

**BRABOURNE PARISH COUNCIL**  
**Minutes of the Annual Meeting of the Parish Council**  
**Held at 7.00pm on Monday, 18<sup>th</sup> May 2015**  
**At Brabourne Village Hall**

**1. Present**

Cllr Hickmott (Chairman), Cllr Mrs Bewick, Cllr Mrs Young, Cllr Spokes, and Mrs Wood (Clerk). Cllr Howard (ward member), and Mr Kingston (Community Warden) attended and five members of the public were present, including Mr MacPhee (Chairman, Brabourne and Smeeth Allotment Society).

**2. Apologies for Absence**

Apologies for absence were received from Cllr Mrs Tanner, Cllrs Mayland and Joules (prior commitments), Cllr Miss Martin (ward member) and PCSO Huckstepp.

**3. Declaration of Interest**

There were no Declarations of Interest.

**4. Election**

**Resolved:**

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

**Chairman** Cllr Hickmott

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

**Playing Field Association representative** Cllr Spokes

**Village Hall representative** Cllr Mrs Young

**KALC representative** Cllr Mrs Bewick

**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 Spokes and received by the Proper Officer of the Council.

**Resolved:**

**That the Declaration of Acceptance of Office will be signed by Cllr Mrs Tanner, Cllrs Mayland and Joules at the next meeting of the Parish Council, to be held on 20<sup>th</sup> July 2015.**

**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 12<sup>th</sup> May 2014; 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 of Internal Auditor**

The Clerk advised that 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.

The Clerk advised that Mr John Coupe is willing to act as the Internal Auditor for the Parish Council and that the scope of the internal audit must be defined.

It was proposed that the internal auditor review and report to the Parish Council whether its systems of financial and other internal controls over its activities and operating procedures are effective

**Resolved:**

**That Mr John Coupe be appointed as Internal Auditor and will review and report to the Parish Council whether its systems of financial and other internal controls over its activities and operating procedures are effective.**

**8. Minutes**

**Resolved:**

**That the Minutes of the Annual Parish Meeting and the Meeting of Brabourne Parish Council held on 16<sup>th</sup> March 2015 be approved and confirmed as true records.**

**9. Matters Arising**

**9.1 Roads and footways**

**9.1.1** Smeeth crossroads. HGVs are still parking on the hatched area; the Clerk will ask that 'No overnight parking signs' are erected.

**9.1.2** Potholes in Lees Road and The Ridgeway have been repaired; KCC Highways have advised that the pothole near the Church does not meet its size criteria for repair; resurfacing in Manor Pound Lane near the junction with Canterbury Road has not yet been carried out.

**9.1.3** A dislodged concrete slab in Bridge Road will be reported to South East Water.

**9.1.4** The Plain Road street sign at the junction with Canterbury Road has been knocked over, this will be reported to KCC Highways.

**9.2 Village caretaker scheme** The target date is October 2015, but there is no progress to report.

**9.3 Local Needs Housing** On hold pending the outcome of the review of the Local Plan, which has been delayed by the local elections.

**9.4 Community Led Plan and Emergency Plan** The Community Led Plan (CLP) was launched at a meeting on 21<sup>st</sup> April, attended by over 80 residents. The lack of young people present was regretted. 'Champions' were appointed for each of 10 categories, and will form the new Steering Group. Cllr Mayland having stepped down from the CLP due to work commitments, Cllr Mrs Young will represent the Parish Council and will be a member of the 'Smartening up the Village' group.

Preparation of the Emergency Plan is ongoing, with help from the Borough Council. The Parish Council was advised that contact details of the 200+ volunteers are being validated.

**10. Report from Community Warden/PCSO**

Mr Kingston reported that there have been a number of complaints regarding antisocial behaviour and littering on the village green, these are being followed up by Mr Kingston and the PCSO. Another complaint concerned an incident on a footpath between a dog-walker and the landowner; it was noted that this was during the lambing season, which may have led to heightened sensitivities. Mr Kingston has spoken to both parties.

