

Brabourne Parish Council
Minutes of the Parish Council Meeting
Held on Monday 23rd July 2025 at 7.30pm at the Village Hall

To be actioned by

	Those Present: Cllr Harbottle (Chairman), Cllr Spokes (Vice-Chairman), Cllr Atkins, Cllr Edmed, Cllr Smith, Cllr Thornby and Mrs Block (Clerk). Also present: 5 members of the public. The Chairman welcomed everyone to the meeting.	
1.	To receive any Apologies for Absence	
	No apologies for absence had been received.	
2.	To receive declarations of interest (Disclosable Pecuniary Interests and Other Significant Interests). The nature as well as the existence of any such interest must be declared.	
	The following declarations of interest were received: – Cllr Edmed declared a personal interest as a trustee of the Playing Field; and would therefore not vote on item 9(c). – Cllr Harbottle declared a personal interest as a trustee of the Playing Field; and would therefore not vote on item 9(c). – Cllr Spokes declared a pecuniary interest in the litter picker's pay. He would therefore not sign the cheque for the litter picker under item 9(a) and a personal interest as his property is affected by the water issue in Prospect Way.	
3.	To approve the Minutes of the Meeting held on 28th May 2025	
	Resolved: that the minutes of the meeting of the Parish Council held on 28th May 2025 be approved and confirmed as a true record. The minutes were duly signed.	
4.	To discuss any Matters Arising	
	Cllr Thornby explained that the telephone box restoration works are underway. There is an issue with door closure but once this has been resolved the shelving work will be undertaken. Listed building consent is required for the glazing to be changed from saying 'TELEPHONE' to 'BRABOURNE'. An issue regarding water pressure was brought to the attention of the Council. Cllr Spokes had spoken to a technician and the pressure is woefully low. It was agreed that Cllr Spokes would gather facts on the issue and that the Council would assist residents where possible.	
5.	Borough Councillor's Report	
	The Chairman allowed Cllr Brian Collins (County Councillor) to address the Parish Council under this item. Cllr Collins was invited to submit future regular reports if he wished to do so. The Borough Councillor's report had been circulated ahead of the meeting.	
6.	Reports from Local Organisations	
	Allotments Society Cllr Thornby reported that the annual barbecue was held on the 5th of July. The weather was not kind, thanks extended to Stephen and Anita Saunders who did the catering, Bernard Farrant provided the meat and a small profit was made. This was a good social event. There was also an extraordinary meeting of the society to change the wording of the constitution to allow for online banking. The hosepipe trial continues and the current hose pipe ban does not apply to allotments, but allotment holders have nevertheless been encouraged to use water sparingly. The Cubs recently attended the allotments and had a very pleasant evening; one person gave up their plot but a new plot holder was found immediately and again all plots are filled. The composting toilet is still causing concern; it has been decided that it will be pumped out and advice from the manufacturer is to be sought. Allotment holders continue to have a successful harvest.	

	Community Led Plan (CLP) The CLP met on the 10th of June, the bracken by the playing field will need to be removed by chemical which will kill the wildflowers there too. There seems to be no other option as it is growing so thick. The CLP is looking for new projects. The repairs to the bench at Ramstone Close are ongoing, as are the remedial works to Hoskins Pond. Sales at the community day raised £45.50, the money in the bank is to be spent on the bollards by the Playing Field entrance. Potholes continue to be reported and the photo journal project is to take place over the winter months. It was considered that a donation to Saint Mary's, Smeeth was appropriate following use of their notice board at the Community Day. <i>The Clerk had been approached about the quality of pothole repairs. Brabourne Parish Council has nothing to add as Cllr Collins is already investigating the case. The Parish Council would suggest that the CLP approach Kent Highways with any repair concerns.</i> Playing Field The AGM was held in June. The officers remain the same and minutes of the meeting will be circulated in due course. Quotations for replacement play equipment are being sought. The next Committee meeting is on 28 July 2025. Village Hall The Treasurer thanked the Parish Council for their monetary support. The new door is arriving on the 24th of July and Openreach will be installing Wi-Fi on the 25th of July. 5 new members for the Committee have come forward. Thanks were extended to the parish news for the article that was printed. Any other reports There were no other reports.															
7.	Open session															
	A Member of the public suggested that the telephone box could be turned into a nature informative box. Posts could be put up about how to look after bee life and nature with QR codes and maps. It was suggested that envelopes could be placed on the windows but this may require listed building consent. Further detail will be requested. It was agreed that the idea would be considered and the Clerk is to contact Ashford Borough Council to see if a transparent insert would require listed building consent.															
8.	Planning report															
	a. To receive the report of the Planning Committee The planning report was received. b. To receive any outstanding applications and agree a response There were no outstanding applications to be agreed.															
9.	Financial matters															
	a) To agree payments in accordance with the Budget Payments were approved: <table><tr><td>Information Commissioner</td><td>£52.00</td></tr><tr><td>Litter picker (Cllr Spokes not voting)</td><td>£341.88</td></tr><tr><td>HMRC</td><td>£105.80</td></tr><tr><td>Clerk Salary June</td><td>£686.07</td></tr><tr><td>Clerk Salary July</td><td>£687.67</td></tr><tr><td>John Moreton Prize</td><td>£50.00</td></tr><tr><td>Citizenship Award</td><td>£100.00</td></tr></table> b) To note the Financial Position of the Parish Council The Parish Council noted £47144.25 in the bank. c) To discuss and agree some grant applications The outstanding grant to the Playing Field for £2310 was agreed. (Cllrs Edmed and Harbottle not voting)	Information Commissioner	£52.00	Litter picker (Cllr Spokes not voting)	£341.88	HMRC	£105.80	Clerk Salary June	£686.07	Clerk Salary July	£687.67	John Moreton Prize	£50.00	Citizenship Award	£100.00	
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10.	Local Government Reorganisation – update as to what we know and considerations	
	The Clerk asked Councillors to consider the assets that are owned by ABC and KCC in Brabourne. Should any be of interest to the Parish Council, they would need to express an interest in preserving these going forward. The Clerk will circulate the list of assets.	
11.	To consider adoption of the IT Policy in line with requirements for the AGAR 2025-26	
	The proposed IT Policy had been circulated. Resolved: that the IT Policy be adopted.	
12.	Correspondence	
	The Highways Improvement Team had produced a sign to be placed at Smeeth crossroad which gives clear HGV signage for Jackson's fencing and should help to avoid HGVs in Brabourne.	
13.	To receive an update on the Village Caretaker Scheme	
	Cllr Atkins explained how the income is made up for the Caretaker Scheme and explained the concern going forward regarding future changes in Local Government to a Unitary Authority. The Caretaker Committee met and discussed a van/trailer issue, the van does not recognise that the trailer is attached so the lights don't work on the trailer. The van is beyond economical repair. The van recently passed its MOT with a seatbelt repair. Leasing does not seem to be a viable option; it has been agreed that Smeeth parish Council will loan the Caretaker Account £13,000 to purchase a replacement van and fit a tow bar. The contingency plan for using Aspire was agreed and is going to be formalised. Paul's appraisal had been held and he is very happy.	
14.	To receive the Kent Association of Local Councils (KALC) Update	
	Cllr Atkins highlighted the discussion on rural crime, that a Village Hall advisor will be appointed to ACRE (Kent) in due course and that there were concerns over a lack of Parish Council engagement by the Borough Council with regards to the Local Government review.	
15.	Any Other Business (for information purposes only):	
	There was no other business.	
16.	Determining the date and time of ordinary meetings of the Council up to and including the next annual meeting of the Council	
	Monday 22nd September 2025 Monday 24th November 2025 Monday 26th January 2026 Monday 23rd March 2026 Wednesday 27th May 2026	
17.	Resolution to exclude the public	
	Resolved: That under Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, because of the confidential nature of the business to be dealt with, the Public and Press leave the meeting during discussion of item 18 (Citizenship Award).	
18.	Citizenship Award 2025	
	The Parish Council resolved who should be awarded the Citizenship Award.	

