

## BARMING PARISH COUNCIL

### MINUTES OF THE MEETING

HELD ON WEDNESDAY 11<sup>th</sup> MAY 2022 at 7pm

AT THE PARISH HALL, TONBRIDGE ROAD

**PRESENT:** Cllr Gooch in Chair, Cllr Manser, Cllr Vizzard, Cllr Williams and Clerk Mrs N Attwood.  
Cllr Passmore joined the meeting at 7.15pm

**IN ATTENDANCE:** One member of the public and two representatives from Barming Youth Football Club.

The member of the public had plugged the Speed Watch initiative for the parish council on social media and had received a private message from a gentleman who had previously put his name down, completed the online training for BPC and then had no further communication. Cllr Williams confirmed that she had spoken to the gentleman to advise him of the delay due to volunteers dropping out, but she will touch base with the original volunteer and update him.

**1. APOLOGIES**

Cllr Doe and Cllr Webb

**2. NOTIFICATION TO BE RECEIVED FOR INTENT TO FILM, PHOTOGRAPH OR RECORD ANY ITEMS.**

No intent to record any items.

**3. ELECTION OF OFFICERS**

Cllr Gooch was happy to continue as Chairman this was seconded by Cllr Vizzard; all in favour.  
Cllr Manser nominated Cllr Vizzard as Vice Chairman this was seconded by Cllr Williams; all in favour.

**4. APPOINTMENT OF COMMITTEES**

It was agreed with all in favour not to appoint any committees as all items are discussed with full council.

**5. APPOINTMENT OF REPRESENTATIVES**

Cllr Doe will continue as the Internal Auditor; all in favour.  
Cllr Manser will continue as the Booking Clerk; nominated by Cllr Gooch with all in favour. Cllr Williams will help Cllr Manser with saving documents online as she is having difficulties at present.  
Cllr Passmore will act as Allotment representative; nominated by Cllr Vizzard, seconded by Cllr Gooch with all in favour.  
Cllr Gooch will continue as the editor of the Barming News; all in favour.  
Cllr Gooch will act as the KALC representatives; all in favour.  
Cllr Gooch and Cllr Vizzard will act as the Medway Valley Community Rail Partnership Representatives; all in favour.  
Cllr Gooch will act as the representatives for the police liaison meetings; all in favour.  
Cllr Williams will continue as the speed watch representative; all in favour.

**6. COUNCILLOR DECLARATIONS**

Cllr Manser declared a pecuniary interest in agenda item 9.4 (cheques to be signed).

**7. MINUTES of the Meeting held on 13<sup>th</sup> April 2022 & Annual Meeting Minutes held on 20<sup>th</sup> April 2022**

The minutes were **Agreed** as an accurate record with all members in favour.

**MATTERS ARISING FROM THE ANNUAL PARISH MEETING 20<sup>th</sup> APRIL 2022**

It was suggested that the parish council consider installing curtains or blinds at the pavilion. As a matter of principle, BPC felt that they should look into the suggestion and take the residents view into account. Cllr Gooch will investigate fittings and prices and the Clerk will add the item to the next agenda.

**ACTION: Cllr Gooch, Clerk**

**8. RESOURCES AND ENVIRONMENT MATTERS**

**8.1 BYFC Proposed Increase of Fees**

Constructive discussions took place between Members and representatives of BYFC present. Mindful of the overall need to minimise admin and to minimise occasional communication difficulties, Cllr Gooch recommended that BPC book the pavilion out to the football club on Saturdays and Sundays for set regular times and dates as follows:  
Saturdays from 9am until 12pm from 1<sup>st</sup> September to mid-July.

Sundays from 9am until 12pm from 1<sup>st</sup> September to 30<sup>th</sup> May.

On both days the Booking Clerk can then hire out the premises after 12.30pm to other hirers.

For this usage Cllr Gooch proposed £1,000.00 annual fee for 2022-23, after which there will be an inflation increase year on year. This was seconded by Cllr Passmore with all members in favour.

Cllr Vizzard proposed that the annual fee is discussed and agreed at the May parish council meeting each year with representatives of BYFC being invited to attend. This will replace the separate annual meeting with the club in July and these arrangements, along with the terms and conditions, will be reviewed every three years. The Clerk will continue to invoice the club in October; this was seconded by Cllr Gooch with all members in favour.

Cllr Gooch will amend the BYFC terms and conditions of hire accordingly.

Cllr Gooch added that she is aware that this arrangement is different to that of other hirers, but BPC need to be aware of the need for sport because of public health issues of obesity in children and to support more girls who are wanting to play football now for which the pavilion premises are ideal.

**ACTION: Cllr Gooch**

The representatives from BYFC then left the meeting.

## **8.2 War Memorial Quotations**

Cllr Gooch had contacted 6 different companies for quotations and unfortunately, only two quotations had been received for the work that is required (Contractor A £2,378.00 and Contractor B £474.00) Cllr Passmore proposed to accept the quotation from Contractor B; this was seconded by Cllr Williams with one abstention and all other members in favour. Cllr Gooch asked the Clerk to contact Contractor A to inform him that his quotation had been unsuccessful and to thank him for his attention to detail, which was appreciated.

