

MINUTES OF A MEETING OF BRENCHLEY AND MATFIELD PARISH COUNCIL HELD ON MONDAY 7TH NOVEMBER 2022 AT 7PM AT MATFIELD PAVILION

Present: Councillors J. Buttery (Chair) presided, A. Stout, E Akenhead, C. Churchill, A. Wells, M. Tunstall, C. Brooks (Clerk)

In attendance: Cllr Steve McMillan (TWBC), Sarah Hamilton (KCC) 4 members of the public

1. To accept apologies for absence

None.

2. To approve Minutes of the last meeting

Minutes of the meeting of 3rd October 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 Akenhead declared a pecuniary interest in the planning application 22/02821/FULL Oakhurst, Windmill Hill, Brenchley, Kent, TN12 7NP and left the room when it was discussed.

4. To adjourn to allow public participation.

Nathan Turner and Anna Gillings attending from Gillings Planning, spoke in favour re Tong Farm planning application.

5. Borough and County Councillor

Cllr McMillan (TWBC) commented that the Borough Council were looking into a way to create a “town council” for central Tunbridge Wells, given the consultation on the Town Centre Plan.

TWBC are setting up a community support fund with £100k to support foodbanks in particular and advised that local groups should contact him for information.

Cllr McMillan suggested that with pressures on the planning department at TWBC it would be beneficial for more applications to be called in at an early stage.

Cllr Hamilton noted that the parish had suffered a water supply breakdown but that services should be repaired within 24 hours.

6. Chair’s Announcements

- Committees and responsibilities would be discussed at the December meeting
- Remembrance Sunday 13th November – wreaths would be laid on behalf of the PC by Cllr Buttery and Cllr Akenhead
- CAB energy event is on Weds 16th November 11 am-1pm at the Pavilion. The Pavilion has been offered to St Lukes who will be running the Warm Spaces Initiative from the end of November.
- APM is on Thursday 25th May 2023 at BMH, Greg Clark MP is confirmed as attending. KHWP are also confirmed as providing a short session on Cinderhill. Cllr Akenhead was asked to invite Dr Hilary Newport, the Director of CPRE Kent, to provide a talk on dark skies.
- The Council expressed thanks once again to Sarah Thorpe and volunteers who undertook the litter pick recently, the signs would be removed shortly.

- A letter has been issued regarding trespass at Porters Wood (the boundary fence had been removed) with an inspection on 15th November.
- The Council discussed making provision in the 2023-24 budget for an event for the Coronation May 6th 2023.
- The Chair advised that the NALC Pay Award for 2022 had been confirmed and that the RFO salary scale would be increased to point 19, as confirmed by the Employment Panel and the Chair of the Finance Committee.
- A car had driven onto the land at Viewpoint – police have been asked to approach owner and the Clerk will progress installation of posts to deter this happening again.
- The Clerk had been asked to submit a police report regarding the padlock being cut off the barrier at Cinderhill and a large amount of Green Waste dumped.
- The Council briefly discussed holding a “PC Cllr Surgery” monthly as a trial to engage residents with the work of the Council, this would be progressed in the New Year.

7. Planning

1. Planning Applications

Application	Detail
22/02639/FULL 2 Tong Farm Cottages, Tong Road, Brenchley, Kent, TN12 7HT	Erection of Orangery RESOLVED TO RECOMMEND: REFUSE The application fails to comply with Policy H11 of the Local Plan as the 50% increase in volume has already been considerably exceeded by previous extensions to this cottage in the AONB countryside. While the proposed extension may enhance the internal living space, it will not enhance the external proportions of the house, sticking out at the end of the cottages. The application form states that the orangery will not be visible from the road, but it will be visible in Winter. The lantern rooflight and the large amount of glazing on the elevations will not help to preserve the dark skies of the AONB, unless automatically shaded at night.
22/02640/FULL Tong Farm, Marle Place Road, Brenchley, Kent, TN12 7HS	Demolition of existing structures and re development to provide 5 dwellings (Class C3), 1 self-build home (Class C3), 1 live/work unit (Class C3) and 2 office units (Class E), access, landscaping and other associated works. RESOLVED TO RECOMMEND: NEUTRAL 20/02202/FULL was for 5 dwellings which had been refused by TWBC and had gone to Appeal. This was dismissed on 12th November 2021 in no uncertain terms by S M Holden of the Planning Inspectorate. Following this, application 21/01144/FULL for 9 dwellings was refused for reasons including: 1. The proposal is not considered to comprise sustainable development, and the adverse impacts of the development would significantly and demonstrably outweigh the benefits. Due to the location of the site and the nature of the routes to facilities, future residents are likely to use private cars for the majority of trips, which does not support the move to a low carbon future as required by Paragraph

