

**MINUTES OF THE MEETING OF BRENCHLEY PARISH COUNCIL
HELD ON TUESDAY 18th JULY 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. L. Butler, Ms. C. Brooks (Clerk).

1. To accept apologies for absence

Cllr. Mrs. G. Warner had a prior obligation attending a Kent Ambassadors' function. Cllr. Mrs. Marriott gave her apologies as she was unwell. Cllrs McDermott and March gave their apologies.

2. To approve Minutes of the last meeting

Minutes of the planning meeting of 5th June 2017 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.

4. To adjourn to allow public participation

No members of the public were present.

5. Chairman's announcements

5.1 Cllr. Woodley drew attention to the recent fêtes in Brenchley at the end of June, and Matfield held this past weekend, both were very successful. In particular, the parking in Maycotts Lane was very well arranged and much appreciated. The Council agreed to record their appreciation to all those who took part in organizing those events.

5.2 As a result of the volunteers identified through the parish plan survey some months ago, a litter pick was undertaken. The Clerk was asked to send a message to Sarah Thorpe to thank her on PC's behalf.

5.3 Cllr. Woodley has received an invitation from David Jukes, Leader of TWBC, to a Councillors' Convention on 15 September. The intention is for Cllr. Jukes to set out the challenges for the borough going forwards, Greg Clark MP will also be present. Cllr. Woodley has requested an extra place for the Clerk to attend this event.

6. 6.1 To consider the following planning applications

17/02075	Portobello, Holly Bank, Brenchley, Tonbridge, Kent, TN12 7PG	Alterations to existing Grade II listed house including demolition of existing garage and replacement with new family room and adjacent utility room Alterations to existing Grade II listed adjacent (former stables) including demolition of utility and boiler room lean-to's and replacement with new carport/garage; Re-alignment of existing private driveway Resolved: to approve this application
----------	--	---

17/01875	1 Five Wents Villas, Crittenden Road, Matfield, Tonbridge, Kent, TN12 7EG	Demolition of existing double garage and construction of new single garage and outbuilding (Amended resubmission of Planning Consent 16/06902/FULL) Resolved: to approve this application
17/02221	13 Porters Wood, Petteridge Lane, Matfield, Tonbridge, Kent, TN12 7LR	Removal of Conservatory; Erection of two-storey side extension and single storey rear extension Resolved: to approve this application

6.2 Planning application previously circulated – an extension to the deadline for comments has been requested

17/01142	Land Between Long Leas and Pear Tree Cottage, Maidstone Road, Matfield, Tonbridge, Kent	Erection of 20 No Dwellings, consisting of two x 1 bedroom apartments, seven x 2 bedroom apartments + houses, six x 3 Bedroom houses, five x 4 bedroom houses and associated development
----------	--	--

Resolved: to agree that the Chairman of the Planning Committee will gather views and send further comments to TWBC on highways matters via the Clerk.

7. To receive items for information

7.1 Planning consultation responses submitted

17/01824	Garden Croft, Foxhole Lane, Brenchley, Tonbridge, Kent TN12 7ES	Single storey side extension, internal alterations, and alterations to driveway and parking area APPROVE
17/01943	Woodlands, Petteridge Lane, Matfield, Tonbridge, Kent, TN12 7LT	Proposed two storey extension to side and rear APPROVE
17/01924	16 Oakfield Road, Matfield, Tonbridge, Kent, TN12 7LB	Proposed change of use of grass verge at front of property from amenity to curtilage; Proposed dropped kerb and driveway APPROVE
17/02071	Palmers Green Cottage, Palmers Green Lane, Brenchley, Tonbridge, Kent, TN12 7BH	Demolition of existing porch, erection of replacement porch, demolition of rear lean-to and alterations to windows APPROVE

7.2 Decisions by TWBC

17/01130	Land Adj 1 Parsonage Farm Cottages, Brenchley Road, Brenchley, Tonbridge, Kent	Erection of new detached dwelling and provision of new access and parking area PC: Refuse TWBC: Refused
17/00158	Halfway House, Horsmonden Road, Brenchley	Side extension and construction of external staircase leading to a ground floor patio PC: Approve TWBC: Granted

17/01539	Winchmore, Brenchley Road, Matfield, Tonbridge, Kent, TN12 7PP23	Alterations to front porch PC: Approve TWBC: Granted
17/01382	Stable Building 50M East Of, Matfield House, The Green, Matfield	Conversion of Stable Building into 2 No. three bedroom house PC: Refuse TWBC: Granted
17/01279	1 Tong Farm Cottages, Tong Road, Brenchley	Formation of vehicular access to on-site parking PC: Approve TWBC: Granted

8. Decisions required

8.1 Recycling Bins at BMH – Council's position

Cllr. Grant declared his interest in this agenda item as he is a Trustee of Brenchley Memorial Hall where the recycling bins are situated.

