

**Brabourne Parish Council**  
**Minutes of the Parish Council Meeting**  
**Held on Monday 22<sup>nd</sup> May 2023 at 7.30pm at the Village Hall**

To be actioned by

	<p><b>Those Present: Cllr Harbottle (Chairman), Cllr Atkins, Cllr Edmed, Cllr Smith, Cllr Spokes and Mrs Block (Clerk).</b></p> <p>Also present: Cllr Betty (Borough Councillor) and 4 members of the public.</p> <p>The Chairman welcomed everyone to the meeting.</p>	
<b>1.</b>	<b>Election of the Chairman and any Vice-Chairman for the Council year 2023-24</b>	
	<p>Cllr Atkins proposed that Cllr Harbottle be re-elected as Chairman, Cllr Edmed seconded this, all were in favour. Cllr Harbottle took the Chair.</p> <p>Cllr Harbottle proposed that Cllr Spokes be re-elected as Vice-Chairman for 2023-24, Cllr Smith seconded this, all were in favour. Cllr Spokes was elected as Vice-Chairman.</p>	
<b>2.</b>	<b>Completion of the Declaration of Acceptance of Office Form and the Declaration of Pecuniary Interest Form by all Councillors.</b>	
	The Parish Councillors completed their Declaration of Acceptance of Office forms and the Declaration of Pecuniary Interest Forms.	
<b>3.</b>	<b>To receive any Apologies for absence</b>	
	There were no apologies received.	
<b>4.</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>	
	Cllr Spokes declared a personal interest in the payment of the Litter Picker.	
<b>5.</b>	<b>To approve the Minutes of the meeting held on 27<sup>th</sup> March 2023</b>	
	<p><b>Resolved: That the Minutes of the Meeting of the Parish Council held on 27<sup>th</sup> March 2023 be approved and confirmed as a true record.</b></p> <p>The minutes were duly signed.</p>	
<b>6.</b>	<b>To discuss any Matters Arising</b>	
	There were no matters arising.	
<b>7.</b>	<b>Confirmation of eligibility to use the General Power of Competence</b>	
	<p>The meeting was informed that with the Clerk holding a recognised professional qualification (Certificate in Local Council Administration (CiLCA)) and the Council now meeting the electoral mandate of having at least two thirds of the Council elected, the Parish Council is now eligible to use the General Power of Competence.</p> <p><b>Resolved: That having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, the Council adopts the General Power of Competence from 22nd May 2023 until the next relevant Annual Meeting of the Council.</b></p> <p><b>The resolution was passed unanimously.</b></p>	
<b>8.</b>	<b>Appointment and Scope of the Internal Auditor</b>	
	The Clerk's recommendations regarding the Internal Auditor for 2023-24 had been circulated. The Parish Council approved that Mrs S M Lister should be appointed as the Internal Auditor for 2023-24.	

<b>9.</b>	<b>To elect representatives for the following committees:</b>	
	<p>Planning Committee – Cllrs Harbottle, Atkins, Smith and Spokes</p> <p>Playing Field Association representative – Cllr Edmed</p> <p>Village Hall representative – Cllr Smith</p> <p>Village caretaker management committee representative – Cllr Atkins</p> <p>Community Led Plan representative – Cllr Edmed</p> <p>KALC representative – Cllr Atkins</p> <p>Young Persons Award Working Group – Cllrs Edmed, Harbottle and Spokes</p> <p>Allotments representative – Cllr Smith</p>	
<b>10.</b>	<b>To receive the Borough Councillor's report</b>	
	<p>Cllr Betty introduced himself to the meeting. Currently there is no overall control of the Borough Council, the results of the election are: Conservatives – 19 seats, Labour – 11 seats, Ashford Independents – 9 seats and Green – 8 seats.</p> <p>Cllr Betty will provide a written report and attend Parish Council meetings. If apologies are not given, Cllr Betty will attend the meeting.</p> <p>Cllr Betty reminded the meeting that there is a ward Member Grant of £3,000 to be shared among the 4 parishes. The minimum application must be £100.</p>	
<b>11.</b>	<b>Planning Report</b>	
	<p><b>1. To receive the report of the Planning Committee</b></p> <p>A copy of the Planning Committee Report was circulated to Councillors, and a copy is available in Appendix 1 of these minutes.</p> <p>It was noted that the Otterpool outline application (Folkestone and Hythe District Council) had been approved since the last Parish Council Meeting.</p> <p><b>2. To receive any outstanding applications and agree a response.</b></p> <p>There were no outstanding applications.</p>	
<b>12.</b>	<b>To review the effectiveness of the system of Internal Controls: Councillors are asked to consider the Statement of Internal control in support of the Annual Governance Statement.</b>	
	The Councillors reviewed the effectiveness of the system of Internal Controls and considered this appropriate in support of the Annual Governance Statement.	
<b>13.</b>	<b>To approve the Financial Regulations, Standing Orders, Asset Register and Risk Assessment and confirm arrangements for insurance cover in respect of all insured risks.</b>	
	<b>Resolved: The Council approved the Financial Regulations, Standing Orders, Asset Register and Risk Assessment and confirm arrangements as in place for insurance cover in respect of all insured risks.</b>	
<b>14.</b>	<b>To review the Terms of Reference for the Caretaker Committee, Planning Committee and the Young Persons' Award Working Group</b>	
	<b>Resolved: That the Terms of Reference for the Caretaker Committee, Planning Committee and the Young Persons' Award Working Group be approved.</b>	
<b>15.</b>	<b>Review of the Council's subscriptions to other bodies i.e. KALC/CPRE</b>	
	The Council reviewed its subscriptions to other bodies i.e. KALC/CPRE. These were both considered to be worthwhile and the Council will continue to subscribe to both bodies.	
<b>16.</b>	<b>Financial Matters</b>	
	<b>To approve the following financial documents:</b>	



