

## BARMING PARISH COUNCIL

### MINUTES OF THE MEETING

HELD ON WEDNESDAY 11<sup>th</sup> October 2017 at 7.30pm

AT THE PARISH HALL, TONBRIDGE ROAD

**PRESENT:** Cllr Gooch in Chair, Cllr Manser, Cllr Doe, Cllr Willson, Cllr Vizzard and Clerk Mrs N Attwood.

**IN ATTENDANCE:** None

**1. APOLOGIES**

None

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

No intent to record any items.

**3. COUNCILLOR DECLARATIONS**

Cllr Manser declared a pecuniary interest in agenda item 8.3 (cheques to be signed).

Cllr Gooch declared a pecuniary interest in agenda item 8.3 (cheques to be signed).

Cllr Doe declared a pecuniary interest in agenda item 8.3 (cheques to be signed).

**4. MINUTES of the Meeting held on 13<sup>th</sup> September 2017**

The minutes were **Agreed** as an accurate record and the Chairman signed off the official copy

**5. POLICE MATTERS**

Cllr Gooch suggested that this regular item is removed from the agenda for future meetings. Any police matters can be reported under individual reports as and when appropriate. This was proposed by Cllr Gooch and seconded by Cllr Doe with all in favour. The Clerk will continue to request police figures each month.

Cllr Manser informed members that she had attended the joint Neighbour Hood Watch and Maidstone Parishes Police Liaison Meeting and the minutes will be circulated as soon as they are received.

**ACTION: Clerk**

**6. RESOURCES AND ENVIRONMENT MATTERS**

**6.1 Barming Youth Football Club: Pavilion Usage**

Following the meeting with Cllr Gooch, Cllr Manser and the football club, usage has been confirmed and dates have been received for hiring purposes. Cllr Manser was pleased to report that the club are being charged correctly.

**6.2 Barming Youth Football Club Banner**

All members were in favour of a banner being installed at the pavilion but have asked if a substantial board is installed, as opposed to a flexible banner as this could be easily ripped in poor weather conditions and become unsightly. The solid board must not be any larger than one panel length of the fencing in the car park; the Clerk will inform the club of the decision.

**ACTION: Clerk**

**6.3 Parish Hall Cloaking**

Cllr Gooch informed members that the work to cloak the end barge boards will commence on Monday 16<sup>th</sup> October 2017.

**6.4 Pavilion Maintenance**

**a) Exterior Wash down Quotes**

The three quotes that had been received were considered by members. Cllr Manser proposed to accept the quote from Clearwater for £150 +Vat per visit which was seconded by Cllr Willson with all in favour. The Clerk will instruct Clearwater to proceed with the work.

**ACTION: Clerk**

**b) Car park resurfacing**

As members are not satisfied with the work carried out by the contractor, the Chairman is seeking legal advice to secure the Council's position and to ensure that reasonable steps are taken to protect public money. No written instructions were given to the contractor on this occasion and although the work was commissioned in good faith, the situation has demonstrated that clear, written specifications must be provided in future, and must be issued by the Clerk. Cllr Gooch will contact the contractor to arrange an informal meeting and to keep him informed of the outcome. As soon as the legal advice is received a decision will be made.

**ACTION: Cllr Gooch, Clerk**

#### **c) Pavilion Site Boundary**

Cllr Doe will look for details of specialists in invasive plants for advice on dealing with the bamboo roots which have caused the heave. Cllr Vizzard suggested researching on the internet to find out what the work to combat the heave will entail. Cllr Gooch and the Clerk will write the specification for the work ready to seek quotations from specialists.

**ACTION: Cllr Gooch, Cllr Doe, Clerk**

#### **d) Interior Decorating**

The quote that had been received from Nigel Gibson was discussed and members agreed that they would like additional work to be included. A job specification will be sent out to Nigel and two further quotes will be sourced. Cllr Gooch will look for decorators in the yellow pages and the Clerk will ask Peter Gooch to submit a quote.

**ACTION: Cllr Gooch, Clerk**

#### **e) Main Hall Flooring**

The Clerk had obtained four provisional quotes and Cllr Manser had also received a quote from a local company. Members were asked to view the different types of flooring material online. As the flooring will take the best part of a week to complete, it was decided that this project should be arranged before the internal decorating of the pavilion. Cllr Doe will visit the local school to seek advice on flooring and view how their floor is wearing. The companies will then be asked to visit the pavilion with samples and submit detailed quotes. Concerns that the flooring will need to withstand furniture being dragged across it will need to be taken into account; also advice regarding ease of on-going maintenance.

**ACTION: All**

#### **f) Gutter Brushes**

Cllr Manser had received advice from two separate companies against using the gutter brushes as they can cause blockages in downpipes. Nigel Gibson had suggested installing plastic downpipe bonnets instead of the brushes and as the gutters are already cleaned out when the maintenance is done, members were all in favour of this course of action. When the Clerk asks Nigel to carry out this work, she will also ask him to replace the missing drain cover on the exterior sink outlet at the pavilion with a suitable cover.

**ACTION: Clerk**

### **6.5 Kent County Council Highways Tracker Survey 2017**

Members discussed issues around the parish which included: Vegetation not being cleared away, storm drains not being cleaned, pavements in poor condition and pot holes in roads. Cllr Gooch will complete the survey on behalf of BPC incorporating the topics discussed.

**ACTION: Cllr Gooch**

### **6.6 Remembrance Sunday**

It was agreed that members will be posted to locations to hand out service sheets on the day. Members were asked to remain vigilant on the day and report any issues to the nearest marshal.