The meeting closed at 9:40pm.

Appendix 1: Planning Committee Report for Parish Council meeting on 23 July 2025

New Applications (considered after the last meeting)

NOT/2025/1113: 16 The Lees Close, Brabourne

Prior Approval - Larger Homes Extension - 3.8m flat roof single storey extension.

Parish Council: General comment | Decision: Prior approval not required

PA/2025/0923: Cadnams Barn, Beddlestone Grange, Hampton Lane

Erection of a detached single storey garden building.

Parish Council: General comment | Decision: Permit

PA/2025/0914: Parsonage Farm, The Street, Brabourne

Variation of condition 3 (Opening Hours) of Planning permission PA/2025/0084 change of use of an existing Shepherds hut to craft workshop and ancillary retail sales; to allow for changes to the Saturday opening hours.

Parish Council: General comment | Decision: Permit

PA/2025/0822: 2 Orpins Close, Brabourne

Formation of a new driveway off existing dropped kerb access.

Parish Council: Object

PA/2025/0590: Penally, Mill Lane, Brabourne

Proposed agricultural storage barn with open-barn garage, wc, workshop, utility room and office space.

Parish Council: Object

Decided Applications (except those considered after the last meeting)

PA/2025/0782: 46 Mountbatten Way, Brabourne

Conversion of garage to create a study incorporating a velux roof window to rear elevation.

Parish Council: General comment | Decision: Permit

PA/2025/0781: Chapel Farm, Canterbury Road, Brabourne

Certificate of Lawful Development - Existing - Use of land for the external storage and distribution of road planning and the continued storage of two haulage vehicles in the building at Chapel Farm, in connection with the applicant's haulage business.

Parish Council: No comment (with informative) because the application is for a Certificate of Lawful Development which is determined on a factual basis rather than a planning basis | Decision: Existing use is lawful

PA/2025/0714: 2 Hill View Cottage, The Street, Brabourne

Single-storey detached outbuilding to create a garden room/home gym.

Parish Council: General comment | Decision: Permit

PA/2024/1056: Coomb House, Pilgrims Way, Brabourne Downs, Brabourne

Two-storey replacement dwelling following demolition of existing dwelling and workshop.

Parish Council: Object | Decision: Permit

Awaited Applications (except those considered after the last meeting)

PA/2024/2349: Pemsey Field View, Lees Road, Brabourne

Change of use of storage building to a two-bed dwellinghouse with changes to fenestration and including two parking spaces and garden area.

Parish Council: General comment | Decision: Refuse | Appeal Decision Awaited

PA/2023/1181: Land adjacent to Hillview, Manor Pound Lane, Brabourne

Proposed dwelling and associated parking.

Parish Council: General comment

PA/2022/3144: Abbottsfield, Lees Road, Brabourne

Proposed erection of a detached single-storey dwelling with associated infrastructure.

Parish Council: General comment

21/02231/AS: Park Farm, Pound Lane, Brabourne

Change of use of land for the stationing of mobile camping pods in association with established yoga retreat business.

Parish Council: General comment

21/01916/AS: Bankside, Scots Lane, Brabourne

Change of use of 2 stable blocks into 2 one bedroom holiday lets.

Parish Council: General comment