



MINUTES OF A MEETING OF BRENCHLEY AND MATFIELD PARISH COUNCIL HELD ON MONDAY 4th DECEMBER 2023, AT 7PM AT MATFIELD PAVILION

Present: Councillors J. Buttery (Chair) presided, E Akenhead, A Stout, A. Dewdney, C. Churchill, A. Wells, C. Anderson, V. Heath, C. Brooks (Clerk)

In attendance: 5 members of the public

1. To accept apologies for absence

None.

2. To approve Minutes of the last meeting

Minutes from the Meeting of 6th November 2023 were approved and were duly signed by the Chair.

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

None.

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.

A resident spoke, regarding Planning application number 23/03107/FULL at Walters Farm which the Council will consider at its January meeting.

5. Borough and County Councillor

None.

6. Chairman's Announcements

- Evidence is being gathered for the PROW application through the Wheelwrights car park. An FOI will be discussed at the next meeting given the failure of KCC to respond to queries about the process used in this matter.
- Following second quotation Burslems have been instructed to clean the War Memorials, it will be done in the Spring.
- AoNB is being renamed National Landscapes, this will not affect the legislation.
- Note date of January PC meeting – 8th January 2024
- TWBC are recruiting an "Independent Person" to provide advice and scrutiny in the MO process – this person will also be available to provide support to any Councillor who is subject to an allegation.

7. Planning

1. Planning Applications

23/02535/FULL Spring Farm, Horsmonden Road, Brenchley, Kent, TN12 7AX	Extension to Spring Farm Barn (Amendments to 23/00306/FULL) RESOLVED TO RECOMMEND: REFUSE The Parish Council notes that although this application states that works have commenced, 23/03091/SUB Submission of Details in relation to Condition 3 - (External materials); Condition 4 - (Landscaping); Condition 5 - (Biodiversity); Condition 9 - (Tree protection) of 23/00306/FULL is still under consideration by TWBC, and Conditions 5 and 9 required approval of tree protection and biodiversity measures <u>before</u> development commences. Therefore the commencement of development under 23/00306 is not yet permitted and should not be taken into consideration. Permitted development rights were removed as a condition of 23/00306. Although this is not mentioned in the Design and Access Statement or the application form for this revised proposal, the new proposed block plan shows a new (possibly double) garage beside the southeast boundary. However, the hard track leading to it does not appear on the plan to be widened to match the garage's width, nor does there appear to be any turning space proposed outside the garage. No floor plans or elevations have been provided for the garage. Parking and turning spaces are not specifically shown. The Parish Council recommends that permission should be refused due to a lack of information to enable proper assessment of how the proposed development will affect the AONB landscape and comply with NDP policies LE1 Conserving and enhancing the AONB As appropriate to their scale, nature and location, development proposals within the High Weald AONB should make a positive contribution towards achieving the relevant objectives of the High Weald Area of Outstanding Natural Beauty Management Plan 2019-2024 (or successor versions) and have regard to its associated guidance. And AM3 Parking New developments, either residential, business or community, should provide adequate cycle and vehicle parking for residents, visitors, business or community facility users, equipped with e-charging points. As appropriate to their scale, nature and location development proposals should incorporate the following: a. provision of easily accessible but well landscaped parking areas that allow streets to be safe for all and operate as good social spaces; b. measures to deter on-street parking and on-pavement parking; c. parking solutions which minimise the impact on the AONB; and d. facilitating safer traffic movement and relieve parking problems in neighbouring roads.
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	Residential developments should satisfy the minimum parking standards set out in the Guidance Table in Figure 32. However, if TWBC is minded to permit this development, since this new application is a FULL application the Parish Council requests that the conditions attached to the permission granted to 23/00306/FULL be repeated, amended as necessary.
23/02843/FULL 23/02844/LBC Chillmill Manor, Fairmans Lane, Brenchley, Kent, TN12 7AL	Single storey rear extension to form orangery; Proposed four bay garage; Conversion of existing outbuilding to annexe; External alterations including alterations to windows and doors and the insertion of rooflights; Internal alterations to layout of ground, first and second floors RESOLVED TO RECOMMEND: REFUSE The Parish Council notes the revised plans that have been submitted omitting the orangery. The Parish Council is largely content with the proposals for the main house and garage, subject to any views TWBC's Conservation Officer may have, but is concerned at the eight new rooflights that would shed light into the dark skies of the AONB unless fitted with automatic shuttering or blinds, contrary to NDP policy LE8 Dark skies Development proposals which include external lighting should provide an assessment of how the development may affect dark skies. New development should be designed to minimise the effect of light spillage, including from skylights and large windows. The Parish Council is concerned that the conversion of the garage into a two storey dwelling, well away from the main house and effectively in its own plot, will create the appearance of a new detached dwelling in the AONB, rather than an annexe. There is insufficient information about the internal layout, environmental sustainability, drainage, effect on trees, hedges, and biodiversity, parking, and curtilage of the proposed annexe. Therefore it does not appear to be supported by the following NDP policies: H2 Location of housing development Housing proposals will be supported for developments which are within the Limits to Built Development (LBDs) as defined by the maps in Figure 14, except as set out in Policies H6, H7, D3 and BE1. Conservation of the character and setting of the Conservation Areas will remain a priority. Proposals should demonstrate how they would conform with the settlement pattern adjacent to the site and have regard to the High Weald AONB Design Guide, as well as complying with other NDP policies. The character and separate identity of the existing villages, hamlets and farmsteads should be maintained. Development proposals that would result in the merging of settlements (Brenchley, Matfield, Castle Hill, Chantlers Hill, Keys Green, Kippings Cross, Market