### **6.7 Heart of Kent Hospice Funding Request**

Although members recognise the fantastic work that this charity does, the request for funding was declined.

### **6.8 Parish Field Grass Cutting**

Barming Youth Football club have enquired if the grass cuttings can be removed from the field as when wet can be rather slippery for the children. Cllr Willson recommended that members should look into the cost of double cuts for next year, which will hopefully eradicate the issue of left clippings; this was seconded by Cllr Doe with all in favour.

### **6.9 Department of Communities and Local Government Housing Survey**

Cllr Gooch explained that the government wants, a standard method used to calculate social housing needs which is the main purpose of the survey. Cllr Willson volunteered to complete the survey on behalf of BPC.

**ACTION: Cllr Willson**

## **7. PLANNING**

**7.1 17/503832/ADV – The Bull Inn, Tonbridge Road** – Members have no objections.

**7.2 17/503833/LBC – The Bull Inn, Tonbridge Road** – Members have no objections.

**7.3 Applications received prior to the meeting:**

## 8. FINANCE

### 8.1 Budget Monitoring

The Clerk circulated the budget monitoring to all members prior to the meeting.

### 8.2 Income received

*Payments received since the last meeting are as follows:*

Parish Hall Rent	£756.00
Pavilion Rent	£519.17
Natwest Interest	£ 0.65

### Confirmation of payments made

*To authorise the following payments, made since the last Meeting:*

DD - South East Water – Pavilion	£ 18.00
DD - South East Water – Allotments	£ 65.00
DD - South East Water – Parish Hall	£ 8.00
DD – EDF Electric Pavilion	£ 57.00
DD – EDF Electric Parish Hall	£ 64.00

### 8.3 Cheques for signature

*To resolve that the following cheques in respect of payments due can be signed:*

Cllr Gooch proposed the cheques to be signed which was seconded by Cllr Vizzard.

2967 – Mrs N Attwood – Salary & Office Allowance	£1062.27
2968 – Mrs E Whitehouse – Gate Duties	£ 60.00
2969 – Kent County Council (KCS) – Consumables	£ 50.46
2970 – S Manser – Expenses	£ 29.60
2971 – Dusters – Cleaning Services	£ 168.00
2972 – RBL Poppy Appeal – Wreath	£ 50.00
2973 – St Margaret's Church – Print Donation	£ 30.00
2974 – Craigdene Ltd – Play ground inspection	£ 144.00
2975 – Nigel Gibson – Exterior Maintenance	£ 140.00
2976 – Mrs F Gooch – Expenses	£ 22.99
2977 – N Attwood – Expenses	£ 26.45
2978 – J Bailey – Hirer deposit refund	£ 50.00
2979 – Mr A Doe – Tree work in play area	£ 150.00
2980 – Drain King – Toilet block at pavilion	£ 102.00
2981 – Mid Kent Memorials – Memorial clean	£ 578.80

The Clerk will look for prices of lockable toilet roll holders so that full rolls cannot be put down the toilets anymore.

**ACTION: Clerk**

## 9 MATTERS OF REPORT

### 9.1 County Councillor's Report

County Councillor Stockell was not present.

### 9.2 Borough Councillors/Chairman's Report

Cllr Gooch hopes that residents will agree to the name change of Barming ward to Barming and Teston ward, which is for election, administrative purposes only.

Cllr Gooch reported that all members of BPC attended the official re-opening of the Farleigh Lock and she had also attended the official opening of the Medway Towpath.

### 9.3 Individual Councillors Report

Cllr Doe has been asked by a local resident if the Redstart public house should be advertising on the railings on the Tonbridge road. Advertising should not be done here and is a matter for highways but unfortunately this will be a low priority issue.

Cllr Doe has been informed that the waiting time at the train crossing at East Farleigh seems to have increased; a wait of approximately 3 minutes was experienced one morning. Cllr Willson regularly travels on the trains and has offered to time the waiting time and report back.

**ACTION: Cllr Willson**

Cllr Vizzard was pleased to report that 600 crocus bulbs have been planted in the agreed locations which will look lovely in the spring. It was then agreed for some more bulbs to be planted around the Jubilee seat.

Cllr Manser informed members that the new replacement bench has been installed at the towpath.

Cllr Manser enquired when the next Gallagher Woodland Management meeting was due to take place; Cllr Gooch will look out for dates being circulated but is quite certain that it will be in November.

Cllr Manser asked members to agree the months in which Nigel Gibson should be attending the parish hall and pavilion to complete the exterior maintenance, these were agreed as follows: 1<sup>st</sup> visit of the year – April, 2<sup>nd</sup> visit – July/August and the 3<sup>rd</sup> visit to sweep up leaves – November/December. Cllr Manser requested for hedge cutting to be added to the November agenda. **ACTION: Clerk**

Cllr Manser reported that there is a leaking fire hydrant near the parish hall which she will log.

**ACTION: Cllr Manser**

#### **9.4 Clerk's Reports**

Members were reminded that work on the draft budget would be taking place and any matters that they wish to be considered, should be emailed to the Clerk as soon as possible.

The playground safety report has been received from Craighdene. This item will be added to the November agenda for members to discuss. **ACTION: Clerk**

### **10 CORRESPONDENCE**

LCR – Autumn 2017

KCC – Local account for Kent Adult Social Care

KALC – AGM pack

### **11 DATE OF NEXT MEETING**

The next Full Council meeting will be held on **Wednesday 8<sup>th</sup> November 2017 at 7.30pm** in the Parish Hall, Tonbridge Road.

The meeting was closed at 9.23pm.