Reports of a tree being felled in Knatchbull Way, the ownership of which is unclear, are being investigated.

Antisocial behaviour at the rear of the Estate Agents has been reported, Mr Kingston and the PCSO will speak to all involved when those responsible are identified. Residents were urged to report incidents by calling 101. Mr Kingston reported that visits by the Youth Bus had been offered, but no interest had been shown.

PCSO Huckstepp's report is attached.

**11. Financial Report**

**11.1 To approve the Statement of Accounts for the year**

**Resolved:**

**That the Statement of Accounts for the year 2014-2015 be approved.**

**11.2 To approve the Annual Return**

**Resolved:**

**That the Annual Return for the year 2014-2015 be approved.**

**10.3 Resolved:**

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

<b>Payments</b>	<b>£</b>
Reece Safety Products Ltd (grit bin)	153.00
S Wood (gross salary April)	500.28
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S Wood (stationery)	22.48
Harmer and Sons (grounds maintenance)	480.00
South East Water (allotments)	16.22
KALC (subscription)	484.39
Zurich Municipal (premium)	388.87
D Ansley (salary) (28 hrs @ £6.50hr)	182.00

<b>Receipts</b>	<b>£</b>
Lloyds Bank interest	1.29
Allotment rental	56.67
Precept	7250.00
Council Tax Support Grant	130.00
Concurrent Functions Grant	355.00
Street Cleansing Grant	942.60

**Balance: £ 27031.54 (cheque and deposit account) at 18<sup>th</sup> May 2015**

**£ 668.00 (No 2 account for CLP and EP group)**

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

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

1 Manse Field Loft conversion with dormers and rear extension. This was thought to be over-development of the site, out of character and may give rise to overlooking. The Planning Committee recommended that an objection be made to the application.

Pemsey Farm, Lees Road Lawful Development Certificate – Existing – for livery of horses. The Planning Committee recommended that the application be supported.

The Wheelwrights, Canterbury Road Extension of single storey rear extension. The Planning Committee had no objections to the application.

**Resolved:**

**That the Parish Council accepts the recommendations of the Planning Committee.**

The Chairman of the Planning Committee reported that the application for Listed Building Consent at Church Farmhouse, The Street, had been refused, planning permission having been granted notwithstanding.

The following applications have been permitted by the Borough Council:

PHR Farms, Bircholt Lane Extension to agricultural building.

12 Mountbatten Way Conversion of garage to residential accommodation.

1 Primrose Cottages, Bulltown Lane Erection of conservatory.

Boulding House, Weekes Lane Replacement entrance porch to south elevation (Including Listed Building Consent).

**13. Report from KALC Representative**

The meeting scheduled for 20<sup>th</sup> May has been postponed to 3<sup>rd</sup> June. The agenda includes the proposals for a pilot Local Warden Support Officer scheme; these would complement the Community Wardens but would be unpaid volunteers (cf Special Constables). If the scheme is

adopted Parish Councils with a Support Officer would be required to meet uniform and training costs (approx £400).

#### **14. Allotments project**

The Allotment Society has elected a new Chairman, Secretary and Treasurer.

The meeting was suspended to allow Mr MacPhee to give the Council an update on the Society. He reported that a new lawnmower has been purchased, the shortfall in available funds having been partly made up by donations from Society members. Some plots are still available and the project is working well.

The Chairman advised that start-up costs have been recouped and that the Parish Council may be in a position to reduce plot rentals, because the project is non-profit-making. Cllr Howard suggested that surplus funds arising from rental payments be ring-fenced for capital items rather than reducing rentals.

The meeting was reconvened.

#### **15. Electronic distribution of the summons**

The Clerk advised that on 30<sup>th</sup> January 2015 it became lawful to send the meeting's summons electronically, rather than by hand or post. However, councillors must agree to this method and may withdraw their consent at any time. It was suggested that draft Minutes and other papers also be distributed electronically.

