

**MINUTES OF A MEETING OF BRENCHLEY PARISH COUNCIL**  
**HELD ON MONDAY 5<sup>th</sup> JUNE 2017 IN MATFIELD PAVILION AT 7.30pm**

**Present**

Councillors C. Woodley (Chairman) presided, R. Wickham (Vice Chairman), J. Grant, A. de Guingand, K. Sparkhall, D. Batty, Mrs. G. Warner, Mrs. L. Butler, Mrs. N. Marriott, Ms. C. Brooks (Clerk).

**In Attendance**

Borough Cllr. A McDermott.

**1. To accept apologies for absence**

None

**2. To approve Minutes of the last meeting**

Minutes of the planning meeting of 23<sup>rd</sup> May were approved and duly signed by the Chairman.

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

Members are 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.

**Cllr. Mrs. Warner disclosed an interest in Item 4 on the Agenda as she is a Trustee of Kent Community Foundation who fund the Paddock Wood Community Advice Centre in part.**

**4. Address from Fiona Pengelley – Paddock Wood Community Advice Centre**

As the volunteer Manager of PWCAC Fiona detailed the work that the Centre carries out. It has been running for 5 years as an independent centre providing advice and support to residents in the local area, including the Parish of Brenchley. Fiona expressed her thanks to the Council for their continued financial support extending to a grant of £2,000 per annum. There are currently 18 volunteers working at the Centre, 90% of their work is in explaining and challenging benefit claims, with a large number of elderly and vulnerable residents requiring assistance of this nature. Due to the complexity of cases, which are increasingly due to mental health problems, cases routinely take several sessions to complete. Fiona explained that funding from the Borough Council has more than halved to a figure of around £7k pa and this is not a sustainable level. A number of surrounding parishes, whose residents use the service, do not contribute any funding, Fiona will continue to pursue this. Cllr. Mrs. Warner expressed the view that other parishes should contribute.

**Resolved that** the Clerk will draft a letter in conjunction with Fiona Pengelley to TWBC on behalf of PWCAC to request that they look into whether funding has been fairly distributed given the effectiveness of the service.

Furthermore, the Centre would like to engage a paid Manager on a part time basis and Fiona asked that the Council consider a secure level of funding, perhaps over 3 years, so that such a post can be fully funded over a longer term.

**Resolved that** the Council will consider this request at a future meeting.

**5. To adjourn to allow public participation**

None

**6. Decisions required**

**6.1 KALC Financial Administration Support – David Buckett,**

It was proposed that David Buckett, as a retained financial adviser to KALC, meets with the Clerk and Cllr. de Guingand on 19<sup>th</sup> June to review accounting practices and the PC's Financial Regulations. His fees are £50 ph plus mileage and it is envisaged that the work will take a full day.

**Resolved that** David Buckett should be thus engaged.

**7. Tunbridge Wells Borough Council draft 5 Year Plan Consultation**

As previously circulated, the Chairman provided a draft response at the meeting. Councillors were asked to provide any further comments to the Clerk for submission by 12<sup>th</sup> June.

There was also some discussion about the Sustainability consultation which Cllr. Sparkhall had reviewed on behalf of the Council. Cllr. Sparkhall will further amend this document and forward to the Clerk for circulation and submission by 12<sup>th</sup> June.

**8. To approve Audit and Accounts 2016-17**

**Annual Audit and Accounts.**

The annual audit return has been reviewed by Richard Carter and are presented to the PC for approval:

**8.1 Annual Governance Statement 2016-17**

That the Annual Governance Statement is satisfactory and all statements made were agreed.

**Resolved to approve that** the Chairman and Clerk may sign these and submit.

**8.2 Accounting Statements 2016-17**

That the accounting statements as presented were in accordance with the agreed accounts for the year, which had been accepted, as accurate.

**Resolved to approve that** the Chairman and the Responsible Finance Officer (the Clerk) may sign these and submit.

**9. To approve the TWBC Local Plan Issues and Options Response**

Following the circulation of the document drafted by the Policy Group, having also been circulated to residents via BandMNews and the website, the final document was discussed with one small amendment made.

**Resolved to approve** the TWBC Local Plan Issues and Options response for submission by 12<sup>th</sup> June.

**10. To approve the Parish Development Strategy – Shaping the Future**

**Resolved to approve** the Parish Development Strategy as presented and for it to be published locally and presented to relevant agencies.

**11. Clerk's Report**

**11.1 Updates and decisions required**

**11.1.1 Scout Hut**

The Clerk recently met with Vicki Berry from the Scout Pack who want to look into an extension to provide an extra (disabled) toilet, another small activity room and some storage. They are merely looking for the Council's approval, as the owners of the land, for them to start scoping for the project. The Clerk is investigating ownership of the building before consideration can be given to planning permission being submitted.

**Resolved** to record the request for the PC to permit expansion of the Scout Hut, for the Clerk to meet further with representatives to consider the proposal before seeking planning approval.

### **11.1.2 Jack Verrall Memorial Gates**

The Clerk reported that she has an appointment at the Town Hall on 6<sup>th</sup> June with the case officer assigned to the pre-planning-application enquiry.

### **11.1.3 Petteridge Phonebox**

The Clerk had a meeting planned today with Claire Stewart but unfortunately Claire was unable to attend. Claire will be meeting with residents tonight and they will be putting together an estimate of costs for materials such as paint and glass which they hope that the PC may be able to pay for. They have people who can do the work themselves.

