

**BRABOURNE PARISH COUNCIL**  
**Minutes of a Meeting of the Parish Council**  
**Held at 7.40pm on Monday 16<sup>th</sup> March 2015**  
**At Brabourne Village Hall**

**1. Present**

Cllr Mrs Bewick, Cllr Mrs Tanner, Cllrs Joules, Mayland and Spokes, and Mrs Wood (Clerk). Mr Graham Kingston (Community Warden) and six members of the public attended.

**2. Apologies**

Apologies were received from Cllr Hickmott (Chairman) and Cllr Mrs Young (prior commitments), Cllr Miss Martin and Cllr Howard (ward members), and PCSO Huckstepp.

In the absence of Cllr Hickmott, Cllr Mayland took the Chair.

**3. Declarations of Interest**

Cllr Joules (OSI) Item 9: planning application 15/00080/AS, PHR Farms.

**4. Minutes**

**Resolved:**

**That the Minutes of the Meeting of the Parish Council held on 19<sup>th</sup> January 2015 be approved and confirmed as a true record.**

**5. Matters Arising**

**5.1 Roads and Footways**

**5.1.1** Smeeth crossroads. It was reported that HGVs were now using the slip road as a layby following hatching of the area by white lines: KCC had been made aware and was looking into it. The improvements at the junction were not thought to be sufficient. Degrading of the verges and deposition of mud on the road were reported.

**5.1.2** Potholes at the following locations will be reported to KCC Highways: Lees Road (near Victory Cottage); Lees Road (near the junction with Church Road); The Street (near St Mary's Church); The Ridgeway (near the junction with Church Road); Quarrington Lane, with associated drainage problems.

**5.1.3** Resurfacing will be requested on Manor Pound Lane near the junction with Canterbury Road.

**5.2 Village caretaker scheme** A meeting was held with the Borough Council on 11th March; funding would be available for set-up. The Parish Council's interest in the scheme had been registered with KCC but KCC had stated that the Parish Council would have to match-fund any payment from KCC. The Clerk advised that this was not the case in the scheme in Wittersham and had been taken up by KALC. The target date for implementation was October 2015 and the scheme, which would involve Brabourne, Smeeth, Mersham with Sevington and Brook, would be known as the Smeeth cluster.

**5.3 Local Needs Housing (LNH)** On hold pending the outcome of the Local Plan review. See the Minutes of the Annual Parish Meeting of 16<sup>th</sup> March 2015.

**5.4 Consultation on proposed housing at Calland** Cllr Howard had reported at the Smeeth Parish Council meeting that detailed plans were unavailable and that there would likely be a further round of consultation. Residents would also have the opportunity to comment when the plans were out for public consultation. The initial consultation had been brought forward to take advantage of government funding. No significant decisions would be made after March because of the purdah period invoked by the elections. Residents' comments could still be submitted.

**5.5 Playing field** The rabbit-proof fencing has been installed and grant applications are being submitted. The fete will be held on the playing field and therefore any further works would not be carried out until after this.

**6. Adoption of the Community Led Plan by the Parish Council**

The Chairman advised that the Community Led Plan (CLP) had been presented to the Parish Council at the meeting of 19<sup>th</sup> January, and would be presented to residents at a public meeting in Scout HQ on April 21<sup>st</sup>. There would be an open session in the afternoon and a presentation during the evening.

It was proposed that the Parish Council adopts the Community Led Plan.

**Resolved:**

**That Brabourne Parish Council adopts the Community Led Plan presented at its meeting of 19<sup>th</sup> January 2015.**

**7. Reports from Community Warden and PCSO**

Reports from Mr Kingston and the PCSO are attached. The Community Warden reported that the fish and chip van is now operating from a site outside the hairdressers, with shoppers having to queue in the road. It was suggested that the van relocate to a site outside the estate agents because of the wider apron. The necessary Permit had been obtained from the Borough Council.

