



BRECHLEY AND MATFIELD PARISH COUNCIL
Matfield Pavilion, The Green, Matfield, Kent, TN12 7JU
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MINUTES OF A MEETING OF BRECHLEY AND MATFIELD PARISH COUNCIL HELD ON MONDAY 13th JANUARY 2025, AT 7PM AT MATFIELD PAVILION

Present: Councillors J. Buttery (Chair) presided, E. Akenhead, A. Dewdney, A. Stout, C. Anderson, C. Churchill, J. Reynolds, N. Thompson, C. Brooks (Clerk)

In attendance: Cllr Tom Mobbs (TWBC) 7 members of the public

1. To accept apologies for absence

None.

2. To approve Minutes of the last meeting

Minutes of the meeting of 2nd December were approved as an accurate record and were duly signed by the Chair.

3. To record declarations of interest in any item on the Agenda

Cllr Churchill declared a perception of bias interest in item 11.4 as she is a Trustee of the Memorial Hall, she did not participate in the discussion nor vote on the matter

Cllr Anderson declared a perception of bias interest in item 11.4 as she is a Trustee of the Memorial Hall, she did not participate in the discussion nor vote on the matter

Cllr Reynolds declared a perception of bias interest in 11.5 as she is a Governor of the School, she did not participate in the discussion nor vote on the matter. She also declared a perception of bias on planning application 24/02869 and did not participate in the discussion nor vote on the matter.

Cllr Akenhead declared a Perception of bias interest in planning application 24/03176 and did not vote on the matter.

Cllr Buttery declared a pecuniary conflict of interest in planning application 24/02931/FULL and did not participate in discussions nor vote on the matter

Cllr Dewdney declared a pecuniary conflict of interest in planning application 24/02931/FULL and did not participate in discussions nor vote on the matter

4. To adjourn to allow public participation. At the Chairman's discretion, 15 minutes will be set aside for questions from members of the public each one of whom may speak for a maximum of 3 minutes in total relating to items on the Agenda or about issues of local concern. Members of the public are not permitted to participate in the meeting after this agenda item, without prior invitation from the Chairman.

Residents raised concerns about the lack of patrol and a crossing by school.

5. Borough and County Councillor

Cllr Mobbs outlined the plans for devolution in local government which is aimed for completion in 2027.

6. Chairman's Announcements

Cllr Buttery outlined some important dates as follows:

Annual Meeting of the PC Tuesday 6th May

VE Day Beacon Event Thursday 8th May (also that evening is the John Barsley Beacon naming event)

Annual Parish Assembly Friday 30th May 7pm

Matfield Fete Saturday 12th July

7. Tree on Matfield Green – to consider works

The Council discussed the status of a chestnut at the back of the parking area and considered two quotes for remedial work as it had failed at the root plate but retained signs of life. It was noted that TWBC would need to be notified as it is in a conservation area.

RESOLVED to instruct Silva Woodland to undertake tree work to a chestnut at Matfield Green

8. Traffic

1. Highways Improvement Plan (HIP) meeting 16th December - update

Cllr Churchill and the Clerk attended the annual meeting with Emma Tilbury of Kent County Council to review the Parish Highways Improvement Plan and the Council reviewed the current HIP.

A pre-consultation engagement of residents regarding changing the speed limit entering Pixot Hill from Crook Road and Pixot Hill and into Blind Lane from 40 to 30mph will be drafted. This is required to underpin the KCC request (though they are supportive in principle).

2. Road Crossings meeting – update

Cllr Reynolds provided an update on an informal meeting held 10th January with Steve Hiscocks who has experience of working with a local authority to secure approval for traffic and road safety proposals that were initially rejected. Further engagement will be progressed by Cllr Reynolds with the Governors of the School and Tenax as to whether a specialist company can be commissioned and information will be brought back for the Council to review.

Action Cllr Reynolds

9. Planning

1. Planning Applications

24/02869/FULL Woodside, Watermans Lane, Paddock Wood, Kent, TN12 6ND

Demolition of existing property and erection of three dwellings and associated hard and soft landscaping.

RESOLVED TO RECOMMEND: NEUTRAL

The Parish Council recognises that TWBC can no longer demonstrate a 5 year housing supply and that development on this site is likely to be approved. However, if planning permission is to be granted for this site the PC would wish to see the following matters addressed.

