

Brabourne Parish Council
Minutes of the Parish Council Meeting
Held on Monday 27th March 2023 at 7.30pm at the Village Hall

To be actioned by

1.	To note those present	
	Cllr Harbottle (Chairman), Cllr Atkins, Cllr Edmed, Cllr Smith, Cllr Spokes and Mrs Block (Clerk). Cllr Howard and two members of the public were present.	
2.	To receive any Apologies for absence	
	There were no apologies for absence.	
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	
	No declarations of interest were made.	
4.	To approve the Minutes of the meeting held on 23rd January 2023	
	Resolved: That the Minutes of the Meeting of the Parish Council held on 23rd January 2023 be approved and confirmed as a true record. The minutes were duly signed.	
5.	To discuss any Matters Arising	
	The Clerk reported that Kent County Council (KCC) Highways had not delivered the salt bag requested by the Parish Council.	
6.	To receive the Borough Councillor's Report	
	Cllr Howard had provided a report that had been circulated. Cllr Smith asked whether the Village Hall would be eligible for the Solar Together scheme. Cllr Howard said that they would and also suggested applying for a Community Grant. Cllr Atkins asked whether the Borough Council will be making any representations to Folkestone and Hythe District Council about the potential closure of Sellindge Surgery and moving patients to the medical hub within Otterpool Park because this is not convenient for those residents who currently use Sellindge Surgery. Cllr Howard explained that the current discussions surround the road network and knock on effect of the increased traffic and that the next discussion will be NHS provision when the Borough Council will make representations.	
7.	Planning Matters	
	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 there is a special meeting of Folkestone and Hythe District Council's Planning Committee on 4 April 2023 where the Otterpool Park application is on the agenda. b. To receive any outstanding applications and agree a response There were no outstanding applications.	
8.	Financial Matters	
	8.1 To agree payments in accordance with the Budget	
	David Ansley (Litter picker)	£304.00

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	<p>8.2 To note the Financial Position of the Parish Council There is currently £38884.30 in the bank.</p> <p>8.3 To review and agree grants for 2022/23 - Grant of £950 for Brabourne and Smeeth Village Hall (following an over-payment in 2021/22) Resolved: That a grant of £950 for Brabourne and Smeeth Village Hall be approved. - Grant of £2100 for Brabourne and Smeeth Playing Field Association Resolved: That a grant of £2100 for Brabourne and Smeeth Playing Field Association be approved.</p>																			
9.	<p>To receive an update on the Community Events Group</p> <p>The Chairman provided an update regarding the Community Events Group having circulated the notes from the initial meeting which had been positive.</p>																			
10.	<p>To receive an update on the Highways Improvement Plan and agree the next steps.</p> <p>The Highways Improvement Plan Committee recommendation had been circulated. The recommendation is for village gateways to be placed on Canterbury Road and Lees Road at the point where the current speed restrictions apply.</p> <p>Resolved: That the Parish Council proceeds with the Highways Improvement Plan Committee recommendation of village gateways and that funding be set at a maximum of circa £3000 (with delegated authority to the Clerk to determine the exact maximum funding figure as appropriate).</p>																			
11.	<p>Young Persons' Award</p> <p>a. To receive and approve the Brabourne and Smeeth Parish Councils Young Persons' Award Working Group Terms of Reference The terms of reference for the Working Group had been circulated. Resolved: That the Brabourne and Smeeth Parish Councils Young Persons' Award Working Group Terms of Reference be adopted.</p> <p>b. To receive and approve the Terms of the Brabourne and Smeeth Parish Councils Young Persons' Award The terms of the award had been circulated. Resolved: That the Terms of the Brabourne and Smeeth Parish Councils Young Persons' Award be adopted.</p> <p>c. To nominate three members for the Brabourne and Smeeth Parish Councils Young Persons' Award Working Group from Brabourne Parish Council Resolved: That Cllrs Edmed, Harbottle and Spokes be nominated to the Brabourne and Smeeth Parish Councils Young Persons' Award Working Group.</p>																			

