MINUTES OF A FULL MEETING OF BRENCHLEY PARISH COUNCIL ON TUESDAY 3rd MAY 2016 IN MATFIELD PAVILION AT 7.30pm

Present
Chairman C Woodley presided, Cllrs P Randall, M Mackenzie, A de Guingand, I McEwen, Mrs G Warner, Mrs N Marriott, Clerk M Powell. Two members of the public.

No Item

1 To accept apologies for absence
Cllr B Stanley for family commitments and N Woodward for another meeting

2 To approve Minutes of the last meeting

2.1 Approve minutes of the planning meeting of 19th April 2016
Resolved: - To accept the minutes as accurate. They were then duly signed by the Chairman.

3 To record declaration of Interests on any item on the Agenda
Members were reminded that if any have a ***prejudicial*** interest in an agenda item, this should be declared at the start of the meeting.
Personal interests could be declared at this point or, alternatively, could be declared at the time a specific item is being discussed if that member wishes to speak on the item in which s/he has a personal interest. In case of doubt about such an interest Councillors have been advised to contact the Monitoring Officer before the meeting.

4 Proposal to consider an exempt item
It requires a proposal and agreement that, pursuant to section 100A(4) of the Local Government Act 1972 and the Local Government (Access to Information) (Variation) Order 2006, the public be excluded from the meeting for the final item of business (Item 14.1) on the grounds it may involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act.
Resolved: - To agree the final item should be an excluded item

5 To adjourn to allow public participation- questions and comments

Mrs Harris, owner of the Bull and applicant of item 7.3 spoke briefly. They had held a coffee morning to show what was planned, which was attended by about 60 people. Work has been started to stop any further deterioration of the fabric of the building. She would not be running the Café/ bar personally but have had expressions of interest from three local residents. Work was expected to be complete by July.

6 Parish Plan

6.1 To hear reports
Cllr Woodward had prepared the following report (in italics) prior to the meeting

6.11 Survey to the community
The "Central team" is creating a consolidated survey text in Survey Monkey format. This is proving a significant task to normalise form the styles of 7 Working Groups, and create a workable entity. An edited version of this will be issued to Working Groups leads during this week. Following their feedback it will be forwarded to Jim Boot and PC for consideration. The"Logistics Team" is working on a distribution methodology such that every household will receive a flyer inviting either Online or Paper completion of the survey. The teams are on target for June – July distribution of the survey.
Cllr McEwen reiterated earlier comments that the survey must be reviewed by the PC and Mr J Boot for technicalities and could not be sent out unless it was absolutely right.
Only the electorate who are resident in the Parish should receive a survey, the school would not."

The survey should contain information to identify the respondents' addresses as being within the Parish and was not intended for owners of businesses within the area.

6.12 Awards For All application and funding

Following liaison with PC Policy group, if the PC elects to support the raising of funds for PP related activities this will now be handled by the PC in its new form. At this stage the PP cannot make a request in its own name and will operate within the published PC budget of £300 for Jim Boot time to get the survey issues and £4500 as previously submitted and approved. Cllr McEwen made the point that it must be very clear that the £4500 was a total budget. It had not been authorised for spending and specific items needed individual approval by the PC.

6.13 January Open Day report

This has now been given to Cllr McEwen for publishing on the web site. The long lead-time has been due to multiple inputs on style and content. Now fully reconciled with all stakeholders

6.14 Annual Parish Meeting

It was agreed that Cllr Woodley to cover the report on the PP with a brief from Cllr Woodward looking to focus on the survey, and an outline timetable going forward.

7 To consider the following planning applications.

7.1 16/503105 Heath Cottage Brenchley Road Brenchley
Alterations and repairs including demolition of existing timber shed, construction of new shed, wood store and fence, roof replacement, front door threshold replacement, internal decoration of first floor bathroom and ground floor utility room and replacement, alterations to existing windows
Resolved: - *To recommend approval*

7.2 16/503103 Motley House Totteridge Lane Matfield
Construction of new freestanding double garage
Resolved: - *To recommend approval*

7.3 16/503337 The Bull High Street Brenchley
Reconfiguration of existing public house into mixed-use holiday let and A4 use
Resolved: - *To recommend approval*

7.4 16/503391 Parking area, Oakfield Road Matfield
Demolition of existing garages and erection of one affordable home with 2 parking spaces
Resolved: - *To recommend refusal*
There is an unacceptable loss of parking and also a lack of clarity regarding the "affordable" housing

7.5 16/503106 BP Blue Boys, Hastings Road Matfield
Extension to existing canopy to accommodate one additional fuel pump and associated works
Resolved:- *To recommend approval*

8 To receive items for information and decisions required

8.1 Decisions by TWBC

8.11 16/501524 Garden Cottage Tibbs Court Lane Matfield
Demolition of single storey attached garage to incorporate a replacement single storey kitchen/ dining room to side. Erection of new timber and brick porch with pain tiled roof
Recommendation-Approval Decision-Approval

8.12 **16/501373** Cherry Trees The Green Matfield
Change of use of existing building from one house and one ground floor shop unit to two houses.
Recommendation-Refusal Decision-Refusal

8.2 Monies received

Two remittance advice notes have been received that the first half-year precept of £33547.50 and the £400 Queens birthday grant has been paid.