	Heath, Mile Oak, Petteridge, Tibbs Court and Walnut Tree) will not be supported. H5 Housing for older residents and people with disabilities Proposals for new housing developments or alterations to existing buildings within the Limits to Built Development of Brenchley and Matfield, which provide accommodation for persons 55 years old and over and/or for people with disabilities, will be supported. Proposals for housing development which incorporate bungalows and/or which are designed to Building Control Part M4(3) (wheelchair users) will be particularly supported). Housing proposals for older people and disabled people will be supported where: a. they are within an LBD in a rural settlement and within easy walking distance of shops and facilities; and b. all homes are specifically designed to meet the needs of older people and those with a disability in terms of ease of access, residential size, form, layout, and support facilities; and c. where appropriate, occupation is limited to older age groups by planning condition. LE1 Conserving and enhancing the AONB As appropriate to their scale, nature and location, development proposals within the High Weald AONB should make a positive contribution towards achieving the relevant objectives of the High Weald Area of Outstanding Natural Beauty Management Plan 2019-2024 (or successor versions) and have regard to its associated guidance. LE6 Biodiversity As appropriate to their scale, nature and location, development proposals should demonstrate how they will conserve and enhance biodiversity, including through habitat corridors between habitat areas and along historic routeways where these could be affected by development. A biodiversity net gain of at least 10% should be demonstrated. If this cannot be achieved on-site the proposal should demonstrate how it will be appropriately provided off-site, normally within the parish. LE7 Trees and hedges Development proposals should retain existing mature trees, wherever possible, and incorporate a suitable landscape scheme with additional planting of native species, either in gardens or in a communal area. Developments should avoid damage to existing native species hedgerows as far as possible and use native species hedging plants appropriate to the soil conditions for landscape proposals. Tree and hedgerow planting should be designed to allow for growth and to minimise the risk of obstruction
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	to pedestrians, vehicles or the views listed in Policy LE4, when it reaches maturity.
23/02889/FULL Matfield Lakes, Petteridge Lane, Matfield, Tonbridge, Kent, TN12 7LP	Removal of Conditions 2 (tree protection) & 3 (landscaping) of Planning Permission 20/01852/FULL RESOLVED TO RECOMMEND: REFUSE The Parish Council is concerned that these pre-commencement conditions were not complied with before development took place. While acknowledging the Landscape Plan that was belatedly added to the application on 4 December, the Parish Council does not consider that this is detailed enough to satisfy the conditions, including a 5 year management plan. The conditions should be retained and fully complied with, albeit this will now be partly retrospective. Compliance with the following NDP policies should be demonstrated: LE1 Conserving and enhancing the AONB As appropriate to their scale, nature and location, development proposals within the High Weald AONB should make a positive contribution towards achieving the relevant objectives of the High Weald Area of Outstanding Natural Beauty Management Plan 2019-2024 (or successor versions) and have regard to its associated guidance. LE6 Biodiversity As appropriate to their scale, nature and location, development proposals should demonstrate how they will conserve and enhance biodiversity, including through habitat corridors between habitat areas and along historic routeways where these could be affected by development. A biodiversity net gain of at least 10% should be demonstrated. If this cannot be achieved on-site the proposal should demonstrate how it will be appropriately provided off-site, normally within the parish. LE7 Trees and hedges Development proposals should retain existing mature trees, wherever possible, and incorporate a suitable landscape scheme with additional planting of native species, either in gardens or in a communal area. Developments should avoid damage to existing native species hedgerows as far as possible and use native species hedging plants appropriate to the soil conditions for landscape proposals. Tree and hedgerow planting should be designed to allow for growth and to minimise the risk of obstruction to pedestrians, vehicles or the views listed in Policy LE4, when it reaches maturity.
23/02980/FULL Land West Of Gate House Farm, Fairmans Lane, Brenchley, Tonbridge, Kent	Use of existing farm track permitted under 22/03087/AGRIC as the primary vehicular access for the dwelling granted permission under 20/02274/FULL, including improvements to highway access RESOLVED TO RECOMMEND: REFUSE The Parish Council requests that this application is treated as a Category X application under paragraph 4.8d of the Tunbridge Wells Agreement.

