

PARISH COUNCIL OF BENENDEN

Minutes of the Ordinary Meeting of the Parish Council held on Monday 17th June 2019, Quinlan Centre Benenden Hospital, 7pm

Present	CLLrs Beveridge, Cruse, Driver, Grant, Lewis, Skeet and Thomas
In Attendance	C Levett, Clerk; 3 parishioners

Item		Action Responsibility
1. APOLOGIES	Apologies were received from Cllr Manford and Cllrs Dawlings, Holden and Warne.	
2. DECLARATION OF INTERESTS	None.	
3. MINUTES OF PREVIOUS MEETING	The Parish Council minutes from the meeting held on 20th May 2019 were unanimously approved as a correct record of the meeting and signed by the Chairman.	
4. MATTERS ARISING AND OUTSTANDING ITEMS	Storage at Benenden Village Hall The Clerk advised that she and Cllr Lewis had looked to see what is stored under the eaves at the Hall. There is one metal filing cabinet and some loose papers. The cabinet and its contents will need to be moved downstairs. The Clerk suggested that this could be combined with a tidy up of the office. Consideration will need to be given to how to dispose of papers as well as old office furniture and equipment. This needs to be done by 14 th July. Currently there is no formal arrangement with BVT. Cllr Thomas to write to BVT.	NT
5. REPORTS BY COUNTY/BOROUGH COUNCILLORS	Tom Dawlings had reported that the first AGM of the Benenden Village Trust had taken place and was successful. Residents wanting to use the new green waste service need to sign up to this. A £10 discount is currently available.	
6. MEETING REPORTS	Cllr Thomas had attended KALC Area Committee meeting. The most notable item was that KCC is now keen on 20mph speed limits. Cllr Thomas is unable to attend the Parish Chairmen's meeting on 25 th June. Cllr Lewis to attend.	JL
7. NEIGHBOURHOOD DEVELOPMENT PLAN	a. Draft Benenden Neighbourhood Development Plan Publication Cllr Thomas advised that it is proposed to publish the Regulation 14 draft on 29 th July to coincide with the release and consultation of TWBC's draft Local Plan. The revised BNDP will be circulated to Parish Councillors before the Parish Council meeting on 15 th July for approval for publication on 29 th July. b. Design guide for new housing development in the AONB consultation The High Weald AONB Partnership has drafted a Design Guide for new housing development in the High Weald. Once adopted the Guide will be a material consideration in the determining of planning applications within the High Weald AONB. BNDP has reviewed this and commends the design guide. c. Rolvenden NDP Consultation Rolvenden's NDP is at Regulation 16 stage. It was agreed that the Parish Council should thank Rolvenden for consulting Benenden. Benenden Parish Council has no comments to make other than to commend them on their progress to date.	
8. PLANNING APPLICATIONS	19 00818 FULL 00819 LBC Pypne Manor Pypne Road. Repairs and alterations to house including demolition of later West service range and loggia, boiler room and small outbuilding/shed and the replacement of the service range and loggia with a new kitchen and bedroom range. Cllrs Grant, Lewis and Thomas had made a site visit and met with the architect. The Conservation Officer supports this	

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>application. The Parish Council unanimously agreed to support this application.</p> <p>19 00975 FULL 00976 LBC Crabtree House Course Horn Lane. Alterations to Grade II Listed house and new garage. Cllr Thomas had made a site visit. The Parish Council unanimously agreed to make no comment.</p> <p>19/00058/NEWDEV - Land at Walkhurst Road, Benenden, Cranbrook. Wedgewood Homes request for street naming and numbering of the above development site. The Parish Council agreed the street name of The Homestead which has been advised to TWBC.</p> <p>19/01281/FULL Benenden Hospital Goddards Green Road. Variation of Condition 2 (Approved Plans) and Condition 3 (External Materials) of 16/07874/FULL - remove MARITRANS product description and replace with ICB FLEET product description; Change to permitted materials. The Parish Council unanimously agreed to make no comment.</p> <p>19/00903/FULL School Farm Cranbrook Road. Change of use of part of office building to residential use. The Parish Council unanimously agreed to make no comment.</p> <p>19/01065/FULL Land Adjoining Columbanus Parkfield Crescent Iden Green. Alteration to site layout to reduce detached garages from three to two, change one remaining garage position, create an integral garage for plot 2, alter road access layout and extend front gardens for Plots 2 and 3. The Parish Council unanimously agreed to make no comment.</p>	
9. HIGHWAYS & TRANSPORTATION	<p>Highways Improvement Plan</p> <p>Cllrs Beveridge and Cruse are meeting on 19th June to carry out an audit of road issues, with photographs, to formulate a Highways Improvement Plan to submit to KCC Highways.</p> <p>Concerns have been raised by parishioners regarding speed limits in the village and issues regarding traffic around the War Memorial.</p> <p>Cllr Cruse raised concerns about road closures and diversion signs with regard to inaccurate information and lack of coordination. Cllr Cruse to draft a letter to Highways.</p> <p>Cllr Cruse highlighted that Walkhurst Lane had been changed to Walkhurst Road some time ago without any consultation, and that it is a designated rural lane. An unadopted drive has been given the name Walkhurst Lane. Cllr Cruse to draft a letter to Highways asking when, how and why this was changed.</p> <p>Correspondence between Cllr Holden and Bill Lewis regarding the Iden Green Way Sign had been circulated. There has been further damage to the sign most likely caused by farm vehicles. The Parish Council agreed that it did not want a replacement metal sign. The island itself has also deteriorated because of vehicles crossing it. The issue of the sign repair and prevention of further damage to be added to the HIP.</p>	<p>RC</p> <p>RC</p> <p>GB/RC</p>
10. RESOURCING	<p>a. Audit</p> <p>The following documents were circulated prior to the meeting : Annual</p>	

