

**MINUTES OF A MEETING OF BRENCHLEY AND MATFIELD PARISH COUNCIL HELD AT 7.30PM
ON TUESDAY 6TH APRIL 2021, VIA ZOOM**

Present: Councillors L. Butler (Chair) presided, A. de Guingand (Vice Chair), G. Stevenson, K. Sparkhall, G. Warner, C. Brooks (Clerk)

In attendance: Cllr S. Hamilton (KCC), Cllr A. McDermott (TWBC), A. Wells (Non-Voting Member), E. Izzard (Non-Voting Member), J. Buttery (Non-Voting Member), PCSO Tom Costin, 6 members of the public

1. To accept apologies for absence

None.

2. To approve the Minutes of the last meeting

The Minutes of the Planning meeting of 16th March were approved as an accurate record and would be signed by the Chair at the next opportunity.

3. To record declarations of interest in any item on the Agenda

None.

4. To adjourn to allow public participation

James Beach, representing Matfield Allotment Holders Association, commented about the suggestion that Fernham Homes be permitted to obtain a water supply, temporarily, via the allotment site. He raised concerns that the pressure, already quite low at the three standpipes, would be reduced further. It was agreed that Cllr Stevenson would meet with James to assess the flow and pressure and that this would then be discussed with Fernham and South East Water with the intention of enhancing the flow to the allotments, and that no permission would be given to Fernham without this.

5. Borough and County Councillors – to receive information

Cllr McDermott (TWBC) advised that Covid rates in the Borough were improving further.

He confirmed that, should there be a Parish Council election (with ten or more nominations) the count would be completed on Sunday 9th May.

It was considered unlikely that the extension to legislation so that Council meetings could be held online would be extended past 6th May.

Cllr Hamilton (KCC)

Cllr Hamilton confirmed that the library in Paddock Wood is not closing permanently, contrary to local concern.

6. Traffic

1. Police SpeedAce Session– to receive update from PCSO

The temporary PCSO, Tom Costin, gave an update on the recent SpeedAce sessions on Brenchley Road. Tom outlined that a number of cars were caught speeding and several were ticketed, he confirmed that they would carry out more SpeedAce controls when possible.

The Council expressed gratitude to PCSO Costin for his attention to the parish with this initiative and Cllr Hamilton asked to be included in data particularly regarding speeding on Maidstone Road.

2. Speedwatch Equipment – to consider purchase

Cllr Stevenson requested approval for a free evaluation of the equipment currently in use to see if it could be improved by servicing and repair. The estimated cost of service and repair of £300 plus parts was agreed by the Council. The Council also agreed to reconsider the issue if new equipment was deemed necessary, when quotations for new equipment would be sought

3. HGV signs – to consider position

The Council discussed a plan provided by KCC which shows the position of proposed “Not Suitable for HGVs” signs in the Windmill Hill/Blind Lane area. It was agreed that the Clerk would respond to contest this as it had been expected that both ends of Windmill Hill, as well as both ends of Blind Lane, would have signs.

7. Planning and Development

1. Neighbourhood Development Plan – to receive update

Cllr Sparkhall gave a verbal update on progress on the NDP. A revised draft, Basic Conditions Statement and Sustainability Appraisal will be produced by the Steering Group by the end of April. It is anticipated that public drop in sessions for residents to review the draft will be arranged when Covid restrictions allow in the next few months.

2. TWBC Draft Local Plan consultation – to consider PC response

It was agreed that with the deadline for the Council's response on the consultation being 4th June, all Councillors would provide their comments to the Clerk by 27th April so that they can be circulated and discussed at the Council meeting on 4th May, after which the Council's response can be finalised.

3. Planning Applications

21/00577 Friars Oast , Maidstone Road, Matfield, Tonbridge, TN12 7LG	The replacement of all external window and door units within the existing brickwork openings RESOLVED TO RECOMMEND: APPROVE
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8. EV Charging points – to consider application for funding

The Council discussed the provision of EV Charging points in the Parish and it was agreed that this would be a good service to provide. The Trustees of both Brenchley Memorial Hall and Matfield Village Hall had been sent the information and were not in a position to progress, for a number of reasons. Possible locations for charging points were discussed including at the parking area at the back of Matfield Green, these need to be on or adjacent to land owned by the PC or a Village Hall and the e-charging parking spaces should be designated (not disabled) spaces. The KCC grant scheme gives priority to multiple space and matched funding applications.

It was agreed that the Clerk would contact KCC and enquire whether the car park owned by them, and adjacent to the Recreation ground at Brenchley, might provide a suitable venue.

9. Financial Regulations – to consider revisions

Cllr de Guingand had completed a review of the Council's Financial Regulations and suggested amendments were discussed.

The document would be considered for adoption at the first meeting of the new Council (its Annual Meeting) pm 24th May.

