

Brabourne Parish Council
Minutes of the Parish Council Meeting
Held on Monday 28th November 2022 at 7.30pm at the Village Hall

To be actioned by

1.	To note those present	
	Cllr Harbottle (Chairman), Cllr Atkins, Cllr Smith, and Mrs Block (Clerk). Two members of the public were present.	
2.	To receive any Apologies for absence	
	Apologies were received from Cllr Spokes (Vice-Chairman), Cllr Edmed and Cllr Tanner and were all 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.	
	There were no declarations of interest.	
4.	To approve the Minutes of the meeting held on 26th September 2022	
	Resolved: That the Minutes of the Meeting of the Parish Council held on 26th September 2022 be approved and confirmed as a true record. The minutes were duly signed.	
5.	To discuss any Matters Arising	
	<p>To receive an update regarding the Highways Improvement Plan (HIP) The Chairman reported that Kent County Council (KCC) had advised that the white rectangular sign by Brabourne School had not been erected by them. The Parish Council had been further advised by KCC that they do not advertise schools and that it was not possible to pursue additional and similar signage via the HIP mechanism.</p> <p>The Parish Council had also been advised by KCC that they consider the, now worn, red tarmac areas around the white 'SLOW' markings near the School to be aesthetic and, as they are not a statutory requirement, that they will not replace or repair them. Replacement of the red tarmac areas could be done via the HIP mechanism, but would need to be fully paid for by the Parish Council who would also have responsibility for the ongoing maintenance costs. It was felt that it would be difficult for the Parish Council to justify the expenditure on an ongoing basis if there is seemingly no technical data from the Highway Authority to indicate that they have any particular value beyond aesthetics. The white 'SLOW' markings themselves are, however, maintainable by KCC. These are worn and will be reported by the Clerk.</p> <p>KCC are awaiting a response from the AONB Unit regarding AONB signage.</p> <p>The idea of village gateways on the approach to Brabourne Lees (along Canterbury Road and Lees Road) is being considered and a decision will be made once all costings are known.</p> <p>To note the location of the memorial bench for Michael Hinchliffe The suggested location for the bench on The Warren was approved.</p> <p>To discuss and agree the next steps regarding a dog waste bin for East Brabourne The Parish Council has been communicating with the Borough Council and has managed to reach an agreement that if a dog waste bin is purchased and installed by the Parish Council on the Public Right of Way to the north of the Five Bells, then the Borough Council will take on responsibility for emptying the bin. The Parish Council will</p>	<p>TB</p> <p>TB</p>

	<p>consult the immediate neighbours and ensure that the relevant permission from the landowner is in place.</p> <p>To consider a donation to the Foodbank</p> <p>Following the discussion on warm spaces at the last meeting, it was considered that the Parish Council could assist by contributing to the local Foodbank.</p> <p>Resolved: That the Parish Council contributes up to £500 to the local Foodbank and delegates authority to the Parish Clerk to liaise and organise this.</p>	TB
6.	To receive the Borough Councillor's Report	
	No report had been received from Borough Cllr Howard.	
7.	To approve the amendments to the Grant Awarding Policy and Application Form	
	<p>The Chairman proposed the adoption of the circulated Grant Awarding Policy version 1.1 and associated revised application form (superseding version 1.0).</p> <p>Resolved: That the Grant Awarding Policy version 1.1 and associated revised application form be adopted (superseding version 1.0).</p>	
8.	To receive an update on the Village Caretaker Scheme	
	<p>Cllr Atkins reported on the proposed change to the funding of the Caretaker Scheme. This would be so that the scheme is paid for by the percentage of hours worked in each Parish, rather than by the number of properties in each Parish. It was proposed that the changes be accepted.</p> <p>Resolved: That the Parish Council accepts the Village Caretaker Scheme costs of £8308.80 for the financial year 2023/24.</p> <p>Thanks were extended to the Caretaker and to the Committee for their work on the Scheme. It was noted that the Caretaker's trailer had been stolen on 18 November 2022 whilst in Mersham.</p>	
9.	To receive an update on the Playing Field Association	
	Cllr Harbottle provided an update on the AGM of the Playing Field Association.	
10.	To receive an update on the CLP	
	There was no update at this time.	
11.	To discuss the proposed footpath from the village to Brabourne Primary School	
	<p>The matter was discussed following communications from a member of the public. Councillors expressed concern that some of the relevant landowners are not willing to engage in a public consultation on the matter, whilst other landowners are looking to support the creation of the proposed public right of way at the expense of extinguishing other public rights of way across their land. In addition, concern was expressed regarding the proposed bound surface and whether this would be appropriate in character terms for a countryside location.</p> <p>Whilst the Parish Council is supportive of the general concept of creating a new public right of way along the proposed route, the Parish Council is unable to support the initiation of a public consultation on the proposal in its current form. However, the Parish Council is willing to continue dialogue to see what alternatives may be found.</p>	TB
12.	To consider the creation of an Environment Plan	
	There was a full discussion regarding whether it was desirable for the Parish Council to create an Environment Plan. It was felt that a stand-alone policy was not necessary at the present time, but that the Parish Council will consider the potential environmental impacts in any decision that it makes.	