152 of the National Planning Policy Framework. The site lies outside the Limits to Built Development as defined within the Tunbridge Wells Borough Local Plan 2006, which indicate the most sustainable areas for new housing development, in an unsustainable rural location. The proposal therefore fails to comply with the National Planning Policy Framework 2021, saved Policy LBD1 of the Tunbridge Wells local Plan 2006 and Core Policies 4,5,6 and 14 of the Tunbridge Wells Core Strategy 2010.

2. The proposed development by virtue of its layout and character, would not be sympathetic to its context and would fail to conserve and enhance the scenic beauty of the Area of Outstanding Natural Beauty. As such, the development would be contrary to Core Policy 4 of the Tunbridge Wells Borough Core Strategy 2010, the guidance contained within Paragraph 176 of the National Planning Policy Framework 2021 and the National Planning Practice Guidance.

It is noted that while the current proposal is in several respects a considerable improvement on the two previous applications, those reasons for refusal still largely apply to this application.

It is recognised that the Local Plan is currently out of date, that the Borough Council cannot at present demonstrate a five-year housing supply, and that some development is probably needed to fund the remediation of this contaminated brownfield site in the AONB countryside. Nevertheless the site remains in an unsustainable rural location. The travel plan is based on totally unrealistic options. It may be feasible in an urban setting but does not reflect the difficulties of accessing the suggested sustainable alternatives, i.e. active travel in a rural setting. There are no safe off-road cycle routes in the narrow rural lanes and, with no street lighting, it is not feasible to use a bike for commuting throughout the darker months. It is widely accepted that National Cycle Route 18 is not fit for purpose in this parish, being entirely on-road on busy rural lanes that are used as rat runs to avoid congestion on the A21, and it is completely unsuitable for children cycling to school. The nearest bus stop is more than 2km away in Brenchley. There is no provision on the local buses to take bikes. The Kent Karrier service only picks up from Brenchley on Tuesdays. The 296 bus service which only operated three days a week has been discontinued. The timetable of the remaining bus service, the 297 to Tunbridge Wells is unsuitable for anyone trying to commute, there are only 7 services a day. There is no direct bus route from Brenchley to Paddock Wood station.

The Agent has majored on sustainable location, comparing the site with the 9 dwellings at Tibbs Court Farm. It is noted that Planning Inspector, S M Holden

completely dismissed the comparison of Marle Place and Tibbs Court in her summing up of Appeal 20/02202/FULL. The Parish Council notes that the newly built houses at Tibbs Court have urbanised the area with suburban layout, a lot of tarmac, and hard landscaping along the verges of the rural lane, rather than enhancing the landscape and scenic beauty of the AONB.

It is noted that while the proposed office spaces and live-work unit will provide some employment, they will not be close to any village amenities for refreshments etc.

Village facilities in Brenchley have diminished recently, with the butcher (the only food shop) having been forced to close when its lease ended and the future of the post office's lease currently uncertain.

Neighbour comments for planning application 22/01142/FULL, for a proposed ice cream factory directly opposite this site, pointed out that water pressure in Marle Place Road is poor, so it is unlikely that it will be sufficient for a development on this scale.

The Parish Council would prefer to see a less intensive development, requiring fewer cars, with building heights on this ridgetop site restricted to two storeys, and without skylights/velux windows (or with automatic blinds) in order to preserve the dark skies of the AONB. The Parish Council is also concerned that the brick walls (those that are not buildings) shown alongside the road in the Site Layout Plan are not typical of this part of the AONB, except for very grand houses, and would prefer a native hedgerow there. The proposed trees along the roadside verge would remove the verge's function as a refuge for non-motorised users of the road, and once they grow they could also reduce visibility for the accesses.

