

# PARISH COUNCIL OF BENENDEN

## Minutes of the Ordinary Meeting of the Parish Council held on Monday 18<sup>th</sup> May 2020, 7pm remote meeting via Zoom

Present	Cllrs Beveridge, Cochrane, Cruse, Driver, Grant, Lewis, Skeet and Thomas	
In Attendance	Cllrs Dawlings and Warne; C Levett, Clerk.	
<b>Item</b>		<b>Action Responsibility</b>
1. APOLOGIES	Apologies were received from Cllr Holden.	
2. DECLARATION OF INTERESTS	No declarations of interest.	
3. MINUTES OF PREVIOUS MEETING	The Parish Council minutes from the meeting held on 20 <sup>th</sup> April 2020 were unanimously approved as a correct record of the meeting.	
4. MATTERS ARISING AND OUTSTANDING ITEMS	<b>a. Tree Planting</b> : The Clerk has approached Benenden Village Trust regarding some planting at Benenden and Iden Green Recreation Grounds. Cllr Thomas, in addition to a suggestion for Leybourne Dell, has also received a suggestion for screening the public toilets. This will be put to BVT.	<b>CL</b>
5. COVID-19/ BENENDEN ACTION TEAM	<p>Cllr Thomas acknowledged the ongoing work of the Benenden Action Team and volunteers.</p> <p>A report from Guy Hagan, BAT Co-ordinator, had been circulated and published on the Parish Council website, and highlighted the following :</p> <ul style="list-style-type: none"> <li>• Volunteers continue to support those who are shielded and isolation with prescription collections, food deliveries and telephone calls. During lockdown BAT has been working closely with the parish council to act quickly on requests from vulnerable people in the village.</li> <li>• The Benenden Food Voucher Scheme is being made use of.</li> <li>• A survey was carried out of all residents in Harmsworth Court and support provided where requested.</li> <li>• The website is updated regularly and on average 15 people a day visit the website.</li> <li>• Village communication and support will hopefully continue to play an important role long into the future.</li> </ul>	
6. REPORTS BY COUNTY/BOROUGH COUNCILLORS	<p>A report from Cllr Dawlings had been circulated and published on the Parish Council website, and highlighted the following :</p> <ul style="list-style-type: none"> <li>• <b>Covid-19</b> : TWBC is doing all it can to help the vulnerable and there has been good liaison with the parished areas and great work volunteer work. Free IT help is available for the older and vulnerable residents.</li> <li>• <b>Refuse Collection</b> : The garden waste collections are starting again this week. Only the actual contents of the black bins will be collected. KCC has re-opened the North Farm tip but residents to book to visit.</li> <li>• <b>TWBC Finance &amp; Governance Portfolio</b> : <ul style="list-style-type: none"> <li>○ Government has assured local authorities it will provide finance to cover the costs incurred in the Covid-19 emergency. From the first tranche of £1.6bn of assistance, TWBC's share was £42k. From the second tranche of £1.6bn, TWBC received £1.1m = less than the loss of fee income in April (down over £1.2m on April 2019).</li> <li>○ Council Tax is being collected and April Direct Debits were in line with April 2019. There are greater difficulties with Business Rates which TWBC collects but substantially (96%) pass on to Government. Collection of Business Rates this year is difficult but Government has agreed a 3 month deferral for on-payment.</li> <li>○ The longer the lockdown, potentially the bigger TWBC's shortfall. The two main sources of income are Fees and Charges (budget £21.4m) and Council Tax (budget</li> </ul> </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>£8.5m). Pre-Covid 19, TWBC's finances were in a strong position with a balanced budget and reserves of about £20m. But losses of over £1m a month cannot be sustained for very long. TWBC is lobbying hard through Kent Finance Officers, Greg Clark and Helen Grant and the Secretary of State at MHCLG.