

**BRABOURNE PARISH COUNCIL**  
**Minutes of the Annual Meeting of the Parish Council**  
**Held at 7.00pm on Monday, 21<sup>st</sup> May 2012**  
**At Brabourne Village Hall**

**1. Present**

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

One member of the public was present.

**2. Apologies for Absence**

Apologies for absence were received from Cllr Mrs Beavers, Cllr Mrs Bewick and Mr Kingston (Community Warden).

**3. Declaration of Interest**

A Declaration of Interest was received from Cllr Spokes re agenda item 17.7 (Personal, not Prejudicial).

**4. Election**

**Resolved:**

**That election of the following be Minuted.**

**Chairman** Cllr Ede

**Vice-chairman** Cllr Hickmott

**Planning Committee** Cllrs Hickmott (Chairman), Mrs Bewick, Mayland and Spokes.

**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 and Undertaking to Observe the Code of Conduct was signed by the Chairman and received by the Clerk as Proper Officer of the Council.

**6. Presentation on the proposed Manse Field Housing project**

Mr Giles Holloway (Ashford Borough Council) apologized for the poor consultation in March, in particular the failure to consult the Parish Council and inadequate notice of the Gateway exhibition. He advised that there is a great need for affordable housing in rural areas, with 1400 people on the housing waiting list.

He stated that the proposal is for 2 semi-detached 3 bedroomed properties, which will be made available at 80% of market rent to young working families with a link to the parish. The properties will be in keeping with neighbouring properties and sympathetic to their position overlooking the green. The borough councillors, Parish Council and community will be consulted, following which an application for planning permission will be submitted – this will also be out for consultation.

Concerns re parking raised at the initial consultation have been addressed; on-site parking will be provided for the homes, a turning area and off-road parking spaces for neighbouring properties.

A decision as to location has yet to be decided, a site fronting Plain Road has been put forward.

The consultation will run for a period of 4 weeks, with a leaflet drop to households in the area and an information pack (Including a questionnaire) to neighbouring properties; and a visit by the mobile Gateway. Opening times of the Gateway are yet to be arranged, but may be extended if necessary.

The Chairman welcomed these assurances and suggested that the consultation be undertaken before the school summer holidays. Mr Holloway was thanked for his presentation.

**7. Minutes**

Cllr Spokes noted that the Minutes of the Annual Parish Meeting (agenda item 6) referred to the Football Association; this should be the Smeeth and Brabourne Football Club.

Subject to this amendment:

**Resolved:**

**That the Minutes of the Annual Parish Meeting and the Meeting of Brabourne Parish Council held on 19<sup>th</sup> March 2012 be approved and confirmed as true records.**

**8. Matters Arising**

**8.1 Roads and footways**

- 8.1.1** Church Road footpath: this is being readvertised at an increased width of 1.2m, following representations by the Byways and Bridleways Trust.
- 8.1.2** Potholes in Canterbury Road, Bulltown Lane and The Street are to be reported.
- 8.1.3** There have been complaints about an overgrown hedge in Lees Road.
- 8.1.4** An application is to be made to Cllr Wickham's Highway Fund for a 30mph speed limit in The Street.
- 8.1.5** Additional Speedwatch volunteers are to be sought, and training arranged; Cllrs Mayland and Bewick have been unable to participate thus far due to prior commitments.
- 8.1.6** An amendment has been made to the Definitive Map following diversion of the footpath at Bircholt Court.

**8.2 Rural housing needs survey** Comments on the 10 sites identified have been submitted by KCC Highways and the Planning Dept (ABC). Miss O'Sullivan (Rural Housing Enabler, ACRK) is contacting the landowners re possible sales.

**8.3 Code of Conduct and information leaflet for agricultural traffic** These have been approved by Smeeth Parish Council and have been circulated to the farming community. They will be distributed at the Village Fete. A complaint has been received regarding agricultural traffic – this is to be investigated.

**8.4 Emergency Plan and Community Led Plan** A public meeting to gauge interest was held on 30<sup>th</sup> April and attended by ~ 100 people. Volunteers have come forward to join steering group(s) and a meeting is to be held in late May; Cllr Mayland is a member of the Community led Plan steering group. It was regretted that only 1 Brabourne Parish Councillor had been able to attend, but the Parish Council expressed support for the plans.

**9. Report from Community Warden**

Mr Kingston's report is attached.

**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.**

| <b>Payments</b>                                   | <b>£</b> |
|---|----------|
| S Wood (net salary April)                         | 269.65   |
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| K Young (salary)                                  | 29.44    |
| Brabourne Baptist Church (invoice – hall hire)    | 9.00     |
| south east water (invoice - supply to allotments) | 61.78    |
| Zurich Municipal (insurance renewal)              | 285.51   |
| S Wood (Handy Hoop)                               | 24.90    |
| S Wood (stationery)                               | 15.99    |

| <b>Receipts</b> | <b>£</b> |
|-----------------|----------|
|-----------------|----------|

|                            |         |
|----------------------------|---------|
| Lloyds TSB interest        | 0.34    |
| Street Cleansing Grant     | 319.54  |
| Grant (allotments)         | 2909.12 |
| Precept                    | 5655.50 |
| Concurrent Functions Grant | 585.00  |

**Balance: £ 7657.02**

A contribution from the Allotment Society towards the sheds is awaited.

