

	Action
<p><b>1. Present</b></p> <p>Cllr Herrick (Chairman), Cllr Thorpe (Vice-chairman) (GT), Cllr Mrs Morey (JM), Cllr Mrs Pereboom (VP), Cllr Hinchliffe (MH), Cllr Plowright (IP), Cllr MacPhee (CM) and Mrs Wood (Clerk) (SW). Cllr Howard (ward member) and Mr Graham Kingston (Community Warden) attended. Four members of the public were present.</p>	
<p><b>2. Apologies</b></p> <p>Apologies were received from Cllr Miss Martin and PCSO Hobbs.</p>	
<p><b>3. Declarations of Interest</b></p> <p>There were no Declarations of Interest.</p>	
<p><b>4. Minutes</b></p> <p>Item 22.4: 'Footpath at John Childs Garage: This has been cut back.' This should read: Footpath at John Childs Garage: The overgrown hedge has been cut back.</p> <p><b>Resolved:</b></p> <p><b>That subject to the above amendment, the Minutes of the meeting of the Parish Council held on 6<sup>th</sup> January 2016 be approved and confirmed as a true record.</b></p>	
<p><b>5. Open Session</b></p> <p>The meeting was suspended to allow members of the public present to raise matters of concern with the Parish Council.</p> <p>Cllr Howard thanked the Parish Council for its support over the previous year.</p> <p>The meeting was reconvened.</p>	
<p><b>6. Matters Arising</b></p> <p><b>6.1</b> Dog waste bags: Stocks are held by the Chairman and are available from the shop. Some will be given to The Woolpack for use during its forthcoming greyhound event.</p> <p><b>6.2</b> War memorial restoration: In hand with Richard Graham and the CLP. The grant application form has been completed by the Clerk and will be submitted if required.</p>	
<p><b>7. Report from Community Warden and PCSO</b></p> <p>Mr Kingston noted that the PCSO hopes to attend the next meeting. Crimes reported include theft of motor parts from Andrews Garage, and damage to two homes in Brabourne and Smeeth, the latter has been reported to the Police. Reports of a new access on to Canterbury Road, which involved clearing trees and part of a hedge, have been reported to Highways. The Clerk will ask the Tree Officer (ABC) to investigate. Complaints were made re a door-to-door salesman, who left the area after intervention by Mr Kingston. A van temporarily parked in the car park of Brabourne Baptist Church was not thought to be suspicious. Cllr Hinchliffe asked for information on a car crash on Woolpack Hill, Mr Kingston replied that he had not been made aware of the incident. There has been another accident at Smeeth crossroads. Parking on Woolpack Hill had been monitored but Mr Kingston noted that no parking restrictions are in place. Cllr Hinchliffe reported that the CLP group has cleared Hoskins Pond and found a large number of empty beer bottles in the pond and the field opposite; given that this inferred that drivers were drinking he asked for a Police presence, Mr Kingston thought that any request would be refused because of a lack of resources.</p>	SW
<p><b>8. Financial Report</b></p> <p><b>8.1 To agree payments in accordance with the Budget</b></p> <p><b>Resolved:</b></p> <p><b>That the following payments be agreed in accordance with the Budget:</b></p>	

**Payments**

Details	£
Brabourne Parish Council (traffic counters)	245.00
S Wood (salary)	300.17
S Wood (salary)	300.17
S Wood (expenses)	137.91
B Podd (salary)	100.50
ACRK (subscription)	50.00
Playing Field Association (donation)	1000.00
Village Hall Association (donation)	1000.00
Gareth Cox (caretaker storage monthly rental – March)	16.44
Gareth Cox (caretaker storage monthly rental - April)	50.00
Farley Training Ltd (caretaker training)	150.00

**Receipts**

Details	£
NatWest interest	1.29
Brabourne Parish Council (dog bags)	99.00
Village Caretaker scheme (ABC grant)	5000.00
Village Caretaker scheme (KCC grant)	6781.95

Balance £ 40109.76 (as at 9<sup>th</sup> March 2016)

Cllr Hinchliffe advised that he has identified a possible van for the village caretaker at a cost of £2300, and will view it with a mechanic on 11<sup>th</sup> March.

**8.2 Addition of the Clerk as a signatory to the Parish Council's bank accounts**

The Chairman reported that NatWest bank will only speak with signatories, this excludes the Clerk, notwithstanding that statements are sent to her home address (the registered address of the Parish Council). The Chairman proposed that the Clerk be added as a signatory, the Clerk noted that she would not sign cheques.

**Resolved:**

**That the Clerk be added as a signatory to the Parish Council's bank accounts.**

**8.3 Payment of the caretaker's salary and storage rental by Standing Order**

It was proposed that the caretaker's salary and rental of the lock-up for the van and equipment be by monthly Standing Order from the village caretaker account.