</p> <ul style="list-style-type: none"> <li>○ The major exercise for the Finance Dept (in addition to closing accounts for the year to end March 2020 and getting information to the Auditors) has been grants to small businesses with rates under £51,000 mainly in the hospitality sector which have been unable to trade because of the Covid-19 lockdown. TWBC received £27m from Government and so far have paid out grants of £24mn. About 190 eligible firms have yet to apply. One firm applied, qualified and was paid a grant of £25,000 but returned it advising it was not needed.</li> <li>○ Last week the Government announced that further help for small businesses is to be made available to be distributed at the discretion of councils. It is estimated that TWBC's share may be £1.36m.</li> </ul> <p>Cllr Warne advised that a virtual Planning Committee Meeting had been held, which was a bit hit and miss. Cllr Thomas thanked Cllr Warne for following up a planning question from the Parish Council.</p>	
7. REPORTS BY CHAIR AND PARISH COUNCIL REPRESENTATIVES	Remote KALC Area Committee meetings continue to be held weekly. Cllr Thomas and the Clerk attend.	
8. NEIGHBOURHOOD DEVELOPMENT PLAN	Cllr Thomas reported that Cllrs Beveridge and Grant continue to work very hard to deliver the Regulation 15 Draft Plan and supporting documents to Intelligent Plans by 1 <sup>st</sup> June for expert health check.	
9. PLANNING	<p><b>A. APPLICATIONS</b> A full planning report had been circulated and published on the Parish Council website.</p> <ul style="list-style-type: none"> <li>● <b>20 00762 FULL 2 Eaglesden Cottages Mill Street Iden Green</b> Five dormer windows added to existing garage roof. There is no justification offered as to why it is necessary to install 5 dormer windows in a garage roof. <b>The Parish Council unanimously agreed to respond to TWBC that there is insufficient information to be able to support the application and question the requirement for dormer windows in a garage roof.</b></li> <li>● <b>20 01041 FULL Land Adjacent To Springhill Oast Standen Street</b> Demolition of one poultry unit and conversion of the remaining poultry unit into two dwellings. <b>The Parish Council unanimously agreed to support this application with outdoor lighting conditions to meet Benenden's dark skies policy.</b> Exterior lighting serving the dwellings must be limited to single lights over the points of access to the dwellings, at low level and low wattage, and must be operated by motion sensors on short timers.</li> <li>● <b>20 01043 FULL Goddards Green House Goddards Green Road</b> Conversion of pool house into private gymnasium, changing room and bike store; conversion of outbuilding into a two bedroom annex. <b>The Parish Council unanimously agreed to support this application.</b></li> <li>● <b>20 01089 OUT Outline Application (Access not reserved) Land To The North West Of Broughton House, Rolvenden Road</b> Erection of 4 no. two storey detached dwellings with integral garaging facility, formation of new access drive and associated works. <b>The Parish Council unanimously agreed to object to this application</b> on the following grounds : <ul style="list-style-type: none"> <li>○ The Parish Council has serious concerns about the effect this application would have on the area of Ancient Woodland known as "Workhouse Gill" situated to the north-west of the site. This application proposes a 15m buffer zone between the development and the woodland, but in the "Constraints" listed by TWBC it states</li> </ul> </li> </ul>	