12.	To receive an update on the newsletter	
	There was no update at this time.	
13.	To receive an update on the Community Led Plan (CLP)	
	<p>The CLP had recently held meetings to decide and finalise their forward plan and to organise their coffee morning. A grant application has been made to the National Garden Scheme for funding of the rewilding of both an area inside and an area outside of the playing field.</p> <p>The coffee morning had been held to bring information to villagers and was considered very positive. Going forward the CLP will organise a boot fair to be held in the summer.</p> <p>A member of the CLP is currently looking at footpaths and potholes that require repair or maintenance.</p>	
14.	To receive an update on the Village Hall	
	Cllr Smith reported that the Village Hall is holding its annual general meeting next week. The Village Hall is well used being booked for approximately 110 hours per month. A smart meter has been installed. The Village Hall is considering projects including heating controls, solar panels and an extension for storage.	
15.	To receive an update on the Playing Field Association	
	Cllr Edmed reported that there was no update but a meeting is to be held on 11 April.	
16.	To receive an update on the Caretaker Scheme	
	Cllr Atkins noted that he had circulated a draft plan for The Warren. This is to be discussed later in the year and will require the involvement of the Caretaker. The Caretaker continues to complete his hours.	
17.	Open Session	
	There were no matters raised.	
18.	Any Other Business	
	<p>Cllr Smith reported that she had attended the annual general meeting of the Allotment Society.</p> <p>Cllr Edmed enquired as to whether the Caretaker could take part in 'No Mow May'. There ensued a discussion about what areas could be acceptable for not mowing and the Parish Council will discuss this further with the Caretaker. It was noted that many of the areas maintained by the Caretaker are not owned by the Parish Council (instead being owned by the Borough Council or the County Council with the Parish Councils being paid to maintain them).</p> <p>Cllr Smith has been involved with the organising of a Coronation evening event at the Village Hall.</p> <p>Cllr Spokes reported that he had received a complaint regarding heavy plant causing damage to a public footpath in Prospect Way. Cllr Howard agreed to take this forward with Ashford Borough Council Planning Enforcement and the Parish Council agreed to take the matter forward with KCC Public Rights of Way.</p>	
19.	Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council	
	Monday 22nd May 2023.	
20.	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 21 (Citizenship Award).	
21.	Citizenship Award	
	Resolved: The Parish Council resolved who should be awarded the Citizenship Award.	

The meeting closed at 8.45pm.

Appendix 1: Planning Committee Report for Parish Council meeting on 27 March 2023

New Applications (received after the last meeting)

PA/2023/0397: Land Adjacent to The Knoll, Lees Road , East Brabourne
Temporary change of use of the land for the stationing of a residential caravan on a concrete base, whilst building the new dwelling.

Parish Council: General Comment

PA/2023/0272: The Pound House, Granary Court Road, Smeeth
Outdoor Inground Swimming Pool.

Parish Council: General Comment

PA/2023/0406: Noyna, Manor Pound Lane, Brabourne
Proposed garage following demolition of existing garage.

Parish Council: General Comment

PA/2023/0307: Burch Farmhouse, Quarrington Lane, Brabourne
Proposed open porch on the east (front) elevation, replacement extension to the west (rear) and garage and carport.

Parish Council: General Comment

22/01086/AS: Burch Farmhouse, Quarrington Lane, Brabourne
Listed Building Consent: Proposed porch on the east (front) elevation. Demolish the extension to the west (rear). Proposed extension to the west (rear) on the footprint of the existing extension. Extractor fans to bathroom and kitchen with 2no. [P]lain tile vents within pitched roof. Replace all windows with new double glazed painted timber units. Add cowls to the chimney pots. Addition of new boiler externally. Create an opening between the kitchen and the dining area. Additional sockets in the hallway and kitchen. Additional downlight style ceiling lights. Proposed garage and carport.

Parish Council: General Comment

PA/2023/0315: Manor Pound Bungalow, Canterbury Road, Brabourne
Alterations and extensions to side of existing bungalow and roof extension forming an additional level.

Parish Council: Object

PA/2023/0127: Little Foord, Bulltown Lane, Brabourne
Proposed extension to the existing garden room to form incidental accommodation/office and outdoor swimming pool.

Parish Council: General Comment

PA/2023/0081: Court Lodge, The Street, Brabourne
15kW stand alone solar array.

Parish Council: General Comment | Decision: Permit

Decided Applications (except those received after the last meeting)

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 | Decision: Grant Consent

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 | Decision: Permit

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

Proposed replacement of existing barn.

Parish Council: General Comment | Reconsultation: General comment | Decision: Permit

Awaited Applications (except those 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

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 | Reconsultations 1, 2 & 3: Object