**8. Financial Report**

**8.1 To agree payments in accordance with the Budget**

**Resolved:**

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

Payments

Details	£
Citizenship Award	100.00
Village Hall Association (ACRK joint membership – subscription)	32.50
Village Hall Association (donation)	1500.00
KALC (training)	9.61
S Wood (gross salary February)	500.28
S Wood (gross salary March)	500.28
S Wood (expenses) *	112.96
D Ansley (salary) (39 hrs @ £6.50/hr)	253.50

Receipts

Details	£
Lloyds Bank interest	1.21
Allotment rentals	160.00

Balance £ 21023.50 (cheque and deposit account)  
£ 668.00 (No. 2 account for CLP and EP group)

**8.2 To consider purchase of a salt bin for Prospect Way**

The contents of the salt bag were scattered on the green during a number of incidents of antisocial behaviour. It was proposed that a salt bin be purchased for this location to prevent a recurrence. Any such bin must not be yellow, the colour of KCC bins. A bin of the same capacity as the KCC bins is available from Reece Safety Products at a cost of £153, including VAT and delivery. It was proposed that a green bin be purchased.

**Resolved:**

**That a green salt bin be purchased from Reece Safety Products at a cost of £153 for the green on Prospect Way.**

**9. Planning Committee report**

**Planning applications received**

The Planning Committee recommended that no objection be made to the following planning applications:  
12 Mountbatten Way Conversion of garage to residential accommodation  
PHR Farms, Bircholt Lane Extension to agricultural building

**Resolved:**

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

The following applications were discussed:

PHR Farms, Bircholt Lane Extension to agricultural building  
Boulding House, Weekes Lane

**Resolved:**

**That the Parish Council has no objections to the applications.**

A decision on an application at Church Farmhouse, The Street is awaited.

The Alders – see the Minutes of the Annual Parish Meeting.

The meeting was suspended to allow Mrs Caroline Morris to present drawings for a proposed 3-bay barn style garage with storage space above at St Cyriac, for which planning permission will be sought. This would replace a double garage built in the 1960s, with a larger footprint than the existing and a higher roof height. The neighbours are supportive. It was thought that the proposed garage would be in keeping and it was suggested that Mrs Morris seek pre-application advice.

The meeting was reconvened.

**10. Report from KALC representative**

The Committee met on 21<sup>st</sup> January and a presentation given on Community Resilience and Emergency Planning. Other items discussed were Community Wardens and the role of Parish Councils as Consultees on planning applications. The next meeting is on 18<sup>th</sup> March.

**11. Allotments project**

Works to trees overhanging power lines on the access to the allotments have been carried out by the owners of Pemsey Farm.

**12. Proposal to put a footpath on the village green**

The Clerk had obtained costings from two companies, a third had not responded, these ranged from £6500 - £8500 for a path of 100m x 1.5m. Cllr Spokes suggested that the path be wider to allow for buggies. The Clerk was asked to bring three quotes to the next meeting.

**13. Transparency Code and publication of data**

The Clerk attended a workshop on the new Transparency Code for Small Councils, ie those with a turnover of less than £25,000.

From April 1<sup>st</sup> 2015 Minutes must be published on the Community website within 1 month of the meeting, together with agendas and papers accompanying the Minutes. In addition Standing Orders, Financial Regulations and the Code of Conduct adopted by the Council must be published.

From July 1<sup>st</sup> 2015 all items of expenditure incurred by the Parish Council over £100 must be published on the website, it was noted that this includes salaries. Although this information is included in the Financial Report given at the meeting and Minuted this is insufficient to comply with the Transparency Code – it must be published separately.

The Internal Auditor's report must be published, but uploading the Annual Return on to the website meets this criterion.

**14. Electronic Distribution of summonses**

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 Berwick, Cllrs Mayland, Joules and Spokes consent to receive the summons and meeting papers electronically.

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

**15. Correspondence**

**15.1** Consultation on Wye Parish Council Neighbourhood Plan.

**15.2** Consultation on Shepway District Council Local Plan review.

**16. Provision of a youth shelter on The Warren**

The meeting was suspended to allow Mrs Nikki Allen to address the Council.

She noted that there had been a number of incidents of antisocial behaviour, eg damage to railings etc. The lack of facilities for young people was regretted and Mrs Allen proposed that the Parish Council consider providing a youth shelter and outdoor gym on The Warren. The latter would also benefit other age groups; in some areas patients are referred to these gyms by their GP. Information on shelters and gym equipment was circulated. Mr Clayton advised that the Parish Council had discussed a youth shelter previously but it had been ruled out on cost grounds and young people had indicated that they did not

want a shelter because it would not be at a location of their choosing. Cllr Spokes suggested that they should be involved in the process.

The Chairman welcomed the suggestion because it would encourage more people to use the green. Cllr Mrs Tanner noted that the playing field is not in the centre of the village and this is a disincentive to its use. Funding may be available from KCC, ABC and organisations such as Awards For All; fundraising by the community was suggested.