that a +30m buffer zone is required.

- The buffer zone for Ancient Woodland should not be encroached upon by amenity space, and this application has encroached on its own proposed buffer zone in several places.
- The proposed access road from Leybourne Dell is itself set inside the Ancient Woodland and therefore cannot be acceptable as access for the site.
- The Parish Council is extremely concerned to see that an area of Ancient Woodland has already been cleared around the proposed access, and that further clearance would be necessary to allow access for construction traffic, as well as emergency vehicles. We request that this action is brought to the attention of the Landscape and Biodiversity Officer.
- Notwithstanding this, TWBC requires a +30m buffer zone, and this should be entirely free of any access road, driveways, garden boundaries or domestic paraphernalia. Therefore the application fails to comply with Policy EN13 of the current Local Plan.
- The almshouse development in Walkhurst Road (Submitted Site 277) on the other side of Workhouse Gill has an agreed 50m buffer zone between the development and the Ancient Woodland.
- The proposed access through Leybourne Dell does not link up with the public highway, and would have to cross an area of hardstanding currently used by residents of Leybourne Dell for turning and parking.
- The size and scale of the proposed dwellings would not conserve or enhance the landscape and scenic beauty of the AONB.

The Parish Council awaits the comments of the Landscape Biodiversity Officer.

The Parish Council will take a decision as to whether to call in this application to Committee in due course and will monitor comments closely in the meantime.

- **20 01079 FULL Pullington Fold Farm, Rolvenden Road** Proposed single storey rear extension with internal alterations; infill extension of existing front entrance; changes to fenestration, roof material alteration to slate and enlargement of existing raised platform. **The Parish Council unanimously agreed to support this application.** However It requests that the concrete tiled roof is not altered to slate, and a more sympathetic roof material is used in keeping with the setting within the AONB, so that it remains in character of the surrounding area and the Listed Building opposite.
- **20 01105 FULL Pippins, Cranbrook Road** Proposed regularisation of workshop to annexe with erection of porch (retrospective). **The Parish Council unanimously agreed to support this application.**
- **20 00970 FULL Havering House, Walkhurst Road** Erection of greenhouse. **The majority of the Parish Council agreed to object to this application** for the following reasons: The proposed location of the greenhouse is positioned well back from the rear of the house in the large rear garden and is far removed from the residential amenity of the house itself, and is outside the LBD. This location introduces a structure in a wooded area, in the middle of an otherwise green swathe of land stretching from the rear of The Street along the west side of Walkhurst Road. The incursion into the rural, undisturbed, AONB landscape in this area is contrary to rural planning policies.

#### **B. OTHER PLANNING MATTERS**

- **20/00402/FULL 1 Bishopsdale Cottages** Erection of a summerhouse and garage. Email communication from the Case Officer had been circulated setting out the reasons why this application was permitted. It was agreed to accept the somewhat unsatisfactory explanation.