The planning permission for the dwelling granted under 20/02274/FULL appears to have expired. As TWBC was made aware at the time, the conversion of these “agricultural buildings” into a dwelling cannot be implemented with the existing access along the track and public footpath from Fairman’s Lane because of ownership issues. It is now clear that the main purpose of constructing the “barn” permitted under 22/00851/AGRIC and then the “farm track” from Brenchley Road permitted under **22/03087/AGRIC** to serve the barn was in fact to enable the construction of this dwelling, a dwelling which would not have been permitted if the access had originally been proposed from Brenchley Road. The damaging combined effect on the AONB landscape of the recently permitted “farm track” from Brenchley Road and the proposed dwelling needs to be taken into account in considering this application. The use of agricultural permitted development should not be allowed as a means to subvert the protection of the AONB landscape and the restriction on housing in unsustainable positions outside the Limits to Built Development in this National Landscape.

The Parish Council notes that the applicant damaged the AONB landscape and biodiversity by removing much of the vegetation alongside the Brenchley Road before making the application for **22/03087/AGRIC**, and that for this application KCC Highways would require

- Provision and maintenance of the visibility splays shown on the submitted plans with no obstructions over 0.9 metres above carriageway level within the splays, prior to the use of the site commencing.
- Provision and maintenance of 2.0 metres x 2.0 metres pedestrian visibility splays behind the footway on both sides of the access with no obstructions over 0.6m above footway level, prior to the use of the site commencing.

While this would mitigate the increased danger of a collision with children walking along the footway beside Brenchley Road to Brenchley and Matfield primary school, and with vehicular traffic during school drop-off and collection times, it would increase the damage to the AONB landscape because the track would be much more visible from the Brenchley Road than was proposed in the landscape plan on the basis of which **22/03087/AGRIC** was permitted, which included a number of trees alongside the road.

The applicant’s argument that the access proposed in this application would improve matters for users of the footpath because it would remove the vehicular traffic for the dwelling from a greater length of the footpath is incorrect, because the dwelling does not presently exist and will not be capable of being constructed unless this application is permitted. There is currently no vehicular traffic along the public footpath in connection with a