8.3 Reserve Calculation

Cllr de Guingand agreed to review the Council's financial reserves and they are as follows: -

Calculation of reserves as at 31 March 2016

		£
Reserves		
Cash at bank as at 31 March 2016		77,630
Monies due from HMRC re. VAT	5,872	
	8,912	14,784
		92,414
Less:		
Budget spend 2015/2016	71,885	
Actual net spend (after income)	56,295	
Carried forward to reduce 2016/2017		(15,590)
Precept - not included in reserves		
Contingency included in precept		(14,688)
Total reserves		**62,136**
Make up of reserves		
Legal charge	38,920	
Less:		
Spent on Petteridge	(3,798)	
Balance of legal charge		35,122
Historic reserves		27,014
		62,136

8.4 Decisions required

8.41 Matfield Pavilion Licences

Four documents relating to the above have been circulated by the Chairman, for approval by the PC. They have been scrutinized by the Policy Group and the proposal is to approve them as fit for purpose, to authorise the Clerk to sign them on the Council's behalf and for the T's & Cs to be adopted and to replace the existing house rules.
They are:

- a licence for Matfield Green Cricket Club;
- a licence for Horsmonden Guides;
- a licence for The Connection; and
- a document setting out the Terms and Conditions of Use for the building.

Resolved:-That all the above are adopted and that the Clerk should sign them on the PC's behalf.

8.42 Terms of Reference For Policy Group

To agree the terms of reference for the Policy Group which are proposed as:-

1. *The Policy Group acts as an informal, advisory PC group, meeting as required.*

2. *The Group should have at least three councillors as members. With the agreement of the Council, non-councillors may be co-opted to the Group when desirable but will have no voting rights.*

3. *The Group will consider all policy issues which are referred to it by the full Council and which do not fall within the remit of the Finance or Planning Committees or the Management Group.*

4. *In particular, the Group will oversee risk management issues and procedures and the Council's publication scheme; and will consider any action, which may be required by changes in legislation or regulations.*

5. *The Group will also review material that is sent to the Council for consultation and propose a possible PC response.*

6. *The Group will make recommendations to the full Council in relation to items 3, 4 and 5 above. It will also report formally to the Council, in May each year, on the implications of known or forthcoming legislative or regulational change.*

Resolved: - To adopt the above terms of reference.

9. Correspondence

9.1 Allotment holder

A letter from an allotment holder accompanied by his annual rent stating that he is paying under the old rules and considers the new rules should have been circulated by way of consultation to all tenants together with an evening meeting. This he believes would help the acceptance of conditions (if such acceptance was optional) and to make any enforcement to have clarity and fairness. The writer finishes by saying he will write to the new council after the election to consider so that a fair and open discussion can take place.
Agreed: - To note the letter and to leave the issue until the PC receives such correspondence.

9.2 Matfield Green Byelaws

An enquiry from a resident asking for information regarding overnight parking on Matfield Green, and any local sleep bylaws in place by the Parish Council. Local byelaws of Matfield Green had been circulated.

Agreed: - The byelaws should be reviewed by the new PC but to note that there is other legislature nationally, which would have a bearing on the subject.

10 Meetings attended and reports by Councillors

10.1 Pavilion Management Group

A report from the Chairman that the PMG had met. The issue of the proposed licences for various users had been discussed and all members were happy with the proposals. Individual groups were taking meter readings. The costs of usage would be revisited by the new PC. It was also noted that one of the water heaters was leaking.

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

Whilst not considered urgent Cllr McEwen reported that Sport England require a regular update on usage and he was happy to advise this was well in excess of the minimum requirements.

12 Accounts for payment

12.1	M Powell	Salary & Expenses	1043	TFR	£1550.02
12.2	HMRC	Tax & NI	1044	TFR	£395.75
12.3	E.On	Electricity	1045	TFR	£30.05
12.4	BT	Phones	1046	TFR	£303.97
12.5	P4R	Support and facilitation	1047	TFR	£1659.96
12.6	TWBC	Traveller Reserve Fund	1048	TFR	£500.00
12.7	cancelled	-------------------------------	1049	------	-----------
12.8	TMS	Copier paper	1050	TFR	£32.10
12.9	TMS	Posters APM	1051	TFR	£129.60
12.10	Matfield Hall	Hall hire APM	1052	CHQ	£50.00

(For item 12.5 an invoice for £1215 has been sent to ACRK)
Resolved: - To accept the above invoices and to pay them.
Cllrs I McEwen and Mrs N Marriott agreed to authorise them

13 Date of next meetings

The APM on Thursday 12th May in Matfield village hall and then the AGM of the PC on Tuesday 17th May at 7.00pm in Matfield Pavilion.

14 Exempt Item

The item was discussed by the PC and recorded in alternative minutes.

Before the meeting closed the Chairman thanked all Councillors, both those staying if fortunate to be re-elected and those departing, for attending the very many meetings and achieving a lot for the Parish during their tenure.