It is not clear from the application documents exactly who would be responsible for ensuring the maintenance of the SUDS and the continuation of the LEMP in perpetuity.

If TWBC is minded to approve the application, the Parish Council requests conditions:

- Ensuring that the LEMP is implemented in full and that maintenance of the woodland and Sustainable Drainage Systems will continue in perpetuity
- Ensuring that the proposed biodiversity enhancements will be implemented and maintained, and that any fencing will be designed to allow hedgehogs to move through the site
- Ensuring that the proposals in the Energy Assessment Report are implemented in full
- Ensuring that the roadside verge is kept free of trees or other obstructions that would limit its use as a refuge for non-motorised road users
- Concerning external lighting
- Ensuring that the offices and live-work unit will remain as such and not be converted to housing

	• Removing permitted development rights in order to ensure that the character of the AONB countryside is not further compromised. The Council also has concerns regarding the proposed use of brick walls for some boundaries and the siting of some boundaries and trees etc. so close to the road.
22/02821/FULL Oakhurst, Windmill Hill, Brenchley, Kent, TN12 7NP	Removal of existing rear single storey extension to be replaced with a larger single storey extension in the same position RESOLVED TO RECOMMEND: APPROVE The Council requests that the applicants ensure that works vehicles park on their driveway or in Broad Oak, to prevent congestion on Windmill Hill.
22/02856/FULL 8 Church Close, Brenchley, Tonbridge, Kent, TN12 7AA	Removal of front porch and balcony; erection of new porch with a balcony over RESOLVED TO RECOMMEND: APPROVE The Parish Council requests a condition concerning any new external lighting linked to this development, in order to protect the dark skies of the AONB.
22/02904/FULL Wykeham Oast, Fairmans Lane, Brenchley, Kent, TN12 7AD	Erection of a powder coated aluminium glasshouse sited on a dwarf brick wall RESOLVED TO RECOMMEND: APPROVE Although this will be quite a large structure it will be shielded by the topography and existing vegetation and is unlikely to affect the views from neighbouring roads and rights of way. Although the glasshouse will lie in Flood Zone 1 and is to include a rainwater tank, the Parish Council is concerned that the rainwater tank may not absorb all the surface water. It is important that the new glasshouse should not add to the risk of surface water flooding in this area, where soakaways do not always work and where in a recent rainstorm the Fairman's Lane end of public footpath WT413 became a waterfall. There are listed buildings downhill of the site, as well as Paygate Cottage, the only remaining toll house in the parish and a non-designated heritage asset. The Parish Council therefore requests a condition concerning surface water disposal. The Parish Council is also concerned that measures should be taken to limit light spillage from this large glasshouse and any lighting there might be of a path to it, in order to protect the dark skies of the AONB. Accordingly, conditions are requested concerning external lighting and blinds to limit light spillage from the glasshouse.
22/02741/FULL 2 Milestone Court, Chantlers Hill, Paddock Wood, Tonbridge, Kent, TN12 6QT	Erection of double garage and garden store room RESOLVED TO RECOMMEND: REFUSE Insufficient information has been provided. The plans are difficult to read and are unclear as to the proposed vehicular access to the garage. They also appear to show some paving and drainage outside the fence line to the east of 2 Milestone Court. The Parish Council note that a revised application form has only

