

**MINUTES OF A FULL MEETING OF BRENCHLEY PARISH COUNCIL ON MONDAY 5th DECEMBER
2016 IN MATFIELD PAVILION AT 7.30pm**

Present

Chairman C Woodley presided, Vice Chairman R Wickham, Cllrs J Grant, D Batty, A de Guingand, I McEwen, Mrs L Butler, Mrs G Warner, Mrs N Marriott. Borough Cllr A McDermott. Clerk M Powell. No members of the public.

No Item

1 To accept apologies for absence

None

2 To approve Minutes of the last meeting

2.1 Approve minutes of the meeting of 22nd November 2016

Resolved: -To accept the minutes as accurate. The Chairman then duly signed them.

3 To record declaration of Interests on any item on the Agenda

Members are reminded that if any have a ***prejudicial*** interest in an agenda item, this should be declared at the start of the meeting.

Personal interests could be declared at this point or, alternatively, could be declared at the time a specific item is being discussed if that member wishes to speak on the item in which s/he has a personal interest. In case of doubt about such an interest Councillors have been advised to contact the Monitoring Officer before the meeting.

4 To adjourn to allow public participation

4.1 Public questions and comments

None

4.2 Decisions for recommendations arising from previously advised public comments

4.21 Matfield House

The PC was asked to support a request to KCC for measures to tackle parking in front of the eastern pier of Matfield House, the reduction in road width causing damage from vehicle passing. The PC originally recommended a single bollard but a further statement from the resident has been circulated requesting the PC considers this is insufficient and that further measures are necessary. After due discussion it was

Agreed: - That the PC would amend its recommendation and support proposal No 2 with the exception of any white hatching, that is

To install 2No. bollards, 1No. bollard on either side of the two pillars being damaged, therefore 4No. in total. The bollards would be timber and have red and white reflectors located at the top of the bollard. These can be painted white or left unpainted.

5 To consider the following planning applications.

5.1 16/07316 5 Church Close Brenchley

Minor alterations to elevations, windows and doors together with changes to the chimney stack design

Resolved: - To recommend approval

5.2 16/07345 Woodlands Cryals Road Matfield

Two-storey side extension with Juliet balcony and erection of retaining wall around new path

Resolved: - To recommend approval

5.3 16/07030 Myrtle Cottage Brenchley Road Brenchley

Construction of 3 bay garage with home office at first floor level

Resolved: - To recommend refusal

The proposed garage is disproportionately large when compared with the house, that it dominates the house and that as such it does not enhance or conserve the AONB

6 To receive items for information

6.1 Decisions by TWBC

- 6.11 16/06551 The Poet Maidstone Road Matfield
Retrospective- Erection of wooden decking area and concrete barbeque area in garden
Recommendation- Approval Decision-Approval
- 6.12 16/06656 Orchard View Cottage, Brenchley Road Matfield
Lift rear gable to provide an upper floor on existing footprint and add a single storey garden room to rear elevation
Recommendation- Refusal Decision-Approval
- 6.13 16/06981 Gate House Farm Fairmans Lane Brenchley
Conversion of redundant agricultural building (apple cold store) to three-bed dwelling including new four bay garage
Recommendation- Approval Decision-Approval

7 Decisions required

7.1 Meeting Dates

Agreement was required for the schedule of meeting dates for the coming year. Several Cllrs had not received the dates and the Clerk was asked to circulate them again.

8 Parish Plan

8.1 To hear reports

Cllr McEwen reported that the survey was now closed having received some 554 responses equivalent to approximately 24%. The analysis of these responses was now in progress by the various teams. It was noted that many responses failed to get to the end of the questions or failed to select the "Finish" button. A successful drop in session had been held in the pavilion with nine residents being assisted in completing the survey. Also of note was that only 40 responses were made on the paper version.

9 Correspondence

9.1 Brenchley Historical Society

A request for further funding had been made. Cllr Mrs. Butler declared an interest in that she was attached to the Brenchley Memorial Hall where the archive was stored but simply explained some of the reasons behind the request. Several items of capital expenses had been bought ranging from another fire safe cabinet to computers, acid free folders etc. That expense had now reached some £5000 to date. The request was to cover running expenses such as the hire of the room, electricity, heating etc.

Agreed: - That the PC would support such a request but would like the letter in its entirety to be circulated for further consideration on the amount.

10 Meetings attended and reports by Councillors

10.1 Finance Sub-Committee

The finance Sub-Committee met immediately prior to this meeting and the accounts had been circulated. Cllr de Guingand detailed the process used in coming to an amount for the precept, basically by estimating the expected spend of each line to year end, calculating any over or under spend in comparison to the budget of the current year. A draft budget had been compiled for consideration, which was then used to calculate the precept after taking into account any existing over or under spend.

Items were discussed and their implications on the precept. It was felt that there were several items which were overdue such as Matfield Green and the pond and sufficient funds were necessary to complete these projects. It was agreed to review the figures with a view to make a final decision at the full meeting in January. It was also noted that the office allowance was higher than agreed for the last two months. This was an error caused by carrying forward the additional amount to back date the award to August and would be rectified in the calculations for December.

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

None

12 Accounts for payment

12.1	M Powell	Salary & Expenses	1108	TFR	£1473.11
12.2	HMRC	Tax & NI	1109	TFR	£442.18
12.3	TWBC	Parish Elections	1110	TFR	£1532.72
12.4	Lynne Butler	Parish plan expenses	1111	CHQ	£271.56
12.5	Siemens	Photocopier lease	1112	TFR	£122.40
12.6	BT	Broadband	1113	TFR	£109.20
12.7	TWBC	Amenity vehicle	1114	TFR	£976.80
12.8	TMS	Business cards	1115	TFR	£193.96
12.9	Steward Skip Hire	Pond clean up day skip	1116	TFR	£240.00
12.10	C Forward and sons	Viewing point fence	1117	CHQ	£810.00
12.11	SE Water	Pond water	1118	TFR	£22.20
12.12	Roundabout	Advertising	1119	TFR	£245.00
12.13	Gemini Print	Parish plan surveys and flyers	1120	TFR	£410.00

Resolved To accept the above invoices and to authorise their payment.
Cllr I McEwen and Mrs Marriott agreed they would do this.

13 Date of next meeting

Monday 9th January at 7.30pm in Matfield Pavilion.