

**Smeeth Parish Council**  
**Minutes of a Meeting held on Wednesday 5<sup>th</sup> September 2018 at 7.00pm**  
**Brabourne Baptist Church**

<p><b>1. Present</b>  Cllr Herrick (Chairman) (DH), Cllr Thorpe (Vice-chairman) (GT), Cllr Mrs Alford (HA), Cllr Mrs Morey (JM), Cllr Mrs Pereboom (VP) and Mrs Wood (Clerk) (SW). Ten members of the public attended.</p> <p><b>2. Apologies</b>  Apologies were received from Cllr Mrs Nyssens (indisposed), Cllr MacPhee (prior commitment), Cllr Miss Martin and Cllr Howard.</p> <p><b>3. Declarations of Interest</b>  There were no Declarations of Interest.</p> <p><b>4. Minutes</b>  <b>Resolved:</b>  <b>That the Minutes of the meeting of the Parish Council held on 11<sup>th</sup> July 2018 be approved and confirmed as a true record.</b></p> <p><b>5. Borough councillor's report</b>  The Chairman stated that the agenda will now include a standing item for the Borough Councillor's report, during which the ward member could update the Parish Council on matters relevant to the parish. This is also being implemented by Brabourne Parish Council. Cllr Howard was unable to be present but had sent a report on the M20 closures planned for October. These are to allow for removal of the bridge near Pilgrims Hospice; traffic will be diverted off at junctions 9 and 11 and diverted on to the M2. Diversions will also be posted at Dover docks to the M2. The Chairman advised that the Parish Council has not yet had official notification of the closures, but notices will be put up when they are received.</p> <p><b>6. Open Session</b>  The meeting was suspended to allow members of the public present to comment on items other than those on the agenda.</p> <p>Drier at Joe Farm: Strutt &amp; Parker had advised residents living nearby that tests would be carried out to assess the noise. These had been run and it was noted that there was little noise.  Woodland behind properties on The Ridgeway: Trees are being felled, local residents had been notified. The Chairman noted that the Parish Council had not received any such notification.</p> <p>The meeting was reconvened.</p> <p><b>7. Matters Arising</b></p> <p><b>7.1</b> Parking on Woolpack Hill. This was reported to the PCSO but no feedback has been received. The Clerk to follow-up.</p> <p><b>7.2</b> Loose dogs near the footpath by Lodge House. These were reported to the PROW office but no feedback received. The Clerk to follow-up.</p> <p><b>7.3</b> DPI forms. New copies have been sent by ABC to reflect the GDPR. The Clerk to distribute.</p> <p><b>7.4</b> Review of dog bins. An update is awaited. The Clerk to follow-up.</p> <p><b>7.5</b> Village green application inquiry. To be held at Brabourne Baptist Church in mid January or February, dates and venue to be confirmed.</p> <p><b>7.6</b> Internal Auditor. The Vice-chairman reported that a resident with the appropriate qualifications had come forward, who would be willing to carry out the audit of the Parish Council's accounts for the year 2018-19 if an auditor had not been appointed.</p> <p><b>7.7</b> Rededication of the War Memorial. This was rededicated at a service led by the Bishop of Dover at a service on 5<sup>th</sup> September. Some works are still to be completed: installation of a</p>	<p>SW</p> <p>SW</p> <p>SW</p> <p>SW</p>
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wheelchair-friendly footpath to the Memorial; 2 3-seater benches; a safety barrier. The Chairman thanked George Taylor for his efforts in realising the project. Mrs Joy Taylor passed on her husband's thanks to all who had contributed to the project in any way.

#### 8. Report from PCSO

No report from the PCSOs, the Clerk to follow-up.