There is a discrepancy between the application form and planning statement, which state 3no. three-bedroom dwellings, and the plan for proposed units 1 and 2, drawing no. 2023-1237-1002 Rev D, which appears to show proposed unit 2 as only having 2 bedrooms, although one of them is labelled bedroom 3. The housing mix in the drawing would better address the deficit in two-bedroomed houses that was identified in the Branchley and Matfield Housing Needs Survey.

The site lies outside the High Weald National Landscape but within the High Weald National Character Area and therefore Policy LE2 of the Branchley and Matfield Neighbourhood Development Plan (NDP) applies to it. The orientation of the proposed houses does not comply with the High Weald Housing Design guidance as required by this policy and by paragraph 139 of the NPPF, nor do the numerous skylights comply with NDP Policy LE8 and the High Weald Dark Skies Planning advice note.

The PC also notes that there is no information on the plan as to how the proposed unit 1, which is in the south of the site, will connect with the access and garage retained for this unit to the north of the site.

Parking that can only be reached by walking along this narrow rural lane without footways would compromise road safety and would not comply with NDP Policy AM3 of the Branchley and Matfield

Neighbourhood Development Plan, which is the most up-to-date local planning policy on parking for this parish. If the parking area and garage to the north of the site are not to serve unit 1, the number of parking spaces proposed would be inadequate for 3 no. 3-bedroom houses, as it does not include a visitor parking space, as required by Policy AM3. Watermans Lane is not a suitable road for on-street parking and the access to this site is close to the junction with Chantlers Hill, so it is important that a visitor parking space is provided within the site.

The brick wall at the front of the site leads the Parish Council to question whether the existing access which is proposed to be used for the three dwellings has adequate visibility splays for the increased traffic that will result from two additional dwellings. Drawings should be provided to demonstrate whether visibility splays will be adequate.

There is no information on how the development would comply with paragraph 163 of the NPPF and NDP policy D6 as regards mitigation of and adaptation to climate change.

If TWBC is nevertheless minded to approve this application on the basis of the present plans, the Parish Council requests conditions concerning exterior materials to comply with NDP Policy D2, exterior lighting to comply with NDP Policy LE8, visitor parking to comply with policy AM3, hard and soft landscaping (including tree planting to replace those removed to accommodate the development) to comply with NDP Policies LE2, LE7 and AM3, and energy saving and climate change adaptation measures to comply with NDP Policy D6.

24/02931/FULL Land Adjacent Old Broad Oak, Windmill Hill, Brenchley, Kent, TN12 7NP

Variation of Condition 2 of Planning Permission 22/01747/FULL - Removal of 2nd floor front dormers. Amendments to front elevation to double gable-recessed entrance porch, internal layout, roof shape, external fenestration, rooflights, garage roof to gable with front & rear dormers, side porch size reduced, chimneys reduced from 2No to 1No, materials to red/multi facing brick & tile, & arboricultural report

RESOLVED TO RECOMMEND: REFUSE

The Parish Council does not object to the proposed revised style of the dwelling, which although less in keeping with Old Broad Oak is more in keeping with traditional Wealden style and with other houses on Broad Oak, complying with NDP Policy D2 Local architectural style. The reduced number of bedrooms would also be welcome as it could mean that parking is less likely to spill onto the road. However, the PC objects to the increased bulk of the house and the way, with the extended garage and the room above it, and the front of the house being closer to the road than the approved design, the building will appear larger and more dominant from the road.

The Parish Council is concerned that the impact on Tree T8 will be greater than under the approved design. This tree will already be impacted by the approved house 2, and this design would bring house 1 into its root protection zone and slightly under its canopy, with two storeys rather than just a single storey garage. There is a likelihood that not only will the tree be stressed by this, but also that in future years there would be pressure to fell or lop the tree because of the risk of branches falling on the building, given that oak trees are prone to sudden branch drop. The description of this tree's landscape contribution as only moderate is questionable: it is an important feature in the treescape of this part of the Conservation Area and it will become even more important in the landscape once the hedge and other trees at the roadside are removed to create the access and parking area for this house. From the road the tree currently appears large and healthy.

The arboricultural report states that tree T8 has recently had its lower branches removed. The Parish Council can find no evidence on TWBC's website that an application was made and permission granted for this work on this tree in the Conservation Area.