	recently been submitted with a notification that the proposal involves access over some land that is not in the same ownership, but it is unclear to the Parish Council whether all affected landowners have been notified. Vegetation at the end of garden that was on the original approved plans appears to have been removed in anticipation of this development. If TWBC are minded to approve, the Parish Council request a condition concerning external lighting, to protect the setting of the AONB.
22/03015/FULL Holmbush, Brenchley Road, Matfield, Kent, TN12 7PP	Erection of shed and gazebo, Alterations to previous application (ref: Planning Approval 22/00863/FULL dated 27th May 2022) including location of greenhouse and solar panels RESOLVED TO RECOMMEND: APPROVE The Parish Council notes that that the proposed velux windows in the roof of the garage/store will now face the road instead of the garden, and hence their effect on the dark skies of the AONB may be more obvious to passers-by. Velux windows should be unnecessary for a space that will be used purely for storage and the Parish Council recommends their removal from the plans. The Parish Council also requests • a condition concerning external lighting to protect the dark skies of the AONB and the setting of the listed building, as the gazebo, potting shed, greenhouse and garage could potentially lead to considerable lighting of paths through the garden, and • similar conditions to 22/00863/FULL, especially concerning the garage building remaining ancillary to the main house.
22/03074/FULL Moatlands Cottage, Watermans Lane, Paddock Wood, Tonbridge, Kent, TN12 6ND	Erection of garden office and gym in garden for private use RESOLVED TO RECOMMEND: APPROVE In order to protect the setting of the AONB the Parish Council request conditions concerning external lighting and that use of the building should remain ancillary to Moatlands Cottage.
22/02999/FULL and 22/02777/SUB Land Adjacent Friars Lodge , Maidstone Road, Matfield, Tonbridge, Kent, TN12 7LE	Proposed external changes to Planning Permission 22/00302/FULL (Erection of a detached dwelling house, with replacement access and parking provision, along with biodiversity enhancements) - Change to singular garage door, Addition of oak porch, raising of main roof by 250 mm, Increase sitting room glass door size, Bedroom 3 infill balcony, Velux roof lights, Alteration to garage roof change to hip and gable, New external lighting, Discharge condition 4 of Planning Permission 22/00302/FULL (External Material details) RESOLVED TO RECOMMEND: REFUSE The proposed new rooflights will affect the dark skies of the AONB and the proposed number of external lights is excessive and out of character for this AONB site outside the Limits to Built Development.

The Council further discussed application 22/03087/AGRI, Land At Gate House Farm, Fairmans Lane Brenchley Tonbridge Kent, Prior Notification of agricultural or forestry development - Creation of a new access track.

RESOLVED to recommend conditions on this application concerning agricultural use not as a route to obtain access to the proposed residence, prior approval, access from Fairmans Lane, grass verge between the tracks

The Parish Council recommends that prior approval is required for the siting and design of this track in a prominent position in the AONB countryside, and preferably that a full planning application should be required if possible.

The following discrepancies are noted in the application:

1. The application form states that this new access track cannot be seen from a public road or public footpath, whereas it is highly visible from the Brenchley Road, where it will be particularly noticeable to the large number of pedestrians who use that section of the road near the school the dentist and the Recreation Ground, and the proposed new track also turns onto and travels along the High Weald Landscape Trail public footpath.
2. The application form states that the proposed development (track) is more than 25 metres from a metalled part of a trunk or classified road, whereas the track runs straight into Brenchley Road.
3. The application form states that the roadway will be laid with Type 2 sub-base or hardcore whereas the accompanying plan states "permeable material to be Type 3 sub-base, Grasscrete or similar approved material".
4. The track is proposed to be 5 metres wide, but the section of the High Weald Landscape Trail travelling to the new barn 22/00851/AGRI is approximately 3 metres wide. Condition 12 of approved application 20/02274/FULL states "No works shall be undertaken to the surface of the access track without prior written planning permission the Local Planning Authority" – in the interests of protecting the character and amenities of the locality.

The Parish Council also notes that the application for the new barn was for the storage of tractors etc. for a substantial new planting of cherries, but now, according to the plan submitted with this application, much of the land appears to be going to be changed to use for apples, a vineyard replacing a semi-mature native belt of trees, plus some fields for equestrian use. Noting that the applicant was previously refused permission for an equestrian development, the Parish Council is concerned that if the plan concerned is approved, this could be a back-door way of obtaining permission to change the land to equestrian/recreational use.

