

**MINUTES OF A MEETING OF THE POLICY AND MANAGEMENT COMMITTEE OF BRENCHLEY
AND MATFIELD PARISH COUNCIL ON WEDNESDAY 20th JANUARY 2021 Via ZOOM**

Present

Cllrs. A. de Guingand (Chairman) presided, L. Butler, K. Sparkhall, G. Stevenson, R. Mitchell (Non-Voting Member), A. Wells (Non-Voting Member), E. Izzard (Non-Voting Member), C. Brooks (Clerk).

In attendance

Cllr G. Warner, J. Buttery (Non-Voting Member)

1. To accept apologies for absence

None.

2. Declarations of Interest

None.

3. Draft Policy for Pre-Application Meetings with Developers – to consider

This policy, originally drafted by Cllr Woodley, was discussed and several amendments suggested to provide for the Council to meet confidentially with developers only in circumstances where this was unavoidable. Developers would be encouraged to hold public meetings and the Council's default position would be to meet with developers in open meetings.

It was also noted that the NDP Steering Group had previously been delegated responsibility to meet with developers where this was appropriate, with outcomes reported to the Parish Council.

It was agreed that the Clerk would circulate an amended draft for agreement before the Council considered adoption

4. Draft Social Media Policy – to consider

The Clerk and Amanda Wells had drafted this policy to set out general principles for the use of social media by staff, Councillors and the public.

RESOLVED to recommend that the Full Council adopts the Social Media Policy

5. Health and Safety Statement – to review

Cllr. Butler had circulated a Covid Risk Assessment for Matfield Pavilion, Special Conditions of Use (for staff and Councillors), Special Conditions for Hirers and Covid 19 Provisions. These were discussed in conjunction with the Council's existing Health and Safety Statement (to be renamed as Policy).

RESOLVED to recommend that the Full Council re-adopts the Health and Safety Policy to include Covid-related Appendices.

6. Matfield Pond – to discuss policy for long term management

The project report, quotes and other information, provided by Rory Mitchel, were discussed in detail.

It was agreed that, given the cost of both the project to remove the island, de-silt and remove some trees, and the project to put in a borehole would cost in the region of £20k each, the Council would not undertake either project this year. The £10k in the budget for 2021-22 would be reserved and earmarked for the following year when further funds could be added to address the de-silting project.

In consideration of concerns about wildlife however, it was agreed that the Clerk would draft an Emergency Plan to ensure that particularly the fish would be saved in extreme weather, this would demonstrate the Council's acknowledgement of resident's concerns in previous years.

Rory Mitchell was thanked for his work on this project which would provide an excellent basis for future considerations.

7. Risk Assessment for Land and Events – to consider

The Clerk outlined that Pete Bamford of Capel GroundCare had provided the extensive template for the Council's Risk Assessments and that this would need to be completed.

Cllr Sparkhall commented that the impact should refer predominantly to health and welfare, and that the Council had a particular responsibility in this area.

It was agreed that, given training on Risk Assessments provided by TWBC would not be accessible before the current Council term ends, the Risk Assessments would be considered as soon as the new Council were able to.

8. Policy and Risk Assessment Schedule – to review

The Council reviewed the Schedule and the Clerk noted that all Policies required for review had been considered. There remained the Disciplinary Policy and the Lone Worker Policy to be drafted.

9. Date of next Meeting – tbc as required