24/03025/FULL Warren End, Petteridge Lane, Matfield, Kent, TN12 7LP

Variation of Condition 2 of Planning Permission 23/01182/FULL - (Addition of dormer window to garage).

RESOLVED TO RECOMMEND: APPROVE

24/03038/LBC and 24/03112/FULL The Wheelwright Arms, The Green, Matfield, Kent, TN12 7JX

Listed Building Consent - Conversion of existing public house to 3 No. self-contained residential units, including studio ancillary to plot 3. Internal alterations. Addition of porch, rooflights. Amendments to

external fenestration, roof tiles. Removal of chimney stack Internal amendments. (Works partly commenced)

RESOLVED TO RECOMMEND: REFUSE

The Parish Council has requested that this application be considered under Category X of paragraph 4.8d of the Tunbridge Wells Agreement, because of its effect on the Conservation Area, road safety and community amenity and cohesion.

It is unhelpful that the applicant has not submitted drawings showing the alterations from the originally proposed and approved 2019 application, but only the existing layout and elevations, which are not relevant for an application seeking variations to the prior approved application. In addition, the plans have not been set out on the same basis; in the 2019 application the elevations were set out for rear, front and side, and now are east, west etc. and internal floor plans are set out differently. Nor does the published description of the application give any indication of the major changes proposed to the approved parking layout and the area in front of the building.

The proposed alterations to the approved plans for the building itself are for the most part acceptable, though the Parish Council regrets the addition of rooflights which will conflict with policy LE8 Dark skies of the Neighbourhood Development Plan.

However, the PC objects strongly to the new Proposed Site Plan, drawing no. 815-09 Rev A. This plan indicates that the low brick wall in front of the buildings would be demolished and replaced by a wooden picket fence some 1.9 metres further out, providing enlarged front garden areas. The plan shows a new parking arrangement, with the parking spaces ranged diagonally against a somewhat narrowed grass strip beside the Maidstone Road. This grass strip, which historically formed part of the Village Green and is therefore not highway verge, is important in the landscape of the Conservation Area and as part of the history of the village. The proposed parking spaces at the southern end are effectively next to the road. The proposal in the previously approved plan to retain the existing planting on the green strip is omitted from the new plan.

For many years parish residents have walked through the area in front of the Wheelwrights, going to and from the village hall, the public toilets and the bus stop. During that time (and at the time when the original application was approved) the area was understood to be part of the vehicular highway, but in 2023 KCC withdrew their assertion of vehicular highway rights. Following the blocking off of the area with construction fencing, the Parish Council submitted a public rights of way claim to KCC for a public footpath, supported by 23 user evidence forms, and meanwhile local residents have created an informal path over the grass strip. The importance of this route, which currently avoids residents having to walk in the carriageway of the busy Maidstone Road or else cross the busy road twice, which is difficult given the volume and speed of traffic using the road, is clear. Information from the Parish Council's Speed Indicator Device located opposite this site shows that the speed limit on this part of the Maidstone Road is regularly substantially exceeded. The already well-worn track over the grass strip is evidence of its importance to the public. This track would be removed at its southern end by some of the proposed parking spaces and the narrowing of the grass strip.

There is no indication in the plans of any further proposed boundary fencing or gates, but these could take place under permitted development. Unless there are conditions removing permitted development rights for any additional fencing or gates, and requiring the entrances to the parking area to be kept open at both the northern and southern ends for pedestrian use by the public, this plan will have severe consequences, removing pedestrians' ability to walk safely between The Green and the village hall, public toilets and bus stop (as well as the new housing development, children's playground and parking spaces approved by TWBC subject to a S106 agreement under 22/00757/FULL). This would have serious consequences for the cohesion and amenity of the village as well as for public safety.

The Parish Council also questions whether it would be possible for cars to move into or out of the two most northerly proposed parking spaces without needing to manoeuvre back and forth on The Green (incorrectly labelled Maycotts Lane in the drawing). Clearly a potential for vehicle crashes would arise from cars backing out onto The Green so close to its junction with the Maidstone Road.

For all these reasons this proposed parking arrangement is unacceptable and requires revision. The Parish Council would be willing to engage with the applicant about how it could be redesigned.

