

BRABOURNE PARISH COUNCIL
Minutes of the Annual Meeting of the Parish Council
Held at 7.00pm on Monday, 16th May 2016
At Brabourne Village Hall

1. Present

Cllr Hickmott (Chairman), Cllr Mrs Bewick, Cllr Mrs Young, Cllr Mayland and Mrs Wood (Clerk). Cllr Howard (ward member), and Mr Kingston (Community Warden) attended and two members of the public were present.

2. Apologies for Absence

Apologies for absence were received from Cllr Mrs Tanner and Cllr Joules (business commitments), Cllr Miss Martin (ward member) and PCSO Hobbs.

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), Mrs Young, Mayland and Spokes
Playing Field Association representative	Cllr Spokes
Village Hall representative	Cllr Mrs Young
Village Caretaker Management Committee	Cllr Mayland
KALC representative	Cllr Joules

5. Declaration of Acceptance of Office

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

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 18th May 2015; 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 21st March 2016 be approved and confirmed as true records.

9. Matters Arising

9.1 Roads and footways

9.1.1 Smeeth crossroads: an update is still awaited.

9.1.2 Signpost at New Barn Hill/Pilgrims Way: the signpost has been replaced.

9.1.3 Plumpton Road and Green Lane repairs: it is unknown if these have been carried out.

9.1.4 Canterbury Road road sign: the damaged sign has been removed but not yet replaced.

9.1.5 Manor Pound Lane: this has been reported.

9.2 **Local Needs Housing** On hold pending the outcome of the review of the Local Plan. Cllr Howard advised that a number of sites were put forward in Smeeth (but not Brabourne) during the review of the Local Plan, and affordable homes on a site in Calland, Smeeth on ABC-owned land will be progressed.

9.3 **Community Led Plan (CLP) and Emergency Plan (EP)** Cllr Mrs Young reported that there will be a coordinators' meeting on 19th May; Cllr Howard invited bids for funding for the CLP from his ward member community grant. Cllr Miss Martin suggested outside the meeting that the CLP applies to Tesco for a grant from its carrier bag charge fund. Cllr Mayland noted that the CLP had been adopted and proposed that it is an agenda item only when there are matters to be raised with the Parish Council, this was agreed. The Clerk advised that Cllr MacPhee (Smeeth Parish Council) has taken over responsibility for the EP, following the resignation from Smeeth Parish Council of Cllr Plowright. Cllr Howard noted that the need for continuous updating of the EP inevitably leads to delays and suggested that KALC be contacted for advice as to how an EP is managed in other parishes.

9.4 **Village caretaker scheme** The Clerk advised that the caretaker took up his post on 14th March, and positive feedback has been received from all parishes in the cluster.

9.5 **Village Protection Policy** This has been completed and submitted to ABC. Cllr Mayland suggested that it be uploaded on to the parish website, Cllr Howard counselled against and suggested that electronic copy be sent to residents on request.

9.6 **Village green at The Warren** The Clerk advised that it is not illegal to ride horses on a village green. Complaints have been received re a noise nuisance arising from the picnic bench on the green near the Bridge Road hedge; the bench will be moved to the centre of the green before May 20th.

10. Report from Community Warden/PCSO

Mr Kingston reported a break-in at a property in The Street and in Orpins Stores, the thieves entered through the front door of the latter and stole a large quantity of cigarettes. He had given a talk to the Beaver Scouts and reported complaints of mud on Canterbury Road arising from a new access; Cllr Mayland advised that a planning application for the access has been submitted. Mr Kingston advised that he and PCSO Hobbs will visit Pemsey Farm to assist with problems of dog-fouling on the public footpaths that cross the property.

PCSO Hobbs' report is attached.

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 2015-2016 be approved.

11.3 To agree payments in accordance with the Budget.

Resolved:

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

Payments	£
South East Water (allotments)	16.54
HMRC (NI employer's contribution)	101.22
S Wood (salary)	500.28
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S Wood (expenses)	6.53
S Wood (additional hours)	346.25
Brabourne Baptist Church (hall hire)	39.00
Peter Brett Associates (Village Protection Policy)	1800.00
CJK Carpentry	150.00
Harmer & Sons (grounds maintenance)	430.80
KALC (subscription)	484.82
Zurich Municipal	403.22
D Ansley (21 hours @ / £7.20 hr)	151.20
M Hickmott (expenses)	110.80

Receipts	£
Lloyds Bank interest	1.40
Reimbursement from CLP account	334.00
Precept	9000.00
Concurrent Functions Grant	265.00
Council Tax Support Grant	265.00

Balance: £ 23476.59 (cheque and deposit account) at 16th May 2016

£ 334.00 (No 2 account for EP group)

11.4 To consider applying for a loan from Ashford Borough Council, to be repaid by an increase in the Precept

The Chairman advised that any such loan would be to pay for independent legal representation for the Parish Council at a potential public enquiry for the village green application or appeal to the Planning Inspectorate, and would be repaid by an increase in the Precept. Repayment would be over a period of the Parish Council's choosing.

Resolved:

That a loan to the Parish Council from Ashford Borough Council would be repaid by an increase in the Precept.