	dwelling, the only vehicular access permitted along it being for agricultural purposes or in connection with the fishing lakes. The proposed use of this track would create more danger and disruption for users of this very popular footpath because they would need to look out not only for traffic using the footpath but also for non-agricultural traffic turning in from the track from the Brenchley Road. The Parish Council notes that KCC Highways would also require • Provision of construction vehicle loading/unloading and turning facilities prior to commencement of work on site and for the duration of construction. • Provision of parking facilities for site personnel and visitors prior to commencement of work on site and for the duration of construction. • Provision of wheel washing facilities prior to commencement of work on site and for the duration of construction. Presumably additional width or passing places and turning facilities for refuse vehicles and fire engines, and some strengthening of the surface of the public footpath would also be required. None of these are likely to conserve and enhance the AONB landscape or to improve walkers' enjoyment of Footpath WT301, the High Weald Landscape Trail. The application appears to conflict with the following NDP policies: LE1 Conserving and enhancing the AONB As appropriate to their scale, nature and location, development proposals within the High Weald AONB should make a positive contribution towards achieving the relevant objectives of the High Weald Area of Outstanding Natural Beauty Management Plan 2019-2024 (or successor versions) and have regard to its associated guidance. LE7 Trees and hedges Development proposals should retain existing mature trees, wherever possible, and incorporate a suitable landscape scheme with additional planting of native species, either in gardens or in a communal area. Developments should avoid damage to existing native species hedgerows as far as possible and use native species hedging plants appropriate to the soil conditions for landscape proposals. Tree and hedgerow planting should be designed to allow for growth and to minimise the risk of obstruction to pedestrians, vehicles or the views listed in Policy LE4, when it reaches maturity. AM1 Sustainable and active travel As appropriate to their scale, nature and location, development proposals that will generate additional travel movements should:
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	a. ensure safe and easy non-vehicular access to community facilities and the countryside, with improvements to public rights of way and other footpaths, cycle paths and bridle paths where justified; b. provide safe road crossing points close to development frontages where necessary; c. support new or improved scheduled bus services and improved access to local bus stops, where relevant; and d. provide storage facilities for bicycles. AM2 The delivery of safe and convenient facilities for pedestrians and cyclists As appropriate to their scale, nature and location, development proposals should provide safe and convenient facilities for walking and cycling.
23/02986/FULL Land Rear Of 2 Chapel Row, Maidstone Road, Matfield, Kent, TN12 7LD	Variation of Condition 2 of 22/03337/FULL - Replacement of approved plans to amend location of detached garage RESOLVED TO RECOMMEND: REFUSE The Parish Council questions whether moving the garage into the Conservation Area, so close to dwellings there, would be compatible with NDP policy LE3 Historic landscapes and heritage assets New development proposals should conserve and, where possible, enhance the historic environment and assets of the parish. The Parish Council is also concerned about the effect on the amenity of the occupiers of adjoining properties. However, if TWBC is minded to permit this development, since this new application is a FULL application the Parish Council requests that conditions 1 and 3 to 9 that were attached to permission 22/03337/FULL be repeated, amended where necessary to take account of the revised garage and parking plans.
23/03018/SUB Church Farm and Land Church Road Paddock Wood Tonbridge Kent	Submission of Details in relation to Conditions 4 - (Construction Environmental Management Plan), 5 - (Provision and Implementation of Foul Drainage Works) and 6 - (Sustainable Surface Water Drainage Scheme) of 22/03650/FULL RESOLVED TO RECOMMEND: REFUSE Brenchley and Matfield Parish Council (BMPC) notes that during construction a number of HGVs connected with this development are likely to travel to and from the site through Brenchley and Matfield parish. BMPC requests that the Construction Management Plan should provide further information on - the proposed routeing for HGVs beyond the B2160 junction - how the routeing will be enforced so as to avoid use by HGVs of unsuitable rural lanes in Brenchley and Matfield

	• Consultation with BMPC in the event that any road closures necessitate diversions • timing of HGV movements to avoid peak periods/school drop-off and pick-up times
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2. Local Plan – update

Cllr Akenhead advised that the TWBC Cabinet Advisory Board have recommended that the consultation begins in January.

3. Further response submitted re 22/00757 Clarendon Homes – for information

Following the Article 13 Notice from Clarendon Homes, drafting the council’s response had been delegated to Cllr Akenhead who, after consultation with members of the Planning Committee, had circulated the draft response to all Council members before it was submitted. The Council noted the Recommendation submitted.

Cllr Buttery advised that James Chapman of Clarendon Homes had requested a short meeting to discuss the play area and this would be held on Wednesday 6th December, Cllrs Buttery and Akenhead as well as the Clerk would attend and a report would be provided to the full Council in January.

4. Call-in methodology – to discuss

The Council discussed correspondence between Cllr McMillan (TWBC) and the TWBC Planning department regarding reasons, timings and the limit on the number of applications that can be called in annually, this is around 5% of the total number of applications. The Council agreed that dates for provisional Planning Meetings, usually diarised for the second Tuesday of the month but rarely used, would no longer be publicised after April 2024. An Extra-Ordinary meeting would be called if necessary.

