

Brabourne Parish Council
Minutes of the Parish Council Meeting
Held on Monday 23rd January 2023 at 7.30pm at the Village Hall

To be actioned by

1.	To note those present	
	<p>Cllr Harbottle (Chairman), Cllr Atkins, Cllr Edmed, Cllr Smith, and Mrs Block (Clerk). Two members of the public were present.</p> <p>The Chairman reported, with regret, the resignation of Cllr Tanner from the Parish Council. Cllr Tanner was a Councillor for nearly 10 years (joining in September 2013) and made a major contribution to the Parish Council in that time.</p> <p>Proposed by Cllr Harbottle, Seconded by Cllr Atkins, and</p> <p>Resolved: That the Parish Council formally thanks Cllr Tanner for her years of service and for her major contribution to the Parish Council.</p>	
2.	To receive any Apologies for absence	
	Apologies were received from Cllr Spokes (Vice-Chairman) 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.	
	<p>Cllr Edmed declared a personal interest in the Playing Field Association as a Committee Member.</p> <p>Cllr Smith declared a personal interest in the Village Hall as the Parish Council representative.</p>	
4.	To approve the Minutes of the meeting held on 28th November 2022	
	<p>Resolved: That the Minutes of the Meeting of the Parish Council held on 28th November 2022 be approved and confirmed as a true record.</p> <p>The minutes were duly signed.</p>	
5.	To discuss any Matters Arising	
	<p>To receive an update regarding the Highways Improvement Plan (HIP) The Chairman reported that the Clerk had now received the remaining information from Kent County Council (KCC) Highways. The HIP Committee will meet with a view to making a recommendation to Full Council at the next meeting.</p> <p>Potholes The potholes that have been brought to the attention of the Parish Council have all been reported to KCC Highways.</p> <p>Salt bag The Clerk is to check with KCC Highways whether the salt bag has been delivered.</p> <p>Community Noticeboard The new noticeboard is due to be installed on The Warren from 24 January 2023.</p> <p>To discuss and agree the next steps regarding a dog waste bin for East Brabourne The Parish Council consulted the landowner where the proposed dog waste bin was to be sited. Unfortunately, the landowner was not in favour of a dog waste bin being placed on the land. The Parish Council is therefore unable to progress the issue further.</p>	TB

6.	To receive the Borough Councillor's Report															
	No report had been received from Borough Cllr Howard.															
7.	Planning report															
	<p>a. To receive the report of the Planning Committee The report of the Planning Committee had been circulated and a copy is available in Appendix 1 of these minutes. It was noted that PA/2022/2786 is the Listed Building Consent counterpart to PA/2022/2739. It was also noted that PA/2022/2395 was refused on character grounds.</p> <p>b. To receive any outstanding applications and agree a response There were no outstanding applications.</p>															
8.	Financial Matters															
	<p>8.1 To agree payments in accordance with the Budget</p> <table><tr><td>South East Water</td><td>£489.51</td></tr><tr><td>Stour Downs Foodbank</td><td>£170.00</td></tr><tr><td>HMRC</td><td>£34.20</td></tr><tr><td>Gift for Sylvia Tanner</td><td>£50.00</td></tr><tr><td>David Ansley (Litter picker)</td><td>£247.00</td></tr><tr><td>Tracey Block (December salary)</td><td>£576.66</td></tr><tr><td>Tracey Block (January salary)</td><td>£576.46</td></tr></table> <p>8.2 To note the Financial Position of the Parish Council There is currently £42910.23 in the bank.</p> <p>8.3 To review and agree the grant applications for 2023/24 The following grant applications had been received and were reviewed in accordance with the Parish Council's adopted Grant Awarding Policy:</p> <p>Grant Application from Brabourne Church for £250 Resolved: That the grant application from Brabourne Church for £250 be approved.</p> <p>Grant Application from the Playing Fields Association for £2933 It was noted that the applicant will need to provide the relevant reports at the appropriate time in accordance with section 3.7 of the adopted Grant Awarding Policy due to the value of the grant being over £2000.</p> <p>Resolved: That the grant application from the Playing Fields Association for £2933 be approved. [Cllr Edmed did not enter the vote due to her declaration of interest.]</p> <p>Grant Application from Brabourne and Smeeth Scouts and Guides for £500 Resolved: That the grant application from Brabourne and Smeeth Scouts and Guides for £500 be approved.</p> <p>Grant Application from Brabourne and Smeeth Village Hall for £1750 There was a discussion regarding hire costs for the Village Hall.</p> <p>Resolved: That the grant application from Brabourne and Smeeth Village Hall for £1750 be approved. [Cllr Smith did not enter the vote due to her declaration of interest.]</p> <p>All approvals are subject to the terms set out in the adopted Grant Awarding Policy.</p>	South East Water	£489.51	Stour Downs Foodbank	£170.00	HMRC	£34.20	Gift for Sylvia Tanner	£50.00	David Ansley (Litter picker)	£247.00	Tracey Block (December salary)	£576.66	Tracey Block (January salary)	£576.46	
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9.	To agree the setting up of a Community Events Group															
	Smeeth Parish Council have expressed an interest in being part of this initiative, for which the Parish Council is grateful. The relevant community organisations have all been contacted and several have expressed an interest in being involved.															

