

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

To be actioned by

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| | <p>Those Present: Cllr Harbottle (Chairman), Cllr Atkins, Cllr Edmed, Cllr Smith, Cllr Thornby and Mrs Block (Clerk).</p> <p>In attendance: Cllr Betty (Borough Councillor) and one member of the public.</p> <p>The Chairman welcomed everyone to the meeting.</p> | |
| 1. | To receive any Apologies for absence | |
| | Apologies were received from Cllr Spokes (Vice-Chairman). These apologies for absence were approved. | |
| 2. | 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 received. | |
| 3. | To approve the Minutes of the meeting held on 25th September 2023 | |
| | <p>Resolved: that the Minutes of the Meeting of the Parish Council held on 25th September 2023 be approved and confirmed as a true record.</p> <p>The minutes were duly signed.</p> | |
| 4. | To discuss any Matters Arising | |
| | Cllr Atkins asked what could be done about mud on local roads from fields and building sites. The Chairman advised that such incidents can be reported to Kent Highways via their online reporting tool. | |
| 5. | To receive the Borough Councillor's report | |
| | <p>A copy of the Borough Councillor's report had been circulated to Councillors.</p> <p>Cllr Betty explained that the No. 10 bus is now stopping at Lympe on a trial basis and whether it continues to do so in the long term will depend on use.</p> <p>Cllr Atkins asked what will happen to the IBF going forward. The Clerk explained that the DfT will withdraw in 2025 but that HMRC are looking to run their food testing on imported foods at the site following a planning application that is expected in 2024.</p> <p>The Chairman asked whether Simon Cole has intimated that he is intending to respond to the Parish Council's communications. Cllr Betty stated that he will chase again.</p> | |
| 6. | A review of Parish Council owned Salt Bins | |
| | <p>The Parish Council owns a salt bin at The Warren and another along Prospect Way. Kent Highways own salt bins in Lees Close, along Manor Pound Lane and Knatchbull Way, and also near Brabourne School.</p> <p>Councillors were asked to consider whether there might be any additional locations in the Parish that could be suitable for salt bins. Discussions to continue by email.</p> | |
| 7. | Planning Report | |
| | <p>a) To receive the report of the Planning Committee</p> <p>A copy of the Planning Committee Report had been circulated to Councillors and a copy is available in Appendix 1 of these minutes.</p> | |

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| | <p>b) To receive any outstanding applications and agree a response</p> <p>There were no outstanding applications.</p> <p>A request for support had been received from a member of the public pertaining to solar farm issues. In respect of the Evolution Power Stonestreet Green Solar project, the Parish Council considers that Brabourne would not be overly affected by the proposals. It was noted that the Parish Council has not been formally consulted on the proposals to date and it is considered at the present time that the matter is ultimately one for Aldington, Mersham, and Smeeth.</p> | | | | | | | | | | | | | | | | | | | |
| 8. | <p>Financial Matters</p> <p>The Chairman proposed that the updated NALC/SLCC NJC Pay Scale figures be adopted, in respect of the Clerk’s salary and effective from 1 April 2023.</p> <p>Resolved: that the Parish Council adopts the NALC/SLCC NJC Pay Scale increase of £1 per hour effective from 1 April 2023.</p> <p>a) To agree payments in accordance with the Budget</p> <p>The following payments were approved:</p> <table><tr><td>Jati Ltd – allotment bench</td><td>£641.75</td></tr><tr><td>David Ansley (Litter picker)</td><td>£187.56</td></tr><tr><td>South East Water</td><td>£326.97</td></tr><tr><td>Glasdon UK Ltd (bench for the Warren)</td><td>£1600.56</td></tr><tr><td>HMRC</td><td>£98.80</td></tr><tr><td>Tracey Block (October salary)</td><td>£602.50</td></tr><tr><td>Tracey Block (November salary)</td><td>£877.23</td></tr><tr><td>Tracey Block (Clerk’s Expenses)</td><td>£205.04</td></tr><tr><td>Fordred’s Charity Distribution</td><td>£200.00</td></tr></table> <p>b) To note the Financial Position of the Parish Council up to 31 October 2023</p> <p>There is currently £50,624.04 in the bank, with some outstanding payments.</p> <p>There was a discussion regarding contingency and whether an alternative savings account could be used.</p> <p>c) To note receipt of the grant applications for 2024/25</p> <p>The Parish Council noted the receipt of the grant applications for 2024/25.</p> <p>d) To agree the Allotment Plot Rental Amounts for 2024/25</p> <p>The Parish Council considered the Allotment Plot Rental Amounts for 2024/25.</p> <p>Resolved: that the allotment plot rental amounts remain at £30 for the 2024/25 financial year.</p> <p>e) To approve the proposed budget for 2024/25</p> <p>There was a discussion regarding the proposed budget and the appropriate level of the Parish Council’s reserves so as to ensure that the Council can continue to function as effectively as possible.</p> <p>Resolved: that the budget of £34,327 for the 2024/25 financial year be approved.</p> <p>f) To approve the precept for 2024/25</p> <p>Resolved: that the precept be set at £34,327 for the 2024/25 financial year.</p> | Jati Ltd – allotment bench | £641.75 | David Ansley (Litter picker) | £187.56 | South East Water | £326.97 | Glasdon UK Ltd (bench for the Warren) | £1600.56 | HMRC | £98.80 | Tracey Block (October salary) | £602.50 | Tracey Block (November salary) | £877.23 | Tracey Block (Clerk’s Expenses) | £205.04 | Fordred’s Charity Distribution | £200.00 | |
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| 9. | <p>The Warren</p> <p>a) Kerbside damage</p> <p>The Parish Council had engaged with the principal councils and with residents. Both Ashford Borough Council and Kent Highways had explained that, amongst other things,</p> | | | | | | | | | | | | | | | | | | | |