**Resolved:**

**That Cllr Mrs Young and Cllr Hickmott consent to receive the summons and meeting papers electronically.**

**The Clerk will bring hard copy of the summons and meeting papers to the meeting.**

#### **16. Community Governance review of parish boundaries and number of councillors**

Cllr Mayland had circulated comments on the review: he proposed moving the eastern parish boundary to Fiddling Lane to take out properties with a Stowting postal address and moving the boundary north to include Brabourne House. Cllr Howard confirmed that the review is open to residents to comment, and is an initiative ahead of the Electoral Commission's forthcoming review of the borough boundaries and representation. He further noted that the review of Shepway DC resulted in boundary changes and a reduction in the number of councillors, a similar reduction would not be welcomed by Ashford Borough Council. He noted that moving the boundary to Fiddling Lane may result in part of Stowting being in Shepway, but the views of the Parish Council (sic) would be taken into account. The Chairman suggested that the southern boundary be moved to the centre of Woolpack Hill.

KCC is carrying out a concomitant review of electoral boundaries; the Chairman noted that the proposals included moving Conningbrook into the Ashford Rural East electoral division.

#### **17. Prescription delivery service**

The Chairman reported that Sellindge Surgery is willing to offer the service; Cllr Mrs Tanner will be the primary deliverer of prescriptions and Cllr Hinchliffe (Smeeth Parish Council) a back-up. Business insurance cover is required (currently held by both), CRB checks are needed (at a cost of £26 each) and a 12v cool box may be needed to carry temperature-controlled drugs (costing over £40).

Cllr Hinchliffe had advised that a secure area in the vehicle would be needed if opiate-based drugs are to be delivered. Carriage of these was queried by the Clerk; having previously worked as a Section Head in charge of testing sterile drugs (including opiates) at a pharmaceutical company she advised that these are covered by the Controlled Drugs Act and there are strict criteria as to their handling.

In answer to a question from the floor, it is unknown how many residents use Sellindge Surgery and of these how many would use the service. Cllr Howard counselled against using public money until

more details are known, and suggested a pilot scheme over a one year period. The volunteers would not be asked to carry money; the Chairman stated that it would be a free delivery service subject to certain criteria. It was further noted that many residents already assist neighbours in this way. Other surgeries approached are unwilling to take part. The Parish Council was advised that a local out-of-hours doctors' service had ceased the delivery service because of the possibility of tampering.

## **18. The Village green**

### **18.1 Costs of proposed footpath**

The Clerk reported that of five quotations sought only two had been received: Soft Mulch (£8800 for a path 100m x 2m) and Matta (££11390 for a path 100m x 2m). Cllr Mrs Young advised that the Community Led Plan has a group working to improve footways in the area and suggested that this information be passed to the group. It was noted that a footpath in Mersham has been installed using type 1 sub-base (or similar) plus edging; information is to be sought from Cllr Fletcher (Chairman, Mersham with Sevington Parish Council).

### **18.2 Youth facilities**

The Clerk reported that planning permission would not be required for a shelter, but a number of residents had expressed concerns regarding noise and asked that they be consulted on its location. Cllr Howard stated that confirmation is needed from young people that there is a need for the shelter, and if the need is identified grants would be available. He offered help to engage the young people, eg by involvement of Youth Outreach workers. The Community Led Plan has two groups with similar aims: working to improve sports facilities and facilities for the young. It was recommended that the Parish Council uses the groups' leaders (the Champions) to progress this type of project.

Cllr Howard's comments will be passed to the Champions, and that the Parish Council is supportive.

Cllr Spokes stressed the need to involve younger people, because they will be the users when these projects are delivered, their older siblings will have grown up. Engagement of the younger people will make them feel more involved; he suggested that their views be canvassed at the Football Club's Open Evening in July. Involvement of the Scouts and Guides was also recommended by Cllr Spokes. These comments will be passed to the Champions.

