

MINUTES OF THE ANNUAL MEETING OF BRENCHLEY PARISH COUNCIL ON TUESDAY 8th MAY 2018
IN MATFIELD PAVILION AT 7.30pm

Present:

Councillors C. Woodley (Chairman) presided, R. Wickham (Vice Chairman), J. Grant, A. de Guingand, Mrs. G. Warner, D. Batty, K. Sparkhall, Ms. C. Brooks (Clerk).

In Attendance

Borough Cllr. A McDermott, Cllr Sarah Hamilton KCC, Suzi Rich PWCAC Manager, Andrew Cunningham (CIC), Stephen Langer (CIC), Richard Beale (CIC), 2 members of the public

1. Election of Chairman and Vice Chairman

The Chairman stood down and the chair was taken temporarily by Cllr. Grant. Cllr. Grant nominated Cllr. Woodley for Chairman, this was seconded by Cllr. Sparkhall; Cllr. Woodley was duly re-elected as Chairman. Cllr. Grant stood down and Cllr. Woodley resumed the Chair.

Cllr. Woodley nominated Cllr. Wickham as Vice-Chairman, seconded by Cllr. de Guingand. Cllr. Wickham was re-elected unanimously to the post.

2. Acceptance of Office

Cllrs. C. Woodley and R. Wickham duly signed a Declaration of Acceptance of Office, which were witnessed by the Clerk.

3. To accept apologies for absence

The Council accepted apologies from Cllr. Mrs. Butler who was on holiday.

4. To approve Minutes of the last meeting

Minutes of the meeting of 3 April 2018 were approved as an accurate record and duly signed.

5. To record declaration of Interests on any item on the Agenda

None.

6. To adjourn to allow public participation

At the Chairman's discretion, 15 minutes will be set aside for questions from members of the public each one of whom may speak for a maximum of 3 minutes in total relating to items on the Agenda or about issues of local concern. Members of the public are not permitted to participate in the meeting after this agenda item without prior invitation from the Chairman.

Suzi Rich, PWCAC Manager, spoke briefly to introduce herself and thank the council for their support. Her report on the use of the grant funding will be commented on later in the agenda.

Residents Nick Fisher and Alan Lee were attending regarding the agenda item concerning the Discoveries Montessori Nursery School and the Scout Hut.

7. Chairman's Announcements

Scout Hut

The Chairman had previously circulated a letter received from the Sandra Fisher regarding Discoveries Montessori School. They have been asked to vacate the Scout Hut by the Scouts Association and have concerns about an alternative venue. Mr Fisher advised that the Discoveries Montessori School had been running for 19 years and intended to serve the residents of the parish though any suitable venue would be welcomed. Cllr. Woodley commented that the Scout Hut was leased and that the Parish Council retains the rights over

occupancy. A meeting has been arranged with the Scouts which Cllrs. Woodley and Sparkhall will attend.

Meeting with Greg Clark MP

Cllr. Woodley had circulated the reply received from Greg Clark MP concerning several issues raised from the Council's meeting re our meeting with him. Greg had agreed to assist on some of those concerns including issues on the A21 where Highways England propose to put a "Keep Clear" sign on the roundabout and possibly a yellow hatched box.

Cllr. Woodley will be attending the opening of the Citizens' Advice Bureau in Tunbridge Wells.

In his capacity as Vice-Chairman of KALC Cllr. Woodley will be attending the Annual Parish Meeting of Enysford, to present a KALC Community Award.

8. Presentation from CIC regarding Brenchley School

Andrew Cunningham gave a presentation on the current plans for a new school. The planning application is dependent on the next tranche of funding, but it is anticipated that the application would be submitted by the end of this year. The CIC is keen to receive advice and input from the Parish Council as the promoters of the scheme see it as very much a community-led initiative. Councillors agreed to forward any queries on the plans the Clerk within two weeks so that these may be sent to the CIC.