#### 9. Financial Report

##### 9.1 To agree payments in accordance with the Budget

**Resolved:**

**That the following payments be agreed in accordance with the Budget:**

##### Payments

Details	£
P Rodway (salary)	1295.65
HMRC (P Rodway)	358.16
KCC re Pension scheme (P Rodway pension)	413.77
P Rodway (Q1 mobile)	25.00
T Denne & Sons (storage)	108.00
FuelGenie (caretaker fuel)	63.43
P Rodway (salary)	1295.65
HMRC (P Rodway)	358.16
KCC re Pension scheme (P Rodway pension)	413.77
P Rodway (expenses)	60.00
FuelGenie (caretaker fuel)	150.81
S Wood (salary)	315.39
S Wood (salary)	315.39
S Wood (expenses)	113.52
B Podd	117.45
T Denne & Sons (storage)	108.00
Lister Wilder (caretaker equipment)	76.97
PKF Littlejohn LLP (audit fee)	240.00

##### Receipts

Details	£
NatWest interest	2.57
ABC (caretaker scheme)	5000.00
HMRC (VAT refund)	403.02

Balance £ 55507.55 (as at 5<sup>th</sup> September 2018)

The Clerk advised that the external audit of the Parish Council's accounts had been completed and no matters raised. The balance of the Precept, Concurrent Functions Grant and Council Tax Support Grant will be paid by ABC on 30<sup>th</sup> September.

The Chairman reported that the Ashford Area Committee of the Kent Association of Local Councils had asked Parish Councils for their views on responding to requests for charitable donations. He stated that the Parish Council's policy was that all request should be considered, but were generally refused because there was no guarantee that they would benefit local residents.

#### 10. Planning Committee report

The Vice-chairman reported on one application:

5 Warren Heights Demolition of a small UPVC extension and construction of a replacement. This was supported.

The application for the Andrews Garage site has been withdrawn.

The application for 7 dwellings on Builders Yard has been approved.

SW

<p><b>11. Local Plan to 2030</b> The Chairman reported that the preliminary findings of the inspectors have been published but it is unknown when the revised Local Plan will go out for consultation, although it would likely be in late September. Comments would only be invited on changes to the Plan. The Chairman stated that when an application for planning permission is made for the site in Church Road (S38) the Parish Council will comment, with particular reference to traffic, and this will be an opportunity for residents to comment.</p> <p><b>12. KALC representative report</b> Cllr Mrs Morey reported that the Minutes of the July meeting had been circulated. The next meeting will be held on 12<sup>th</sup> September at which a member of Kent Police will be present to answer questions.</p> <p><b>13. Footpaths and Highways</b> <b>13.1</b> Sandy Place parking. An ABC officer carried out a site visit and confirmed that the sycamore must be retained, there is, however, the possibility of creating additional spaces on the verge. The officer is now working on costings for the project. <b>13.2</b> Lees Close parking. The officer working on the Sandy Place parking problem is reviewing the situation. It is hoped to resolve the difficulties caused to those with mobility problems.</p> <p><b>14. Emergency Plan and Community Led Plan</b> Emergency Plan. In hand with Cllr MacPhee, it is not known if the meeting with the proposed Emergency Plan coordinator has taken place. Community Led Plan. The Chairman reported that there was little activity over the holiday period. The next project is the outdoor gym, but it is not yet known if planning permission will be needed.</p> <p><b>15. Village caretaker scheme</b> Cllr Mrs Morey reported that the scheme continues to operate well. The caretaker's appraisal was held in August. Residents are asked to notify the Clerk of anything that needs the caretaker's attention. The Vice-chairman asked for an update on the caretaker's request for extra hours. The Clerk advised that the caretaker had taken over mowing and the costs are being met by Brabourne Parish Council.</p> <p><b>16. Speedwatch</b> The Chairman reported that 6 Speedwatch sessions were carried out in August, 104 offenders were recorded out of 623 vehicles passing (numbers to be confirmed), ie 1 in 6 vehicles were exceeding the speed limit. A total of 12 letters were sent to offenders. Graham Snazelle's report is attached to the Minutes. Request for SLOW signs (1): This will be put to Highways. Request for Speedwatch warning signs (2): The Vice-chairman advised that the relevant authorities would be unlikely to give permission for signs to be attached to street furniture. The effectiveness of these signs was questioned, given that there is an interactive speed sign in Church Road. Alternative traffic-calming measures were suggested by Cllr Mrs Alford and Cllr Mrs Pereboom, eg speed bumps and pinchpoints. The Clerk to ask the Speedwatch team where such measures should be introduced, and then submit the request to Highways.</p> <p><b>17. Local Needs Housing (LNH)</b> The Chairman reported that this is on hold pending completion of the Local Plan process; progress could be made in conjunction with the Community Led Plan Group after publication of the Plan. He noted that the four properties in Calland are nearing completion; it is hoped that they would be allocated to local people, the Clerk to contact ABC Housing to this effect.</p> <p><b>18. Playing fields</b> The Chairman reported that a feed has been applied to the playing surface. Complaints had been received about damage to a house sign by a loose basketball; these were passed to the PFA, and repairs effected by the village caretaker. Cllr Howard will be asked to follow-up complaints that neighbourhood consultees on the application for planning permission for the hoop did not</p>	<p>SW</p> <p>SW</p> <p>SW</p> <p>SW</p>
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include residents on The Ridgeway, while residents elsewhere were notified.