RESOLVED to delegate to the Planning Committee responsibility to make representations on planning matters on behalf of the Council should timeframes so require. A minimum of 3 members of the Committee must agree the response and it would be reported to the next meeting of the Council.

5. Proposed diversion of part of Public Footpath WT302 – to consider response

The Council discussed an application for a small diversion route, the applicant provided some additional information. The Council was sympathetic as to the reasons for the diversion and on receipt of further information would consider supporting the application.

RESOLVED to object to the current proposal for a diversion of part of footpath WT302

8. Finance Committee – Minutes and Recommendations

1. Minutes of the meeting of 8th November – to approve

The minutes of the meeting of 8th November were approved as an accurate record and were duly signed by the Chair of the Finance Committee Cllr Wells.

2. Budget and Precept 2024-25 – to consider approval

The finalised budget and precept calculations were discussed both in detailed form and as a precis for publication. The Clerk had clarified the need to distinguish between the expenditure budget and the net budget, to provide for transparency when it is published.

Following confirmation of the Tax Base by TWBC (based on the number of band D equivalent dwellings in the area) the Parish Council confirmed the Precept for 2024-25 will be £140,000, the Band D equivalent will be £90.47 (£87.97 in 2023-24 which equates to an increase of 2.8%) and the approved net Budget of £144,586.

Note: the expenditure budget is £191,338.

RESOLVED that the 2024-2025 net budget of £144,586 and precept requirement of £140,000, be approved and submitted to TWBC by the Clerk.

3. Interim Internal Audit – to consider

The Clerk outlined a comment in the interim internal audit related to the publishing of documents that support the Agenda. With reference to the Transparency Code, for those councils falling in the £25,000 to £200,000 range (which includes BMPC), it is recommended to follow the higher-level code but it is not a statutory requirement. This is however not an audit requirement at the current time, and there would be no impact on the Council's completion of the AGAR.

The Council agreed that to acknowledge this criterion a statement would be added to the Agenda advising that supporting documents are available from the Clerk.

Action Clerk

RECOMMENDATION: That the Council approves the suggested Allotment Fees and Pavilion Licenses and fees from 1.4.24.

The Council discussed the expenditure on the Allotments and agreed that at full occupancy the fees still did not cover the costs. It was noted that the roadside hedge is not to be covered by tenancy fees but that all other items would be, as they purely benefit allotment tenants. Affordability was also considered.

RESOLVED that the Council approves the suggested Fees and Licenses from 1.4.23. as follows:

Cricketers' fees to be increased from £280 to £300.

Allotment fees to be increased from 50p to 60p per square metre.

Pavilion hire costs: Summer Meetings (Beverages only) -May to September
 2 hours £25
 3 hours £35
 Subsequent hours £10
 Winter meetings (Beverages only) - October to April
 2 hours £29
 3 hours £41
 Subsequent hours £12
 Summer Parties (food and drink present) -May to September
 3 hours £60
 4 hours £70
 Subsequent hours £10
 Winter Parties (food and drink present) – October to April
 3 hours £66
 4 hours £78
 Subsequent hours £12

Table Tennis (£25 for 2 hours) and Croquet (£15, toilet access only) users fees to remain unchanged.

NB: Free use of the Pavilion remains in place for Love Matfield, PWCAC and KALC, with the WI paying only for their own events.

9. Traffic

1. Highways Improvement Plan – update

Cllr Churchill had provided notes from a meeting with KCC to review the Highways Improvement Plan held 28 November, which she had attended with Cllr Akenhead and the Clerk

The Council agreed that insufficient progress had been made from the previous items on the HIP and that Cllr Churchill would draft a letter for the Clerk to send to the KCC Cabinet Member Neil Baker to express concern about the lack of responses and progress and the effectiveness of the process.

Action Cllr Churchill

2. Community Transport Grant – to consider applying for grant for a Community Minibus

The Council discussed community transport services, which KCC does not have a statutory duty to provide, and noted that Parishes, charities and community groups can set up transport schemes to give those who cannot easily access other public transport access to a bus or car service.

It was agreed that no project in this area would be taken forwards at the moment but that information on the Kent Karrier and Compaid services would be re-publicised.

