is permitted to put beehives on the site, in a dedicated area rather than on plots – the lease is unclear. Cllr Mrs Beavers advised the Society to notify the insurance company if permission is given, due to the increased risk of stings and possible allergic reactions.
- g) Shepherd Neame is to be asked if it will provide spent hops, known to be a good fertilizer.

15. Proposed purchase of land at The Warren

Progress was postponed until after the local elections, and will be pursued by Cllr Howard.

A request has been received to use the area for an outdoor exercise class, this has been passed to ABC.

16. Any Other Business

- Minor problems with the blue box scheme were reported by Cllrs Mrs Young, Mrs Bewick and Spokes, regarding collection schedules and where boxes should be left out for emptying. These are to be taken up with ABC, and information put on the parish website, in the Kentish Express and on the parish noticeboard. Newspaper collection by the Scouts and Guides is unaffected, and staff have been instructed not to take any newspaper left out.
- Cllr Hickmott advised that dog fouling is a persistent problem on The Warren. Cllr Howard is to contact the Dog Wardens for help. Information on the availability of dog bags and the fines levied for failure to pick up are to be put in the Kentish Express, in Parish News and on the noticeboard.

- Japanese Knotweed has regrown on the verge in Canterbury Road. This is to be passed to KHS.
- The following correspondence has been received:
 - a) Projects for the Community Payback scheme are invited and should be sent to the Probation Service.
 - b) Kent Stour Countryside Partnership is offering help in setting up/managing new wildlife sites.
 - c) A 'Link Lunch' is being held at the Village Hall on 25th May, to discuss services for the under fives. Information is to be passed to The Ark, The Rising Fives Nursery and the Primary Schools.
 - d) Planning training is being offered by ABC at Civic Centre on 6th July – one place per parish. A member of the Planning Committee will attend.
- The Chairman thanked Vicky Hammond for organizing the party on The Warren to celebrate the Royal Wedding, and stated that the Parish Council will look at ways of marking the Queen's Diamond Jubilee in 2012.

The Chairman suspended the meeting and invited members of the public to raise any matters of concern.

Dog walkers were asked to be mindful of farm animals when walking in fields, to ensure that livestock are not frightened and to clear up after their dogs to avoid spreading disease. It was suggested that the Community Warden visit schools to educate children in the Country Code. Cllr Spokes said that two-way co-operation would be welcomed, and tractor drivers are asked to drive more slowly through the parish. The Chairman reported that a complaint had been received via the parish website of tractors travelling at excessive speed and leaving mud on the highway – this is to be forwarded to PC Laker for action. Cllr Spokes noted that the problem is exacerbated as the drivers are no longer local, with contractors being widely used.

17. Dates for future meetings

To be discussed at the next meeting.

18. Date and Time of Next Meeting

Monday 18th July at 7.00pm in Brabourne Village Hall.

The meeting closed at 8.54pm.