

**Brabourne Parish Council**  
**Minutes of the Parish Council Meeting**  
**Held on Monday 26<sup>th</sup> July 2021 at 7.30pm at the Village Hall.**

To be actioned by

	<p>Cllr Harbottle welcomed everyone and stated that the Parish Council was still coming to terms with the sudden and tragic passing of Cllr Hickmott.</p> <p>Cllr Hickmott gave many, many years of exemplary service to the Parish Council and his dedication both to the Parish Council and to the Parish was evident for all to see. He will be sorely missed.</p> <p>The work of the Parish Council will continue and will do so in the belief that that is what Cllr Hickmott would have wanted.</p>	
<b>1.</b>	<b>To elect a Chairman for the year until May 2022 and to consider advertising a vacancy.</b>	
	<p>The Parish Council is legally obliged to elect a Chairman.</p> <p>Cllr Atkins nominated Cllr Harbottle and Cllr Mrs Tanner seconded this nomination. Cllr Harbottle was elected as Chairman.</p> <p>It was agreed that the vacancy on the Parish Council should be advertised in the coming months.</p>	
<b>2.</b>	<b>To note those present</b>	
	<p>Cllr Harbottle (Chairman), Cllr Atkins and Cllr Mrs Tanner and Mrs Block (Clerk). 7 members of the public were present.</p>	
<b>3.</b>	<b>To receive any Apologies for absence</b>	
	<p>Apologies were received from Cllrs Spokes, Mrs Young and Mrs Smith. Cllr Howard also sent his apologies.</p>	
<b>4.</b>	<b>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.</b>	
	<p>There were no declarations of interest to be made.</p>	
<b>5.</b>	<b>To approve the Minutes of the meeting held on Thursday 6th May 2021.</b>	
	<p><b>Resolved:</b>  <b>That the Minutes of the Meeting of the Parish Council held on 6th May 2021 be approved and confirmed as a true record. The minutes were duly signed.</b></p>	
<b>6.</b>	<b>To discuss any Matters Arising</b>	
	<p>The Chairman asked Councillors to consider what forms of remembrance in honour of Cllr Hickmott might be taken forward. It was agreed that Councillors will discuss the matter further and report at the next meeting.</p>	All
<b>7.</b>	<b>To receive the Borough Councillor's report</b>	
	<p>No report had been received from Cllr Howard.</p>	
<b>8.</b>	<b>To discuss the future of the Newsletter</b>	
	<p>Villy Pereboom from Smeeth circulated the figures of newsletter opening and click rates. Villy explained that she is the editor but not the author of the Newsletter.</p>	

	<p>Writing the Newsletter is a significant job and Cllr Pereboom does not have enough time for this. The Parish Council considered that the newsletter could be a bi-monthly production. There are 4 issues to consider:</p> <ol style="list-style-type: none"> <li>1. Should the newsletter carry on?</li> <li>2. Is there a Brabourne PC representative?</li> <li>3. How often should the newsletter be produced?</li> <li>4. Content is required and requires future planning.</li> </ol> <p>Quantity of content is an issue, Cllr Atkins offered to provide some articles. It was agreed that there would be an initial discussion between Cllrs Atkins, Harbottle and Pereboom, hopefully joined by Cllr Smith.</p>	DA/WH /MS										
<b>9.</b>	<b>To discuss the proposed allotment agreement to take forward.</b>											
	<p>It was noted that the original document was drawn up by Shepherd Neame.</p> <p>It was agreed that the Clerk would take advice from KALC and the National Society of Allotments and Leisure Gardeners. It was agreed that the decision as to the allotment agreement would be deferred to the next meeting.</p>	TB										
<b>10.</b>	<b>To note the situation with the allotment gate and agree next steps</b>											
	<p>There was a discussion regarding the allotment gate rehanging issues.</p> <p>The expenditure of £1,000 was approved, to be spent from the reserve of £3702.85. This funding is not coming from the precept, it is from the allotment reserves built up over the last 10 years.</p> <p>It was noted also that there had been a few issues on the path and gates of late with some delivery lorries causing damage. The path will be looked at by the Caretaker and the gates are to be fixed by the owner of the company who delivered the soil.</p>											
<b>11.</b>	<b>To consider Highways Improvement Plan Suggestions</b>											
	The Highways Improvement Plan suggestions were considered. It was agreed that further discussion would be required.											
<b>12.</b>	<b>Financial Matters</b>											
	<p><b>12.1 To agree payments in accordance with the Budget.</b></p> <table border="1"> <tr> <td>David Ansley (Litterpicker)</td> <td>£ 276.21</td> </tr> <tr> <td>Information Commissioner</td> <td>£ 40.00</td> </tr> <tr> <td>HMRC</td> <td>£ 3.20</td> </tr> <tr> <td>Tracey Block (April salary)</td> <td>£ 506.21</td> </tr> <tr> <td>Tracey Block (May salary)</td> <td>£ 506.21</td> </tr> </table> <p><b>12.2 To note the Parish Council's financial position for the beginning of the new Financial Year.</b></p> <p>There is currently £43813.63 in the bank.</p>	David Ansley (Litterpicker)	£ 276.21	Information Commissioner	£ 40.00	HMRC	£ 3.20	Tracey Block (April salary)	£ 506.21	Tracey Block (May salary)	£ 506.21	
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<b>13.</b>	<b>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.</b>											