It was thought that any shelter should be sited in the middle of the green so that it would be away from nearby housing.

Cllr Spokes suggested combining the two projects [the footpath and the shelter] to improve the village green. The Chairman noted that this was one of the aims of the Community Led Plan, and this factor would help with funding applications. It was suggested that Mrs Allen raise this at the public meeting to present the Community Led Plan on 21<sup>st</sup> April. Mrs Allen was invited to bring information to the next Council meeting, with costs. It was noted that any improvement would benefit both parishes.

## **17. Open Session**

The meeting was suspended to allow members of the public present to raise matters of concern with the Council.

**17.1** Mr Willis asked who would keep the area tidy if the shelter were installed, and noted the possible adverse effect on elderly residents by noise. Cllr Mrs Tanner hoped that the area would be respected by users; Cllr Spokes stated that care would be taken with respect to location but there would likely be criticism whichever site was chosen. The Community Warden and PCSO would be involved.

**17.2** There were complaints of horse riding on the village green and on footpaths. The latter is prohibited and the Community Warden will be speaking to local stables regarding this.

**17.3** Mr Willis recommended that the problem of surface water run-off from Bridge Road be addressed before a footpath was put in on the green. It was noted that this had been discussed at the January meeting and reported to Highways; the Clerk will follow up, works to the drains may be necessary.

**17.4** It was reported that the dropped kerb at Manse Field is by a parking space and therefore frequently blocked. This will be reported to the Borough Council with a request that it is reviewed when the footpath issues are addressed.

The meeting was reconvened.

## **18. Any Other Business**

**18.1** Cllr Mrs Bewick reported that a car parked in Lees Close had obstructed the waste vehicle; she noted that there is insufficient parking in the Close and proposed that the verge be removed and additional parking bays put in.

**18.2** Cllr Hickmott will represent the Parish Council at the St George's Day Parade on April 26<sup>th</sup>.

## **19. Date and Time of Next Meeting**

Monday, 18<sup>th</sup> May 2015 at 7.00pm, and is the Annual Meeting of the Parish Council, in Brabourne Village Hall.

The meeting closed at 8.50pm.

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## **Community Warden's report**

I have been advised of the damage to the guard rail on The Warren and the nuisances caused by the young people by the bench in Prospect Way and have carried out a visible presence when working evenings but I have not seen anything untoward personally. It has been suggested that having a salt bin in Prospect Way may help with problem of the salt being scattered. I understand that home visits to those believed to be involved have been done by PCSO Huckstepp.

I was asked by a resident what the situation was as far as the footpath that went across the grass at Manse Field, as you may recall a walkway was reinstated when the building site was in operation, the question was asked whether ABC had the footpath rerouted.

I did a talk about 'doorstep cold callers' at the Brabourne Baptist Church Meeting Point lunch, which turned out to be timely as a couple of days later the RSPCA had canvassers in the village requesting standing orders to support

the charity. I made enquiries and this was a genuine operation but I did express concerns to them that their canvassers were out after dark knocking on doors and that this had worried some elderly residents. Last week there were difficulties with the refuse collection in Lees Close because of an inconsiderately parked car which meant the dustcart could not get into the close although the bins were emptied. The vehicle was moved shortly after and no one seems to know whose vehicle it was. Currently the kerbstones at the edge of the Green are being replaced and hopefully the grass repaired. The approach road to Brabourne Primary has been resurfaced by KCC Highways

Graham Kingston

### **PCSO's Report**

This is the police report for Smeeth Parish Council's March meeting.

There have been no recorded crimes in the village in the last two months.

In nearby villages there have been a couple of reports made of Burglaries. Jewellery was mostly taken in each of these reports. With this in mind I thought it best to mention this to make you aware. If possible it may be an idea to consider increasing security around homes and outbuildings as this sort of crime appears to be on the rise in the Ashford area in general at the moment. This said in rural locations the figures for these types of crimes are extremely low compared to the urban areas of Ashford.

I have been spending a lot of time in the village in the last two months patrolling the area to provide a highly visible presence in order to deter these types of crimes. I am also continuing to hold my surgery at the local shop so if anyone requires any advice in regards to security options and crime prevention please come and see me there and I will talk you through any options you could implement to help you feel safer in your homes.

My next surgery will be at the Orpins village store on Tuesday 24<sup>th</sup> March between 2pm and 2.30pm

If you need to contact me please feel free to 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.