

**MINUTES OF A MEETING OF BRENCHLEY AND MATFIELD PARISH COUNCIL ON MONDAY 2nd
DECEMBER 2019 AT MATFIELD PAVILION AT 7.30pm**

Present: Councillors C. Woodley (Chairman) presided, R. Wickham (Vice Chairman), Mrs. L. Butler, Mrs. G. Warner, K. Sparkhall, G. Stevenson, A. De Guingand, D. Batty, Ms. C. Brooks (Clerk).

In attendance: Cllr A. McDermott (TWBC), 4 members of the public

1. To accept apologies for absence

The Council accepted apologies from Cllr. Grant.

2. To approve Minutes of the last meeting

The Minutes of the meeting of 4th November 2019 were agreed as a true record and were duly signed by the Chairman.

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

Cllr. de Guingand declared an interest in item 10.3 (The Wheelwright Arms) and left the room when it was discussed.

4. To adjourn to allow public participation

A resident raised the issue of water on the road at Kippings Cross. This had already been passed to KCC and the Clerk would chase a response.

The applicant for the planning application at the Wheelwright Arms made a short statement.

5. Borough and County Councillor

TWBC – Cllr. McDermott advised that a large number of consultation responses had been received on the Draft Local Plan.

Initial problems with the refuse collection contract were improving.

6. S.106 funding application

Brenchley Memorial Hall Charity had submitted an application for funding currently being held by TWBC to purchase audio-visual equipment, via the Parish Council's policy for drawing down s.106 contributions.

Cllr. Woodley advise that the NDPSG had recommended approval of the application in the smaller of the two quotes received.

RESOLVED that the Clerk apply for the release of £1817 from s.106 funding held by TWBC to pass to the Brenchley Memorial Hall Charity towards the purchase of audio-visual equipment.

7. Road Safety Initiative

Cllr. Stevenson provided a verbal update following meeting with Fiona Paine and Barbara Westmacott of KCC regarding the Highways Improvement Plan on 26th November. A note had been circulated and next steps were being prepared including an approach to Cllr. Hamilton to progress speed surveys.

Cllr. McDermott agreed to again contact the local MP, after the General Election, regarding the hatched box on the roundabout at Kippings Cross.

The RSI will continue to review the HIP annually and Cllr. Stevenson will provide a further report to the Council in the Spring.

8. Christmas

Cllr. Batty provided a verbal update on the Christmas events in Brenchley and extend thanks to the volunteers involved. He confirmed that Insurance cover and Risk Assessments had been completed and that the licence for the lights in the Brenchley Oak had been submitted to KCC.

The Clerk advised that a request had been made for expenditure under the Christmas budget heading for the clearing of the island in the pond so that Christmas lights may be erected. A quote has already been

obtained for the clearing (£410, no VAT) with the cost of lights estimated at £489 (inc. VAT). There is sufficient remaining in the budget for these costs.

It was agreed that volunteers would be asked to assist with the work but that a qualified person would be consulted (at a cost if necessary). The Clerk has requested a confirmation from TWBC regarding the installation on the island being in the conservation area and this is awaited before any work will commence.

RESOLVED that the Clerk progress work to clear the island in the pond and for Christmas Lights to be erected.

9. Internal Audit

An interim Internal Audit was completed on 11th November, the report had been circulated to the Council.

The Clerk drew the Council's attention to the Auditor's suggestion that draft minutes be made available on the website. The Council discussed this and it was agreed that draft minutes would not be published on the website.

The Clerk also drew the Council's attention to items highlighted as requiring the attention including the impact of a change of Council on issues such as the bank mandate. This would be addressed at the Policy and Management meeting later in the week.

The Auditor had expressed his view that the Council should not take on responsibility for the churchyard at St Luke's Church, given the financial implications. The PCC had been asked to provide extensive information by 14th December, in anticipation of the application. This information is awaited.

The Finance Committee will consider the audit in detail at its next meeting.

10. Planning and Development

10.1 Update on the Neighbourhood Development Plan

Cllr. Sparkhall advised that the NDPSG is to provide a draft document to the Council in February.

10.2 Housing Needs Survey

Cllr. Mrs. Butler is looking into this to see what the Council's goal might be, and whether this relates more to affordability rather than housing need. The NDP Steering Group will look into this more in the New Year. Sarah Lewis, TWBC's Housing Officer, will attend the Council's meeting in January.