Cllr. Mrs. Butler also declared her interest as a Trustee of BMH but participated in the discussion to provide information on how the Trustees reached the decision.

Cllr. Woodley explained that the Trustees of Brenchley Memorial Hall have voted to request Tunbridge Wells Borough Council to remove the recycling bins situated in the car park. TWBC Cllr. March had enquired whether the Parish Council had been consulted on this decision. Cllr. Woodley had responded that the PC had not been consulted nor formally advised of the decision. A discussion on the matter ensued with the following points raised:

1. The bins have been sited in the car park of BMH for approximately 20 years.
2. There is no written agreement with TWBC on the terms of the siting of the bins.
3. The Trustees had requested that TWBC address the issues of rubbish and overuse of the bins on numerous occasions with no response.
4. The reduction in the frequency of the amenity vehicle has resulted in an increase in fly-tipping.
5. The Trustees would like them removed because the untidiness created gives BMH a bad reputation as it is also used for general dumping.
6. The Trustees feel that there is abuse by commercial organisations
7. A number of local businesses use the bins to dispose of business-related waste such as bottles and cardboard.
8. Other possible sites suggested were the Halfway House and the car park by the Recreation Field (though this is unfavourable given the potential for broken glass near where children play).
9. The alternative recycling site at Matfield Village Hall is well used but does not experience the same over-use.
10. There already being a recycling facility in Matfield there was a general feeling that any re-siting of the bins should be in Horsmonden.
11. Cllr. Batty felt that whilst the bins are a popular feature it is the Trustees prerogative to decide as it is their land.
12. Cllr. De Guingand feels that it is well used for cardboard. He and Cllr. Sparkhall commented that the main issues arise from birds and foxes rummaging the bins – they should be lidded.
13. Cllr. Wickham feels that they are an important feature and should be retained in their current location.
14. Cllr. Woodley, whilst in favour of keeping the facility in the Parish, supports the Trustees decision given the difficulties they have experienced resolving problems via TWBC.

Cllr. Mrs. Butler and Cllr. Grant refrained from voting on this issue.

Resolved (5 votes): to write to the Trustees of BMH to request that they consider any measure that they can take to retain the facility on the current site.

8.2 Watching Eyes – discussion on suitability for Parish – JG

Cllr. Grant detailed a suggestion to promote safer driving throughout the parish by putting up "Watching Eyes" posters which have been used successfully elsewhere in the country. They can also be used to deter other anti-social behaviour. There was some concern about whether such notices would be too oppressive, however on balance it was felt that any measure that encourages safer driving and discourage anti-social behaviour should be explored provided they are not overly prominent. The posters are about 12 inches square and are inexpensive, careful consideration needs to be given to where they are sited. Horsmonden Parish have similar stickers on their bins which were also discussed.

Resolved: for the Clerk to obtain 5 of the Watching Eyes posters and enquire of Horsmonden PC where they obtained the stickers.

8.3 Rialtas Finance Suite – recommendation to purchase

Having previously circulated information on a software package, recommended as part of the recent Financial Health Check, the Clerk detailed her support for the Council to adopt this system. The Clerk had seen a demonstration from the Clerk at Goudhurst and found it to be entirely suitable for our needs and fit for purpose. The costs of the software were outlined as £520 plus VAT for initial setup then £116 plus VAT annually for support, maintenance and updates (single user licence).

Resolved: for the Clerk to obtain the Rialtas Alpha Finance Suite

8.4 Brenchley Charities

8.4.1 Trustees

The Clerk outlined that currently Martin Powell is the only Trustee for both charities. Volunteers were requested to take over this role.

Resolved: that Cllr. Mrs. Butler and Cllr. Wickham would act as Trustees for both The John Downer Charity and the Matfield War Memorial Charity.

8.4.2 Bank Signatories

The Clerk outlined that currently both Barclays bank accounts for these charities are in the personal name of Martin Powell. New bank accounts need to be set up as the old ones were not online accounts having previously been held with the Woolwich. The need for two signatories was discussed and a volunteer, in addition to the Clerk, was requested. Martin Powell had agreed to close the old accounts and transfer the money when the new accounts had been opened.

Resolved: That the Clerk would open two new bank accounts at Barclays and that Cllr. Woodley and the Clerk would act as signatories on both bank accounts.

8.4.3 Volunteers to run the John Downer Charity activity

Some residents have expressed interest, but it is thought that others might come forward, a decision will be made at the September meeting of the Council.

