

Clerk to the Council: Emma Fulham

Goods Yard House

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**Minutes of the Parish Council Meeting held via Zoom due to Covid-19 restrictions on 12th April 2021 at 7:30pm.**

Present: Cllr G Horner (Chair), Cllr A Higgins, Cllr R Nathan, Cllr R Eastwood, Cllr M Colenutt, Cllr B Maude, Cllr C Burnett-Dick, Cllr N Reed and Cllr C Beare.

Absent: Cllr J Sanders. Cllr A Emery, Cllr J Smith and Cllr P Norman.

Prior to the formal meeting there was a minutes silence to mark the death of the Duke of Edinburgh.

There followed a brief presentation from Mark Weaver from CLM on behalf of the Buckhurst Estate outlining possible future planning applications within the village prior to a formal application being submitted.

There were no reports from the District and County Cllrs who were not present.

The formal meeting commenced at 8:25pm.

*(Cllr Horner left the meeting and Cllr Eastwood took over as Chair for the remainder of the meeting.)*

96. To accept apologies for absence.

Cllr J Sanders. Cllr A Emery, Cllr J Smith and Cllr P Norman.

97. Declarations of pecuniary and disclosable interests in respect of matters to be discussed.

The Chair reminded Cllrs to declare when necessary.

98. To Approve Minutes from Parish Council meeting held on 1st March 2021.

**Unanimously approved and signed as a true record.**

99.Matters Arising.

None.

1. Correspondence.   
     
   The list had been circulated prior to the meeting. The Chair highlighted the following items:

* Noticeboard offer from Castlefields and Mottefield Association.   
  **The Council agreed to adopt the noticeboard as an asset.**
* ESCC correspondence on Gallipot Street/ Hill signage.

1. Finance
2. To ratify the finance committee minutes  
   **The minutes were unanimously accepted.**
3. To accept the internal auditor report 2020/21  
   **The report was unanimously accepted.**
4. To accept governance statements 2020/21  
   **The statements were unanimously accepted.**
5. To accept account statements 2020/21  
   **The statements were unanimously accepted.**
6. To accept the end of year accounts including bank reconciliations, risk assessment and asset register.   
   **The report was unanimously accepted.**
7. To approve expenditure as itemised on the schedule.  
   **This item was deferred to a future meeting.**
8. To approve movements to ear marked reserves and revised 2021 budget as follows:

£4000 Playground

£2500 Fencing

£2500 Highways   
**All unanimously approved.**

1. To ratify TCPA minutes and approve bins changes and installation as recommended by the Committee.

The minutes were duly ratified.   
**An additional dog bin outside the pavilion with associated charges for 2021 were agreed at £600 plus VAT for the bin and £260 plus VAT annually for emptying.   
The proposal to change one land fill bin for recycling outside the pavilion was duly approved by the Council.**

1. To review update on the neighbourhood plan.

The Clerk had circulated a report on progress.   
Cllr Reed agreed to join Cllr Eastwood and the Clerk in further discussions with WDC and Locality. A more formal steering group would be required in due course.   
  
*(Cllr Beare left the meeting 9:10pm.)*

1. To consider Fete arrangements.

Cllr Burnett-Dick confirmed the Fete would not take place in 2021 and would be postponed until 2022 after consultation with stakeholders.

1. To ratify delegated decisions since 1st March as follows:

**Planning Decisions:**

Application No. WD/2021/0126/F   
Location: SIX BIRCHES, CAT STREET, UPPER HARTFIELD, TN7 4DT   
Description: DEMOLITION OF EXISTING DOUBLE GARAGE AND ERECTION OF NEW DOUBLE GARAGE WITH ONE BEDROOM ANNEXE ABOVE

The Parish Council support the application subject to representations from Woodside Cottages which is in close proximity to this new building and the owners there could be concerned about over looking with a number of windows on the new elevation close to the boundary.

Application No. WD/2021/0313/F   
Location: ROWAN FARM, COTCHFORD HILL, CHUCK HATCH, HARTFIELD, TN7 4EX   
Description: EXTENSIONS TO HOUSE TO CREATE ADDITIONAL STOREY WITH ASSOCIATED INTERNAL ALTERATIONS.

The Parish Council supports the application.

Application No. WD/2021/0460/OH   
Location: CULLINGHURST, HARTFIELD ROAD, COWDEN, EDENBRIDGE, TN8 7DZ   
Description: ALTERATIONS TO THE HIGH VOLTAGE (HV) AND LOW VOLTAGE (LV) OVERHEAD LINES AT CULLINGHURST.