**ACTION: Clerk**

## **8.3 Tree Maintenance: Cedar Drive Overhang**

Prior to the meeting, Cllr Doe had submitted a quotation for £300.00 to the Clerk, which had been circulated to members.

Cllr Gooch proposed to accept the quotation which was seconded by Cllr Vizzard, with all members in favour. The Clerk will inform Cllr Doe of the outcome.

**ACTION: Clerk**

## **8.4 Queens Green Canopy Project**

Cllr Gooch gave thanks to the Dawn Patrol and to Cllr Vizzard for the new tree on the parish owned land on the Tonbridge Road. The plaque has now been installed and the tree looks really good! Cllr Gooch will place an article regarding the tree planting in the Barming News.

Cllr Gooch and the Deputy Lieutenant Bill Cockcroft will hopefully arrange a suitable day next week for an official photo to be taken followed by tea and coffee at the Redstart Public House to mark the occasion. The Chairmans allowance will fund the refreshments. Cllr Gooch will confirm dates and times as soon as possible.

**ACTION: Cllr Gooch**

## **8.5 Platinum Jubilee Project Suggestions**

The Clerk and Cllr Gooch have already arranged for the official photograph of the queen to be prepared for the notice boards along with appropriate card and ribbons for the displays. Cllr Manser has just planted wild flowers at the front of the hall and she was asked whether she could also plant some red, white and blue flowers for the occasion.

Cllr Manser suggested that a new parish field gate is purchased with a centre carved picture of the queen with dates on it to mark the jubilee. Cllr Gooch has concerns with this suggestion as realistically, the whole fence needs replacing, not just the gate. Cllr Passmore then suggested that hedging is installed at the area instead of new fencing. Members were in favour of this idea and asked for Cllr Doe to advise the parish council. The Clerk will add this item to the next agenda and it was decided that even if we cannot achieve this project for the platinum jubilee, it should be added to the wish list.

**ACTION: Cllr Manser, Cllr Doe, Clerk**

## **8.6 Speed Watch Project**

Cllr Williams has been contacted by another interested volunteer and will continue to update members via email. The next step is to contact the Police to discuss loaning their equipment or arranging the re-calibration of BPC's equipment. Cllr Williams is hoping for the project to be fully in place for a July start.

**ACTION: Cllr Williams**

**8.7 Allotments: a) West Boundary** – Cllr Doe had submitted a quotation for £250.00 to remove the large limb of Ash tree overhanging the boundary into the neighbour's garden. Cllr Gooch proposed to accept the quotation; this was seconded by Cllr Manser with all members in favour.

**ACTION: Cllr Doe**

**b) Northern Boundary** – Unfortunately, Cllr Doe had reported to Cllr Gooch that approximately 7-8 whips had been taken from the boundary. The Allotment Secretary is looking into the matter, so the Clerk will add this item to the next agenda where members can decide whether to replant the area in October time.

**ACTION: Clerk**

**C) Annual Visit and Matters to Discuss** – Cllr Gooch will speak to the Allotment Secretary to arrange a suitable date. **ACTION: Cllr Gooch**

### **8.8 LCR Annual Subscription**

The Clerk has not received any information regarding the cost for the subscription; previous years have been at a cost of £17.00. Cllr Vizzard proposed to continue the subscription providing that there is not a large increase to the fees. This was seconded by Cllr Gooch with all members in favour. The Clerk will inform members of the cost as soon as she receives the information. **ACTION: Clerk**

### **8.9 Insurance: Annual Renewal of Long-Term Contract**

The Clerk had been contacted by the insurance company for further clarification regarding the cladding on the pavilion. Cllr Gooch had managed to find some of the paperwork from the pavilion refurbishment, which has now been forwarded onto the insurance company. Although the Clerk requested that the annual renewal charge is confirmed, prior to the full council meeting, she is still awaiting their response. If the new invoice is not received by next week, the original one for £1,340.75 will be paid. **ACTION: Clerk**

### **8.10 Parish Hall Bollard Installation**

As the original quotation was eventually confirmed at £670.00, the Clerk approached another two companies for quotations (as per our Standing Orders) Unfortunately, one company replied saying that the job was too small for them and the other did not reply. Cllr Vizzard proposed to accept the original quotation of £670.00, this was seconded by Cllr Gooch with all members in favour.

The Clerk reported that she had spoken to the auditor and explained that as the cost of work/projects had increased recently. BPC are regularly finding it difficult to obtain three quotations for smaller jobs around the parish. The auditor is happy for the figure on the Standing Orders (for the need of three quotations) to be increase from £500 to £1000, but would expect any work carried out by councillors or anyone connected to councillors to remain at the previous arrangement of three quotations if over £500. The Clerk will add the update of the Standing Orders to the next agenda. **ACTION: Clerk**

### **8.11 Replacement Manser Bench on Tonbridge Road**

Cllr Gooch reported that the Dawn Patrol helped move the new Manser bench from the hall to its normal location and thanks was given. The Handyman will install the bench for Barming Parish Council and re-attached the plaque.

