

# PARISH COUNCIL OF BENENDEN

## Minutes of the Ordinary Meeting of the Parish Council held on Monday 15<sup>th</sup> June 2020, 7pm remote meeting via Zoom

Present	Cllrs Beveridge, Cochrane, Cruse, Driver, Grant, Lewis, Skeet and Thomas	
In Attendance	Cllr Dawlings; C Levett, Clerk. 3 parishioners were present for the discussion regarding planning application 20 01265	
<b>Item</b>		<b>Action Responsibility</b>
1. APOLOGIES	Apologies were received from Cllr Warne.	
2. DECLARATION OF INTERESTS	Cllr Thomas declared an interest in Planning Applications 20 01215 FULL Beacon Mill Cottage Rolvenden Road and 20 01265 FULL Land Adjacent To 2 Hague Cottages, Coldharbour Road and left the meeting. Cllr Lewis chaired the meeting for these applications.	
3. MINUTES OF PREVIOUS MEETING	The Parish Council minutes from the meeting held on 18 <sup>th</sup> May 2020 were unanimously approved as a correct record of the meeting.	
4. MATTERS ARISING AND OUTSTANDING ITEMS	<p>a. <b>Public Toilets</b> The Clerk had been asked about the re-opening of the public toilets by Tenterden Twilight, with sensible prevention measures in place. The Parish Council unanimously agreed that the toilets should remain closed and to review this on 4<sup>th</sup> July.</p> <p>b. <b>Parish Office/Archives</b> David Harmsworth has received a number of scrapbooks about the village which a parishioner would like to donate to the village and has asked if the Parish Council would like to add this to its archives. Cllr Thomas has indicated that the Parish Council will find space in the office, once it has been refurbished and refitted. Decisions regarding the refurbishment of the office and the licence agreement had been put on hold by Benenden Village Trust. Cllr Thomas to request that these discussions are resolved.</p>	<b>NT</b>
5. COVID-19/ BENENDEN ACTION TEAM	<p>A report from Guy Hagan, BAT Co-ordinator, highlighted the following:</p> <ul style="list-style-type: none"> <li>• BAT continues to provide a 'comfort blanket' around the village.</li> <li>• The need for prescription pickup and food delivery has reduced as lockdown has eased.</li> <li>• The next few months will be critical as furlough stops for many, and the possibility that some companies may go out of business.</li> <li>• The last 3 months have been reviewed and views for BAT going forward considered. Those involved are keen to maintain the presence of BAT.</li> <li>• The worries of home schooling are high on the list of concerns. Children have had to adjust and a need to service their needs is currently being explored by BAT.</li> <li>• The teen demographic is feeling the pressure, and this is something BAT will be exploring with various initiatives and ideas being considered.</li> <li>• Local charities supported by the Church have been explored and Catching Lives stood out as a target for BAT to help in supporting. A group sorted out generously donated clothing and Catching Lives has been supplied with a large amount of winter bedding and warm clothes for the coming winter, along with nearly a ton of recyclable clothing that has a value, when sold, that can be utilised on their needs.</li> <li>• BAT is seeking to find out the needs of the Parish and Diocese (including Sandhurst) to see how best to utilise the Benenden Fund.</li> <li>• Members of the Team visited Goudhurst to look into the Food Bank process there, and it is hoped to be something BAT may be able to replicate going forward, with a community resource for free and subsidised food, a need which has been identified.</li> <li>• BAT will be kept as fluid as possible with the principle of being able to react to the</li> </ul>	

Chairman..... Date.....

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*These minutes are not a verbatim record of the meeting, but a summary of discussion and decisions taken at the meeting.*