The Parish Council supports the application.

Application No. WD/2020/2560/F   
Location: THE THANET, HOLTYE COMMON, COWDEN, TN8 7JN Description: 2 STOREY FRONT ENTRANCE EXTENSION, 2 STOREY FRONT BEDROOM EXTENSION TO INCLUDE BALCONY. EXTERNAL ALTERATIONS TO INCLUDE ROOF WORKS AND CONVERSION OF CAR PORT TO STUDY ROOM

The Parish Council supports the application subject to neighbour’s representations.

Application No. WD/2021/0468/F and WD/2021/0466/LB  
Location: LOWER PARROCK HOUSE, PARROCK LANE, HARTFIELD, TN7 4AT   
Description: DEMOLITION OF THE EXISTING CONSERVATORY AND PORCH. CONSTRUCTION OF A SINGLE-STOREY EXTENSION TO THE SIDE ELEVATION, WITH ASSOCIATED HARD AND SOFT LANDSCAPING WORKS. FENESTRATION ALTERATIONS TO THE GROUND FLOOR, AND INTERNAL ALTERATIONS TO THE GROUND AND FIRST FLOOR. CONSTRUCTION OF A DETACHED GARAGE AND WORKSHOP BUILDING WITH ACCOMMODATION OVER.  
  
The Parish Council supports the application subject to neighbour’s representations.

Application No. WD/2021/0484/F   
Location: MOONS COTTAGE, MARSH GREEN LANE, MARSH GREEN, HARTFIELD, TN7 4ET   
Description: PROPOSED SINGLE STOREY REAR EXTENSIONS

The Parish Council supports the application subject to neighbour’s representations.

Application No. WD/2021/0436/F   
Location: 35 CASTLEFIELDS, HARTFIELD, TN7 4JA   
Description: SINGLE STOREY SIDE/REAR EXTENSION TO CREATE A LARGER KITCHEN WITH UTILITY ROOM TO THE REAR AND A NEW INTEGRAL GARAGE TO THE SIDE.  
  
The Parish Council supports the application subject to neighbour’s representations.

Application No. WD/2020/2424/F   
Location: FORSTAL FARM COTTAGE, WITHYHAM, HARTFIELD, TN7 4BA   
Description: INSTALLATION OF 14KW AIR SOURCE HEAT PUMP FOR THE MAIN HOUSE.

The Parish Council supports the application subject to neighbour’s representations.

Application No. WD/2021/0429/F   
Location: SUNTINGS FARM, CHUCK HATCH LANE, HARTFIELD, TN7 4EL   
Description: IN GROUND GARDEN SWIMMING POOL TO BE SURROUNDED BY PAVING.  
  
The Parish Council supports the application subject to neighbour’s representations.

Application No. WD/2021/0461/F   
Location: PLUM TREE COTTAGE, PARROCK LANE, UPPER HARTFIELD, TN7 4AT   
Description: DEMOLITION OF EXISTING CONSERVATORY AND REPLACE WITH AN EXTENSION ON THE SAME FOOTPRINT TO HOUSE NEW KITCHEN

The Parish Council supports the application subject to neighbour’s representations.

1. To confirm meeting arrangements for May, June and July.

**Due to the lack of extension of remote meeting legislation it was agreed that, until the covid restrictions preventing physical meetings were removed and in the absence of an extension of remote meeting legislation, the next meeting would be brought forward to 3rd May prior to the currently legislation lapsing. Thereafter,the Clerk shall have delegated authority to make decisions on behalf of the council where such decision cannot reasonably be deferred and must be made in order to comply with a commercial or statutory deadline after the final remote meeting on 3rd May 2021. This will be carried out where possible by consultation with members by electronic means, informal remote meetings or telephone. The Clerk will further consult with the Chairman for guidance as necessary. The delegation does not extend to matters expressly reserved to the Council in legislation or in its Standing Orders or Financial Regulations. Any decisions made under this delegation must be recorded in writing and must be published in accordance with the relevant regulations. This delegated authority ceases upon the next formal meeting of the Council.**

**The Clerk would monitor the situation for updates and a return to formal remote meetings if the legislation was renewed or physical meetings when allowed were risk assessed.**

1. Items for Reporting or Inclusion in Future Agendas.

Planning consultation.  
Neighbourhood Plan.

**Dates of Next Meetings:**

3rd May 2021 7:30pm Annual Meeting.

The meeting closed at 9:30pm