### **18.3 Results of the tree surgeon's report of trees on the green**

Mr Steven Cook (Blean Tree Care) has recommended crown lifting on 12 trees and a further inspection of the beech tree when it is in leaf, he advised that it is showing signs of decline and will need to be removed at a future date. The Clerk will confirm work required with Mr Cook; it is likely that any work would not be carried out until the autumn.

## **19. Open Session**

**19.1** Mr Willis asked that the orange fencing surrounding the newly-seeded area at Manse Field be removed to allow for mowing.

**19.2** Mr Willis asked for an update on reinstatement of the footpath; Cllr Howard replied that the officer (Mr Giles Holloway) is in discussions with residents.

**19.3** It was recommended that gaps in the hedge on Bridge Road be filled.

**19.4** Potholes at Bridge Road and the crumbling verge have not yet been repaired.

**19.5** Mr Clayton stated that residents had voiced concerns regarding the allocation of the two new homes at Manse Field. Cllr Howard replied that due process had been followed: the first criterion is a local connection, followed by the level of need; however in light of these concerns the process has been reviewed. It will be more akin to that used by English Rural Housing Association in that properties available for rent will be advertised, eg on parish noticeboards. Cllr Howard stressed that applicants must be on the Housing Register to be considered. The style of the new homes at Manse Field was contrasted with Fortescue Place, but Cllr Howard noted that the latter was delivered by a Housing Association. It may be possible for the Borough Council's newly-established property company to build this type of home rather than the current design, because the Borough Council is subject to constraints.

**19.6** Mr Clayton stated that one of the questions in the Community Led Plan survey concerned amalgamating the two parishes, with 68% of respondents agreeing with the proposal; Mr Clayton has therefore been asked to draw up reasons for and against. He asked the Parish Council to be aware of the situation.

**20. Any Other Business**

**20.1** Cllr Spokes reported that progress is being made on the playing field and pledges of funding totalling £50,000 received (equivalent to 2/3 of the cost). It is hoped that work will begin before the end of the year and the field brought back into use by Spring 2016.

**20.2** Cllr Young reported that a telegraph pole has been put up on the village green but without notifying the Parish Council.

**21. Dates for meetings in 2016**

Monday 18<sup>th</sup> January, 21<sup>st</sup> March, 16<sup>th</sup> May, 18<sup>th</sup> July, 19<sup>th</sup> September and 21<sup>st</sup> November.

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

Monday 20<sup>th</sup> July at 7.00pm in Brabourne Village Hall.

The meeting closed at 9.15pm.

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This is the police report for Brabourne Parish Council's May meeting.

There have been two recorded crimes in the village in the last two months.

The first was in relation to an attempted burglary to a property in the Lees road area. The owners of the property heard their dogs barking in the early hours of the morning and upon investigation they did not see anything. In the morning they discovered that the rear door to the cloakroom was open, however nothing had been taken and it appears that no entry had been gained to the main house. It is believed that the dogs may have deterred the offenders. However at this time the victims also discovered that some heating oil had been stolen from the outside tank and it is believed that this may be linked.

The second report was in relation to a theft from a motor vehicle. This happened on a building site in the village and it appears that the offenders have stolen some diesel from the vehicles that were left on the site overnight. In relation to this I have also had some reports in nearby villages of thefts from motor vehicles where items such as electrical items and tools have been stolen. With this in mind please do not leave any valuables in your car when it is unattended. This is seen as an invitation to thieves so please make sure that nothing is left on show of any value.

I know there have also been some more reports of youths causing problems behind the estate agents. I have been visiting the area regularly to deter any further incidents and have been patrolling around the village on foot in recent weeks and engaging with the youths from Brabourne and Smeeth.

If anyone would like to speak to me or have any concerns they may wish to raise they can e-mail me and I will get back to you as soon as I can. My e-mail address is [58551@kent.pnn.police.uk](mailto:58551@kent.pnn.police.uk)

PCSO Andrew Huckstepp 58551