### **8.12 Replacement Basketball Equipment**

Cllr Gooch reported that the equipment had now been ordered and will be installed by MBC as soon as it arrives. MBC have confirmed that it will have a one-year warranty.

### **8.13 Defibrillator at The Bull Pub**

After the Clerk had contacted the Lions regarding the future responsibility of the defibrillator, they responded to Cllr Gooch informing her that they are only dealing with the new defibrillators in local schools. Cllr Gooch asked the Clerk to find out what responsibilities BPC will be expected to carry out with regards to weekly/monthly inspections and how long the equipment should last etc. The Clerk will contact the ambulance service for advice and place this item on the next agenda. **ACTION: Clerk**

## **9 FINANCE**

### **9.1 Annual Report and Audit 2020/21**

**9.1.A** The Annual Governance Statements were approved and signed by Cllr Gooch with all members in favour.

**9.1.B** The accounting statements 2021/22 were approved and signed by Cllr Gooch with all members in favour.

The Clerk informed members that the annual audit carried out by David Buckett went well and as soon as she receives the report, it will be circulated to members. The Clerk will now submit the Annual Return to the external auditor. **ACTION: Clerk**

### **9.2 Budget Monitoring**

The Clerk circulated the budget monitoring and bank reconciliation sheets to all members prior to the meeting.

### **9.3 Income received**

The following payments received since the last meeting were noted:

Pavilion Income – 883.70

Parish Hall Income – 506.95  
Barming News Advertising – 17.50  
Natwest Interest – 2.92  
Allotment Rent – 796.26  
MBC Precept Payment – 32,157.00

**Outstanding Invoices** – 5 Allotment holders have been contacted by the Clerk for outstanding payments and 2 new plot holders have been issued with invoices.  
2 Hirers have been chased for outstanding invoices by the Clerk.

#### **Confirmation of payments made**

The following payments were agreed  
DD – BT WIFI 28.15  
DD – Waste Collection 19.50  
DD – EDF Hall 94.03  
DD – Castle Water Hall 5.00  
DD – EDF pavilion 73.70  
DD – Castle Water Allotments 5.00  
DD – MBC NNDR Business Rates Pavilion 268.70

#### **9.4 Cheques for signature & Online Payments**

Online payments:  
Employer costs - £1,596.17  
Marmax bench - £476.40  
S Manser expenses – 135.09  
Hire deposit refund - £100.00  
N Attwood expenses - £288.14

### **10 PLANNING**

**10.1 Any planning matters** received prior to the meeting

**22/501969/FULL 23 BARNED COURT** – Erection of a first-floor rear and side extension, insertion of a roof lantern and charges to fenestration – No objections

**22/502123/LBC 52 South Street** – Listed building consent for erection of a single storey rear extension and an open porch; internal alterations. (Resubmission of 21/503019/LBC) – No objections

**22/502122/FULL 52 South Street** – Erection of a single storey rear extension and an open porch; internal alterations. (Resubmission of 21/503018/FULL) – No objections

### **11 MATTERS OF REPORT**

#### **11.1 County Councillor's Report**

Cllr Webb was not present.

#### **11.2 Borough Councillors/Chairman's Report**

Cllr Gooch reported that her Civic Responsibility as Mayor ends on the 21<sup>st</sup> May 2022, she is still extremely busy with various events.

The Borough elections were last Thursday with a 30% turn out; Conservatives lost 2 seats and the Green party achieved their first seat with Cllr Stuart Jeffery.

Cllr Gooch reported that Apollo Windows had fixed the hinge on the pavilion door by tightening it up and adjusting the strike plate. We await their invoice and will contact them if we still have issues with the hinge, as they advised that it may need to be replaced.

Cllr Gooch informed members that the neighbouring property of the hall will be installing scaffolding to the rear of the building to complete some work on his property. The Handyman will meet the resident on site to discuss the work and take photographs of our premises.

#### **11.3 Individual Councillors Report**

Cllr Manser gave spare keys to the new fire escape door at the parish hall to Cllr Gooch and the Clerk.

Cllr Manser reported about the recent rubbish that had been left at the field and that people are using the back of the football container as a toilet. The signs at the pavilion will all be renewed regarding the disposal of rubbish and Cllr Gooch will speak to the Handyman for suggestions to block up the side of the container to stop anti-social behaviour.

**ACTION: Cllr Gooch**

#### **11.4 Clerk's Reports**

The Clerk informed members that the play equipment had been inspected and this item will be placed on the next agenda.

The internal audit had been carried out by Mr Buckett and the report will be discussed hopefully at the next meeting.

The Clerk is still waiting for a few invoices to arrive but will place them on to Unity Trust online bank as soon as they come in.

**ACTION: Clerk**

#### **12 CORRESPONDENCE**

Countryside Voice – Spring 2022

#### **13 DATE OF NEXT MEETING**

The next Full Council meeting will be held on **Wednesday 8<sup>th</sup> June 2022 at 7.30pm** in the Parish Hall, Tonbridge Road.

The meeting was closed at 9.08pm.

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