If TWBC is minded to accept this application, the following conditions are requested:

- (i) That the track is for agricultural use only
- (ii) That the planting of trees and hedges to partially screen the track is carried out in strict accordance with the accompanying plan
- (iii) That, should the new agricultural access driveway not be constructed of grasscrete, it should have a grass verge between the two hardcore vehicle tracks, to soften its effect on the landscape in this open AONB land
- (iv) That the use of the High Weald Landscape Trail from Fairmans Lane by agricultural vehicles for this land should cease, in order to reduce the impact on users of the public footpath. There is a precedent for this, in that the track approved under 91/00917/FULL, which was never installed, had as Condition 3 "The existing vehicular access shall be closed permanently".

2. Enforcement report – to confirm report submitted

The Chair outlined that an enforcement request had been submitted by the Clerk re Great Wood/The Elms, Crook Road, and the matter had also been reported via the TWBC website portal, and to the Forestry Commission, no acknowledgement or reply as yet.

8. Traffic

1. KCC Parish Seminar

Cllr Churchill outlined details from this seminar, which she found very useful however there seems to be very little budget for traffic safety issues in Kent, and it was announced that s.106 money could now be used for this.

Cllr Hamilton suggested a further meeting regarding HGV signage in Pembury would be useful and that there may be funds available in the New Year for viable local community bus initiatives.

2. Parking in Windmill Hill

The Council discussed vehicles causing an obstruction at the top of Windmill Hill. There is no parking for 3 properties on this part of Windmill Hill and some properties who have limited parking and this part of Windmill Hill is always full and not allowing pulling in for the other traffic. The Police had advised that there is nothing they can do to address this.

3. HGV movements near Pixot Hill

Cllr Churchill outlined concerns regarding HGVs attempting to take a “run up” to get to the top of Pixot Hill, which is extremely dangerous, she had contacted Maritime HGV about this and they have now issued drivers with a map to avoid this problem area.

9. Electoral System Consultation – to agree response

The Council discussed a draft provided by Cllr Buttery.

RESOLVED to submit the Parish Council’s response to the Electoral System Consultation as drafted

10. Matfield Pond – update for information

Cllr Stout updated the Council on recent attempts to remove the fish which had resulted in a specimen fish being taken by the Environment Agency to be tested. It is possible that it is an invasive species and if so the EA will undertake the removal of all fish in the pond. Further work is planned and costed for removal of vegetation and the addition of Siltex is planned for the beginning of December,

11. Toilet Management – update for information

Some information has been received from TWBC and an estimate re costs for the legal work has been received from CooperBurnett, in the region of £1750-£2450 + VAT and disbursements.

The Clerk had advised the Council that the requirement for three quotes, per the PC Financial Regulations 9.2, should be raised for this expenditure. However:

FinReg 10.1 a (ii) states that exceptions to the requirement for quotes for work above £1000 can be applied:

- i. for specialist services ...;

Given that this is specialist work and that the Council’s existing Solicitor had not replied to requests for an estimate, with the timescale for turnaround so tight, the PC agreed that Cooper Burnett would be engaged.

The PC is still awaiting TWBC providing draft transfer documents and a query has been raised concerning the extent of land included in the title plan at Brenchley. Costs for the water and electricity and insurance have been established and an invoice is expected for the first 6 months apportioned costs from TWBC.

12. Mowing Contract – to appoint contractor for 2023 - 2025

The Council discussed quotes received from Capel GroundCare and Landscape Services. Green Oak were sent the tender document to provide for the third quote required in the Financial Regulations 9.2 but did not respond.

RESOLVED to appoint Landscape Services for 3-year mowing contract per the terms of the quote received in the sum of £9468.77 plus VAT in year 1

13. Cinderhill – to consider quotes for land management

The Council discussed quotes received for various projects at Cinderhill.

The Clerk had advised that the requirement for three quotes, per the PC Financial Regulations 9.2, should be raised for the KHWP project, and indeed the work by John Miles on the posts and the horse barrier. However:

FinReg 10.1 a (ii) states that exceptions to the requirement for quotes for work above £1000 can be applied:

- i. for specialist services ...;

Given that this is specialist work by existing organisations/contractor the Council agreed that no other quotes will be obtained.