9. Allocation of responsibilities and Committee membership

The following roles were agreed:

Finance Committee

C. Woodley
R. Wickham
A. De Guingand
D. Batty
C. Brooks (Clerk)

Planning Committee

Mrs. G. Warner
Three others in rotation

Policy and Management Committee

C. Woodley
R. Wickham
Mrs. L. Butler
K. Sparkhall
A. de Guingand
C. Brooks (Clerk)

Neighbourhood Development Plan Steering Group

C. Woodley
K. Sparkhall
Mrs. L. Butler

Matfield Pavilion Management Committee

A de Guingand
C. Brooks (Clerk)

Great War Centenary Commemoration

C. Woodley
J. Grant

Brenchley Memorial Hall

J. Grant

Matfield Village Hall

N. Marriott (non-Cllr. representative by resolution of the PC)

Teise Catchment Improvement Group

A. de Guingand

Public Rights of Way and Countryside

J. Grant

Tree Warden

R. Wickham

Scout Hut

K. Sparkhall

Traffic and Road Safety

R. Wickham

Police

G. Warner

Webmaster

I. McEwen (non-Cllr. representative by resolution of the PC)

10. Reports and recommendations from Committees and other groups

10.1 Finance Committee

Draft Minutes of the meeting of 17 April 2018 were circulated.

Cllr. de Guingand drew the Council's attention to para. 4.4 limiting the Clerk to £500 expenditure on behalf of the Council, this is seen as an appropriate safeguard.

Cllr. Mrs. Warner requested that item 7.5 be amended to read:

"Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall be authorised by the council before they are agreed with the employee."

RESOLVED to adopt the new Financial Regulations, as amended.

10.2 Neighbourhood Development Plan Steering Group

Cllr. Sparkhall advised that due the date of the final report from FERIA and subsequent meetings of the Steering Group, the recommendation regarding the future of the Neighbourhood Plan would be put to the full Council at the meeting in July. This was agreed.

10.3 Policy Group

Draft Standing Orders had been previously circulated, there were no comments.

RESOLVED to adopt the updated Standing Orders.

A Draft Code of Conduct had been previously circulated, there were no comments.

RESOLVED to adopt the updated Code of Conduct.

10.4 Brenchley Archives

Cllr. Sparkhall advised that a report on the use of donation will be provided following their AGM.

10.5 Paddock Wood Community Advice Centre

A report on the use of the Council's grant had been previously circulated from Suzi Rich, PWCAC Manager, who highlighted the benefits to residents of the Parish. Suzi will provide further information on whether there has been an increase in the use of the service from residents of the parish since the Council have been funding them.

10.6 Petteridge Phonebox

The Clerk advised that a report on the use of grant towards the refurbishment of the Phonebox had been requested. Claire Stewart had confirmed that the work has been hampered by the long winter of bad weather; however, so far, they have managed to clean up the box, remove all loose parts and begin sanding down the paintwork.

There was a community picnic in September that had about 45 people during the afternoon.

11. Planning and Development

11.1 To consider the following planning applications

18/00698 Agricultural Building, Parkwood Farm, Cryals Road, Matfield, Tonbridge, Kent,	Change of use of agricultural barn to dwelling house RESOLVED TO RECOMMEND: Approval
18/00942 Moatlands Manor, Watermans Lane, Paddock Wood, Tonbridge, Kent, TN12 6ND	Change of use of land to equestrian, erection of a riding arena & stable block RESOLVED TO RECOMMEND: Approval with conditions: i) Stable yard is only for private use and not used for commercial livery, or any other business use. ii) The land is designated with Archaeological Potential. The officer for Landscape and Biodiversity signs-off the query with the levels of the arena. iii) Outside lighting should be kept to minimum.
18/00942 The Elms, Crook Road, Brenchley, Tonbridge, Kent, TN12 7BL	Construction of new woodland access off Crook Road RESOLVED TO RECOMMEND: Refusal The Council's comments of REFUSE remain the same as the March application, but would like to mention to TWBC the difficulty of reviewing resubmitted applications. Also, TWBC Tree Officer mentions in his delegated report of 2015 for The Elms "Loss of an area of ancient woodland (relates to the ground as much as the trees)" – the PC feels this unsympathetic wide new entrance and access is unnecessary due to the already existing woodland access.
18/00844 Egypt Farm Cottages, Cryals Road, Matfield, Tonbridge, Kent,	Alteration to approved application 16/501768/FULL. Reinstatement of single unit farmhouse from semi-detached sub-division and re-modelled extension; with alterations to fenestration, roofline and approved design RESOLVED to recommend: Neutral The applicant stated in the March 2017 D&A

