

**MINUTES OF A FULL MEETING OF BRENCHLEY PARISH COUNCIL ON MONDAY
3rd APRIL 2017 IN MATFIELD PAVILION AT 7.30pm**

Present

Chairman C Woodley presided, Vice Chairman R Wickham, Cllrs J Grant, D Batty, A deGuingand, Mrs L Butler, Mrs G Warner and Mrs N Marriott. Borough Cllr A McDermott. Clerk M Powell. Clerk in waiting C Brooks.

No Item**1 To accept apologies for absence**

None

2 To approve Minutes of the last meeting

2.1 Approve minutes of the meeting of 6th March 2017.

Resolved: -To accept the minutes as accurate. The Chairman then duly signed them

3 To record declaration of Interests on any item on the Agenda

Members were reminded that if any have a *prejudicial* interest in an agenda item, this should be declared at the start of the meeting.

Personal interests could be declared at this point or, alternatively, could be declared at the time a specific item is being discussed if that member wishes to speak on the item in which s/he has a personal interest. In case of doubt about such an interest Councillors have been advised to contact the Monitoring Officer before the meeting.

4 To adjourn to allow public participation

None

5 To consider the following planning applications.

5.1 17/00968 Cherry Trees, Maidstone Road Matfield
Change of use from one house and one shop to two houses

Resolved: - To recommend refusal

5.2 17/00876 Egypt Farm Cottages Cryals Road Matfield
Part retrospective for removal of 3 storage sheds 3 bay vernacular style garage with domestic/ ancillary annexe space in roof

Resolved: - To remain neutral

5.3 17/00859 The Stables Little Dunks Farm Cuckoo Lane Brenchley
Single storey rear extension to create boot room and insertion of 5 roof lights

Resolved- To recommend approval

5.4 17/00970 The Elms Crook Road Brenchley
Variation of condition 2 of 15/507097-Proposed two storey side extension with Juliet balcony and single storey rear extension Addition of rear dormer and enlarged residential curtilage) Removal of pitched roof to rear elevation and replacement with flat roof; Proposed elevations and first floor plan to be amended to show finished details allowing for flat roof to rear single storey extension.

Resolved- To recommend approval

5.5 17/00820 Top Barn Farm Geddes Hill Matfield
Alterations and conversion of buildings to form 2 dwelling houses

Resolved- To recommend approval

5.6 17/00603 Cork Wood Cottage Fairmans Lane Brenchley
Erection of oak framed garden gazebo

Resolved- To recommend approval

6 To receive items for information**6.1 Decisions by TWBC**

6.11 17/00146 Hoppers Cottage Mile Oak Road Brenchley
Single storey orangery side extension

Recommendation-Refusal Decision-Approval

- 6.12 17/00369** 1 Broad Oak Close
Extension of existing house at rear ground floor level infilling the south-eastern corner to create a larger utility room
Recommendation-Approval Decision-Approval
- 6.13 17/00314** I Tong Farm Cottages Tong Roads Brenchley
Two storey side extension and single storey rear extension
Recommendation-Approval Decision-Approval
- 6.14 17/00138** 28 Porters Close Matfield
Conversion of garage into habitable room by removing garage door and replacing with a wall and a window
Recommendation-Approval Decision-Approval
- 6.15 17/00304** Heath Cottage Brenchley Road Brenchley
First floor side and rear extension
Recommendation-Approval Decision-Refusal

The proposed extension, by reason of its scale, siting and design, fails to preserve the special architectural interest of the Listed Building, causing less than substantial harm to a designated heritage asset, which is not outweighed by public benefit to the proposal. It is therefore contrary to the National Planning Policy Framework 2012, Core Policy 4 of the Core Strategy 2010, and the National Planning Practice Guidance.

6.2 Consultation

A copy of the draft consultation on sites had been obtained and was available on the TWBC website. There will be a local consultation in the Matfield Pavilion on 10th May 10am to 4pm and make recommendations for the Council's response.

Agreed: - That the Policy group would review the document at their next meeting.

6.3 Rubbish

Complaints have been received regarding old play equipment, rubbish etc. being left on land to the rear of Matfield Village Hall. The Council reported the matter to TWBC. They have advised that there is a clear breach of planning regulations. The owner of the land has been requested to remedy the situation or face further action from TWBC.

7 Decisions required

7.1 Matfield Pavilion

7.11 Cleaning

Cllr A de Guingand has received a quotation from Dazzle and Shine for regular cleaning of the Pavilion. It is for £97.60/ mth plus a one off carpet clean of £69.99.

Resolved: - To accept the quotation.

Cllr deGuingand had also received one quotation for the supply of hygiene services of £30/mth and was seeking another from a company called Capital.

Resolved: - to accept the first quotation if no better quote was received.

7.12 Reporting

One of the original conditions of the grant received from Sport England for the pavilion rebuilding was regular reporting of the usage of the building. Mr. Ian McEwen had agreed to continue with this.

7.2 Porters Wood Resident

A resident has used some land on the edge of Petteridge Field to store logs etc. whilst he is building an extension. The Management Cttee propose to allow him a three month period in which he is allowed to leave these logs in place and to seek further permission should he not finish the building within this time.

Resolved: - to provide such permission to the resident.