10.3 Planning Applications – to consider the following applications

19/02753 The Wheelwright Arms, The Green, Matfield, Tonbridge, Kent, TN12 7JX	Conversion of existing public house to 3 No. self-contained residential units, including studio ancillary to plot 3. RESOLVED TO RECOMMEND: REFUSE – detail of comment submitted available on request
19/02965 The Cottage, The Green, Matfield, Tonbridge, Kent, TN12 7LA	Single-storey glazed rear extension RESOLVED TO RECOMMEND: APPROVE
19/02898 The Knowle, Knowle Road, Brenchley, Tonbridge, Kent, TN12 7DW	Creation of new access road; creation of new island within existing pond with the partial infill of a pond to the east of the site (Part-Retrospective) RESOLVED TO RECOMMEND: NEUTRAL

10.4 Decisions by TWBC

19/02398 3 Knowle Hill Cottages, Knowle Road, Brenchley TN12 7DL	Single-storey extension and two-storey side extension. PC RECOMMENDATION: NEUTRAL TWBC DECISION: GRANTED
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19/02198 Agricultural Barn Tong Road Brenchley Tonbridge Kent	Removal of post barn and conversion of a redundant agricultural building to a dwelling house (alternative submission to approved scheme TW 17/04192) including the provision of an outbuilding, revised curtilage and associated landscaping. PC RECOMMENDATION: APPROVE TWBC DECISION: GRANTED
19/02220 Lawn Hill, Brenchley Road, TN12 7PP	Erection of rear extension with minor internal alterations. PC RECOMMENDATION: APPROVE TWBC DECISION: GRANTED
19/02678/LBC Crittenden House, Crittenden Road, Matfield, Tonbridge, Kent, TN12 7EN	Listed Building Consent - Removal of internal wall within existing annex to kitchen and WC to bathroom. PC RECOMMENDATION: APPROVE TWBC DECISION: GRANTED
19/02633/4 1-2 Egypt Farm Cottages, Cryals Road, Matfield, Tonbridge, Kent,	Variation of Condition 2 (Approved Plans) of Planning Permission 18/00844/FULL - 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 (Part Retrospective) - Various Alterations to the property including removal of chimneys, continued catslide roof to ground level, removal of gables to north-south ridge, inverted dormers, stainless flue, wider conservatory, flat roof structure retained, alternative position of rear porch, alterations to fenestration. PC RECOMMENDATION: REFUSE TWBC DECISION: GRANTED
19/02745 Tong Farm Bungalow, Tong Road, Brenchley, Tonbridge, Kent, TN12 7HT	Removal of Condition 1 of SW/6/49/50 (Erection of farm worker's bungalow) - Removal of agricultural occupancy condition PC RECOMMENDATION: APPROVE TWBC DECISION: GRANTED
19/02732 Maynard Cottages, Land Adj Brenchley Road Matfield Tonbridge Kent, TN12 7PH	Use of building as a domestic store PC RECOMMENDATION: APPROVE TWBC DECISION: REFUSED

11. Clerk's Report

11.1 Minor Works

A list of works carried out was provided by the Clerk.

11.2 Correspondence

A request from Brenchley Ready Call for a donation of £200 towards their Christmas Lunch was discussed.

RESOLVED for a £200 donation to be awarded to Brenchley Ready Call.

11.3 Accounts payable at December meeting for November invoices

1568 C Brooks	Part Salary November 2019	£760.59
1569 HMRC	Tax and NI November 2019	£518.16
1570 Lindsay Frost	Planning Consultancy re DLP	£1764.75
1571 TWBC	Apportioned Cinderhill Lease (credit/debit)	£43.03
1572 PWCAC	Annual Support Grant	£2000.00
1573 James Beach	Plot Covering at Allotments - plastic	£244.73
1574 Capel Groundcare	Repairs at Benchley Playground	£774.00
1575 Weald Tree Services	Sassoon Oak and Matfield Pond Trees	£1326.00
1576 TMS	Printing Carol Sheets	£60.00
1577 Ian McEwen	Reimbursement Domain renewal (5 years)	£35.94
1578 John Miles	Hedges St Luke's and Allotments	£294.00
1579 David Buckett	Internal Audit	£352.00
1580 Weald Tree Services	Stump grinding, The Avenue	£260.00
1581 Roundabout	Annual half page advertising	£265.00
1584 Capel Groundcare	Risk Assessment schedule	£96.00

Amounts paid by Credit Card in November 2019

1582 KM Media	RFO Advert Kent Jobs	£114.00
1583 Lights4fun	Christmas Lights	£326.00

Standing orders and Direct Debits

SO C Brooks	Part Salary November 2019	£1000.00
SO Capel Ground Care	Mowing contract Jan 2019-Dec 2021	£796.00
DD Smart Pension	Pension November 2019	£181.51

These accounts were approved and would be authorised by Cllr. Batty and Cllr. Mrs. Warner.

12. Meetings attended, and reports by Councillors

The Clerk and Cllr. Stevenson had attended the KCC Highways seminar in November.

Cllr. Mrs. Butler had attended the Dementia Awareness training event in Horsmonden.

Cllrs. Woodley and Sparkhall had attended a working party regarding VE celebration events.

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

The Clerk raised an urgent item regarding the welfare of a horse at Cinderhill, following concerns raised by several residents. Information regarding options to remove the horse had been obtained and circulated; however, the Clerk is in contact with TWBC in the hope that agreement can be reached with the owners (who are related to the tenants of the traveller site) without taking this step. The Clerk confirmed that she would take the necessary action if it proved urgent over Christmas, after consultation with Cllrs Woodley, Stevenson and Mrs. Warner.

14. Date of next meeting

Full Council Meeting Monday 6th January 2020, 7.30pm Matfield Pavilion

Provisional Planning Meeting Tuesday 21st January 2020, 7.30pm, Matfield Pavilion