**11. To Receive the Report of the Planning Committee.**

Cllr Hickmott (Chairman of the Planning Committee) reported on 7 planning applications and 2 cases of non-compliance. 3 were supported; no objections raised to 2 applications; and an objection made to 1; no comments were submitted on the remaining application (a courtesy application in Sellindge). Of these, 4 were permitted, 1 refused and a decision awaited on the remaining application.

**12. Report from KALC Representative**

At the meeting on 4<sup>th</sup> April a presentation was given by the Kent Fire & Rescue Service. The Minutes have been circulated and the next meeting is on 20th June.

**13. Allotments project**

**13.1 Repair of the access way**

**13.1.1** A quote for repair of the damage to the access way for £475, has been received from WWE (the installers)

**Resolved:**

**That the quote from WWE for £475 for repair of the access way be accepted**

It is expected that the work will be carried out shortly.

**13.1.2** An offer of £250 in full and final settlement for the damage has been made by Mercia Garden Products.

**Resolved:**

**That the offer of £250 in full and final settlement be accepted**

**13.2** The allotments' water supply has been turned off pending repair of a leak, thought to have arisen after unauthorised works were carried out. No date for the repair has yet been given, this is to be pursued, A site meeting will be held with the Allotment Society and plot holder when a report on the leak has been issued.

**13.3** A date for installation of the shed base is to be sought from Mr Kicks, given the improvement in the weather.

**14. Transfer of land at The Warren**

The Chairman advised that a letter has been received from the Customers, Homes and Property dept of ABC offering to transfer the land at The Warren to the Parish Council, subject to certain conditions. The land includes a footpath running from Bridge Road to Manse Field, which has not been adopted by KCC Highways; the implications of this are to be discussed with Highways.

The Parish Council would be liable for legal and administrative fees, which may be ~ £1000. This is thought disproportionate, given that the Parish Council will take over maintenance of the green from ABC. Cllr Howard's help is to be sought.

**15. Handyman scheme**

Following the success of the pilot scheme in Aldington, a joint meeting is to be held with Smeeth and Aldington Parish Councils. The Chairman to attend, and Clerk will circulate the date to all councillors.

**16. Open Session**

No items were raised.

**17. Any Other Business**

- 17.1 Cllr Spokes advised that the Smeeth and Brabourne Football Club has been awarded the FA Charter Mark, recognizing it as a model football club. The club was congratulated by the Chairman.
- 17.2 The Chairman praised the high attendance and good organisation at the Sport Relief mile; Cllr Spokes stated that £1200 had been raised for the Teenage Cancer Trust and £2500 for Sport Relief.
- 17.3 The Chairman reported that the Core Tier Payment may be removed from small post offices; Cllr Mrs Young noted that discussions are ongoing but there are hopes that the post offices in Brabourne and Mersham will be unaffected.
- 17.4 The Chairman advised that there is to be a joint stall at the fete with Smeeth Parish Council, to promote the Emergency Plan, Community Led Plan, the Code of Conduct and information leaflet for agricultural traffic. Councillors were asked to help man the stall but it was noted that most are already committed to other stalls.
- 17.5 A request has been received for the home addresses of councillors. The Chairman noted that some councillors are in sensitive occupations; he suggested that any communication be sent via the Clerk, if necessary in a sealed envelope, for forwarding.
- 17.6 Mrs Rich is no longer able to carry out the litter collection in the parish but Mr Ansley has come forward to take over.
- 17.7 Cllr Spokes invited councillors to the 5<sup>th</sup> anniversary celebrations of the Football Club on 24<sup>th</sup> June.
- 17.8 The Chairman noted that an advertising banner has been put up for the Jubilee celebrations, which will incorporate live music, fireworks, a bonfire and picnic.

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

Monday 16<sup>th</sup> July at 7.00pm in Brabourne Village Hall.

The meeting closed at 8.30pm.

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**Community Warden's report**

I am pleased to report that generally this has been peaceful and without incident. The bus route closure came and went without too many concerns and the bus service has now increased to two buses an hour.

I have had a report of a tree branch hanging in the road at Mountbatten Way which was reported to KCC Highways and was removed promptly.

I have requested ABC Street clean to remove bushes growing into the footpaths at The Warren and Calland which have yet to be cut back. I will monitor the situation.

Two minor thefts have been brought to my attention within a couple of days of each other in Canterbury Road one of a rubbish bin and the other of chickens.

I have also had a request to work together with the allotment organisers regarding shed security and tool marking which I would be very happy to assist with.