	The Parish Council will consider how to rectify the issue once it has a response from Kent Highways.	
<b>18.</b>	<b>Local Organisations – Updates</b>	
	<p><b>CLP</b> – Cllr Edmed reported that she had attended meetings. The bench in memory of Michael Hinchliffe is now in place and the family are grateful. The CLP raised £153.71 on raffle sales and books at the recent Community Day. The CLP had gained interest from local families who are keen to be involved and the team is now growing. Some committee members have cleared the track at the top of Plain Road and are obtaining quotes for clearing of the pond. There is a local D of E student looking to help locally. There is hope that a boot fair/table top sale could take place on the Warren and will be run alongside Brabourne Baptist Church.</p> <p>Cllr Harbottle had attended the bench opening which he reported was a success.</p> <p><b>PFA</b> – Cllr Edmed attended a meeting recently, it is hoped that people will become involved as opinions are being sought regarding the replacement of play equipment and how it might be funded. Cllr Spokes asked whether income was now being received from visiting teams - this is being investigated going forward in 2023/24.</p> <p><b>Village Hall</b> – Cllr Smith reported that the village hall had plenty of bookings and the coronation event had been a success. A member of the public concurred with this success.</p> <p><b>Allotments</b> - All seems to be running smoothly at the allotments.</p>	
<b>19.</b>	<b>Village Caretaker Scheme</b>	
	It was noted that no difficulties had been experienced of late. It was also noted that the caretaker is now cutting three extra grass triangles close to the Parish boundary.	
<b>20.</b>	<b>Presentation of the Citizenship Award 2023</b>	
	<p>The Chairman stated as follows:</p> <p>"The Citizenship Award is presented by Brabourne Parish Council every year in memory of former Parish Councillor Chris Goodall. All nominees deserve significant credit for all their contributions to our community. This year's award is made jointly to two nominees.</p> <p>Our first winning nomination describes a gentleman who has worked with the Village Hall for more than 12 years and during that time has organised bookings and financial matters on a daily basis. He was the instigator and organiser of many improvements to the Village Hall, including most recently the installation of a defibrillator, having also contributed physically to the Village Hall's redecoration. He is also involved with the Allotments.</p> <p>Our second winning nomination describes a lady who was the editor of the monthly Parish Magazine for about 10 years, which allowed everyone to remain informed about community news around the villages. She was the instigator and author of the murder mystery in the Village Hall in November 2022, and also for the Village Variety Show and Supper during the Coronation Weekend in May 2023. In addition, she is involved with the Allotments and also serves as a Brabourne Parish Councillor.</p> <p>It therefore gives me great pleasure to present this year's Citizenship Award jointly to David and Maggie Smith."</p>	
<b>21.</b>	<b>Open Session</b>	
	A member of the public asked how the Parish Council could be considered as elected when there had been no vote. The Chairman explained that the Parish Council election	

	in May 2023 was uncontested, meaning that no ballot took place because the number of people standing for election did not exceed the number of seats on the Council. The Chairman further explained that in those circumstances, Councillors are still referred to as having been elected even though no ballot took place.	
<b>22.</b>	<b>Any Other Business</b>	
	Thanks were expressed to the organisers of the community day on Saturday 20 May 2023. It was good to see The Warren being used by the community.  The Parish Council is to apply for a “helping hands” grant of up to £1000 to help with the cost of the food bank donations.	
<b>23.</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>	
	<b>Monday 24<sup>th</sup> July 2023 at 7.30pm at the Village Hall</b> <b>Monday 25<sup>th</sup> September 2023 at 7.30pm at the Village Hall</b> <b>Monday 27<sup>th</sup> November 2023 at 7.30pm at the Village Hall</b> <b>Monday 22<sup>nd</sup> January 2024 at 7.30pm at the Village Hall</b> <b>Monday 25<sup>th</sup> March 2024 at 7.30pm at the Village Hall</b> <b>Monday 27<sup>th</sup> May 2024 at 7.30pm at the Village Hall</b>	
<b>24.</b>	<b>Resolution to exclude the public</b>	
	<b>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 25 (Clerk’s scale point).</b>	
<b>25.</b>	<b>To review the Clerk’s Scale Point</b>	
	It was agreed that the Clerk’s Scale point should be set at SCP 17 from April 2023 and will be reviewed annually.	

**The meeting closed at 9.10pm.**

## Appendix 1: Planning Committee Report for Parish Council meeting on 22 May 2023

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

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PA/2023/0692: Chaucer Court, Hampton Lane, Brabourne

Proposed loft conversion with new rear dormer window and 4no. new rooflights.

**Parish Council: General Comment**

PA/2023/0430: 2 The Willows, Lees Road, Brabourne

Replace existing ceptic [sic] tank with a new Klargestar sewage treatment plant.

**Parish Council: General Comment**

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

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PA/2023/0272: The Pound House, Granary Court Road, Smeeth

Outdoor Inground Swimming Pool.

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

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 | Decision: Refuse**

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 | Decision: Permit**

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

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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/2023/0406: 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/2023/0127: 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/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**