

**Brabourne Parish Council**  
**Minutes of the Parish Council Meeting**  
**Held on Monday 26<sup>th</sup> September 2022 at 7.30pm at the Village Hall**

To be actioned by

	The Chairman welcomed everyone to the meeting and stated that the Parish Council continues to express great sadness at the passing of HM Queen Elizabeth II. A minute's silence was held.	
<b>1.</b>	<b>To note those present</b>	
	Cllr Harbottle (Chairman), Cllr Atkins, Cllr Edmed, Cllr Smith and Mrs Block (Clerk). Five members of the public were present.	
<b>2.</b>	<b>To receive any Apologies for absence</b>	
	Apologies were received from Cllr Spokes (Vice-Chairman) and Cllr Tanner and were all approved. Apologies were also received from Borough Cllr Howard.	
<b>3.</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>	
	There were no declarations of interest.	
<b>4.</b>	<b>To approve the Minutes of the meeting held on 25<sup>th</sup> July 2022</b>	
	<b>Resolved: That the Minutes of the Meeting of the Parish Council held on 25<sup>th</sup> July 2022 be approved and confirmed as a true record.</b> The minutes were duly signed.	
<b>5.</b>	<b>To discuss any Matters Arising</b>	
	There were no matters arising.	
<b>6.</b>	<b>To receive the Borough Councillor's Report</b>	
	No report had been received from Borough Cllr Howard.	
<b>7.</b>	<b>To agree the placement of the new Noticeboard</b>	
	It was agreed that the new noticeboard would be placed adjacent and to the right of the existing noticeboard on The Warren, facing the road. It was further agreed that there would be a base for people to stand on when viewing the new noticeboard.	
<b>8.</b>	<b>To agree a website protocol concerning links to other websites</b>	
	The Clerk continues to receive requests for links to external websites to be added to the Parish Council website. <b>Resolved: That the Parish Council does not add links on its website to profit-oriented businesses or non-community-related organisations.</b>	
<b>9.</b>	<b>To agree the contribution towards the memorial bench for M Hinchliffe</b>	
	The Parish Council agreed to provide £300 towards the cost of the memorial bench for Mr Michael Hinchliffe. The Community Led Plan (CLP) are due to contact the Parish Council with their choice of location for the bench on The Warren.	
<b>10.</b>	<b>To discuss and approve adoption of the Draft Grant Awarding Policy</b>	
	A draft of the Grant Awarding Policy (v1.0), which includes the corresponding application form, had been circulated to all Councillors. <b>Resolved: That the Parish Council adopts version 1.0 of the Grant Awarding Policy.</b>	

11.	To discuss the potential use of “Warm spaces”		
	Cllr Smith raised the idea of warm banks or warm spaces, which could provide additional support for people during the current cost of heating crisis. If Brabourne Baptist Church went ahead with the provision of warm spaces, a grant application could be completed and submitted to the Parish Council, should funding be required.		
12.	To receive an update regarding the trees that the Parish Council have responsibility for in Brabourne		
	The Parish Council discussed the latest quotation received.  <b>Resolved: That the Parish Council approves the quotation from Trees R Us.</b>		
13.	Financial Matters		
	<b>13.1 To agree payments in accordance with the Budget</b>		
	G J Elgar (Allotment track)	£7662.00	
	P Rodway (Cement and ballast for bench installation)	£99.68	
	BWP Creative (Website)	£230.40	
	PKF Littlejohn LLP (Audit)	£240.00	
	HMRC	£16.80	
	Tracey Block (August salary)	£541.93	
	Tracey Block (September salary)	£541.93	
	David Ansley (Litter picker)	£380.00	
	<b>13.2 To note the Financial Position of the Parish Council</b> There is currently £38,774.03 in the bank.		
	<b>13.3 To agree to remain opted in to the SAAA Central Auditor Appointment Arrangements</b>  <b>Resolved: That the Parish Council remains opted in to the SAAA Central Auditor Appointment Arrangements.</b>		
14.	Planning report		
	<b>14.1 To receive the report of the Planning Committee</b> A copy of the Planning Committee Report was circulated to Councillors, and a copy is available in Appendix 1 of these minutes.		
	<b>14.2 To receive a communication regarding planning application 21/01862/AS</b> The application was discussed at Ashford Borough Council’s Planning Committee meeting on 17 August 2022, where the Committee resolved to permit the application, a decision that is not welcomed by the Parish Council in any way.  The Parish Council later received a communication from a resident stating that they had commenced proceedings for a judicial review of the decision and requesting the Parish Council’s involvement in that process. Whilst the Parish Council may have the power to involve itself in a judicial review, it cannot do so in the absence of any written agreements between it and the relevant parties, such as the solicitors and/or barrister dealing with the case. Therefore, it was agreed that the Parish Council cannot reasonably involve itself with the judicial review at the present time. Should the opportunity present itself for the relevant matters to be resolved in the future, the Parish Council would be willing to reconsider its position at that stage.  It was agreed that the Parish Council would write to the Assistant Director of Planning and Development at the Borough Council requesting an explanation of the implications of both the officer’s recommendation and the decision of the Committee itself on the interpretation of the relevant policies of the Local Plan.		