24/03073/FULL 5 Bass Orchards, Brenchley Road, Matfield, Kent, TN12 7BZ Rear outbuilding RESOLVED TO RECOMMEND: REFUSE The proposed outbuilding is very close to two oak trees on the adjoining allotment land owned by the Parish Council . The Planning Statement accompanying the application sets out measures to protect the trees, including the erection of a protective barrier during construction of the base and installation of the outbuilding. However, the opinions expressed therein are from R L Planning and not a tree specialist and therefore fail to comply with paragraph 6.116 of the Neighbourhood Development Plan which supports the text of policy LE7 Trees and hedges. The building would be sited only 50cm away from the boundary between the property and the allotments, and the PC is concerned about the impact on the existing hedging and the health of the tree on the PC's land, which is important in the landscape and to shield views of the new housing from the Brenchley Road and the allotments. The tree has already been subject to the stress of crown raising and crown reduction and this building would additionally now cover much of the ground beneath it. There could also be a risk to the building from falling branches of the oak tree as oaks have a tendency to drop branches. The Parish Council is concerned that potential liability of the Parish Council for any damage caused to the building as a result of the tree could lead at a later date to a requirement to remove the tree.
24/03173/LBC Little Dunks Farm Oast, Cuckoo Lane, Brenchley, Kent, TN12 7HX (Works already carried out) Re-siting of staircase & reorganisation of internal planform RESOLVED TO RECOMMEND: APPROVE While deploring the fact that the work was undertaken without permission, it appears to the Parish Council that this alteration to the previously approved plans makes the building more compliant with Policy D4 Accessibility and Flexibility of the Neighbourhood Development Plan, without significantly damaging its historic fabric.
24/03174/LBC Old Tong Farm, Tong Road, Brenchley, Kent, TN12 7HT Listed Building Consent - External repairs to timberframe at the south-west corner of the house. Reinforcement of existing timber-frame bay-post and attic roof collar internally. RESOLVED TO RECOMMEND: APPROVE
24/03176/FULL Childs Cottage Crook Road Brenchley Tonbridge Kent Proposed infill extension, front porch & alterations to the dwelling, together with erection of detached ancillary outbuilding with loft room for storage to replace two sheds being removed. RESOLVED TO RECOMMEND: REFUSE The site is on a ridge in the High Weald National Landscape. The Parish Council does not object to the proposed changes to the house but is concerned at the large size of the proposed outbuilding on this site. It will be highly visible and dominant in the landscape from Crook Road, Knowle Road and public footpath WT281, conflicting with Neighbourhood Development Plan Policy LE1 Conserving and enhancing the AONB. The proposed skylights will damage the dark skies of the High Weald, conflicting with NDP Policy LE8 and the technical advice note on guidance on dark skies in the High Weald, as regards internal light spill. The need for skylights must be questionable in an area of the building that is proposed only for storage.
24/03204/FULL Tong Farm, Marle Place Road, Brenchley, Tonbridge, Kent, TN12 7HS Variation of Condition 2 of Planning Permission 22/02640/FULL (Plot 1: Alterations to fenestration and dormer windows; addition of Juliet balcony to rear; addition of canopy to boot room. Plot 2: Alterations to fenestration and dormer windows; omission of single storey side element; additional roof light in side elevation; revisions to chimney; walk on balcony omitted to rear; Juliet balcony added to rear. Plots 3 and 4: Alternations to fenestration and to extent of weatherboarding; addition of pitched roof on front canopy for plot 4 and flat roof on front canopy for plot 3. Plot 5: Alterations to extent of weatherboarding; removal of chimney; pitched roof on front canopy; alterations to fenestration; addition of Juliet balcony to rear. Proposed Garage and Offices: Plot 1: additional pedestrian door to side. Plot 2: omission of

window in side. Plot 4: Two roof lights to replace dormer window on front; second dormer window added to rear; Proposed offices: additional projection to front elevation; enlarged windows to rear. Live / Work Unit: Alterations to windows and entrance door; additional two roof lights in side elevation; widened canopy).

RESOLVED TO RECOMMEND: REFUSE

The Parish Council notes that the applicant has proposed many minor changes, but has not provided comparative plans to the originally approved drawings outlining those changes. This is less than helpful in analysing the differences. The removal of the office building which was to serve Plot 5 and the removal of the electricity substation which was previously to have been carved out of the garden of the Live-work unit are not mentioned in the description of the application or in the Planning statement which accompanied it.