9. Clerk's Report

9.1 Minor Works in progress/planned

The Clerk went through the works list and commented that this is an evolving document with updates made as and when progress happens. Cllr. Sparkhall commented that there is ragwort spreading around the pond and he offered to lead a small number of volunteers to remove this by hand. Cllr. Mrs. Butler expressed concern as to whether signs were needed warning people about the depth of the pond, in case children fall in. Cllr. Grant responded that recently a person was seen wading in the pond.

Resolved: that the Clerk obtains guidance from our insurers as to whether "Danger" signs are required by Matfield Pond.

9.2 Decisions required - Petteridge Phonebox

The Clerk advised that the community group wish to have a noticeboard and shelves in the phonebox which will be used for a book/magazine exchange, and also for residents to trade surplus plants and veg. Estimate for materials is around £400 and the Council was being asked to contribute to this sum (volunteers have come forward to do the work).

Resolved: to award funding of £399.12 (inc VAT) to the Petteridge Community Group, the Clerk to obtain receipts.

9.3 Accounts paid – previously circulated

C Brooks	Salary and expenses	1181	TFR	£1657.71
HMRC	Tax and NI	1182	TFR	£500.72
Ian McEwen	SurveyGizmo (now closed)	1183	TFR	£61.99
Eon	Streetlight Electricity	1184	TFR	£38.17
BT	Phone	1185	TFR	£36.28
TWBC	Lease – Cinderhill Wood	1186	TFR	£10.00
Infinity	2-year licence for Office 365	1187	TFR	£164.16
KALC	Subscription KALC/NALC	1188	TFR	£1074.94
David Buckett	Finance Support	1189	TFR	£377.00
KALC	Cllr Conference – K Sparkhall	1190	TFR	£72.00

Payment of these accounts had been duly authorized by Cllr. Woodley and Cllr. Mrs. Marriott.

9.4 Correspondence

9.4.1 Use of Recreation Ground

As previously circulated Alison Killick requested to use the recreation ground for a weekly Bootcamp. No concerns have been raised so permission has been given at no charge.

9.5 Forms for completion

The Clerk requested that outstanding forms concerning Disclosures of Pecuniary Interest and Unity Bank Signatory were completed without delay.

10. Meetings attended and reports by Councillors

Cllr. Sparkhall reported attending the KALC new Councillors Conference which he found very useful.

10.1 Cllr. Woodley attended a Chairmen's Meeting at TWBC on 13 June and was given and update on the proposed civic centre development in Tunbridge Wells which is still on track for a planning application in November. The Cultural Hub and the Local Lottery were also discussed.

10.2 Cllr. Woodley met with the working party on the Great War Centenary last week where an outline set of initiatives had been agreed to put to residents.

11. To be advised or urgent Business as may be previously notified

11.1 Insurance Cover – Playground equipment information with template log had been circulated prior to the meeting

After looking into the Council's insurance policy, the Clerk had confirmed with our broker that the Council is required to inspect the playground regularly to spot obvious signs of breakages or vandalism to the equipment, to remove litter, glass etc. and to ensure surfaces and signs remain in good order.

Checks should be recorded in writing as this may assist the insurers in defending a claim on the Parish Council's behalf should an incident arise. The Clerk had circulated a guidance note issued by RoSPA on this topic which shows the amount of detail required in a template log. There was a discussion about whether parish Councillors could take on this responsibility in a rota.

Resolved: that the Clerk will inspect the playground regularly and maintain a log.

11.2 Barrier at Cinderhill:

The Clerk provided an update on the alleged damage to a car caused by the height barrier at Cinderhill. The Clerk and Cllrs. Mrs. Butler and de Guingand had visited the site and seen no signs of damage, photographs had been taken. The Clerk had contacted our insurers who advised to pass on our insurance details. ¹⁸¹⁴ello should she press a claim in writing. In investigating the matter to determine whether the PC are responsible for the barrier, the Clerk had obtained a copy of the original lease for Cinderhill from TWBC which they are currently reviewing.

12. Closed Session

Separate minutes taken.

12.1 To approve a motion to exclude the public from this agenda item as containing exempt information as defined in Paragraph 3 of Schedule 12A of the Local Government Act 1972 (as amended):

“3. Information relating to the financial or business affairs of any particular person (including the authority holding that information).

That, under s.100A (4) of the Local Government Act 1972 Schedule 12A Part 1 as amended by the Local Government (Access to Information) (Variation) Order 2006 the public be excluded during the item in Part 2 of the Agenda for this meeting, because it is likely, in view of the nature of the business to be transacted, that, if members of the public were present during this item, there would be disclosure to them of exempt information relating to the financial and business affairs of the Council and third party companies/organizations”

Resolved: to thus exclude the public.

13. Date of next meeting

Finance Committee Meeting Monday 24th July 2017 at 7.30pm

Monday September 4th 2017 at 7.30pm