	statement that “The area of the proposed garage is completely shielded from public view and cannot be seen from any Public Rights of Way” – this is incorrect, and the garage can be seen standing high and clearly from the west on Cryals Road.
18/01111 32 Porters Wood, Petteridge Lane, Matfield, Tonbridge, Kent, TN12 7LR	Erection of a single-storey side/rear extension RESOLVED to recommend: Approve
18/01124 Lodge Farm, Bramble Reed Lane, Matfield, Tonbridge, Kent, TN12 7ET	Removal of Condition 3 (Agricultural Occupancy) of SW/6/70/71 RESOLVED to recommend: Approve
18/00686 Mill Farm, Cryals Road, Brenchley, Tonbridge, TN12 7AW	Installation of a permeable track (Retrospective) RESOLVED to recommend: Neutral i) Application 15/502627 in November '15 was for an equestrian livery business. This was refused but it was approved for private equestrian purposes by the owners of Mill Farm only. This was mainly because of the dangerous bends and poor visibility onto Cryals Road. ii) When the application was made to change the redundant rural building to kitchen manufacturers in June 2017, Margaret Parker, Senior Development Planner of Kent Highways pointed out that the visibility in both directions is limited and she wanted to ascertain how many vehicles would be using the access to/from the kitchen business. iii) When retrospective application 17/02072/FULL was made for change of use of a farm building to a B8 use storage and distribution of spas and hot tubs causing 4-6 trips per day – KCC Highways again had concerns about the access. It was pointed out that the farmyard spa business would NOT be using the kitchen manufacturers drive but the driveway directly from Mill Farm onto Cryals Road. iv) The application for the new permeable track looks like a driveway coming from the farm to join Cryals Road at this unsuitable access point. The PC would support a farm track across the land for agricultural purposes but refuse the track becoming a secondary driveway giving access onto Cryals Road.

11.2 TWBC decisions

18/00324 Little Oaks, Hatmill Lane, Brenchley, Tonbridge, Kent, TN12 7AE	Single-storey rear and side extension PC Recommendation: Approve TWBC Decision: Granted
18/00258 Little Dunks Bungalow, Cuckoo Lane, Brenchley, Tonbridge, Kent, TN12 7HX	Improvements to access to parking & turning area (Retrospective) PC Recommendation: Approve TWBC Decision: Refused
18/00358 Warren End, Petteridge Lane, Matfield, Tonbridge, Kent, TN12 7LT	Conversion of a building from use for the storage of commercial equipment (within class B8 of the Town and Country Planning (Use Classes) Order 1987) and the keeping of a horse to use as a single dwelling, removal of shipping containers, riding arena and a mobile home, landscaping and ecological enhancements (Part retrospective) PC Recommendation: Approve TWBC Decision: Granted
18/00531 The Knowle Knowle Road Brenchley Tonbridge Kent	Erection of a two-storey rear extension, dormers to front, renovation of external walls, conversion of Oast including renovation of new cowls, new roof, 2no. rooflights, & division of building to create new dwelling (Part retrospective) PC Recommendation: Refuse TWBC Decision: Granted
18/00569 Bombazine Cottage Brenchley Road Matfield Tonbridge Kent	Erection of a single-storey side extension (Part retrospective) PC Recommendation: Approve TWBC Decision: Granted
18/00457 Seaton, Sophurst Lane, Matfield, Tonbridge, Kent, TN12 7LJ	Single-storey side/front extension and single- storey rear extension. Creation of patio area to rear, with associated levelling works, and installation of paved area around the side/front extension PC Recommendation: Approve TWBC Decision: Granted
18/00343 Land Adjacent to Puxted House, Brenchley Road, Brenchley, Tonbridge, Kent, TN12 7PB	Application for an agricultural building to store machinery, equipment, apple bins and for the cold storage of apples, with associated new access track and hardstanding WITHDRAWN
18/00623 Moatlands Manor, Watermans Lane, Paddock Wood Tonbridge, Kent, TN12 6ND	Conversion of existing stable block to form 3no.dwellings (Part-Retrospective) PC Recommendation: Approve TWBC Decision: Granted

11.3 TWBC Paperless Planning

The Clerk had attended a meeting at TWBC where the new paperless planning system was detailed, the Clerk had circulated her notes on this. The Parish Council have been using this

method for some time in its meetings. However, Cllr. Mrs. Warner expressed her particular need to see some plans on paper to aid comparisons before she makes her recommendation to the Council, with the Clerk printing plans where requested. The Clerk was asked to obtain a quote for reverting to an A3 printer for this purpose.