	<p>changing needs of the community as quickly as possible, and relevant to the community.</p> <p>The Parish Council would like to know more about the need for a food bank and uptake during lockdown. Cllr Thomas will speak to Ruth Clark and if appropriate a member of BAT will be invited to attend a Parish Council meeting.</p>	NT
6. REPORTS BY COUNTY/BOROUGH COUNCILLORS	<p>Cllr Dawlings reported:</p> <ul style="list-style-type: none"> <li>• Pleased with the result of the Land to the North West of Broughton House. Cllr Thomas thanked Cllr Dawlings for making contact with the Planning Officer.</li> <li>• TWBC continues to make grants to small businesses.</li> <li>• TWBC continues to lose about £1m a month, mainly from loss of income from car parking.</li> <li>• Efforts have been focused on measures to open up the towns safely.</li> </ul>	
7. REPORTS BY CHAIR AND PARISH COUNCIL REPRESENTATIVES	<p>Weekly KALC TW Area meetings are still taking place remotely.</p>	
8. NEIGHBOURHOOD DEVELOPMENT PLAN	<p>Report from Paul Tolhurst, Chair Benenden NDP Steering Group:</p> <ul style="list-style-type: none"> <li>• Regulation 15 draft health-check is underway.</li> <li>• Regulation 14 draft plan was published on 25 August 2019 and following the closure of the consultation period on 31 October 2019 the feedback review team have completed their work. Recommendations for changes to the plan have been carried through and the draft Regulation 15 plan completed. This involved significant work; Nicola Thomas, Peta Grant and Graham Beveridge in particular must be congratulated for their considerable contribution to redrafting the plan.</li> <li>• This Regulation 15 draft has now been passed to independent checkers, paid for by Locality, the government sponsored organisation responsible for neighbourhood planning. They will perform a 'Health Check' on the Regulation 15 draft, to make sure it conforms with local and national planning regulations. They will offer suggestions for amendment if appropriate. This is not the formal Examination, which will be undertaken once the Regulation 15 plan is lodged with TWBC.</li> <li>• Once the health-check is complete the plan will be updated and the formal Regulation 15 plan submitted to TWBC, hopefully early August. They will undertake a review and once satisfied, will then arrange for the appointment of an independent examiner to assess the plan. The independent examiner will undertake a formal public consultation following which any required changes will be sent to TWBC and via them to the Parish Council.</li> <li>• At present the final Parish referendum cannot take place until May 2021 because of Covid-19, but this will be reviewed in light of any updated guidance.</li> </ul> <p>Cllr Skeet asked if the draft had been sent to all members of the Steering Committee. Cllr Thomas confirmed that it had.</p>	
9. PLANNING	<p><b>APPLICATIONS</b></p> <p><b>20 01215 FULL Beacon Mill Cottage Rolvenden Road</b> Conversion of an agricultural building into a residential dwelling and associated change of use of land to residential curtilage. Cllrs Beveridge and Grant had made a site visit. The application appears to comply with all relevant policies and the site is well-screened from the PRoW and from the neighbouring property. The proposal is for a modest 2 bed dwelling with voids, storage and a 'sleeping gallery' in the roof space.</p> <p><b>The Parish Council unanimously agreed to support this application</b> but will request that, if consent is granted, the following conditions are imposed:</p>	

1. The existing roofing material on the building is black onduline sheeting and the proposed roofing material for the converted building is of galvanised steel. The glare of a steel coloured roof will not enhance the AONB landscape and the Parish Council contends that this would be inappropriate in this location. A black or dark colour material should be used to enable the building to blend into its surroundings.
2. Outdoor lighting conditions to meet Benenden's dark skies policy: any exterior lighting serving the dwelling must be limited to single lights over the points of access, at low level and low wattage, and must be operated by motion sensors on short timers. Lights must not be capable of being left on all night.

**20 01265 FULL Land Adjacent To 2 Hague Cottages, Coldharbour Road** Change of use of land from agricultural to residential, the construction of a pair of semi-detached dwellings and the demolition of the existing garage. Cllrs Beveridge and Grant had made a site visit.

This site is located before the sharp left-hand bend on Coldharbour Road, opposite the tennis courts. One pair of semi-detached dwellings comprising 2.5 storeys, 4 beds, partly in and outside the Conservation Area, on scrubby agricultural land that hasn't been cultivated for the last 8-9 years and is used for the storage of agricultural machinery. Access will be from the existing access to Hague Cottages, and will serve all 4 of the cottages. This positions the access road to the two new cottages within the site itself, preserves the ancient hedgerow fronting the plot to Coldharbour Road and limits the number of access points to the road. Cllr Grant asked the applicant how access to the site by construction traffic is to be achieved because this would not be possible with the 2 existing trees located to the righthand side of the existing access. The applicant stated that the construction traffic could go through the farm to the rear of the site. The rear boundary to the site must be fenced to permanently separate the dwellings from the land to the rear. It was noted that there is no provision for external storage sheds. The Parish Council will request the usual outdoor lighting conditions to meet Benenden's dark skies policy.

**The Parish Council unanimously agreed to support this application**, subject to the Conservation Officer's assessment of the potential impact of the development on the setting of the Listed building (1 & 2 Hague Cottages) and Iden Green's Conservation Area. The Parish Council to request that the matters above are taken into consideration and that relevant conditions are imposed should consent be granted.