	<ul style="list-style-type: none"> <li>• <b>20 00708 FULL Land Adjacent To Bankside Dingle</b> Replacement of agricultural building for use as Storage &amp; Workshops (Retrospective). TWBC refused planning permission. Cllr Thomas will establish future enforcement procedure.</li> <li>• 19 00362 OUT Land at Standen Street application for 5 dwellings and 19 03480 OUT Land rear of Field House, Standen Street application for 7 dwellings. Cllr Warne had requested for an explanation of the different decisions to planning applications and the Officers' responses had been circulated. Cllr Thomas thanked Cllr Warne for following this up.</li> <li>• Concerns were raised regarding the mess being created by the contractor for the Martins Fruit Packers site, Goddards Green Road, including the dumping of subsoil on Goddards Green. Cllr Thomas to research and confirm the Construction Management Plan for this approved application 17/01453/FULL, and speak to the Case Officer and ask that TWBC follow up, and enforce if necessary, and ask the contractor what their plans are, if they plan to clean up the green and make good the damage which they have caused.</li> </ul>	<p>NT</p> <p>NT</p>																																																																													
10. HIGHWAYS & TRANSPORTATION	Nothing to report.																																																																														
11. RESOURCING/ FINANCE	<p>a. <b>MONTHLY FINANCE</b></p> <p>Brought forward 68250.61</p> <p><b>Income</b></p> <table border="1" data-bbox="475 875 1342 1003"> <thead> <tr> <th>Payee</th> <th>Reference</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>TWBC</td> <td>Precept</td> <td>20175.00</td> </tr> <tr> <td>TWBC</td> <td>Parish Reserve Fund</td> <td>1227.00</td> </tr> </tbody> </table> <p>TOTAL 21402.00</p> <p><b>Expenditure</b></p> <table border="1" data-bbox="347 1122 1342 1518"> <thead> <tr> <th>DD</th> <th>Supplier</th> <th>Reference</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>DD</td> <td>John Lewis</td> <td>Broadband</td> <td>9.75</td> </tr> <tr> <td>BACS</td> <td>C Levett</td> <td>Clerk's Salary</td> <td>888.60</td> </tr> <tr> <td>BACS</td> <td>Tenterden Twilight</td> <td>Public Toilets</td> <td>430.13</td> </tr> <tr> <td>BACS</td> <td>Groundwork UK</td> <td>NDP Grant Underspend</td> <td>3201.52</td> </tr> <tr> <td>BACS</td> <td>Castle Water</td> <td>Public Toilets</td> <td>114.58</td> </tr> <tr> <td>BACS</td> <td>KALC</td> <td>Annual Subscription</td> <td>843.07</td> </tr> <tr> <td>BACS</td> <td>TP Jones &amp; Co</td> <td>Payroll Q4</td> <td>57.60</td> </tr> <tr> <td>BACS</td> <td>ACRK</td> <td>Annual Subscription</td> <td>80.00</td> </tr> <tr> <td>BACS</td> <td>C Levett</td> <td>Clerk's Salary</td> <td>8.96</td> </tr> </tbody> </table> <p>TOTAL 5634.21</p> <p>Reconciled with bank statement 029 30th April 2020 <b>84018.40</b></p> <p>May 2020 Payments</p> <table border="1" data-bbox="347 1704 1342 1984"> <tbody> <tr> <td>DD</td> <td>John Lewis</td> <td>Broadband</td> <td>9.75</td> </tr> <tr> <td>BACS</td> <td>C Levett</td> <td>Clerk's Salary</td> <td>897.56</td> </tr> <tr> <td>BACS</td> <td>M Patrick</td> <td>War Memorial</td> <td>17.50</td> </tr> <tr> <td>BACS</td> <td>Thompsett Landscaping</td> <td>Grounds Maintenance</td> <td>129.00</td> </tr> <tr> <td>BACS</td> <td>edf Energy</td> <td>Public Toilets</td> <td>42.63</td> </tr> <tr> <td>BACS</td> <td>BT</td> <td>Office Telephone</td> <td>112.07</td> </tr> <tr> <td>BACS</td> <td>Tenterden Twilight</td> <td>Public Toilets</td> <td>328.00</td> </tr> </tbody> </table>		Payee	Reference	Amount	TWBC	Precept	20175.00	TWBC	Parish Reserve Fund	1227.00	DD	Supplier	Reference	Amount	DD	John Lewis	Broadband	9.75	BACS	C Levett	Clerk's Salary	888.60	BACS	Tenterden Twilight	Public Toilets	430.13	BACS	Groundwork UK	NDP Grant Underspend	3201.52	BACS	Castle Water	Public Toilets	114.58	BACS	KALC	Annual Subscription	843.07	BACS	TP Jones & Co	Payroll Q4	57.60	BACS	ACRK	Annual Subscription	80.00	BACS	C Levett	Clerk's Salary	8.96	DD	John Lewis	Broadband	9.75	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
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	TOTAL	1536.51	
	<b>b. ANNUAL AUDIT</b>		
	<ul style="list-style-type: none"> <li>The Clerk has completed and reconciled finances to year-end 31<sup>st</sup> March 2020 as much as possible, and subject to internal audit.</li> <li>The internal audit has been rescheduled for 8<sup>th</sup> June. External audit timeframes have been extended until 31<sup>st</sup> August but aim to sign off at the Parish Council meeting on 15<sup>th</sup> June or 20<sup>th</sup> July.</li> <li>Full accounts and the unaudited statement of accounts for year 1<sup>st</sup> April 2019 – 31<sup>st</sup> March 2020 had been circulated and published on the Parish Council website.</li> </ul>		
	<b>c. CLERK'S APPRAISAL</b>		
	Cllr Thomas had circulated the Clerk's appraisal to Parish Councillors and asked for any feedback to be sent to Cllr Thomas or Lewis. Cllrs Cochrane and Grant will then meet with the Clerk. It was agreed that the Clerk should join the Pension Scheme.		<b>SC/PG</b>
12. CORRESPONDENCE	No other correspondence.		
13. PARISHIONERS' QUESTIONS	No parishioners' questions.		
14. ITEMS FOR FUTURE CONSIDERATION/ OTHER ITEMS TO NOTE	The Clerk to raise the issue of the reinstatement of the Civic Amenity Vehicle.		
DATE OF NEXT MEETING	Monday 15 <sup>th</sup> June 7pm, to be confirmed.		
	The meeting closed at 8.10pm		

Clerk to the Parish Council, 18<sup>th</sup> May 2020