

Brabourne Parish Council
Minutes of the Annual Parish Council Meeting
Held on Thursday 6th May 2021 at 7.30pm virtually via Zoom

To be actioned by

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| | Present | |
| | Cllr Hickmott (Chairman), Cllrs Atkins, Harbottle, Cllr Mrs Smith and Mrs Block (Clerk). 2 members of the public were present. | |
| 1. | Election of the Chairman and any Vice-Chairman for the Council year 2021-22 | |
| | Resolved: That Cllr Hickmott be elected as Chairman, Cllr Atkins proposed and Cllr Smith seconded. Cllr Hickmott took the chair. It was agreed that there would not be a Vice-Chairman. | |
| 2. | Completion of the Declaration of Acceptance of Office Form by the Chairman. | |
| | The Declaration of Acceptance of Office as Chairman was signed by Cllr Hickmott and will be received by the Clerk, the Proper Officer of the Parish Council. | |
| 3. | To receive and approve apologies for absence. | |
| | Apologies were received from Cllr Mrs Young and Cllr Spokes. | |
| 4. | To receive declarations of interest (Disclosable Pecuniary Interests and Other Significant Interests). The nature as well as the existence of any such interest must be declared. | |
| | There were no declarations of interest to be made. | |
| 5. | To approve the minutes of the meetings held on 22nd March 2021 | |
| | Resolved: That the Minutes of the Meeting of the Parish Council held on 22nd March 2021 be approved and confirmed as a true record. | |
| 6. | To discuss matters arising from previous minutes that are not covered by the agenda | |
| | The tree work at The Warren, the Clerk will chase this through Indica Forestry. The tree at The Warren is to be planted. KALC Community Award Scheme, jointly nominated Brian and Wendy Sanders with Smeeth Parish Council. The nominees were appreciated. | |
| 7. | Public session: To receive questions and comments from the public on any agenda item | |
| | The members of the public had nothing to raise. One member of the public was thanked for their input. | |
| 8. | To elect representatives for the following: Planning Committee Playing Field Association representative Village Hall representative Village caretaker management committee representative Community Led Plan representative KALC representative | |

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| | <p>Resolved: The following posts were elected en mass: Planning Committee: Cllr Harbottle (Chairman), Cllr Mrs Young, Cllrs Hickmott and Spokes Playing Field Association representative: Cllr Mrs Tanner Village Hall representative: Cllr Mrs Young Village Caretaker Management Committee: Cllr Hickmott Community Led Plan representative: Cllr Atkins MH to deliver folder to DA regarding footpath across The Warren KALC representative: Cllr Spokes</p> <p>There is no-one responsible for undertaking an Emergency Plan. It was felt that most issues are addressed through Social Media. MH and DH (Smeeth) to discuss.</p> | MH |
| 9. | To receive report from the Borough Councillor | |
| | There had not been a report from Cllr Howard. | |
| 10. | To discuss the Highways Improvement Plan and any Highways Issues | |
| | <p>This has been advertised over the last 3 months in the Newsletter. The only Brabourne improvements mentioned are the renewal of the red tarmac by the School and a speed restriction of 30 mph in East Brabourne. The lower half of Lees Road needs to be looked at the Clerk is to contact Highways regarding this.</p> <p>Issues in small lanes are sometimes ignored as they are not reported. It is important to report all issues of repair rather than improvements.</p> | |
| 11. | To minute receipt of the PCSO's report | |
| | <p>The report had been circulated.</p> <p>Scams were discussed and it is concerning.</p> | |
| 12. | To receive an update on the Newsletter | |
| | We have over 350 subscribers. We have an open rate of 77%. Only 9% rarely open it. Suggestions for Newsletter content were requested. We try to make it topical so there will be items about the Summer Solstice and Midsummers Day in the June issue. | |
| 13. | Planning matters: to authorise a response to any application(s) and to note any recent planning decisions by Ashford Borough Council or any correspondence on planning matters. | |
| | 13.1 To receive the report of the Planning committee | |
| | <p>13.1 To receive the report of the Planning Committee A copy of the Planning Committee report was circulated and a copy is kept on file with these minutes.</p> <p>Planning Application 21/00741/AS: Meadowside Farm, Scots Lane, Brabourne, TN25 6LP Demolition of existing agricultural buildings and stables and erection of two replacement agricultural barns and stables.</p> <p>It was felt that the principle of the proposal was compliant with the Local Development Plan. It was also felt that the proposal would constitute an improvement to the site. It was proposed that the application be supported.</p> <p>Resolved: That the Parish Council support the application.</p> | WH |