**20 01267 FULL Netters Hall Attwaters Lane Hawkhurst Variation of Condition 2** (Approved Plans) of Planning Permission 19/02905/FULL (Demolition of concrete portal frame barns and conversion of redundant dairy building to three bedroom dwelling plus erection of detached garage and store) - Change of roof material from zinc to natural slate roofing, addition of one further rooflight and the inclusion of a flue for a woodburning stove.

**The Parish Council unanimously agreed to support this application.**

#### **OTHER PLANNING MATTERS**

**0023 2020 TPO Land to the North West of Broughton House, Rolvenden Road.** Applied to Woodland on both sides of Workhouse Gill, between Churchill House and Feoffee Cottages. Planning Application 20/01089/OUT has been refused and the

	<p>delegated report sets out that the access can never be considered as appropriate through the ancient woodland.</p> <p><b>Parkfield Crescent</b> Cllr Grant has received a complaint about the size of the lorries delivering materials to the building site in Parkfield Crescent and the issues this creates. It was agreed that as and when an application for a development on a single track lane, the Parish Council should be asking TWBC to impose a condition restricting the size of lorries delivering construction materials or a condition that does not permit the use of articulated lorries.</p> <p><b>Parishioner Concerns Raised Regarding Primary School Design and Outstanding Works</b> including Traffic Calming /Control measures, Public Footpaths and Landscaping. Cllr Thomas has responded and copied Cllr Holden.</p> <p><b>Parishioner Concerns Raised Regarding Planning Application 20/01089/OUT and EIA Screening Opinion 20/01177/ENVSCR Land Northwest of Broughton House.</b> Application REFUSED.</p>																																																																																		
<p>10. HIGHWAYS &amp; TRANSPORTATION</p>	<p>Correspondence received from parishioners:</p> <ul style="list-style-type: none"> <li>Concerns have been raised about speeding on Rolvenden Road. Cllr Driver advised that Speedwatch has not yet resumed but Covid-19 guidance continues to be considered.</li> <li>Concerns have been raised about ducks crossing Mill Street. The Clerk to follow up to see if any action can be taken.</li> <li>Cllr Cruse raised concerns about trees which had been felled on Mill Street. Cllr Thomas will follow up with Highways.</li> </ul>	<p>CL NT</p>																																																																																	
<p>11. RESOURCING/ FINANCE</p>	<p><b>A. Monthly Finance</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Brought forward</td> <td style="text-align: right;">84018.40</td> </tr> <tr> <td colspan="3"><b>Income</b></td> </tr> <tr> <td style="width: 10%;"></td> <td style="width: 40%;">Payee</td> <td style="width: 20%;">Reference</td> <td style="width: 30%; text-align: right;">Amount</td> </tr> <tr> <td></td> <td>HMRC</td> <td>VAT Reclaim</td> <td style="text-align: right;">4122.70</td> </tr> <tr> <td colspan="2"><b>TOTAL</b></td> <td></td> <td style="text-align: right;"><b>4122.70</b></td> </tr> <tr> <td colspan="3"><b>Expenditure</b></td> </tr> <tr> <td></td> <td>Supplier</td> <td>Reference</td> <td style="text-align: right;">Amount</td> </tr> <tr> <td>DD</td> <td>John Lewis</td> <td>Broadband</td> <td style="text-align: right;">9.75</td> </tr> <tr> <td>DD</td> <td>CF Corporate Finance</td> <td>Printer/Copier Lease</td> <td style="text-align: right;">180.00</td> </tr> <tr> <td>BACS</td> <td>C Levett</td> <td>Clerk's Salary</td> <td style="text-align: right;">897.56</td> </tr> <tr> <td>BACS</td> <td>M Patrick</td> <td>War Memorial</td> <td style="text-align: right;">17.50</td> </tr> <tr> <td>BACS</td> <td>Thompsett Landscaping</td> <td>Grounds Maintenance</td> <td style="text-align: right;">129.00</td> </tr> <tr> <td>BACS</td> <td>edf Energy</td> <td>Public Toilets</td> <td style="text-align: right;">42.63</td> </tr> <tr> <td>BACS</td> <td>BT</td> <td>Office Telephone</td> <td style="text-align: right;">112.07</td> </tr> <tr> <td>BACS</td> <td>Tenterden Twilight</td> <td>Public Toilets</td> <td