RESOLVED to instruct John Miles to undertake work to make a 4' entrance for horses to go by the barrier, clear parking area at the top of the drive, on the left, remove the silver birch tree and remove root, clear branches, flail mow all areas and start clearing a track through the woods, cut the branches back and flail mow the track. in the sum of £1365 plus VAT. This sum would be taken from reserves.

A sum of £2.5k would be included for further work in the 2023-24 budget.

RESOLVED to undertake the birds and bats surveys, in the sum of £600 via KHWP in the 2023-24 financial year from Reserves

A sum of £1237.50 would be allocated for a survey of flowering plants and a further sum for invertebrates survey when estimates were received would be included in the 2023-24 budget

Consideration was given to costs to reinstate paths and this would be considered by the Finance Committee as part of the final budget calculations.

14. Allotments – update

Cllr Tunstall provided an update following her first site inspection and made some comments regarding costs to manage overgrown plots and on hedge work on the top boundary.

RESOLVED to allocate an extra £500 for the allotments in the current financial year to allow the hedge work on the west-facing boundary to be undertaken, using funds from reserves.

15. Banking Arrangements – to agree authorisation levels for Savings Account

The Council discussed matters related to the accounts at Charity Bank. The Council discussed the compensation limits for funds held in banks of £85k and the risk versus the interest income.

RESOLVED to transfer the sum of £50k into a new Easy Access (30-day) account

RESOLVED that the RFO be named as the nominated person to enter transactions from the Charity Bank Easy account

RESOLVED that Cllr Wells, Cllr Buttery, Cllr Stout and Cllr Churchill (as members of the Finance Committee) be added as signatories to the Charity Bank Easy Access Account

16. Environment and Sustainability Working Group – to agree actions

Cllr Wells outline some intended actions related to the ESWG activities and it was agreed that the group would progress these to include:

- Tab on the PC section of the parish website to which we can upload PDFs signposting residents to sources of information to assist them in reducing their carbon footprints.

- Write articles in Roundabout and post notes on the PC and village facebook pages to send readers to the relevant pages on the website when there are updates. The first item up would be the EV charging map and information on how to use the chargers in the Brenchley carpark
- The stall at the St Luke's Christmas fair to promote the reuse of 'as new' items for Christmas gifts in exchange for donations to an environment charity

RESOLVED to allocate a sum of £350 to the budget for 2023-24 for a leaflet to be sent to all households in the parish regarding these matters

17. Clerk's and RFO's Report

1. Christmas – update

The Clerk outlined that Carol sheets have been typeset, one sponsor has been found possibly two. Socket for lights along the Avenue at Hammonds is in progress £80. A PC Christmas newsletter is being drafted by the Chair and Clerk to be submitted in time for December Roundabout.

2. Correspondence – Defibrillators

The Council discussed correspondence regarding the defibrillators in the Parish, one of which is at the Star and one at Brenchley Memorial Hall. These are accessed only by a code obtained when dialling emergency services. It was agreed that no additional defibrillator would be sited at Matfield Pavilion given the proximity of the Star.

A request regarding use of the Pavilion for a training event was approved.

RESOLVED to provide free use of Matfield Pavilion for a training event on the use of defibrillators and to allocate a donation of £50 towards necessary items for the session

3. Photocopier contract – to agree

The Council discussed relative merits of quotes obtained by the RFO for the provision of a new photocopier at the Pavilion, the 5 year lease being up at the end of December. These included two for leased equipment and one for purchasing a machine, the Clerk outlined difficulties that might be experienced with setup and support of a machine given that the scan to email function was vital for and the impact this may have on staff.

RESOLVED that the Chair, Cllr Wells, the Clerk and the RFO complete the review of the options and agree the purchase of a suitable specification of photocopier, together with a service contract before the end of November to ensure delivery.