12. Planning Committee report

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

15/01677/AS Hillside Lime Works: A site visit will be held on 18th May at 3pm and the Parish Council has been invited to send a representative. Cllr Mrs Bewick will attend. The Chairman noted that the Parish Council had no objection to the application but the planning officer recommended refusal.

16/00171/AS Land between 1 The Lees Close and Hollybush, Lees Road: There were no objections and this was approved by the Borough Council.

16/00200/AS Sunnyside, Lees Road: The Parish Council objected on the grounds that it would be out of keeping with neighbouring properties and would be an over-development of a site in a prominent village location. It was, however, approved by the Borough Council.

16/000001/EIA/AS Land between Lees Road and Canterbury Road: Request for screening opinion. The Parish Council requested that this be a requirement, but the Borough Council decided that it was not required.

16/00303/AS Land between Lees Road and Canterbury Road: The Chairman advised that there are more than 270 objection comments on the ABC website. The following consultees have submitted objection comments: KCC Ecological Advisory Service, KCC Archaeology, KCC Highways, CPRE, Kent Wildlife Trust; Southern Water has commented that the application is unsustainable. The application will go to the ABC Planning Committee in June. The Chairman noted that comments on the application can still be submitted. A petition against the application was presented to ABC on 12th May 2016. The Parish Council has objected and support for the Parish Council's objection will be sought from Damian Collins MP.

16/00383/AS Missingham Farm The Planning Committee objected to the application.

16/00558/AS The Hall, Weekes Lane The Planning Committee had no objection to the application.

16/00567/AS Five Bells, The Street The Planning Committee had no objection to the application.

16/00606/AS The Alders, Weekes Lane The Planning Committee strongly objected to the application. Cllr Howard stated that he has asked for a report on officers' handling of the application, because the application for a Lawful Development Certificate was submitted on the grounds that the Planning Department had not followed up the refusal of the planning application for the extension. This was disputed, noting that the applicant had failed to respond to officers.

Resolved:

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

16/00589/AS Park Corner Cottage. It was proposed that the PC objects to the application on safety grounds. The proposed access is close to a road junction with limited visibility and is also on a slight bend in the road on the crest of a hill; there is an existing access, which is not shown on the application.

Resolved:

That the Parish Council objects to the application.

Planning applications 16/00540/AS (Luxway, Manor Pound Lane) and 16/00644/AS (Conley Farm Barn) are still out for consultation.

13. Report from KALC Representative

The Minutes of the meeting on 6th April had been circulated. John Rivers stepped down as Chairman of the Ashford Area Committee after the meeting and a new Chairman will be elected at the meeting on 18th May.

14. Allotments project

Rental payment for one plot is still outstanding from 1st January, despite reminders. The plot holder will be required to relinquish the plot if payment is not received by 20th May.

14.1 Refunds of allotment rental

The Allotment Society has requested that the Parish Council refunds plot fees pro rata when plots are given up. It was noted that plots relinquished late in the year could not be cropped by an incoming plot holder, putting the latter at a financial disadvantage. Cllr Howard suggested a cut-off date, after which refunds would not be paid, eg 1st March. Cllr Mrs Young noted that administration costs are incurred by the PC. It was agreed that the current policy of refunds in exceptional circumstances only will continue, but will be considered on a case-by-case basis.

The Clerk is to write to the Society asking if any capital items are needed, the start-up costs having been recovered.

15. Rural speed limits

Deferred until the next meeting in Cllr Miss Martin's absence.

16. Correspondence

All correspondence has been circulated.

17. Open Session

17.1 Cllr Mrs Young confirmed that the picnic bench will be moved during the week beginning 16th May (see item 9.6).

17.2 The CLP volunteers were congratulated on their efforts clearing Hoskins pond.

18. Any Other Business

18.1 Cllr Howard stated that press reports re closure of Ashford's public lavatories are only partially correct, the Vicarage Lane lavatories will be closed but those in New Rents be retained. A new community lavatory scheme will be launched, in which shops will make their facilities available to the public.

18.2 Cllr Howard advised that a cinema/shops/hotel complex is to be built on Elwick Place, as a potential income generation scheme, to offset the likely withdrawal of funding from central government. Further information will be forthcoming when contracts have been agreed because of commercial confidentiality.

18.3 Planning permission has been granted for the Ashford International Model Railway Exhibition Centre; Cllr Howard advised that ABC has agreed to give it a mortgage to buy the site, but with the condition that it is decontaminated.

18.4 Shepway District Council has announced proposals for 12000 dwellings on land at Otterpool.. The Leader will ask Shepway that ABC is included in the process because of the impact on nearby villages, eg Aldington, and the A20. There was no prior consultation with ABC.

19. Dates for meetings in 2017

Monday 16th January, 20th March, 15th May, 17th July, 18th September and 20th November.

20. Date and Time of Next Meeting

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

The meeting closed at 8.26pm.

PCSO Hobbs' report for 21st March to 16th May

1 Burglary Dwelling 26/4. During daytime. Security advice given

1 Burglary other than dwelling 30/3. Local shop broken into during early hours. Enquiries still ongoing.

1 Theft from motor vehicle on 27/03. This occurred in Quarrington Lane car park during the day. Victim left valuables on show. Security advice given.

No reported antisocial behaviour to the police.

Patrols continue to be carried out in the area, but please report any concerns to the police by dialling 101 regarding any suspicious persons or vehicles seen in the area.