style="text-align: right;">328.00</td> </tr> <tr> <td colspan="2"><b>TOTAL</b></td> <td></td> <td style="text-align: right;"><b>1716.51</b></td> </tr> <tr> <td colspan="2" style="text-align: right;">Reconciled with bank statement 031 31st May 2020</td> <td></td> <td style="text-align: right;"><b>86424.59</b></td> </tr> <tr> <td colspan="3">June 2020 Payments</td> <td></td> </tr> <tr> <td>DD</td> <td>John Lewis</td> <td>Broadband</td> <td style="text-align: right;">9.75</td> </tr> <tr> <td>BACS</td> <td>C Levett</td> <td>Clerk's Salary</td> <td style="text-align: right;">897.56</td> </tr> <tr> <td>BACS</td> <td>M Patrick</td> <td>War Memorial</td> <td style="text-align: right;">117.90</td> </tr> </table>	Brought forward		84018.40	<b>Income</b>				Payee	Reference	Amount		HMRC	VAT Reclaim	4122.70	<b>TOTAL</b>			<b>4122.70</b>	<b>Expenditure</b>				Supplier	Reference	Amount	DD	John Lewis	Broadband	9.75	DD	CF Corporate Finance	Printer/Copier Lease	180.00	BACS	C Levett	Clerk's Salary	897.56	BACS	M Patrick	War Memorial	17.50	BACS	Thompsett Landscaping	Grounds Maintenance	129.00	BACS	edf Energy	Public Toilets	42.63	BACS	BT	Office Telephone	112.07	BACS	Tenterden Twilight	Public Toilets	328.00	<b>TOTAL</b>			<b>1716.51</b>	Reconciled with bank statement 031 31st May 2020			<b>86424.59</b>	June 2020 Payments				DD	John Lewis	Broadband	9.75	BACS	C Levett	Clerk's Salary	897.56	BACS	M Patrick	War Memorial	117.90	
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	BACS	D Buckett	Internal Audit	300.00	
	BACS	HMRC	Employer Contributions Q1	117.66	
	<b>TOTAL</b>			<b>2278.07</b>	
	<b>B. Annual Audit</b>				
	<b>i. Internal Audit</b>				
	The internal audit has been completed remotely and the internal auditor's report had been circulated.				
	There are a number of actions, primarily for the Clerk to follow up:				
	<ul style="list-style-type: none"> <li>• Update Standing Orders</li> <li>• Publication of Policies and Procedures on separate page on the website</li> <li>• Website functionality and Accessibility Regulations</li> <li>• Parish Councillor email addresses</li> <li>• Review of website content by a Parish Councillor. Cllr Cochrane agreed to take on this role.</li> <li>• Pension and appraisal follow-up. Confidential item</li> </ul>				
	<b>ii. Annual Governance and Accountability Return 2019/20</b> circulated.				
	<p><u>a. Annual Governance Statement</u> Parish Councillors considered and unanimously agreed the Annual Governance Statement 2019/20.</p> <p><u>b. Annual Accounting Statement</u> Parish Councillors considered and unanimously agreed the Annual Accounting Statement 2019/20.</p>				
12. CORRESPONDENCE AND PARISHIONERS' QUESTIONS	Community Food Project: Correspondence from a parishioner setting out ideas to create a long-term local supply of food and a seed bank. The Parish Council currently has no land of its own to consider allotments and Parish Councillors felt that this might be an appropriate project for BAT to consider.				SC
13. ITEMS FOR FUTURE CONSIDERATION/ OTHER ITEMS TO NOTE	Parish Councillors unanimously agreed to the purchase of Zoom subscription to ensure a better flow of meetings. Parishioners attending Zoom meetings will be asked to email the Clerk to advise (notify their attendance) and must be able to identify themselves at the meeting.				
DATE OF NEXT MEETING	Monday 20 <sup>th</sup> July 7pm, details to be confirmed.				
	The meeting closed at 9.10pm				

# PARISH COUNCIL OF BENENDEN

Minutes of the Ordinary Meeting of the Parish Council held on  
Monday 15<sup>th</sup> June 2020

CONFIDENTIAL ITEM

## 1. Clerk's Appraisal

The Clerk left the meeting during discussion.

Cllrs Cochrane and Grant had carried out a follow up appraisal meeting with the Clerk.

Parish Councillors unanimously agreed that the Clerk should be offered the opportunity to have pension backdated to 1<sup>st</sup> April 2019.

Based on the Clerk's performance Parish Councillors unanimously agreed a one-point incremental pay award to NJC Salary Point 24, £14.50 per hour, with effect from 1<sup>st</sup> April 2020.

Clerk to the Parish Council, 15<sup>th</sup> June 2020