### **11.1.4 Matfield Pond**

The Clerk has been in touch with Simon Catchpole who advised that they have applied to the Environment Agency for permission to carry out the works, and are currently awaiting a response. They have had a meeting with a more local contractor for removing the weeds to see if we can get the work completed at a lower cost, and are awaiting their response. There had been an email from a concerned resident on the delays in attending to this matter to which the Clerk has responded with the above information.

### **11.1.5 Porters Wood**

The Clerk wrote to Mr Kidd and checked on the patio chairs today, they have been removed, there only remains a large tree trunk and about 6 small logs. The Clerk will check again after 1<sup>st</sup> August as the deadline for removing all the logs. The Clerk is advised that Mrs Sugrue may be willing to put up a fence along her side of the boundary, and will write to her to ask if we could discuss it.

### **11.1.6 Viewpoint Indicator**

Simon Marston has obtained the pledge money and has transferred it to the Council's account. The Clerk will contact Livingston Foundry now to obtain a more accurate quote for the work.

### **11.1.7 Sassoon Family Plaques**

Correspondence has been received from Jeremy Lawson, whose mother was the great-granddaughter of Theresa Thorneycroft – the mother of Siegfried Sassoon. Mrs. Lawson died a few days ago.

The family are seeking the re-instatement of the plaque erected by Mrs. Sassoon and the one marking the replacement of the tree lost in the Great Storm of 1987, for which the family will pay. The originals were stolen, and a single replacement erected last year. However, that replacement uses words provided by Matfield Green Cricket Club, and makes no reference to the originals.

It had been intended to address this issue as part of the arrangements to mark the centenary of the Armistice. However, Jeremy – and other members of the extended family – would like the plaques to be re-instated during the Flower Show Match, scheduled for July 16th. The family had hoped that Mrs. Lawson might attend the re-instatement; with her death, they would like occasion to be a memorial to her, too – she was the last direct link to Siegfried.

The Council discussed at length the possibilities and in particular the need to advise residents, including those that contributed to the cost of the existing plaque, that it will be moved to Matfield Pavilion.

**Resolved** to give permission for the reinstatement of the original plaques, and the relocation of the existing plaque to a suitable place within the pavilion.

**11.2 Accounts for payment**

M Powell	Consultancy Fees	1171	TFR	£763.85
C Brooks	Salary and expenses	1172	TFR	£2034.22
HMRC	Tax and NI	1173	TFR	£380.47
Brenchley Hall	APM	1174	TFR	£40.00
Infinity Group	Email Migration	1175	TFR	£270
A de Guingand	APM refreshments	1176	TFR	£36.81
A de Guingand	Reimburse Capital service	1177	TFR	£122.00
Streetlights	Repairs	1178	TFR	£12.00
Streetlights	Half year maintenance	1179	TFR	£250.56
South East Water	Pond water	1180	TFR	£21.10

**12. Meetings attended and reports by Councillors**

Cllr. Mrs. Warner advised that she had spent two days with Kent Police on an exercise with a 4-car convoy and motorbike outriders. The exercise was intended to demonstrate traffic management and was very effective. Cllr. Mrs. Warner also advised that Kent Fire and Rescue are running a programme in Medway for children aged 14-18 on road safety which is very welcome, she will circulate information on this initiative.

**13. To be advised or urgent Business as may be previously notified**

To consider any other items which the Chairman decides are urgent, for the reasons to be stated, in accordance with Section 100B(4) of the Local Government Act 1972.

**13.1 Planning Applications****17/01539 Winchmore, Brenchley Road, Matfield, Tonbridge, Kent TN12 7PP - Alterations to front porch.**

Providing this application is confined to the alterations to the front porch, the Council supports the application. No comment is offered on the rear extension as this is not referred to in the application.

**Recommendation: Support**

**17/01555 Farm Shop Latter's Toll Knowle Road Brenchley Tonbridge Kent TN12 7DN – Erection of veranda, 1 No. window, external door and alterations to external curtilage.**

Whilst the Council has no objection in principle to the proposals as outlined in the applicant's supporting Planning Statement, an unqualified recommendation cannot be made due to the lack of clarity of the plans submitted.

**Recommendation: Neutral**

**17/01804 - The Old Dairy Poulhurst Farm, Furnace Lane, Brenchley, Kent TN12 7BX Single storey extensions on west elevation and single storey link extension between main house and garage block; Conversion of garages to habitable use; Erection of detached double garage and log store**

The Council objects to the proposal on the grounds that the staggered single storey extension proposed, far more than giving "more identity" to the house, detracts from the simple agricultural quality of the building. When the appeal permitting the development was allowed, the Inspector made reference to that simple form and recommended that no further building works were carried out that would detract from the building. It is appreciated that there have been many changes to the nearby farm buildings but this remains close to original form in preserving the character of the property. There are no objections to the link between the buildings or the alteration to the internal lay-out although the loss of another small residential unit is to be regretted.

**Recommendation: Object**

**14. Date of next meeting:**

**Provisional Planning Meeting Tuesday 20<sup>th</sup> June 7.30pm**

**Full Meeting Monday 3<sup>rd</sup> July 7.30pm**