

Brabourne Parish Council
Minutes of the Parish Council Meeting
Held on Monday 25th July 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 Spokes (Vice-Chairman), Cllr Atkins, Cllr Mrs Edmed and Mrs Block (Clerk). Four members of the public were present.	
2.	To receive any Apologies for absence	
	Apologies were received from Cllrs Smith and Tanner and were approved.	
3.	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.	
4.	To approve the Minutes of the meeting held on 23rd May 2022	
	Resolved: That the Minutes of the Meeting of the Parish Council held on 23rd May 2022 be approved and confirmed as a true record. The minutes were duly signed.	
5.	To discuss any Matters Arising	
	There were no matters arising.	
6.	To receive the Borough Councillor's Report	
	No report had been received from the Borough Councillor.	
7.	To Co-opt a new Councillor to fill a vacancy and consider further Co-option at the next meeting.	
	Cllr Harbottle proposed that Lucie Edmed be co-opted to the Parish Council, Cllr Spokes seconded this, and all were in favour. Resolved: That Lucie Edmed be co-opted to the Parish Council. Cllr Edmed completed the Declaration of Pecuniary Interests form and the Declaration of Office form. Cllr Edmed was formally welcomed on to the Parish Council. It is hoped that the remaining vacancy can be filled at the next meeting.	
8.	To agree the purchase and placement of a new Noticeboard	
	Following discussions at the last meeting, the Clerk had approached Smeeth Parish Council who were happy to contribute up to £500 for a new noticeboard. The Clerk had obtained quotes for a new noticeboard, including one for £751.14. It was agreed that the Parish Council would proceed with the quote for £751.14 for a new noticeboard. It would likely be cemented into the ground with paving slabs placed underneath it for a standing area. It was agreed that The Warren would be a suitable location, but that further discussion with regards to its precise location on The Warren was required.	
9.	To agree a Young Persons Award and steps to take this forward	
	This initiative was discussed and it was agreed that a certificate and voucher (or similar) would be awarded each year in May, starting in 2023, together with the Citizenship	

	Award. It was agreed that the Clerk would discuss the initiative with Smeeth Parish Council to see if they too would like to be involved. The wording for the criteria of the Young Persons Award would be finalised and approved in due course.																			
10.	To review the allowances available to the Clerk																			
	The Clerk is entitled to be paid up to £18 per month under national rules as a working from home allowance (in addition to salary). The current allowance being paid is less than this and it was agreed that the Parish Council would increase the working from home allowance paid to the Clerk to £18 per month, effective from April 2022. This would be reviewed annually at the May meeting.																			
11.	To receive an update on the Highways Improvement Plan																			
	The Chairman provided an update following the Highways Improvement Plan meeting with KCC Highways. KCC Highways will look into better signage that could be provided for Brabourne School, village gateways and also AONB signage, although the AONB Unit have asked that the latter be postponed because the Government has a consultation in progress on the renaming/regrading of AONBs.																			
12.	To agree the updated Asset list.																			
	The Council reviewed and agreed the updated Asset List.																			
13.	Financial Matters.																			
	13.1 To agree payments in accordance with the Budget <table><tr><td>John Moreton Prize</td><td>£50.00</td></tr><tr><td>David Ansley (Litter picker)</td><td>£275.50</td></tr><tr><td>ICO</td><td>£40.00</td></tr><tr><td>HMRC</td><td>£16.80</td></tr><tr><td>Tracey Block (June salary)</td><td>£541.93</td></tr><tr><td>Tracey Block (July salary)</td><td>£541.93</td></tr><tr><td>Hall plaque and bench bolts</td><td>£465.18</td></tr><tr><td>Noticeboard</td><td>£751.14</td></tr><tr><td>Refreshments for the naming ceremony of Hickmott Hall</td><td>£38.60</td></tr></table> 13.2 To note the Financial Position of the Parish Council There is currently £43,243.14 in the bank.	John Moreton Prize	£50.00	David Ansley (Litter picker)	£275.50	ICO	£40.00	HMRC	£16.80	Tracey Block (June salary)	£541.93	Tracey Block (July salary)	£541.93	Hall plaque and bench bolts	£465.18	Noticeboard	£751.14	Refreshments for the naming ceremony of Hickmott Hall	£38.60	
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14.	Planning report																			
	14.1 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. 14.2 22/01004/AS: Five Bells, The Street, Brabourne, TN25 5LP Councillors had no objection to the application subject to the conditions from the previous permission being reimposed. Resolved: That the Parish Council makes a general comment on the application.																			
15.	To receive an update on the Caretaker Scheme																			
	The scheme continues to run well.																			
16.	To receive and discuss a communication received regarding parking at Brabourne School for school events.																			
	The Clerk had received a communication regarding parking at Brabourne School for school events. The issue was discussed and it is understood that the School and its Governors are aware that there has been an issue. The School is also understood to																			

	have taken reasonable steps to mitigate parking problems and the Parish Council will request that the School continues to do so.	
17.	Open Session	
	A member of the public advised that a parent at Brabourne School is looking into the possibility of a new Public Right of Way from Brabourne Lees to the School and it is understood that the Parish Council may be contacted about this in due course.	
18.	Any Other Business	
	<p>The Playing Field Association had provided a report and this was circulated.</p> <p>The Clerk had received a communication from Brabourne Baptist Church asking if it could run an event on The Warren on 10 September 2022. The Parish Council is happy for this to take place, but would require a copy of the events insurance and the temporary events notice required for selling alcohol and playing music. The Parish Council also advises that parking be made available off-site to avoid congestion in the immediate vicinity.</p>	
19.	Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council	
	<p>Monday 26th September 2022</p> <p>Monday 28th November 2022</p> <p>Monday 23rd January 2023</p> <p>Monday 27th March 2023</p> <p>Monday 22nd May 2023</p>	

The meeting closed at 9.30pm.

Appendix 1: Planning Committee Report for Parish Council meeting on 25 July 2022

New Applications (received after the last meeting)

22/01004/AS & 22/01005/AS: Five Bells, The Street, Brabourne

Retrospective planning application for continued temporary use of marquee and oak framed outbuilding until 2025 (22/01005/AS is for Listed Building Consent).

To be discussed.

22/00951/AS & 22/00952/AS: Five Bells, The Street, Brabourne

Alteration/reposition of external kitchen flue (22/00952/AS is for Listed Building Consent).

Parish Council: General Comment

22/00829/AS: 35 Mountbatten Way, Brabourne

Proposed garage conversion and a single storey rear extension.

Parish Council: General Comment

22/00701/AS: Mountfield, Plain Road, Brabourne

Proposed replacement single storey rear extension, garage extension, front first floor extension and raised platform.

Parish Council: General Comment | Decision: Permit

22/00625/AS: The Knoll, Lees Road, Brabourne

Proposed two bay car port.

Parish Council: General Comment | Decision: Permit

Decided Applications (except those received after the last meeting)

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 | Decision: Permit & Grant Consent

22/00158/AS: Manor Pound Bungalow, Canterbury Road, Brabourne

Proposed replacement dwellinghouse and associated landscaping works.

Parish Council: Object | Decision: Permit

Awaited Applications (except those 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

22/00136/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