	<p><b>Resolved:</b></p> <p><b>That the Parish Council does not involve itself with the judicial review of planning application 21/01862/AS.</b></p> <p><b>That the Parish Council writes to the Assistant Director of Planning and Development at the Borough Council regarding the application.</b></p>	
<b>15.</b>	<b>To receive an update on the Village Caretaker Scheme</b>	
	Cllr Atkins reported that the scheme continues to run well.	
<b>16.</b>	<b>To receive updates on the Community Led Plan and the Playing Field Association</b>	
	<p>Cllr Edmed reported that the Community Led Plan (CLP) met on 31 August 2022, at which the basketball fence was discussed and should now be completed. Painting of the railings around the pond was also discussed at the meeting and the CLP are hoping that this is something the Caretaker could undertake. The memorial bench for Mr Michael Hinchliffe was also discussed at the meeting, including the costs and the desired location. The CLP also discussed whether they could assist the PFA. The next meeting will be on 4 October 2022.</p> <p>Cllr Edmed reported that the Playing Field Association (PFA) meeting had been cancelled and has yet to be rescheduled. The meeting is due to focus on funding schemes and general future plans.</p>	
<b>17.</b>	<b>Open Session</b>	
	A member of the public requested a bin on the triangle near the Five Bells. The Borough Council has been approached in the past with regards to emptying a bin at the same location and had refused. It was agreed that further discussion would be appropriate.	
<b>18.</b>	<b>Any Other Business</b>	
	There was no other business to be discussed.	
<b>19.</b>	<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><b>Monday 28<sup>th</sup> November 2022</b></p> <p><b>Monday 23<sup>rd</sup> January 2023</b></p> <p><b>Monday 27<sup>th</sup> March 2023</b></p> <p><b>Tuesday 16<sup>th</sup> May 2023</b></p>	

**The meeting closed at 8.55pm.**

## Appendix 1: Planning Committee Report for Parish Council meeting on 26 September 2022

### New Applications (received after the last meeting)

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PA/2022/2106: 76 Mountbatten Way, Brabourne

Proposed single storey rear extension including walk out balcony from existing first floor bedroom and glazed balcony guarding.

**Parish Council: General Comment**

Y19/0257/FH: Otterpool Park

Amended outline planning application, with all matters reserved, for a comprehensive residential-led mixed use development comprising: up to 8,500 residential homes [...]

**Parish Council: Object | Reconsultation: Object**

### Decided Applications (except those received after the last meeting)

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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 | Decision: Permit & Grant Consent**

22/00829/AS: 35 Mountbatten Way, Brabourne

Proposed garage conversion and a single storey rear extension.

**Parish Council: General Comment | Decision: Permit**

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 | Decision: Permit**

### Awaited Applications (except those received after the last meeting)

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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).

**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**