The site lies within a relatively remote and rural part of the High Weald National Landscape. "Juliet style" balconies are uncharacteristic of this part of the High Weald and the introduction of three of these conflicts with policy D2 Local Architectural Style. The additional roof lights proposed do not comply with NDP Policy LE8 and the technical advice note on guidance on dark skies in the High Weald, as regards internal light spill in this dark, rural part of the parish.

24/03230/LBC Old Broad Oak, Windmill Hill, Brenchley, Kent, TN12 7NP

External alterations to lightwell including replacement of doors, removal of steps & drop lightwell, creation of new steps; Internal alterations including alterations to partition walls, door openings, installation of wood burners & new en-suite drainage.

RESOLVED TO RECOMMEND: APPROVE

2. Delegated planning comments – to confirm submissions

The Council noted the comments submitted as follows:

24/02967/PNQCLA Wintercott Barn, Goshen Farm, Brenchley Road, Brenchley

Prior notification for change of use of a building and land within curtilage from an agricultural use to Class C3 (2No dwellinghouses) and associated building operations

RECOMMENDATION: REFUSE

It is clear that the proposed residential conversion of this building does not qualify as permitted development under Class Q of Schedule 2 Part 3 of the General Permitted Development Order (GPDO), as the site is in the High Weald National Landscape (AONB), though the application form misleadingly claims that it is not.

The AONB is article 2(3) land, which is specifically excluded from permitted development under Class Q by paragraph Q1(k) of Schedule 2 Part 3 of the GPDO. Therefore the development cannot legally proceed without a full planning application.

24/02747/FULL Birchett Wood Farm, Petteridge Lane, Matfield

Self-Build - Change of use of agricultural building to habitable annex

RECOMMENDATION: REFUSE

This is a sensitive site in the High Weald National Landscape, well outside the Limits to Built Development, and close to ancient woodland.

The Parish Council questions whether this development meets the 2015 Act's definition of self-build, " In this Act "self-build and custom housebuilding" means the building or completion by-

(a) individuals,

(b) associations of individuals, or

(c) persons working with or for individuals or associations of individuals,

of houses to be occupied as homes by those individuals", since the applicant will not himself be living in

it as his home, but in the adjacent house.

As parts of the Planning Statement and the plans have been redacted, the Parish Council cannot assess whether the proposed occupant is a dependent of the applicant, or disabled. A two-bedroom house is not justified on grounds of need for one person unless the person requires a live-in carer.

The application does not appear to meet the requirements of NDP Policy H5 housing for older residents and people with disabilities as it is outside the Limits to Built Development. Nor is there sufficient information to establish that its design meets criterion b of that policy, or Policy D4 Accessibility and flexibility. The excessive fenestration does not comply with Policies D1 HWAONB and design standards, D2 Local architectural style, LE1 Conserving and enhancing the AONB, or LE8 Dark skies. It is questionable whether the proposed development complies with Policy BE1 Retention or redevelopment of agricultural buildings and commercial sites for residential use, which requires a site to have been advertised for similar and commercial uses for a minimum of 18 months, though an exception may be made if continued commercial use would result in unacceptable traffic or amenity problems for nearby residents, and some employment is arguably being retained on the site.

Once planning permission for the house was granted in 2020, the pigs and goats disappeared and there now appear to be only a handful of sheep and a few geese onsite. This livestock enterprise would now surely fail if it was subjected to the relevant functional and financial tests which were required to get initial planning for that rural dwelling. The proposed reduction in the agricultural use of the barn is symptomatic of this and will further reduce the commercial viability of any agricultural or commercial enterprise there.

The site location plan indicates a substantial enlargement of the residential curtilage of the site, and there is no indication of how paths to the various new proposed doors and French windows will be laid out, or of any landscaping proposed.

If, despite the Parish Council's objection, TWBC is minded to approve this application, it should be subject to a carefully drawn and very restricted residential curtilage for the new dwelling, with its access paths clearly shown. Conditions restricting use to use ancillary to the main house and to persons connected with agriculture should be imposed, together with conditions concerning hard and soft landscaping, boundary fencing, external lighting and foul sewage disposal, and removing permitted development rights.