**Resolved:**

**That the caretaker's salary and rental of the lock-up for the van and equipment be by monthly Standing Order from the village caretaker account.**

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**8.4 Arrangements for external audit**

The Clerk reported that after abolition of the Audit Commission the contract for external audit was placed with PKF Littlejohn LLP, but this will expire in 2017. NALC and DCLG have set up a company to act as external auditor for Parish Councils after this date, but Parish Councils will be able to make their own arrangements, subject to certain stringent criteria. Parish Councils proposing to use the latter must opt-out before March 31<sup>st</sup> 2016, Parish Councils wishing to use the NALC/DCLG company need take no action. It was agreed that the Parish Council will not opt-out.

**9. Planning Committee report**

Cllr Thorpe (Chairman, Planning Committee) reported on the following planning matters:

Crail, Plain Road: Erection of a new 2-bedroom dwelling. The Parish Council objected to the application, which has been withdrawn.

Towers Cottage, Granary Court Road: Erection of single storey side extensions and detached garage with room above and new driveway. No objections were raised.

Briar Cottage, The Ridgeway: Erection of a replacement dwelling. The property has been incorrectly named and should be 'Upland' – ABC has been notified and a response is awaited.

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### **9.1 Gladman/Lees Road development**

The Chairman noted that although the development is in Brabourne it would impact on Smeeth if it goes ahead. Cllr Miss Martin, Cllr Hickmott (Brabourne Parish Council Chairman), Cllr Herrick and the Clerk met representatives from Gladman at Civic Centre on 23<sup>rd</sup> February. Gladman's approach was criticised as being disrespectful and underhand because it did not contact the Councils before placing its advertisement in the newspaper. The Chairman reported that in spite of assurances given, Smeeth residents have not been notified. The representatives were informed that the Councils will oppose a planning application. Gladman's claims that the ABC Plan is deficient were strongly denied.

An application for outline planning permission for 125 houses, including up to 35% affordable, has been submitted. Cllr Howard advised that 35% is a requirement. A public meeting will be held in the village hall on 16<sup>th</sup> March at 7.45pm to determine the next steps; Cllr Howard advised that he has discussed the application with Richard Alderton (Planning Dept) and Jeremy Baker (Legal Dept), and noted that Gladman has also submitted a planning application in Smarden (but for fewer homes). The situation in Smarden differs from that in Brabourne because the former is for a site submitted during the review of the Local Plan, while the latter was not put forward as a possible site. Cllr MacPhee stated that the proposal does not address the identified housing needs of the community. Cllr Mrs Pereboom asked what is the purpose of the public meeting, Cllr Howard replied that it is to inform residents of the current situation and how to object effectively. He advised that the application will be determined by the Planning Committee.

### **10. KALC representative report**

The Minutes of the meeting of 13<sup>th</sup> January have been circulated. Cllr Mrs Morey advised that the next meeting is on 6<sup>th</sup> April and that she also attended the Parish Forum on 27<sup>th</sup> January. These Minutes have been circulated, and the Forum next meets on 27<sup>th</sup> April.

### **11. Update on J10A Working Group**

Minutes of the Working Group have been circulated. Cllr Mrs Pereboom stated that the next meeting is on 7<sup>th</sup> April but she is unable to attend. She noted that J10A is still in the planning phase, the Chairman noted that the local consultation is underway. Cllr Howard reported that the feeling of those at a public meeting in Mersham was that the community is not being listened to, Cllr Mrs Pereboom agreed. Cllr Howard advised that the perceived lack of community engagement by Highways England is to be taken up by the Leader (Cllr Clarkson).

### **18. Playing fields**

Brought forward with the permission of the Chairman.

Mr Brian Sanders reported that the grass is growing well, it has been inspected by the contractor and subject to weather conditions, he will consider carrying out the first cut this month (February). There has been some ponding in the south-east corner (close to Scout & Guides HQ); to be examined by Mr Sanders and the contractor after the next cloudburst. This will enable the contractor to identify remedial measures. Again subject to weather conditions it is anticipated that the field should be available for use in mid to late-May 2016. This was welcomed and Mr Sanders thanked for his efforts.

### **12. Footpaths and Highways**

**12.1** Plain Road potholes: These have been reported but it is noted that they are worsening, the Clerk to contact Cllr Andrew Wickham. The situation is exacerbated because it is a bus route, and the spring giving rise to the problem should be put in a culvert.

**12.2** Parking in Sandy Place: See Minutes of the Annual Parish Meeting.

**12.3** Smeeth crossroads: Hatching is being reviewed, the Clerk to follow-up.

**12.4** Hedge at Apple Barn: This has been cut back.

**12.5** A new kerb has been put in on Woolpack Hill down as far as Sundor.

**12.6** The Clerk is to ask KCC Highways for a programme of planned works.

### **13. Community Led Plan and Emergency Plan**

Emergency Plan: Nothing to report.

Community Led Plan: Cllr Hinchliffe reported that a working party of 5 started work clearing Hoskins Pond on 5<sup>th</sup> March and this will continue on 12<sup>th</sup> March. A petrol strimmer is needed so that the grassed areas/vegetation can be strimmed. The pond is fed by water run-off, it is not

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thought to be via a spring. Cllr Hinchliffe reported that the posts on the opposite side of the road are in need of attention, these are on Highways land and are therefore currently in the remit of KCC, but responsibility will be handed over to the caretaker.

