

BARMING PARISH COUNCIL

MINUTES OF THE MEETING

HELD ON THURSDAY 16th JULY 2020 at 6.00pm

ONLINE VIA ZOOM

PRESENT: Cllr Gooch in Chair, Cllr Manser, Cllr Doe, Cllr Muthana, Cllr Parker and Clerk Mrs N Attwood.

IN ATTENDANCE: One member of the public present who did not wish to speak.

1. **APOLOGIES:** Cllr Vizzard
2. **NOTIFICATION TO BE RECEIVED FOR INTENT TO FILM, PHOTOGRAPH OR RECORD ANY ITEMS.**
The Clerk recorded the meeting through the Zoom application for security purposes.
3. **COUNCILLOR DECLARATIONS**
The Clerk asked each member in turn and no declarations were recorded.
4. **MINUTES of the Meeting held on 2nd June 2020**
The minutes were **Agreed** as an accurate record.
5. **RESOURCES AND ENVIRONMENT MATTERS**

5.1 Covid-19 decision log sheet

The Clerk has kept a log of all payments and decisions that have been made during the pandemic. Members have been updated on other news as well. This was purely done for peace of mind and so that there is an audit trail for future reference. It also has given the Clerk the opportunity to ensure everyone is fully aware of everything that is being done whilst we cope with this challenging time. Members formally noted the receipt of log numbers 001 to 006 and thanks was given to the Clerk; she will continue to produce the log until physical meetings resume.

ACTION: Clerk

5.2 Parish Hall Flooring

Prior to the meeting the Clerk circulated the financial documents and the project list to all members. Cllr Manser proposed to proceed with the quotation process for the flooring project and the work to be started as soon as possible. This was seconded by Cllr Parker with all members in favour. The Clerk will now contact three companies for Cllr Manser to meet at the parish hall and provide quotations; social distancing guidelines will be adhered to.

ACTION: Cllr Manser, Clerk

5.3 Continued Delegated Powers for the Clerk

Due to the current pandemic it was recommended that delegated powers continue for the Clerk. Cllr Gooch proposed to continue with the current arrangement which was seconded by Cllr Muthana with all members in favour.

5.4 Hirer Payment Tracker System

Members have been made fully aware of the difficulties that have been experienced by Cllr Manser and the Clerk in chasing outstanding payments from hirers. This has not been only due to the pandemic as a few hirers had outstanding payments dating back to January.

Cllr Parker previously proposed to adopt the tracker system which was seconded by Cllr Muthana with Cllr Gooch in agreement. After careful consideration, members decided that a two-strike system will now be put in place to ensure that payments are made promptly. The new system was proposed by Cllr Parker, seconded by Cllr Muthana with all members in favour. Cllr Manser reminded BPC that compassion should still be shown to individuals experiencing difficulties.

The Clerk will write to all hirers informing them of the new system before the re-opening of the halls.

ACTION: Clerk

5.5 Re-Opening of Halls and Play Areas

The Clerk was pleased to inform members that after the annual inspection and appropriate signage is displayed then the play area will be ready for re-opening. The inspection of the equipment should be taking place within the next week and Cllr Gooch will arrange for the Covid-19 guidance signage to be printed and installed. The Clerk suggested that extra stock of signage is ordered so that it can be replaced in the event of any being damaged etc. Cllr Muthana suggested

that a rota is made up so that members regularly check that the signage is still in situ; Cllr Muthana will arrange one and circulate it to members. Risk assessments have been completed for all areas and the Clerk has been regularly emailing members regarding the updates/advice and will continue to do so as the guidelines are changing daily. Hopefully the play area will be re-opened in time for the school holidays and updates regarding the halls will continue to be circulated.

ACTION: Cllr Gooch, Muthana, Clerk

5.6 Model Code of Conduct Consultation

The Clerk circulated the information for this consultation to all members on the 12th June 2020. Cllr Gooch kindly offered to fill in the hard copy of the survey and circulate it for members to add their comments; this is still in circulation amongst members. Once the comments have made their way back to Cllr Gooch, she will either submit them on behalf of BPC or instruct the Clerk to do so.

ACTION: Cllr Gooch, Clerk

6. FINANCE

6.1 Budget Monitoring

The Clerk circulated prior to the meeting and all members confirmed safe receipt of the documentation.

6.2 Income received and any unpaid invoices

The Clerk confirmed receipt of some of the outstanding hirer payments.

Cllr Gooch proposed to send a letter to the hirer who continues to have outstanding invoices and has not been in contact with BPC (despite numerous letters being sent by the Clerk) to instruct them to return the keys; this was seconded by Cllr Parker. This decision was finalised with 4 members in agreement and 1 member against, Cllr Manser's dissent was noted.

Confirmation of payments made

Payments were previously confirmed on the Covid-19 log sheets circulated by the Clerk.

6.3 Cheques for signature

Payments were previously confirmed on the Covid-19 log sheets circulated by the Clerk.

7. PLANNING

7.1 Applications received prior to the meeting

20/502857/FULL 5 Bull Orchard, ME16 9EU – erection of a single storey rear extension. BPC has no objections to this planning application.

20/501773/FULL Pea Field Phase 1-187 dwellings

TM/20/01218/OA – Pea Field Phase 1 – 118 dwellings

20/502412/OUT – Access in MBC to TM part of Pea Field.

Barming Parish Council has submitted strong objections to the planning applications above and wanted to note the superb efforts from the 'Give Peas a Chance' group with publicity and leaflet drops that have generated many hundreds of objections to these applications. Cllr Gooch informed members that KCC Highways have put in a holding objection to the application as they have asked for further information from Taylor Wimpey.

8. MATTERS OF REPORT

8.1 County Councillor

Cllr Stockell was not present.

8.2 Borough Councillor/ Chairman

Cllr Gooch reported that Maidstone Borough Council was the top council in Kent for issuing Government Business Grants; 97% of the money has already been allocated. There is also a Covid-19 recovery group organised by MBC who will look at the short and long-term recovery plans for the borough and the resilience of the community and financial recovery plans.

Cllr Gooch was pleased to report that although MBC had not won the bid to totally change the outdated bus station, it will receive a facelift!

Cllr Gooch informed members that due to the sad loss of Cllr Wendy Hinder, she will now begin her duties as Deputy Mayor until the end of this year 2020/21. The following year 2021/22 Cllr Gooch will then become the Mayor of Maidstone.

Cllr Gooch has received complaints regarding a water leak in North Street, South East Water will be closing the road to investigate further now that they have arranged a permit from KCC. This closure for works is due 17th July – 21st July 2020.

Cllr Gooch thanked all of the members of BPC for their continued support in delivering the Barming News.

Cllr Gooch has also received a complaint regarding the allotment boundary and also an enquiry about some anti-tank buoys within the parish, both items are being investigated.

The Clerk will add the parish hall windows item on the next full council meeting agenda.

8.3 Individual Councillors Report

Nothing to report from members.

8.4 Clerk Report

The Clerk had nothing further to report as all updates had been included in the Covid-19 logs. Cllr Gooch asked for a formal note to be made of thanks to the Clerk for the extra work that she has done during this difficult time and reminded her to submit her overtime hours for payment.

9. CORRESPONDENCE

None

10. DATE OF NEXT MEETING

As agreed, all future meetings will be arranged depending on Government guidelines. The next meeting is due to take place on Wednesday 9th September but the Clerk will confirm the details nearer the time.

The meeting was closed at 6.44PM and the Clerk congratulated everyone on the first Zoom meeting.