

Brabourne Parish Council
Minutes of the Parish Council Meeting
Held on Monday 23rd May 2022 at 7.30pm at the Village Hall

To be actioned by

	The Chairman welcomed everyone to the meeting.	
1.	To note those present	
	Cllr Harbottle (Chairman), Cllr Atkins, Cllr Mrs Smith, Cllr Spokes and Mrs Block (Clerk). Four members of the public were present.	
2.	Election of the Chairman and any Vice-Chairman for the Council Year 2022-23	
	Cllr Mrs Smith proposed that Cllr Harbottle be elected as Chairman for the Council Year 2022-23, Cllr Atkins seconded this, all were in favour. Cllr Harbottle took the chair. Cllr Harbottle proposed that Cllr Spokes be elected as Vice-Chairman for the Council Year 2022-23, Cllr Mrs Smith seconded this, all were in favour.	
3.	Completion of the Declaration of Acceptance of Office Form by the Chairman.	
	Cllr Harbottle completed the Declaration of Acceptance of Office form.	
4.	To receive any Apologies for absence	
	Apologies were received from Cllr Mrs Tanner and were approved.	
5.	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.	
	Cllr Spokes declared a personal interest in the payment of the Litter Picker.	
6.	To approve the Minutes of the meeting held on 28th March 2022	
	Resolved: That the Minutes of the Meeting of the Parish Council held on 28th March 2022 be approved and confirmed as a true record. The minutes were duly signed.	
7.	To discuss any Matters Arising	
	The Highways Improvement Plan has been submitted to KCC Highways who will review it and organise a meeting with the Parish Council to take matters forward.	
8.	To elect representatives for the following:	
	Planning Committee – Cllr Harbottle (Chairman), Cllrs Atkins, Mrs Smith, and Spokes; Playing Field Association representative – defer to a later date; Village Hall representative – Cllr Mrs Smith; Village Caretaker Management Committee representative – Cllr Atkins; Community Led Plan representative – defer to a later date; KALC representative – Cllr Atkins; Allotments representative – Cllr Mrs Smith.	
9.	To receive the Borough Councillor's report	
	Cllr Howard had not sent a report having provided one at the Annual Parish Meeting.	
10.	Planning Report	
	a. To receive the report of the Planning Committee A copy of the Planning Committee Report was circulated to Councillors, and a copy is available in Appendix 1 of these minutes.	

	b. To receive any outstanding applications and agree a response There were no outstanding applications.											
11.	To review the Terms of Reference for the Planning Committee The Terms of Reference for the Planning Committee were reviewed and agreed.											
12.	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 Councillors reviewed the effectiveness of the system of Internal Controls.											
13.	To approve the Financial Regulations, Standing Orders, Asset Register and Risk Assessment and confirm arrangements for insurance cover in respect of all insured risks. The Parish Council approved the Financial Regulations, Standing Orders, Asset Register and Risk Assessment and confirm arrangements are in place for insurance cover in respect of all insured risks.											
14.	Review of the Council's subscriptions to other bodies (KALC & CPRE) Subscriptions to the Kent Association of Local Councils (KALC) and the Campaign to Protect Rural England (CPRE) were both considered to be worthwhile. The Parish Council will continue to subscribe to KALC and also subscribe to CPRE.											
15.	Financial Matters a. To approve the following financial documents i. To receive the end of year accounts The Parish Council received the end of year accounts. ii. To receive the report from the Internal Auditor The Parish Council received the report from the Internal Auditor. iii. To approve the Governance Statement 2021/22, section 1 of the AGAR for the year ending 31 March 2022 The Parish Council completed and approved the Governance Statement 2021/22, section 1 of the AGAR for the year ending 31 March 2022. iv. To consider and approve the Accounting Statements 2021/22, section 2 of the AGAR for the year ending 31 March 2022, the supporting bank reconciliation as at 31 March 2022 and the explanation of any significant variances. To ensure that the Accounting Statements 2021/22 are signed and dated by the person presiding at the meeting. The Parish Council considered and approved the Accounting Statements 2021/22, section 2 of the AGAR for the year ending 31 March 2022, the supporting bank reconciliation as at 31 March 2022 and the explanation of any significant variances. The Parish Council ensured that the Accounting Statements 2021/22 were signed and dated by the person presiding at the meeting. b. To note the Financial Position of the Parish Council There is currently £45,054.40 in the bank. c. To agree payments in accordance with the Budget <table><tr><td>Citizenship Award</td><td>£100.00</td></tr><tr><td>KALC Membership</td><td>£573.00</td></tr><tr><td>S Lister – Internal Audit</td><td>£60.00</td></tr><tr><td>Zurich Municipal</td><td>£500.19</td></tr><tr><td>David Ansley (Litter picker)</td><td>£351.50</td></tr></table>	Citizenship Award	£100.00	KALC Membership	£573.00	S Lister – Internal Audit	£60.00	Zurich Municipal	£500.19	David Ansley (Litter picker)	£351.50	
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	<p>There was a discussion regarding the plaque in memory of Mike Hickmott and a revised budget of £500 was agreed, superseding the previous budget of £150.</p> <p>There was a discussion regarding the noticeboard that used to be outside the village shop. The Parish Council agreed that a new noticeboard should be sourced but that it may need to be placed at an alternative location. A budget of £500 was agreed and the Clerk is to approach Smeeth Parish Council to request a similar contribution.</p>	TB										
16.	To discuss and agree the replacement of the allotment track surface											
	<p>The Clerk had received three quotes which were tabled and discussed. It was noted that there is approximately £5,000 held for capital expenditure related to the allotments. The Parish Council agreed to make up to £2,500 available from the Parish Council account to assist with meeting the total cost. The Clerk is to ask the Chairman of the Allotments Society for written confirmation of their exact requirements with regards to the replacement surface.</p>	TB										
17.	To receive an update on the newsletter											
	<p>No newsletter had been circulated since the last meeting, although three newsflashes had been sent:</p> <p>Paint for Victory – reminder regarding the exhibition in the Scout Hut Date sent: 27 March 2022 Open rate: 256 (69.4%)</p> <p>Parish Council Vacancies Date sent: 5 May 2022 Open rate: 272 (73.3%)</p> <p>Joint Annual Parish Meeting Date sent: 9 May 2022 Open rate: 270 (72.8%)</p>											
18.	Open Session											
	<p>The Chairman presented Lucie Edmed with the Citizenship Award and thanked Lucie for all her hard work in the community.</p> <p>There had been some interest in the Parish Council vacancies. Cllr Atkins offered to help in answering any questions from anyone who is interested.</p>											
19.	Any Other Business											
	<p>There was no other business to discuss.</p>											
20.	Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council											
	<p>The following dates were agreed:</p> <p>Monday 25th July 2022 Monday 26th September 2022 Monday 28th November 2022 Monday 23rd January 2023 Monday 27th March 2023 Monday 22nd May 2023</p>											