Action Clerk

3. Litter Picking – vote of thanks

Sarah Thorpe and team completed the two-week autumn litter pick and the Council asked the Clerk to write to Sarah to express gratitude for their efforts once again this year.

Action Clerk

4. Damage from SEW diversion – to consider response received

The Council noted the negative response from SEW and agreed that no further action would be taken.

10. Projects

1. Post Office – update

The survey asking residents for their views on whether the PC should purchase the property and how it could be used in future is being delivered this week to each household. The deadline for return is 19th December, responses will be considered at the January PC meeting.

The Landlord, Jeremy Richardson, is progressing a draft contract.

2. Matfield Pond - update

The registration of Matfield Pond as a fishery has been completed. The next stage, the application for the transfer of the fish, will be taken forwards in the New Year. No pike will be introduced.

11. Environment and Sustainability Policy – to consider revision

The Council considered a revision to the Policy.

RESOLVED to adopt the Environment and Sustainability Policy as amended

12. Cinderhill – to consider KHWP SLA for 2024-25

The Council considered the final draft of the SLA, the budget for this having been included in the draft budget under consideration. It was noted that the invoicing would be requested in two halves on completion of 6 months' work.

RESOLVED to instruct the Clerk to sign the KHWP SLA for 2024-25

The Council discussed a request that a bin be installed but some of the concerns were related to the land outside of the PC's land, on the track before the barrier. It was felt that the likelihood of increased amounts of rubbish, including dog mess bags, would be detrimental to the area, and that the Site Check policy that had been put in place by KHWP would assist in identifying areas that required clearing of rubbish. The Council would seek to assemble a work party in the New Year, to collect a pile of fly-tip in one place that could be removed in one collection.

Action Cllr Stout, Clerk

13. Clerk's and RFO's Report

1. Correspondence

1. Scouts request re wildflower area

Following a request from the Scouts in 2021 for the Council to take over the maintenance of the area following the departure of the Montessori Nursery, the PC expended £1200 in the Autumn of 2021 to remove a tree, tidy the perimeter boundary, clear and rotovate the area and sow with wildflower seeds. Recently a further amount was required to tidy the perimeter again. The Scouts lease for the land on which their hut is built runs out in 2025, this request is in advance of that re-negotiation.

RESOLVED to permit the Scouts to assume responsibility for the wildflower area by the Scout Hut.

2. Hedgehog Highway

This appeal was considered but, due to the rural nature of the parish, as opposed to the urban areas where the hedgehog gates were more appropriate, the Council declined to participate.

2. Budget Overspend Notification – to note

The Clerk advised the Council of the overspend on the Toilet budget for 2023/24 which was the result of the cost of work to rectify the water flow to the urinals, the replacement of faulty cisterns, adding sensors for the lights and the high cost of utilities, all of which had been previously approved for payment. Detail on the figures involved was provided and electricity and water contracts are currently being negotiated.

3. Accounts payable

2884	HMRC	Tax and NI November 2023	£1025.75
2885	C. Brooks	Clerk's Salary Balance November 2023 and November Mileage	£690.15
2886	Panetta Horn	RFO Salary November 2023	£1003.84
2887	Tower Leasing	Balance of contract to end of term January 2025 (13 months)	£390.31
2888	Amanda Wells	Reimbursement of Royal Mail Costs for Survey on Post Office Online surveys start up fee, 2 x labels	£286.80
2889	Weald Tree Services	Pollarding Limes on Matfield Green	£480.00
2890	Terry Barham	Internal Redecoration of Matfield Pavilion	£350.00
2891	Capel Groundcare	Investigation and repair of sink hole at Brenchley Rec Repairs to swings and trail	£437.16
2892	Capel Groundcare	Credit note Cut top of Fernham / Allotment boundary hedge £624 Paid under ref 2853.	-£1650.10
2893	JR Cooper	Balance for Work at Porters Wood / pothole £600 paid ref 2806	£50.00
2894	Mulberry	Interim Internal Audit	£290.22
2895	Chris Manwaring	Reimbursement for Electricity for Christmas Lights in Brenchley High Street £75 and Zurich Insurance £96	£171.00
2896	Waste Way	October Bin emptying Brenchley Rec	£48.00
2897	Waste Way	October Bin emptying Porters Wood	£48.00
2898	K. Twyman	Cleaning Pavilion 12 & 26/10	£30.00
2899	Business Stream	Pond Water standing charge 19/9-29/10	£7.92
2900	Npower	Matfield Toilets October Electricity	£91.19
2901	Npower	Brenchley Toilets April Electricity	£34.30
2902	Npower	Brenchley Toilets May Electricity	£35.45
2903	Npower	Brenchley Toilets June Electricity	£55.24
2904	Npower	Brenchley Toilets July Electricity	£70.48
2905	Npower	Brenchley Toilets August Electricity	£70.33
2906	Npower	Brenchley Toilets September Electricity	£68.43
2907	Npower	Brenchley Toilets October Electricity	£76.21
2908	ILG Business	Annual Pond Maintenance	£2400.00
2909	Clean and Proud	Carpet Clean Mat Pav	£330.00
2933	Twyman	Cleaning of Pavilion 9 and 23 November	£30.00
2934	D. Izzard	November gardening at Jack Verrall Gardens	£25.00
2935	Otter Plumbing	Emergency repairs to plumbing at Matfield and Brenchley toilets	£326.40
2936	Roundabout	Annual advertising in Roundabout magazine	£305.00