11.4 NEQ meeting

Cllr. Woodley and the Clerk attended an informal meeting of the parishes in the north-east quadrant of the borough convened to discuss a joined-up approach to responding to the Local Plan, given the potential of significant development in this area. The Clerk had circulated her notes to the council.

Cllr. Woodley clarified that the meeting, which included representatives from Pembury, Paddock Wood, Capel and Horsmonden, was merely facilitated by BPC and that all attendees were equally engaged.

A suggestion had been made for a meeting to be held with TWBC with a representative from each parish, to address the common concerns that had been raised on various issues such as housing, infrastructure, transport, health services, employment and business that would be impacted by any large development in this area. It is expected that the meeting would be take place at the Town Hall and be minuted by an officer of TWBC.

RESOLVED for Cllr. Woodley to attend this meeting on the PC's behalf.

12. Clerk's Report

12.1 GDPR

The Clerk had circulated the draft text for the Email Disclaimer and Privacy Notice related to the new regulations, these had been approved by the DPO, LCPAS.

RESOLVED to adopt the Email Disclaimer and Privacy Notice as drafted

12.2 Minor works

The Clerk had circulated the report from the recent Tree survey, carried out to comply with the requirements of the Council's insurance policy as well as to ensure the health of the trees.

The Clerk outlined that there were some actions to be taken within one year and that these had not been envisaged and therefore not budgeted for.

Work recommended for completion within one year total: £5485

In particular:

Porters Wood: £2565

Matfield Green/Drying Ground: £1480

Brenchley Oak: Awaiting quote

RESOLVED that the Clerk proceeds with any work deemed most likely to cause risk and to obtain secondary quotes for the remaining work

12.3 Correspondence

A letter had been received from an allotment holder suggesting that an Allotment Tenants' Committee be set up. The Clerk expressed the view that this may be an effective way to gain suggestions for improvements and that this might be beneficial. It was agreed that the Committee would be an informal one and hold no authority over the site, its rules or rents - responsibility would for this resting with the Clerk on behalf of the Council. It was agreed that the Clerk would convey this to the tenants.

Several emails had been received from a resident of Summerford Lane complaining about cars parked in this private road. The Clerk had responded that all hirers are advised not to park there, and it was agreed that the Clerk would continue to bring this to their attention

12.4 Accounts Payable

1295	C Brooks	Part Salary Apr 2018	£787.32
1296	HMRC	Tax and NI Apr 2018	586.83
1297	Ian Avery	Handyman – re noticeboard	£59.30
1298	KALC	Membership 2018-19	£1086.07
1299	Lynne Butler	Reimbursement NDP website domain	£39.78
1300	Lynne Butler	Reimbursement NDP website hosting	£74.25
1301	Lynne Butler	NDP Forum costs	£75.29
1302	LCPAS	DPO services including review	£450.00
1303	Eon	Streetlight Electricity	£110.80
1304	Capital	Hygiene Bins Matfield Pavilion 2018-19	£124.44
1305	BT	Broadband and Phone Feb-June 2018	£348.12
1306	D Izzard	Gardening	£50.00
1307	Treeworks	Tree Survey	£576.00
1308	ACRK	Membership 2018-19	£50.00
1309	L. Butler	APM Posters reimbursement	£63.99
DD	SmartPension	Pension Apr 2018	£130.42
SO	C Brooks	Part salary Apr 2018	£1000.00

Payment of these accounts was approved; they would be authorised by Cllr. Sparkhalls and Cllr. Woodley.

12.5 Clerk's Salary

Cllr. Woodley had advised the Council of an error that had been made in calculating the Clerk's salary since May 2017. The Council accepted that the formula used had been incorrect and that this should be based on the scale point, pro-rata. An underpayment of £1521.08 gross had been calculated, and this would be paid to the Clerk in the next payroll, this amount would be taken from reserves.

RESOLVED that the salary underpayment of £1521.08 gross be paid to the Clerk.

13. To be advised of urgent Business as may be previously notified.

None.

14. Date of next meetings

Provisional Planning Meeting Monday 21st May 7.30pm
APM Wednesday 30th May Matfield Village Hall 7.30pm
Full Council Meeting Monday 4th June 7.30pm