#### **19. Standing Orders**

The Chairman advised that Standing Orders govern how Parish Councils operate and conduct meetings. Revised Standing Orders have been issued by the National Association of Local Councils to take account of changes to legislation. These have been reviewed by the Chairmen of Smeeth and Brabourne Parish Councils and the Clerk, and draft Standing Orders circulated. It was proposed that the Standing Orders, as amended, be adopted by the Parish Council.

##### **Resolved:**

**That the Standing Orders, as amended, be adopted by the Parish Council.**

The new Standing Orders will be uploaded to the website.

SW

#### **20. Brabourne and Smeeth Development Policy**

The Chairman reported that a précis of the Village Protection Policy (VPP) had been drawn up by Mike Hickmott (Chairman, Brabourne Parish Council), in consultation with himself; the initial aim had been to adopt the summary which would be used as a consideration by the Parish Council's Planning Committee. The VPP had been produced by both Parish Councils and submitted to ABC; it had not been adopted by either Parish Council because the intention was that it would be included in the Local Plan. However, only certain elements had been included. The Chairman proposed that the Parish Council adopts the VPP in its entirety, and it would be a consideration when commenting on planning applications in the parish. The proposal would also be put to Brabourne Parish Council.

##### **Resolved:**

**That the Parish Council adopts the Village Protection Policy in its entirety, for use as a consideration when commenting on planning applications in the parish.**

The Policy will be circulated to councillors and uploaded to the website.

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#### **21. Correspondence**

Textile banks: Request to site a recycling clothes bank on Parish Council-owned land. It was noted that there is a textiles bank at Smeeth School. The request was refused.

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#### **22. Any other business**

**22.1** The following dates were proposed for meetings in 2019: 9<sup>th</sup> January, 6<sup>th</sup> March, 8<sup>th</sup> May (to be confirmed, subject to the outcome of the Local Elections on 2<sup>nd</sup> May), 3<sup>rd</sup> July, 4<sup>th</sup> September and 6<sup>th</sup> November.

**22.2** Traffic on Church Road. It was noted that this will likely increase, given the planning application for expansion of Woodturners and the move into Church Road of Kent Wool Growers. A noise nuisance was reported from the latter. The Chairman stated that had the VPP been in the Local Plan, the cumulative effect would have been taken into account. The Parish Council will use it to inform its comments, but it is unknown if it will have any influence on the ABC planners.

#### **23. Date and time of next meeting**

Wednesday 7<sup>th</sup> November 2018 at 7.00pm in Brabourne Baptist Church.

The meeting closed at 7.55pm.

#### **Agenda item 16: Speedwatch report**

1. Given the details we have on speeding vehicles we believe that there is a requirement for some form of warning signage being installed on Plain Road. We believe that the word SLOW should be marked across the eastbound side of Plain Road adjacent to the 30mph repeater sign at Manor Leaze and that the word SLOW should also be marked on the westbound side of Plain Road between Ramstone Close and Bog Farm driveway close to Ramstone Close.

<ol style="list-style-type: none"><li>2. We would like to put some plasticised notices showing that Brabourne and Smeeth are part of the Speedwatch area. Can the PC agree that they support us getting some signs placed around the villages most probably on telegraph poles.</li><li>3. As always we are looking for volunteers. We have two Speed Indication Devices (SID) and if we could get 6 – 8 people available at one time we can mount duplicate observation sessions at either the same place but both directions of traffic flow, or at different locations across Smeeth and Brabourne thereby capturing data for the two main roads in and out of our villages. There have been significant improvements in the training for people wishing to join a Speedwatch Group which now only requires a computer based training session. If anyone would like to join in please contact Graham Snazelle or Ian Plowright.</li></ol>	
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