4. Accounts payable

2429	HMRC	Tax and NI October 2022	£641.87	
		Credit £2.80 (interest on early payments)		£639.07
2430	C. Brooks	Salary Balance October	£31.22	
		October Mileage	£60.30	£91.53
2431	K.Twyman	Cleaning of Pavilion (15/29 Sept and 13/27 Oct)		£60.00
2432	Wasteway	September Bin emptying Brenchley Rec		£86.40
2433	CVD	Phone Line rental / Broadband October		£30.66
2434	CVD	Underpayment from September		£3.30
2435	Panetta Horn	Approved Overtime Oct 2022		£31.55
2436	PWCAC	Grant to PWCAC		£2000.00
2437	Commercial Services	Tree works at Cinderhill Wood		£2376.00
2447	Commercial Services	2nd half of mowing contract, one month left to pay		£2611.81
2438	L. Butler	Reimbursement for NDP Posters Instant Print		
		(£79.72 + £34.62)		£114.34

2444	L. Butler	Reimbursement of Matfield Village Hall Hire 1/11 and 5/11 re NDP	£45.00
2439	TWBC	Cinderhill Lease	£50.00
2441	Neville Edwards Fencing	Repair to Oak Bench at Viewpoint	£245.00
2442	Capel Groundcare	Change Battery on SID and Download data	£73.15
2443	British Aquacare AJ Chadwick	Fish Survey	£650.00
2445	Streetlights	Streetlight maintenance payment 2 of 22/23 maintenance contract	£263.75
2446	David Izzard	Sept/Oct Gardening at JVMG	£50.00
2448	Weald Tree Service Andy Downes	Cut of JVMG hedge	£100.00

Credit Card Payments made

2423	Lloyds Bank Fees	Monthly Fee August	£3.00
2414	Currys	Stationery	£12.00
2415	SLCC	RFO Finance Summit	£108.00
2416	Easistore	Packaging for SID to be sent for upgrade	£19.95
2440	Poppy Shop	Wreath and donation to RBL <u>S.137</u>	£50.00

Standing Orders and Direct Debits

2417	Unity	Bank Charges	£33.60
2418	SO C. Brooks	Salary October 2022	£1843.99
2419	SO Panetta Horn	Salary October 2022	£528.92
2420	DD Smart Pension	September 2022 Pension Payment	£431.99
2421	DD EDF Energy	Pavilion Electricity	£159.77
2422	DD Microshade	Oct data and application service	£124.30
2423	DD Business Stream	Oct 22 Pavilion water and waste	£7.00
2424	DD Tower	Phone Equipment Leasing Oct 2022 36 month agreement ending December 2024	£30.02
2425	DD Smart Pension	Oct 2022 Pension admin fee	£18.00
2426	DD Npower	Streetlight electricity Oct 2022	£64.63
2427	SO Churchill	Oct Toilet Cleaning services	£677.32
2428	SO Capel Groundcare	Playground Inspection July – Dec 22 Monthly premium	£54.00

New Standing Order

Capel Groundcare	SIDS battery change, data download from Nov	£73.15
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The RFO having provided invoices for scrutiny the Accounts were approved for payment and would be authorised by Cllr Buttery and Cllr Wells.

18. Meetings attended and reports by Councillors

Cllr Akenhead had attended a session of the KCC Highways Seminar

Cllrs Wells and Akenhead had attended a Planning event with TWBC

19. To be advised of urgent business as may be previously notified

None.

20. Date of next meeting:

Provisional Full Council Meeting 7pm, Tuesday 22nd November
Policy and Management Committee Meeting 1pm, Tuesday 15th November
Finance Committee Meeting 11am, Wednesday 23rd November
Full Parish Council Meeting 7pm, Monday 5th December

21. Co-Option – to consider applications

Following the Council's Co-Option Procedure, the Council discussed applications from Andrew Dewdney and Charlotte Anderson, each having outlined their interest in the Parish Council in a short interview. The Clerk had advised that an absolute majority would be required for each role and the Chair moved to the voting procedure prescribed.

Vacancy 1

Cllr Churchill proposed Charlotte Anderson

This was seconded by Cllr Akenhead

By a show of hands, Charlotte Anderson was unanimously elected to the Parish Council.

Vacancy 2

Cllr Wells proposed Andrew Dewdney

This was seconded by Cllr Stout

By a show of hands, Andrew Dewdney was unanimously elected to the Parish Council

Successful candidates 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. New Cllrs will join the next meeting of the Council.

There remains one vacancy on the Parish Council and this would be re-advertised in the New Year.