	<p><b>13.1 To receive the report of the Planning Committee.</b></p> <p>A copy of the Planning Committee report was circulated, and a copy is kept on file with these minutes.</p> <p><b>Planning Application 21/01176/AS: 2 Subdown Cottages, The Street, Brabourne TN25 5LT</b> Proposed two storey side and rear extension.</p> <p>It was noted that the application site is in a Conservation Area. It was considered that the proposed extension is relatively large but that on balance it would not look out of place. It was further noted that the proposals have not attracted comments from neighbours.</p> <p><b>Resolved:</b> That the Parish Council has no objection to the application.</p> <p><b>Planning Application 21/01187/AS: Lamplands, Pilgrims Way, Brabourne, TN25 5LU</b> First floor extension; alterations to the fenestration and associated works.</p> <p>The relative prominence of the location of the dwelling was noted. Whilst it was considered that the Parish Council has no issue with an extension in principle, it was nevertheless felt that the proposed extension would not appear subordinate to the existing dwelling and that the proposals would diminish the character of the existing dwelling.</p> <p><b>Resolved:</b> That the Parish Council objects to the application.</p>	
<p><b>14.</b></p>	<p><b>To receive an update on the Caretaker</b></p> <p>The Village Caretaker scheme continues to work well, if there are any matters in the Parish that require the attention of the Caretaker, please let the Parish Clerk know. Currently it is the height of the growing season, but Paul is doing his best to stay on top of the grass cutting.</p> <p>On 24th May 2021, the Caretaker Committee of all the Parish Councils in the Cluster (Brabourne, Brook, Mersham, and Smeeth) held its annual Financial Meeting to review the current 3-year plan.</p> <p>Prudent planning in previous years had built up a balance which had served well but unfortunately this year there was a deficit in the running costs of the scheme due to (i) a significant increase in salary costs due to an increase in pension contributions which were £2203 over budget and (ii) purchase of equipment (new ride on mower and brush cutter) which cost £7684.</p> <p>This accounts for an end of year deficit of £5577.65 from the Opening Balance (£8884.26) and Closing balance (£3306.61). To keep the finances healthy and to continue to make provision for future replacement of equipment including the van, and with a view to returning by 2023/2024 to the previous healthy position, it is proposed that there should be an increase in the contributions from each parish.</p>	

	<p>Accordingly, therefore it is proposed that the contribution from Brabourne in the coming year will be £7610 which will be due in two instalments: £3600 on 31/5/21 and £4010 on 31/10/21.</p> <p>This proposal was formally accepted.</p>	
<b>15.</b>	<p><b>To agree the roles to be filled:</b>  <b>Allotment's representative</b>  <b>Fordred's Charity representative</b></p>	
	<p>The following representatives were agreed for the roles:</p> <p>Allotment's representative – Cllr Mrs Tanner  Fordred's Charity representative – Cllr Atkins</p>	
<b>16.</b>	<p><b>Open Session</b></p>	
	<p>One member of the public considered that there should be a vote of thanks for Cllr Hickmott. It was noted that this is part of Councillors' discussions on forms of remembrance in honour of Cllr Hickmott under item 6.</p> <p>There was some discussion regarding electric power points for vehicles to be charged. This issue will be added to the Highways Improvement Plan.</p>	
<b>17.</b>	<p><b>Any Other Business</b></p>	
	<p>Thanks were extended to Pat Thornby for the construction of the seed library. It appears to be well used and is a lovely gesture.</p> <p>It was agreed that Brabourne Parish Council would be interested in attending the presentation by the Solar Farm with Smeeth PC.</p> <p>The suggested hand over of the streetlights to the Parish Council by ABC/KCC was discussed. It was suggested that this could be an item for the newsletter to request comment so that opinion can be expressed regarding requirement of streetlights. Cllrs will visit the sites nominated for removal and the idea will be discussed again at the September meeting.</p> <p>The recent damage to the bench, rubbish bin and the salt bin was noted. A Police report has been filed.</p>	
<b>18.</b>	<p><b>Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.</b></p>	
	<p><b>Monday 27<sup>th</sup> September 2021 at 7.30pm in Brabourne Village Hall</b>  <b>Monday 22<sup>nd</sup> November 2021</b>  <b>Monday 24<sup>th</sup> January 2022</b>  <b>Monday 28<sup>th</sup> March 2022</b>  <b>Monday 23<sup>rd</sup> May 2022</b></p>	

The meeting was closed at 8.47pm.