10. Island Site Development

1. Fernham Homes – to consider access to the water supply at the Allotments

The Council discussed a request from Fernham Homes for access to the water supply at the allotments, on a temporary basis, for their wash facilities. This would be paid for from a meter reading taken at the beginning and end (before the summer months). The council discussed the concerns about a drop in water pressure making the difficult for allotment tenants to use hosepipes or even fill watering cans.

It was agreed that Cllr Stevenson would discuss this with James Beach in the first instance and then with Fernham Homes and South East Water in case this was an opportunity for a replacement of the bore size of the pipe to be completed, in return for Fernham's access to the supply. It was agreed that no permission would be given without evidence of the pressure being sufficient on the allotment standpipes.

2. Island Site road naming – to consider shortlist

The Clerk had circulated suggestions received from residents for the shortlist of 6 names requested for the roads on the Fernham development. Residents having been given a deadline of 21st April for this it was agreed that the Clerk would circulate any further suggestions that were received. The Councillors would each nominate one name and the final shortlist list would be agreed at the 4th May meeting.

11. Clerk's report

1. Annual Leave

The Clerk outlined the annual leave schedules for herself and the RFO for the year ending 31 March 2021.

RESOLVED that the Clerk be permitted to carry over 9 day's annual leave and the RFO 1 day.

2. PC Election update

The Clerk advised that four current Cllrs/NVMs have now indicated they intend to stand for election. The Q&A session was attended by a further six residents, four of whom have confirmed they will be standing so there is a total of eight nominations so far, with the closing date on Thursday. The notice of those nominated will be published on 9th April.

12. RFO's Report

1. Accounts payable

1866 HMRC	Tax and NI March 2021	£615.97
1867 Flag Consultancy	2 x Union Flags	£211.20
1868 Living Forest	Tree survey at Cooksfield	£624.00
1869 Knockout Print	Election leaflet printing	£1130.16
1870 EJP	Fire Extinguishers Annual Service	£50.40
1871 The Garden Barber	Mowing and strimming Allotments March 21 – 22	£120.00
1872 Besure	Fire Alarm maintenance and support annual contract to March 2022	£255.60
1873 C. Brooks	Overtime and mileage March 2021	£56.70
1874 Castle Water	Pond water 1.1 -14.3.21	£31.17
1875 Castle Water	Pavilion water 1.1-14.3.21	£16.48
1876 John Downer	Transfer out of funds received for John Downer	£15.00
1877 D.Izzard	Maintenance Jack Verrall Gdns March 21	£25.00
1878 L. Butler	Reimbursements - Posters for Elections £55.99	£103.99
1879 Brenchley Drives	Land registry searches (NDP) £48.00 Repairing pot holes outside Pavilion (part to be reimbursed by residents)	£1320
Credit Card Payments made		
1880 Lloyds	Multipay card fees	£3.00
1881 Amazon	Photo frame for London Bridge memorial	£33.82
1882 Amazon	Ink Cartridge and Nail kit for Pavilion	£50.94
1883 Amazon	DIY toolkit for Pavilion	£24.99
1884 Amazon	Self Adhesive labels	£6.90

Interim Payments approved since last meeting

1865 IPE	NDP Health check	£5400.00
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Standing Orders and Direct Debits

1885 SO C Brooks	Salary March 2021	£1798.67
1886 SO P Horn	Salary March 2021	£499.62
1887 SO Capel Ground Care Mowing Contract Jan 2019-Dec 2021		£796.00
1888 DD Smart Pension	Pension March 2021	£321.83
1889 DD EDF Energy	Pavilion Electricity	£77.00
1890 DD Castle Water	Pavilion Water	£4.00
1891 DD Castle Water	Pond Water	£4.00
1892 SO Microshade	Monthly data and application service	£124.30
1893 SO Grenke	Copier contract Jan to March 2021	£122.40

The RFO having provided invoices for scrutiny the accounts were approved for payment and would be authorised by Cllr Warner and Cllr Stevenson.

13. Meetings attended, and reports by Councillors

Cllr Warner had attended a positive meeting with Kent High Weald Partnership and other residents concerning the proposed grazing of the Heathland in May/June, with respect to horse riders.

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

Amanda Wells (a Non-Voting Member) provided an update on some training she had attended on the "Delivering the Green Agenda" to work towards the UK net zero 2050 policy. Implications for the PC would be to undertake an audit of the PC's carbon footprint eg Pavilion, commuting of Cllrs and staff via a Greenhouse Gas Inventory.

She outlined that Councils would then look at all decisions and in areas where there is no direct control where sustainability should be considered such as within the PC's planning consultation comments so that the Council could consider a Carbon Reduction Strategy and an Action Plan.

15. Date of next meeting

Full Council Meeting, via Zoom, 7.30pm, Tuesday 4th May