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| | <p>they do not have the resources to pay for the repair of the kerb damage on the Warren. The quotations that had been received were discussed.</p> <p>Resolved: that the Parish Council accepts the quotation supplied by Bossingham Groundworks to rectify the kerbside damage on The Warren, with delegated authority to the Clerk to spend up to a total of £12050 in respect of this work.</p> <p>b) CLP – Michael Hinchliffe memorial bench Deferred until the next meeting as no paperwork had been received from the CLP.</p> <p>c) Update on the replacement bench The Clerk reported that the replacement bench for Maureen Darvell is due to be delivered this week and installed as soon as the Caretaker is able.</p> <p>d) Update on the tree planting A memorial tree (a pink flowering hawthorn) for Mr. Joynson is to be planted this week on Wednesday 29th November at midday. The Caretaker will dig a hole in advance. The tree trunks have been cleared and the area is now tidy.</p> | |
| 10. | To receive an update on the Highways Improvement Plan | |
| | There is no update on the Village Gateways at present. | |
| 11. | To receive an update from Parish Council Representatives | |
| | <p>a) Allotments The sign is to be reused and moved; thanks were extended to Cllr Thornby. The Allotments' bench has been ordered.</p> <p>b) Caretaker Scheme The Caretaker is to undertake a DBS check every 2-3 years.</p> <p>c) Community Led Plan The CLP re-wilding project is not able to be undertaken so the grant applications will be resubmitted. The footpath by the pond has been cleared with further work to be undertaken. Issues with footpaths, stiles and gates will continue to be reported. The fence at Hoskins pond is to be painted. A noticeboard will be installed at Smeeth School. Potholes and flooding are being discussed and reported to Kent Highways. The bench on Plain Road is to be repaired. An approach has been made to the PFA to see if they can collaborate on a project. Caldecott Foundation have been approached to consider involvement in a Community Project. The next meeting is due to be held on 16 January 2024.</p> <p>d) KALC The minutes of the last meeting of the area committee had been circulated.</p> <p>e) Playing Field Association The PFA have not had a meeting recently but Sara Emmerson has been working with the community to see what they would like in terms of new play equipment. Wicksteed will visit the site. There was a discussion regarding the PFA and s.106 monies.</p> <p>f) Village Hall Bookings are back to pre-covid levels. The Hall committee is building a fund to either add a storage area and/or solar panels to the Hall. The storage is needed as the entrance hall stores chairs, tables, and table tennis tables. The Village Hall electricity costs will double when the contract is renewed next June - anticipated costs £4000 per annum on that alone.</p> | |

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| | David Smith is investigating whether the hall is big enough to set up a pickleball court (44 feet or 13.41m long and 20 feet or 6.09m across) and whether there is enough interest. | |
| 12. | Open Session | |
| | No matters were raised. | |
| 13. | Any Other Business | |
| | Cllr Harbottle had attended the wreath laying at the War Memorial on 11 November. | |
| 14. | Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council | |
| | Monday 22 nd January 2024 at 7.30pm at the Village Hall Monday 25 th March 2024 at 7.30pm at the Village Hall Monday 27 th May 2024 at 7.30pm at the Village Hall | |
| 15. | 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 16 (Fordred's Charity). | |
| 16. | Fordred's Charity | |
| | The distribution of the funds was agreed. | |

The meeting closed at 9.40pm.

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

New Applications (received after the last meeting)

PA/2023/2006: Byways, Hampton Lane, Brabourne

Variation of condition 2 (Approved Plans and Documents) of planning permission PA/2023/1059 (Two-storey rear extension following the demolition of the existing rear single-storey extension and associated works) to vary plans and documents to allow changes to the roof, elevation's [sic] and fenestration.

Parish Council: General Comment

Decided Applications (except those received after the last meeting)

PA/2023/1540: Bankside, Scots Lane, Brabourne

Partial demolition of stables, change of use of land to incorporate the erection of a new annex to support the main dwelling.

Parish Council: Object | Decision: Withdrawn

PA/2023/1109: Stone Barn, Coomb Farm, Pilgrims Way, Brabourne

Listed Building Consent for proposed 3no. new roof windows, 1no new window to ground floor. Replacement front door, replacement 5no. ground floor casement windows with double glazed units, replacement 5no. first-floor casement windows with double-glazed units.

Parish Council: General Comment | Decision: Permit

PA/2023/1068: Stone Barn, Coomb Farm, Pilgrims Way, Brabourne

Proposed 3no. roof windows.

Parish Council: General Comment | Decision: Permit

PA/2023/1059: Byways, Hampton Lane, Brabourne

Two-storey rear extension following the demolition of the existing rear single-storey extension and associated works.

Parish Council: General Comment | Decision: Permit

Awaited Applications (except those received after the last meeting)

PA/2023/1181: Land adjacent to Hillview, Manor Pound Lane, Brabourne

Proposed dwelling and associated parking.

Parish Council: General Comment

PA/2023/1084: Phr Farms, Bircholt Lane, Brabourne

Installation of GF175 Biomass boiler.

Parish Council: General Comment

PA/2023/0944: Bulltown Farmhouse, Bulltown Lane, Brabourne

Lawful Development Certificate - Existing - use of upper floor of detached garage building as holiday let.

Parish Council: No Comment

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

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

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