24/02286/SUB Little Cowden Farm Fairmans Lane Brenchley

Submission of Details in relation to Condition 3 - (External Materials); Condition 4 - (Contamination); Condition 7 - (Construction Management Plan) of 21/03395/FULL.

The Parish Council notes the changes made to construction vehicle routeing in response to KCC Highways' comments, which the Parish Council also supports. However, the junction of the Horsmonden Road with Fairman's Lane is a hazardous one, the site of numerous accidents, with no visibility, for vehicles coming from Brenchley, of oncoming traffic from the Horsmonden direction due to the blind bend. The Parish Council strongly recommends that a warning notice about heavy vehicles crossing should be required on the westbound carriageway of Horsmonden Road, east of the junction, during the construction period.

Condition 7 of the grant of planning permission for 21/03395/FULL included the statement that "The plan must demonstrate the adoption and use of the best practicable means to reduce the effects of noise, vibration, dust and site lighting", yet the proposed amended Construction Management Plan still contains no information about site lighting. The Parish Council has previously raised this issue and maintains its objection until it is addressed. If there is to be no site lighting during the construction phase, the Construction Management Plan should say so.

3. National Planning Policy Framework – to discuss

Cllr Akenhead detailed some of the significant changes to the NPPF.

4. Clarendon Development, Maidstone Road, Matfield – to review resolution

The Council reviewed an exchange of correspondence between Cllr Buttery and James Chapman of Clarendon following telephone conversations. Discussions ensued about the level of proposed ground rent and specific terms of the s.106, that was not available for the Council to review, and this was considered a significant concern as well as clarification regarding and management charges and/or maintenance contributions for the driveway to the new parking area. The Council noted Mr Chapman's comments as to the timeframe for the project to commence and that this would necessitate a response from the Council before the next available Parish Council Meeting.

It was therefore agreed to delegate consideration of the s.106 agreement, once received, to the Planning Committee who would then circulate a recommendation by email to all Councillors for majority agreement in a specified timeframe, per the Scheme of Delegation.

10. Walking Route between Brenchley and Matfield - update

Cllr Anderson outlined some initial proposals for a walking route between Maidstone Road and the School in Brenchley and it was agreed that she would develop these ideas further for the Council to consider.

11. Clerk's report

- Corkers have advised that they will reinstate all the verges at Bass Orchard right at the end of the development work, by the end of February.

1. Capel Groundcare – to consider contract

Pete Bamford of Capel Groundcare, a long-term contractor for the Council, had advised that he would be closing the business imminently, however he had provided a quote to undertake the elements of the work currently being undertaken, on a self-employed basis and the Council noted the specialist nature of the data collection from the Speed Indicator Devices in particular. The Clerk outlined that the budgets affected by the slight increases in costs would be re-calibrated in the 2026-27 budget.

RESOLVED to enter into a 3-year contract, from 1st March 2025 to 31st March 2028 with Peter Bamford of Capel Groundcare Ltd to provide Playground Inspections, Speed Indicator management and allotment hedge trimming.

2. Agreement for Cinderhill activity sessions – to note

The Council noted the terms of the Agreement for sessions at Cinderhill and that the Clerk would ensure the requirements for Risk Assessment and Insurance were complied with before they commenced.

3. Grant Request – Paddock Wood Advice Centre

The Council considered a grant request from the PWCAC, noting that the 2025-26 amount had been included in the budget.

RESOLVED to award a £2k grant annually for a 3-year term 2025-26, 2026-27 and 2027-28 to the Paddock Wood Community Advice Centre

4. Grant request – Brenchley Memorial Hall

The Council considered an application for a grant towards audio-visual equipment and noted that the Clerk and RFO would amend the Grants Policy to include donations, given that there was no actual budget line for Grants but there is for donations.

RESOLVED to award a donation of £500 to the Brenchley Memorial Hall Charity towards audio-visual equipment.

5. Donation request – Brenchley School PTFA

The Council considered a request, with a costed outline, for a donation towards a storage facility at Brenchley School. It was noted that if a sum remained in the donations budget at the end of the financial year this would be allocated to the PTFA.

RESOLVED to donate a sum of £500 to the Brenchley School PTFA towards the cost of a storage facility.