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| | <p>Planning Application 21/00739/AS: Abbottsfield, Lees Road, Brabourne, TN25 6RN Variation of condition 2 on planning permission 20/00639/AS (Erection of a pair of dwellings and associated garages and erection of a new garage to serve Abbottsfield, and alterations to the access onto Lees Road, following demolition of existing garage) to vary approved plans to alter design of dwellings.</p> <p>It was noted that the application appears to relate primarily to the external finish of the proposed dwellings. No objections were raised.</p> <p>Resolved: That the Parish Council has no objection to the application.</p> <p>Other matters Tree application 21/00056/TP (Abbottsfield) is being monitored with interest and the Tree Officer's decision is awaited. It was noted that there was no further news on planning application 20/00955/AS (Missingham Farm). It was also noted that planning application 20/00767/AS (Conley Barn) had been referred to the Planning Committee by the ward member and the decision was to defer the application.</p> | WH |
| 14. | <p>To review the effectiveness of the system of Internal Controls: Councillors are asked to consider the Statement of Internal Control in support of the Annual Governance Statement</p> | |
| | <p>The System of Internal Controls was adopted and signed by the Chairman. Amendment regarding data storage off-site to be sited as a term of data control.</p> | TB |
| 15. | <p>To approve the Financial Regulations, Standing Orders, Asset Register and Risk Assessment and confirm arrangements for insurance cover in respect of all insured risks.</p> | |
| | <p>These documents remained unchanged, they were reviewed and accepted by all.</p> | |
| 16. | <p>Review of the Council's subscriptions to other bodies i.e., KALC/CPRE</p> | |
| | <p>The Parish Council reviewed the Council's subscriptions and approved membership to KALC and CPRE for the current financial year.</p> | |
| 17. | <p>Financial Report</p> | |
| | <p>Financial matters:</p> <p>a) To approve the following financial documents:</p> <p>i. To receive the end of year accounts</p> <p>The end of year accounts were received.</p> <p>A couple of questions were raised for the Clerk regarding payments.</p> <p>ii. To receive the report from the Internal Auditor</p> <p>The Clerk had used an Internal Auditor whom she uses for other Parish Councils and it was proposed that Mrs Lister be appointed as Internal Auditor for 2021-22. The Internal Audit Report for 2020-21 was received.</p> <p>Resolved: That Mrs Lister 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 in 2021-22. The Parish Council approved the written Internal Audit report for 2020-21.</p> | |

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| | <p>iii. To approve the Governance Statement 2020/21, section 1 of the AGAR for the year ending 31 March 2021</p> <p>The Annual Governance Statement was completed, approved and signed by the Chairman.</p> <p>iv. To consider and approve the Accounting Statements 2020/21, section 2 of the AGAR for the year ending 31 March 2021 and the supporting bank Reconciliation as at 31st March 2021, the explanation of significant variance. To ensure that the Accounting Statements 2020/21 are signed and dated by the person presiding at the meeting.</p> <p>The Statement of Accounts was approved by the Council and signed by the Chairman.</p> <p>b) To note the Parish Council's financial position for the beginning of the new Financial Year.</p> <p>There is currently £35,492.48 in the bank.</p> <p>c) To authorise any payments:</p> <table border="1" data-bbox="272 882 1315 1218"> <tr> <td>David Ansley (Litterpicker)</td> <td>£ 294.03</td> </tr> <tr> <td>Tracey Block (April salary)</td> <td>£ 506.41</td> </tr> <tr> <td>Tracey Block (May salary)</td> <td>£ 506.21</td> </tr> <tr> <td>HMRC</td> <td>£ 3.00</td> </tr> <tr> <td>St Mary's Brabourne</td> <td>£ 250.00</td> </tr> <tr> <td>KALC</td> <td>£ 573.00</td> </tr> <tr> <td>Rush Community</td> <td>£ 300.00</td> </tr> <tr> <td>Caretaker Account</td> <td>£3600.00</td> </tr> <tr> <td>S Lister (Internal Audit)</td> <td>£ 60.00</td> </tr> <tr> <td>Ashford Borough Council loan interest</td> <td>£ 456.00</td> </tr> </table> | David Ansley (Litterpicker) | £ 294.03 | Tracey Block (April salary) | £ 506.41 | Tracey Block (May salary) | £ 506.21 | HMRC | £ 3.00 | St Mary's Brabourne | £ 250.00 | KALC | £ 573.00 | Rush Community | £ 300.00 | Caretaker Account | £3600.00 | S Lister (Internal Audit) | £ 60.00 | Ashford Borough Council loan interest | £ 456.00 | |
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| 18. | Any Other Business | | | | | | | | | | | | | | | | | | | | | |
| | <p>The Village Hall has thanked the Parish Council for their donation.</p> <p>The noticeboard at Orpins was discussed. This belongs to Orpins Stores and is not the responsibility of the Parish Council. Cllr Hickmott suggested contacting Cllr Herrick, the Parish Councils might jointly fund a replacement board if agreed by the owner.</p> <p>Cllr Mrs Smith is selling a walks booklet in aid of the Stour Downs Churches.</p> <p>An email had been received for a Now and Then book, this was considered a profiteering exercise for the publisher.</p> <p>A seed library has been suggested. The Warren adjoining the parish notice board or the entrance to the Allotment site were suggested as being possible sites. This is to be taken forward.</p> <p>The Parish Council agreed that the contract with Ashford Borough Council should be renewed for the Caretaker. An increase in line with inflation was suggested. The Clerk is to action this request.</p> | TB | | | | | | | | | | | | | | | | | | | | |
| 19. | Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council. | | | | | | | | | | | | | | | | | | | | | |
| | Monday 26th July 2021 at 7.30pm in Brabourne Village Hall | | | | | | | | | | | | | | | | | | | | | |

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| | Monday 27th September 2021 | |
| | Monday 22nd November 2021 | |
| | Monday 24th January 2022 | |
| | Monday 28th March 2022 | |
| | Monday 23rd May 2022 | |

The meeting was closed at 8.47pm