7.3 Appointment of new Clerk**7.31 Recommendation of interview panel**

The interview panel interviewed five prospective candidates. They were unanimous in selecting Chantal Brooks for the position.

Resolved: - To confirm the appointment will commence on the 2nd May.

7.32 Approval of contract for new Clerk

The contract had previously been circulated. Her terms of employment are based on a salary of £16905.60 p.a. with an office allowance of £3900.00p.a. Travel on Council business will be reimbursed as now at 45p/mile.

Resolved: - To confirm the draft contract as acceptable and base the offer of the position upon it.

7.4 Davis Builders in Liquidation

Correspondence has been received regarding our payment of the final retention money at the end of the pavilion rebuilding contract. The receivers are of the opinion that we are still responsible for this money. A decision is required whether to appoint a solicitor at this stage or wait until a legal case is brought and if so which solicitor to use.

Agreed: - That a solicitor would be necessary if an action was launched. However before that Cllr Batty agreed to try and get a brief opinion from a legal professional he knew through work on a pro bono basis.

7.5 Matfield Green

Replacements of the posts around the Green were in hand and should have been started. The Clerk would chase. Removal of some of the lillies had been requested and agreed by a local fishing club.

7.6 Inn Store

The Inn store is due to close at the end of March. A decision may be appropriate on a means of thanking the proprietors, this being adjourned to the next meeting.

7.7 Matfield Pond

Consideration is required of commissioning the proposed work on Matfield Pond. One local quotation was from Invicta at £4000. The Clerk was asked to get an updated quote and dates when work might proceed.

8 Correspondence**8.1 Allotment Holder**

A Mr Holmans of Matfield has written to advise he no longer wishes to keep his allotment. His principal reason is that he feels unable to sign to agree the rules despite not being asked to do so and also having being instrumental in their drafting. All allotment holders were circulated the new rules a year ago for any comments and the only ones received were ones of acceptance and remarks that they were "fair and reasonable" The Chairman agreed to reply to Mr Holmans.

8.2 Donations

Letters of thanks have been received from both the Samaritans and the Air Ambulance for our donations to their cause.

8.3 Eon

A letter advising that our deemed electricity rate is increasing from 1st April from 14.4 to 15.75p/kWh. (this is for the unmetered supply to the streetlights in Matfield.)

8.4 County Council Elections

Borough Cllr A McDermott advised that County Council elections were due in approximately four weeks and Alex King is standing down, so the Parish will have a new County Councillor.

9 Meetings attended and reports by Councillors**9.1 Finance Sub-Committee**

The Finance SC met immediately prior to this meeting to consider the accounts to year-end. Cllr deGuingand reported that several areas were underspent such as the War Memorial, the pond, Matfield Green and the viewing point. This was all largely due to the budget being set with the intention of funding these projects over more than one year. Areas of overspending were primarily advertising which included unplanned advertising for a new Clerk, subscriptions and donations to the Air Ambulance and the Samaritans. The Pavilion appeared to become an overspent item but this was due to the transfer of hire fees to the Pavilion account.

Resolved: - To accept the accounts as acceptable without cause for concern.

9.2 Management Meeting

The management group met on Friday 24th March. They met the existing Postmaster and a representative from the Post Office. The suggestion was to locate the outreach post office into the pavilion. They currently pay £1/hr. and would be responsible for insuring their equipment and cash etc. Our insurance broker has advised the situation would not present any problems for our insurance with the proviso that any cash was removed from site at the end of each session. The rest of the meeting was principally to consider jobs outstanding for the Clerk and what needed to be passed on to the new Clerk. The current Clerk has agreed to spend some time in training his successor on a self employed basis and the PC needs to agree an hourly rate. The Clerk has also agreed to assist with the completion of the annual audit documents, which would need to be signed by the new Clerk as RFO.

Resolved: - To pay the outgoing Clerk £25.00/hr to support the new Clerk during the transition period.

9.3 Parish Plan

A public meeting to display results of the survey was held on 25th March. It was well attended with over 100 people. Thirteen volunteers were forthcoming but of these seven were for litter picking and four were for specific items such as planning and road safety. It was thought that there was potential to invite some of these residents to assist the Policy Group. The issue of a neighbourhood plan was raised and this had been proposed to be picked up again by the Policy Group. A decision will be required at some point in the future.

10 To be advised of urgent Business as may be previously notified.**11 Accounts for payment**

11.1	M Powell	Salary & Expenses	1150	TFR	£1426.69
11.2	HMRC	Tax & NI	1151	TFR	£419.29
11.3	Local World Ltd	Courier advert- Clerks job	1152	TFR	£615.00
11.4	Siemens	Photocopier lease	1153	TFR	£164.40
11.5	Managed Technology	Photocopier usage	1154	TFR	£15.05
11.6	EJP Fire Protection	Pavilion extinguisher maint	1155	TFR	£43.80
11.7	Mrs L Butler	Parish Plan expenses	1156	TFR	£386.92
11.8	Brenchley Hall	Hall hire parish plan	1157	TFR	£46.00
11.9	Post Office	Adoption of Phonebox	1158	CHQ	£1.00

Resolved: - To accept the invoices and to pay them.

The Chairman and Cllr Mrs Marriott agreed to authorise the payments.

12 Date of next meeting

8th May 2017 unless a Planning meeting is called for on the 18th April