10.	To receive an update on the newsletter	
	<p>Cllr Smith explained that both she and Cllr Pereboom (Smeeth Parish Council) had met with a lady called Abbie who might be able to assist with the production of a newsletter. There would be initial set up costs and Abbie would charge approximately £500 per newsletter.</p> <p>The Chairman stated that it was pleasing that the situation was moving forward, but explained that there are several issues that would need to be considered. For example, the Parish Council will need to decide what forms of communication it considers to be necessary for the purposes of communicating with Parishioners. Other matters to be considered would include GDPR-related issues, advertisement-related issues, the amount of time that would be required of the Clerk, etc.</p> <p>It was felt that no decision could be made at this point. The Parish Council agreed to continue discussions with Smeeth Parish Council.</p>	
11.	To receive and discuss the communication regarding Trees on The Warren	
	<p>A recent communication regarding trees on The Warren had been circulated. The Parish Council has already resolved for works to be carried out to the trees on The Warren and these works exceed the recommendations contained within the latest arboricultural survey report compiled in November 2022. These works have already begun.</p> <p>Resolved: That the Parish Council satisfies itself that it is meeting its legal obligations in respect of all trees on The Warren.</p>	
12.	To receive communications received by the Clerk	
	<p>All relevant communications had been circulated.</p> <p>12.1 Request for a bus shelter Following discussion, it was agreed that the costs would significantly outweigh the need and that there would be no suitable location in the immediate vicinity of the requested site due to the pavement being too narrow.</p> <p>12.2 Email from Beavers and Scouts regarding community projects This is to be taken forward via the Community Events Group, the Community Led Plan and the Playing Field Association.</p>	
13.	To discuss the Citizenship Award	
	It was agreed that a Newsflash would be sent out, that a poster would be put on the noticeboard, and a post made on social media.	
14.	To discuss the Young Persons' Award	
	The working group is meeting on 2 February 2023 to progress the matter.	
15.	To receive an update on the Community Led Plan (CLP)	
	Cllr Edmed reported that the CLP are applying for a grant for wilding the areas just inside the Playing Field car park. The CLP have extended an offer to work with the PFA but have not received a response. The memorial bench is to be installed in the future when the ground is drier. There will be a coffee morning on 25 February 2023 at the Baptist Church looking for ideas, fundraising and recruitment of volunteers.	
16.	To receive an update on the Village Hall	
	Cllr Smith reported that a defibrillator has been purchased and installed by the main entrance. The issues currently facing the Village Hall include the heating being powered by a router that needs attention, pipes have frozen in the cold weather, and storage and access remain ongoing issues.	

17.	To receive an update on the Playing Field Association (PFA)	
	A meeting of the PFA is due to take place but as yet no date has been set.	
18.	To receive an update on the Caretaker Scheme	
	Cllr Atkins reported that the Caretaker Scheme continues to operate well.	
19.	Open Session	
	The members of the public had no matters to raise.	
20.	Any Other Business	
	<p>The Parish Council is aware that concern has been raised regarding the motorhome parked on Lees Road. The Clerk has spoken to the Police Constable (PC) who found that the motorhome was not committing any offence.</p> <p>The Parish Council is aware that concern has been raised regarding the increasing number of discarded wine bottles being found in the highway verges. It was felt that this is a matter for the local PC who will be informed.</p>	TB
21.	Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council	
	<p>Monday 27th March 2023</p> <p>Tuesday 16th May 2023</p>	

The meeting closed at 10.00pm.

Appendix 1: Planning Committee Report for Parish Council meeting on 23 January 2023

New Applications (received after the last meeting)

PA/2022/3144: Abbottsfield, Lees Road, Brabourne

Proposed erection of a detached single-storey dwelling with associated infrastructure.

Parish Council: General Comment

PA/2022/3104: The Knoll, Lees Road, Brabourne

Proposed 4 bedroom bungalow.

Parish Council: General Comment

PA/2022/2786: Coomb Farm, Shabani Oast, Pilgrims Way

Listed Building Consent: Installation of solar panels on roof with a [sic] electric convertor, installation of a vehicle charging point and flue moved from roof to wall.

Parish Council: General Comment

Decided Applications (except those received after the last meeting)

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 | Decision: Refuse

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 | Decision: Permit

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 | Decision: Permit

PA/2022/2236: 1 The Chestnuts, Smeeth

Retrospective single storey rear extension.

Parish Council: General Comment | Decision: Permit

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 | Decision: Permit

Awaited Applications (except those received after the last meeting)

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

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

Parish Council: General Comment

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

Proposed replacement of existing barn.

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