21.	Resolution to exclude the public	
	Resolved: That under Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, because of the confidential nature of the business to be dealt with, the Public and Press leave the meeting during discussion of item 22 (Clerk's scale point).	
22.	To review the Clerk's Scale Point	
	It was agreed that the Clerk's Scale point should be set at SCP 16 from 1 April 2022 and will be reviewed annually.	

The meeting closed at 9.05pm.

Appendix 1: Planning Committee Report for Parish Council meeting on 23 May 2022

New Applications (received after the last meeting)

22/00586/AS: Fords Water Farm, Manor Pound Lane, Brabourne

Amendment to application 19/00666/AS for the erection of an agricultural building, incorporating charity office and shop, to change building location and mirror the building along its long axis.

Parish Council: General comment

22/00464/AS & 22/00465/AS: Brabourne Cottage, Canterbury Road, Brabourne

Proposed replacement windows, demolition of modern conservatory & external and internal alterations (22/00465/AS is for Listed Building Consent).

Parish Council: General comment

Decided Applications (except those received after the last meeting)

22/00299/AS: 34 Prospect Way, Brabourne

Removal of existing conservatory and erection of single storey rear extension with rooflight.

Parish Council: General comment | Decision: Permit

22/00288/AS: 1 Abbottsfield, Lees Road, Brabourne

Replacement porch, replacement windows and doors, material alterations to facade and alterations to existing driveway.

Parish Council: General comment | Decision: Permit

22/00282/AS: Abbottsfield, Lees Road, Brabourne

Variation of condition 2 (approved plans) 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 alter roofing materials to garage roofs, removal of proposed garage to Abbottsfield and alterations to driveway.

Parish Council: General comment | Decision: Permit

22/00176/AS: Midstrey Barn Coomb Farm, Pilgrims Way, Brabourne

Proposed timber framed garage.

Parish Council: General comment | Decision: Permit

21/02023/AS: The Oast House, 4 The Malhouses, Canterbury Road, Brabourne

Replacement of kitchen window.

Parish Council: General comment | Decision: Grant Consent

21/01736/AS: East View, Lees Road, Brabourne, TN25 6QA
Demolition of existing double garage and erection of one bedroom annexe.

Parish Council: General comment | Decision: Permit

Awaited Applications (except those received after the last meeting)

22/00158/AS: Manor Pound Bungalow, Canterbury Road, Brabourne
Proposed replacement dwellinghouse and associated landscaping works.

Parish Council: Object

22/00136/AS: Liberty Barn, Canterbury Road, Brabourne
Proposed erection of an off-grid residential dwelling (under paragraph 80 of the NPPF) utilising existing access. Alterations to existing barn, removal of stables and landscape enhancement works to wider site.

Parish Council: Support

21/02231/AS: Park Farm, Pound Lane, Brabourne
Change of use of land for the stationing of mobile camping pods in association with established yoga retreat business.

Parish Council: General comment

21/01916/AS: Bankside, Scots Lane, Brabourne
Change of use of 2 stable blocks into 2 one bedroom holiday lets.

Parish Council: General comment

21/01862/AS: Land at the Street and North of Court Lodge, Brabourne
Conversion and change of use to distillery (Sui Generis).

Parish Council: Object

21/01440/AS: Meadowside Farm, Scots Lane, Brabourne, TN25 6LP
Demolition of existing agricultural barn and erection of a log cabin to be used as a temporary residential accommodation.

Parish Council: Object

20/00955/AS: Missingham Farm, Pilgrims Way, Brabourne, TN25 5LU
Erection of two new build detached houses together with reconfiguration of adjoining equestrian enterprise (alternative scheme to that approved under 19/00819/AS).

Parish Council: Object | Reconsultation: Object | Reconsultation 2: General Comment