	<p>Governance Statement; Accounting Statements; Bank Reconciliation; Explanation of Variances. The Clerk confirmed that the internal auditor, David Buckett, had completed his audit on 13th May and confirmed that in all significant respects the control objectives were achieved to the required standard. A more detailed report will be written by the internal auditor for the Parish Council.</p> <p>i. <u>Annual Governance Statement</u> Parish Councillors considered and unanimously agreed the Annual Governance Statement 2018/19.</p> <p>ii. <u>Annual Accounting Statement</u> Parish Councillors considered and unanimously agreed the Annual Accounting Statement 2018/19.</p> <p>b. Parish Council Monthly Finance</p> <p>The Parish Council Financial Transaction Report for May 2019 had been circulated and agreed and the Parish Council ratified and approved the June 2019 payments list.</p> <p><u>Agreed June payments :</u></p> <table border="1" data-bbox="375 817 1369 1232"> <tr> <td>DD</td> <td>John Lewis</td> <td>Broadband</td> <td>9.75</td> </tr> <tr> <td>BACS</td> <td>Thompsett Landscaping</td> <td>Grounds Maintenance</td> <td>408.00</td> </tr> <tr> <td>BACS</td> <td>Michael Patrick</td> <td>War Memorial</td> <td>45.00</td> </tr> <tr> <td>BACS</td> <td>Business Stream</td> <td>Public Toilets</td> <td>202.58</td> </tr> <tr> <td>BACS</td> <td>EDF</td> <td>Public Toilets</td> <td>89.12</td> </tr> <tr> <td>BACS</td> <td>Tenterden Twilight</td> <td>Public Toilets</td> <td>369.97</td> </tr> <tr> <td>BACS</td> <td>HMRC</td> <td>Employer Contributions Q1</td> <td>149.94</td> </tr> <tr> <td>BACS</td> <td>C Levett</td> <td>Clerk's Salary</td> <td>888.80</td> </tr> <tr> <td>BACS</td> <td>Julie Lewis</td> <td>Annual Assembly</td> <td>30.46</td> </tr> <tr> <td>BACS</td> <td>Krystal Hosting</td> <td>Annual Website Host Fee</td> <td>179.99</td> </tr> <tr> <td colspan="3">TOTAL</td> <td>2373.61</td> </tr> </table> <p>c. Church Clock</p> <p>The Clock Committee has undertaken renovation work on the Church clock and the PCC has agreed to meet half the cost. The Parish Council has been asked to contribute £724.50. This was unanimously agreed. The Clock Committee will be asked to advise in future before work is undertaken.</p>	DD	John Lewis	Broadband	9.75	BACS	Thompsett Landscaping	Grounds Maintenance	408.00	BACS	Michael Patrick	War Memorial	45.00	BACS	Business Stream	Public Toilets	202.58	BACS	EDF	Public Toilets	89.12	BACS	Tenterden Twilight	Public Toilets	369.97	BACS	HMRC	Employer Contributions Q1	149.94	BACS	C Levett	Clerk's Salary	888.80	BACS	Julie Lewis	Annual Assembly	30.46	BACS	Krystal Hosting	Annual Website Host Fee	179.99	TOTAL			2373.61	CL
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11. CORRESPONDENCE	Correspondence from Cllrs Driver and Manford had been circulated regarding the poor broadband service in areas of Benenden. Cllr Driver to pursue this further and arrange a meeting with George Chandler, Broadband Project Manager, KCC Economic Development.	PD																																												
12. PARISHIONERS' QUESTIONS	The meaning of a dropped kerb was explained.																																													
13. ITEMS FOR FUTURE CONSIDERATION	<p>Cllr Beveridge raised concerns about the caravans and solar panels at Eaton Farm</p> <p>Cllr Thomas advised that details of any planning permission would be on TWBC website.</p> <p>Cllr Beveridge asked if Planning Officers could communicate with the Parish Council if they do not agree with the Parish Council's view on a planning application. Planning Officers do not have a duty to do so as the Parish Council is</p>																																													

	<p>only a consultee although they will respond to any queries and the reasons for their decisions are set out in the delegated report. The Parish Council can request, through Cllr Dawlings, that an application is called in to Committee if it feels appropriate.</p> <p>Cllr Beveridge advised that the cost of hiring marquees for the Church fete had cost the PCC £1,000 and asked if the Parish Council could make a contribution towards this. The PCC would have to apply for a grant for this.</p> <p>Resourcing Committee meeting to take place on 15th July.</p>	
14. PARISH COUNCILLOR CO-OPTION	The Parish Council had received applications from 3 parishioners and each made a statement to the meeting. Stephen Cochrane was duly co-opted.	
DATE OF NEXT MEETING	Ordinary meeting of the Parish Council Monday 15 th July 2019, Memorial Hall, 7pm.	
	The meeting closed at 9.10pm	

Clerk to the Parish Council, 18th June 2019