13.	Planning report:																							
	<p>a. To receive the report of the Planning committee The report of the Planning Committee had been circulated.</p> <p>b. To receive any outstanding applications and agree a response There were no outstanding applications.</p> <p>It was noted that a letter in respect of application 21/01862/AS had been sent to the Assistant Director of Planning and Development at the Borough Council, as agreed at the last meeting, and that a response was awaited.</p>																							
14.	Financial Matters:																							
	<p>14.1 To agree payments in accordance with the Budget</p> <table><tr><td>P Rodway – noticeboard installation</td><td>£30.80</td></tr><tr><td>Lushland Ltd (Arboreal report)</td><td>£450.00</td></tr><tr><td>David Ansley (Litter picker)</td><td>£304.00</td></tr><tr><td>Tracey Block (October salary)</td><td>£541.93</td></tr><tr><td>Tracey Block (Back pay and November salary)</td><td>£897.02</td></tr><tr><td>Fordred’s Charity</td><td>£200.00</td></tr><tr><td>Tracey Block expenses</td><td>£172.69</td></tr><tr><td>HMRC</td><td>£105.38</td></tr><tr><td>St Mary’s, Brabourne</td><td>£250.00</td></tr><tr><td>Brabourne and Smeeth Scouts and Guides Management Comm.</td><td>£300.00</td></tr><tr><td>Village Caretaker Account</td><td>£3840.00</td></tr></table> <p>14.2 To note the Financial Position of the Parish Council There is currently £48,628.59 in the bank.</p> <p>14.3 To approve the proposed budget for 2023/24 The proposed budget was discussed. There was discussion regarding whether the Parish Council should be in a financial position to defend the Parish in the form of planning appeals, judicial reviews, etc., should the need arise. It was decided that the Parish Council should be in such a position.</p> <p>Resolved: That the Parish Council adopts Budget Option B for 2023/24.</p> <p>14.4 To approve the Precept for 2023/24 Resolved: That the Precept be set at £34,000 for 2023/24.</p> <p>14.5 To agree the donation to St Mary’s, Brabourne for the current financial year The Parish Council agreed the annual grant to St Mary’s, Brabourne of £250, as per the budget for 2022/23.</p> <p>14.6 To agree the donation to Brabourne and Smeeth Scouts and Guides for the current financial year The Parish Council agreed the annual grant to Brabourne and Smeeth Scouts and Guides of £300, as per the budget for 2022/23.</p> <p>14.7 To agree the Allotment Plot Rental Amounts for 2023/24 Resolved: That the allotment plot rental remains at £30 for an allotment per annum and £15 for a half plot per annum.</p>	P Rodway – noticeboard installation	£30.80	Lushland Ltd (Arboreal report)	£450.00	David Ansley (Litter picker)	£304.00	Tracey Block (October salary)	£541.93	Tracey Block (Back pay and November salary)	£897.02	Fordred’s Charity	£200.00	Tracey Block expenses	£172.69	HMRC	£105.38	St Mary’s, Brabourne	£250.00	Brabourne and Smeeth Scouts and Guides Management Comm.	£300.00	Village Caretaker Account	£3840.00	
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15.	Open Session																							
	There were no matters for discussion.																							
16.	Any Other Business																							
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17.	Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council	
	Monday 23rd January 2023 Monday 27th March 2023 Tuesday 16th May 2023	
18.	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 items 19 (Salary adjustment for the Clerk), 20 (Community Organisations) and 21 (Fordred's Charity).	
19.	Salary adjustment for the Clerk	
	Resolved: That the Parish Council adopts the NALC/SLCC NJC Pay Scale increase of £1 per hour from April 2022.	
20.	Community Organisations	
	There was a discussion regarding the creation of a community 'pop-up committee'. This would consist of members of the community and a representative from key Village and Parish organisations, who together might be able to organise community events as and when desired. It was agreed that the idea would be looked into.	
21.	Fordred's Charity	
	The distribution of the Charity funds was agreed.	

The meeting closed at 10.00pm.

Appendix 1: Planning Committee Report for Parish Council meeting on 28 November 2022

New Applications (received after the last meeting)

PA/2022/2739: Coomb Farm, Shabani Oast, Pilgrims Way

Installation of solar panels on roof with a electric convertor plus the installation of a vehicle charging point.

Parish Council: General Comment

PA/2022/2395: Manor Pound Bungalow, Canterbury Road, Brabourne

Proposed relocation of site access and reconfiguration of parking area in connection with replacement dwelling house.

Parish Council: General Comment

PA/2022/2380: Abbottsfield, Lees Road, Brabourne

Proposed single storey rear extension to replace an existing conservatory and a detached double garage with storage above.

Parish Council: General Comment

PA/2022/2236: 1 The Chestnuts, Smeeth

Retrospective single storey rear extension.

Parish Council: General Comment

PA/2022/2289: 49 Prospect Way, Brabourne

Proposed single storey side & rear extension, front porch extension and loft conversion including a dormer window and velux to rear.

Parish Council: General Comment

PA/2022/2222: Bankside, Scots Lane, Brabourne

Proposed replacement of existing barn.

Parish Council: General Comment

Decided Applications (except those received after the last meeting)

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 | Decision: Permit

Awaited Applications (except those 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).

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

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