6. Drain in Brenchley – to consider request

The Council reviewed the concerns previously raised by the resident at the Old Vicarage, High Street, Brenchley, that the highway drain system has collapsed. This was noted at the Christmas Carols event and the Council agreed that this could be dangerous for pedestrians particularly those going to the Church.

The Council agreed to support an approach to Kent County Council, to be made via Mike Martin MP on behalf of the resident of the Old Vicarage, by way of a letter to outline the Council's own concerns and those of the wider community.

Action Clerk

7. Parish Party – to consider request

The Council discussed an approach from Rona Hogan, on behalf of the Tennis Club, to allow the marquee, used for the Horticultural Society at the Fete on 12th July, to be used for a party extending to midnight that evening. The Council agreed for permission to be granted however a number of matters would be raised as conditions including that a "portaloo" be provided for people attending the Fete and the party, to supplement the toilets available at the Pavilion. Terms of the hire of the Pavilion would be progressed and insurance and risk matters addressed. An update would be brought back to the Council in due course.

Action Clerk

8. Casual Vacancy – to note

The Council noted that the Casual Vacancy will be published on 14th January with an end date of Monday 3rd February and the advertisement will follow, with a view to interviews at the March PC.

12. RFO's Report

1. Accounts payable

3276	HMRC	Tax and NI Dec 2024 £601.15	£479.29
		Less overpayment of £121.86 in October	
3277	C. Brooks	Dec mileage £41.40 Salary Balance £61.24	£102.64
3278	K. Twyman	Pavilion Cleaning 5/12, 21/12	£30.00
3279	Waste Way	Nov bin collections Porters Wd and Brench Rec	£134.40
3280	Panetta Horn	December Salary balance	£40.39
3281	SSE	Streetlight electricity November 24	£73.20
3282	Capel Groundcare	Playground Repairs Porters	£216.00
3283	Commercial Services	Matfield Green Hedge Flail	£840.00
3284	Grovehurst Plumbing	Urinal Sensor removal £220.00	£290.00
		Toilet Repairs £70.00	
3285	KALC	Climate Change conference Cllr Reynolds	£84.00
3286	David Izzard	Jack Verrall Garden mowing Nov and Dec	£50.00
3287	Knock Out Printing	Carols Banner	£42.00
3288	Chris Manwaring	Reimbursement of Christmas electricity (shared x3)	£100.00
3299	SO Capel Groundcare	Playground Inspections November 2024	£112.80
3300	SO Capel Groundcare	SIDs battery management November 2024	£164.87

Payments by Credit Card November expenditure

3289	B&Q	Door hook/toilet supplies £54.96 refund of £8.01	£46.95
	Lloyds Multicard	Monthly fees November 2024	£3.00

Standing Orders and Direct Debits For Information

3290	SO C. Brooks	Salary December 2024	£1,979.75
3291	SO Panetta Horn	Salary December 2024	£648.20
3292	DD Smart Pension	December 2024 Pension Payment	£964.17
3293	DD EDF Energy	Pavilion Electricity November 2024	£216.00
3294	DD EDF Energy	Electricity Brenchley Toilets November	£33.73
3295	SO Microshade	Software support November	£200.17
3296	DD EDF Energy	Electricity Matfield Toilets November	£33.54
3297	DD Smart Pension	December Pension admin fee	£26.40
3298	SO Churchill Group	December Toilet Cleaning services Credit £912.76	£817.31
3301	DD Everflow	Water Charges 22/1 -21/2 Credit £80.90	£0.00
		Monthly Charge £59.75	
3302	DD First Com Tec Works	Monthly Phone and Broadband Service January	£172.80
3303	Unity Service Charge	Monthly Fee Unity Dec	£11.10

The RFO having circulated invoices for scrutiny the accounts were approved for payment and would be authorised by Cllr Reynolds and Cllr Dewdney.

13. Meetings attended and reports by Councillors

Cllrs Akenhead and Churchill attended the Bockingfold remote meeting
Cllr Reynolds attended the Police Independent Advisory Group meeting

14. To be advised of urgent business

Cllr Anderson identified a possible purchase of second hand table tennis tables which would be significantly cheaper than the ones already agreed for purchase, she would liaise with the Clerk on whether this would be a suitable alternative.

15. Date of next meeting: Monday 3rd February 2025, 7pm, Matfield Pavilion