2937	Neville Edwards	Repairs of bench at JVMG and tables at Viewpoints	£578.00
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Interim Payments Made

2910	Castle Water	Matfield Toilets October	£360.62
2911	Castle Water	Brenchley Toilets October Water	£174.67
2912	Castle Water	Brenchley Toilets September Water	£169.92
2913	Castle Water	Matfield Toilets September Water	£73.41

Payments by Credit Card

2914	Multicard Fees	Credit Card Monthly Fees	£3.00
2915	Scrapco	Credit back to account re cancelled skip for Pond clearance	-£330.00
2916	KALC	Dynamic Councillor Cllr Heath	£60.00
2917	KALC	Carbon Literacy Action Day Cllr Wells	£95.00
2918	Currys	Address Labels stationery	£23.96
2919	KALC	Lunch for AGM Cllr Buttery	£6.00
2920	Solopress	Printing of Leaflets for Post Office survey	£91.41

Standing Orders and Direct Debits for Information

2921	SO C. Brooks	Clerk's Salary November 2023	£1843.99
2922	DD Smart Pension	November 2023 Pension Contribution	£1045.63
2923	DD EDF Energy	Pavilion Electricity November	£239.00
2924	SO Microshade	November data and application service	£186.97
2925	DD Business Stream	November Pavilion water and waste	£43.00
2926	DD Tower	Phone Equipment Leasing Nov/Dec 2023	£30.02
2927	DD CVD	Phone Line rental / Broadband to 31/10/2023	£99.12
2928	DD Smart Pension	November 2023 Pension admin fee	£18.00
2930	SO Churchill	November Toilet Cleaning services	£744.36
2929	DD Npower	Streetlight electricity November 2023	£105.35
2931	SO Capel Groundcare	Playground Inspection Monthly premium November 2023	
		Brenchley Rec and Porters Wood	£108.00
2932	SO Capel Groundcare	SIDs battery change, data download and movement between pole, Monthly premium of annual contract Nov 23	£158.50

The RFO having provided invoices for scrutiny the account were approved for payment and would be authorised by Cllr Dewdney and Cllr Churchill.

14. Meetings attended and reports by Councillors

Cllr Buttery attended Police Meeting on 8th November with the Clerk. They were asked to initiate regular drive-bys at the school at pickup and drop of times, to show a presence. They were also asked to drive by at areas of anti-social behaviour, particularly the Viewpoint and the laybys on Watermans Lane and Knowle Road as well as the back of Matfield Green. They were also asked to consider running more Speedwatch sessions.

Cllr Buttery also attended KALC Area Chairs meeting and the KALC AGM.

15. To be advised of urgent business

16. Date of next meeting:

Monday 8th January 2024, 7pm, Matfield Pavilion

17. Co-Option – to consider application

At the request of the Chairman, and in accordance with the Co-Option Procedure, members of the public left the meeting.

Following consideration of her application and experience there was a brief exchange with Jenny Reynolds, to establish her particular interests in the activities of the Council and she was subsequently appointed by a show of hands.

The applicant will be notified by the Clerk the day following the meeting. The Declaration of Acceptance of Office will be signed at the earliest opportunity and an induction session arranged.

Action Clerk