Fundraising for the basketball hoop continues.

The picnic table and bench sponsored by a resident will be installed free of charge by Richard Harvey of Harvey's Drainage.

Grant applications will be submitted for other projects.

### **13.1 CLP Action 7: Merge the Parish Councils**

Cllr Hinchliffe reported that the CLP group has received a letter from Legal and Democratic Services regarding the outcome of the Community Governance Review. This stated that:

"The Borough Council is supportive of the ambition to form one Parish Council, particularly in light of the location of the two villages. However, the Borough Council is recommending that the two parishes are grouped rather than merged. A Grouping Order under section 11 of the Local Government Act 1972 can be applied for by the Parish Councils at any time and does not have to form part of a Community Governance Review.

As a result, the Borough Council is recommending that it works with the Parish Councils to pursue a grouping order if desired in due course and outside of this Review."

Cllr Hinchliffe asked if Smeeth Parish Council would welcome a Grouping Order. Cllr Howard stated that a Grouping Order would mean that the Parish Councils would share resources. Cllr Hinchliffe asked for a decision from both Parish Councils, whatever the outcome this would complete CLP Action 7.

Cllr Hinchliffe proposed that Smeeth Parish Council is grouped with Brabourne Parish Council, subject to the agreement of Brabourne Parish Council.

#### **Resolved:**

**That Smeeth Parish Council is grouped with Brabourne Parish Council, subject to the agreement of Brabourne Parish Council.**

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### **14. Village caretaker scheme**

Cllr Hinchliffe reported that Mr Paul Rodway will take up his post on 14<sup>th</sup> March.

The first week will be spent on training and familiarisation.

It is anticipated that tools and equipment will be delivered in the week beginning 21<sup>st</sup> March. These will be stored in a secure lock-up in Brook; security measures and a contract are in hand, but removal of the contents of the lock-up by the brewery is still awaited.

Caretaker's van: See 8.1. If the vehicle is suitable it will be serviced before use, pending which Mr Rodway will use his own vehicle for which mileage will be paid (£0.45/mile). A fuel card will be provided for the caretaker's van. The van will carry a logo identifying the Smeeth cluster.

An account will be opened at Listers, which will invoice the Smeeth cluster.

Contact should be via the Clerk and not to Mr Rodway direct.

### **15. Speedwatch**

Cllr Plowright advised that Mr Graham Snazelle is the new coordinator, and sessions have restarted.

### **16. Rural speed limits**

General discussion was deferred in the absence of Cllr Miss Martin. Cllr Plowright suggested that a large development (see item 9.1) may give weight to the request for extension of the 30mph limit to the junction with Church Road/Hythe Road and The Ridgeway/Hythe Road.

### **17. Local Needs Housing**

See Minutes of the Annual Parish Meeting.

### **19. Ashford Local Plan – Village Protection Strategy**

Cllr Hinchliffe reported that the traffic survey data have been passed to Peter Brett Associates, including radar gun results from 207 vehicles. Information on local habitats and pictures of favourite buildings (which need not be listed buildings) are required by PBA, the latter will show the style and character of housing in the area.

### **20. Prescription delivery service – welfare issues**

<p>Cllr Hinchliffe reported that only 1 request has been received to date. He noted that Brook PC has a register of vulnerable residents and asked if Smeeth PC should compile a similar list, cf that held by the RBL. He recommended drawing-up a list of all village organisations that hold this data, this would complement the Emergency Plan. The Clerk to follow-up.</p> <p><b>21. Correspondence</b> All correspondence has been circulated.</p> <p><b>22. Any other business</b></p> <p><b>22.1</b> HM Queen's birthday beacons. It was agreed that there is no suitable site given that the playing field cannot be used.</p> <p><b>22.2</b> The Mobile library service is changing from a Monday weekly visit to Friday fortnightly. It is unknown when the change will come into effect. The Chairman noted that it is being completely withdrawn from some areas.</p> <p><b>22.3</b> The 2016 fete has a 'vintage' theme and will be held at the Woolpack, Cllr Hinchliffe asked if the 2 PCs should work together and hold it on the village green. Brabourne PC proposed holding the 2015 fete on the green but the fete committee decided against this because of issues with regard to power supply and safety.</p> <p><b>22.4</b> Cllr Hinchliffe advised that he will be stepping down from the PC later in the year to concentrate on the CLP.</p> <p><b>22.5</b> Cllr Plowwright stated that he will be resigning from the PC before the May meeting because of increasing work commitments. He was thanked by the Chairman for his hard work on behalf of the community.</p> <p><b>23. Date and time of next meeting</b> Wednesday 11<sup>th</sup> May 2016 at 7.00pm in Brabourne Baptist Church.</p> <p>The meeting closed at 10.05pm.</p>	<p>SW</p>
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