

## BARMING PARISH COUNCIL

### MINUTES OF THE MEETING

HELD ON WEDNESDAY 9<sup>th</sup> November 2022 at 7.30pm

AT THE PARISH HALL, TONBRIDGE ROAD

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

**IN ATTENDANCE:** Representative from Dawn Patrol

**1. APOLOGIES**

Cllr Webb

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

No intent to record any items.

**3. COUNCILLOR DECLARATIONS**

Cllr Doe declared a pecuniary/other interest in agenda item 5.5 (Quotation for tree work).

Cllr Gooch declared a pecuniary interest in agenda item 5.1 (Draft budget – relevant to Handyman)

Cllr Manser declared a pecuniary interest in agenda item 6.3 (online payments)

**4. MINUTES of the Meeting held on 5<sup>th</sup> October 2022**

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

**5. RESOURCES AND ENVIRONMENT MATTERS**

**5.1 Draft Budget 2023-2024**

Prior to the meeting, the Clerk had circulated the draft budget figures along with comprehensive explanation notes. Cllr Gooch thanked the Clerk for all of her hard work. Members discussed each individual budget line and came to the conclusion that the allotment plots will increase to £27.00 for a full plot. The Barming News adverts will increase to £20.00 for a quarter page, £35.00 for a half page and £70.00 for a full-page advert. The hiring fees will also increase for the parish hall and pavilion to £8.50 per hour for regular bookings and for one off hiring £13.00 per hour in the parish hall and £15.00 per hour in the pavilion. The Clerk will recalculate the figures and circulate to members for the finalised budget to be agreed at the January meeting.

**ACTION: Clerk**

**5.2 Quotation for Chestnut Pale Fencing at the Parish Field BYFC container/car park perimeter**

Cllr Doe confirmed that it is in hand and he is waiting to find out when more will be made as there is a shortage at present. He will still produce a quotation and circulate to members.

**ACTION: Cllr Doe**

**5.3 Barming Parish Field Hedging: Protective Fencing**

Cllr Gooch explained to member that to protect the new whips, and to mitigate the risk of theft, it is recommended that green plastic barrier fencing is installed at the time of planting. It would be installed all along the field side, supported by and stapled to, wooden posts at approx. 3m intervals. It would also be installed along the existing fence on the other side. The length of hedging will be approx. 60m. The green plastic fencing is 1m high and comes in lengths of 50m. Cllr Gooch proposed for BPC to authorise the cost of £187.00 for the protective fencing, this was seconded by Cllr Passmore with all members in favour.

**5.4 Barming Parish Field Hedging: Involvement of youngsters**

Cllr Gooch thanked the representative from the Dawn Patrol for attending the meeting and for all of their hard work towards this project. Cllr Passmore felt that it was extremely important to involve young people so they understand that they can make a difference to the environment. Cllr Manser voiced her concerns as another group that she is involved with had to train people, carry out risk assessments and then had to take responsibility for the children whilst an event took place. Dawn Patrol confirmed that this is the case and from a practical point of view, due to insurance and safety, they would only supply the whips and not plant them if children were to be involved. This is due to the need to carry out DBS checks, risk assessments, supervise the youngsters, checking the whips were bedded down properly and obtaining parental permission. There would also be issues if on the day if it was poor weather and not enough people turned up. Cllr Passmore suggested that no vote was taken and although he was very disappointed, he would not express his

thoughts at this time and accepts that a future project for the Coronation of the King would be favourable. Cllr Gooch will speak to the school about planting a tree and if they agree, make a commitment for later next year. **ACTION:**

**Cllr Gooch**

**Cllr Doe left the room whilst members discussed the quotation.**

#### **5.5 Quotation for Tree Work: BPC Owned Land on Tonbridge Road**

Cllr Vizzard proposed to accept the quotation of £400.00 to remove the lime tree between the two oak trees, grind the stump and remove debris from site. This was seconded by Cllr Manser with all members in favour.

**Cllr Doe re-joined the meeting.**

**ACTION: Cllr Doe**

#### **5.6 Storage of Remembrance Road Closure Equipment**

After this year's Remembrance 2022 event, Mr Gooch will be needing the space taken up by storing the equipment. He is therefore offering to give all of the equipment to BPC free of charge. If members accept the offer, it could be stored at the parish hall. There is sufficient space at the hall and it will be readily available and accessible for use in future years, and this will also save BPC the annual £170 hiring fee. Cllr Manser proposed to accept this offer; this was seconded by Cllr Passmore with all members in favour.

#### **5.7 Fire Extinguisher Maintenance**

KCC (Commercial Services Ltd) have informed the Clerk that they will no longer be providing the annual fire extinguisher maintenance service. One of the colleagues who carried out the servicing for KCC has contacted the Clerk to inform her that he is opening up his own company offering exactly the same service and has quoted £55+VAT based on the current contract arrangement; this does not include the cost of any spare parts that may be required. The Clerk also requested quotations from another two companies, one can only offer risk assessments at the moment and the other company did not respond. Cllr Manser proposed to accept the quotation of £55+vat, this was seconded by Cllr Vizzard with all members in favour.

#### **5.8 Quotations for Annual Play Equipment Inspection**

The Play equipment inspection is due in May therefore, the Clerk has contacted three companies for quotations and members were asked to consider the quotations.

Contractor A - £120.00 +Vat

Contractor B - £330.00 + Vat

Contractor C-Emailed 2/11/22 NO RESPONSE

Cllr Gooch proposed to accept the quotation from contractor A, this was seconded by Cllr Manser with all members in favour.

#### **5.9 Kent Minerals and Waste Local Plan 2013-30 Review**

Members of BPC declined to comment on the review.

#### **5.10 MBC Design & Sustainability Plan Regulation 18 Consultation**

The Clerk circulated the information regarding this consultation on the 1<sup>st</sup> November 2022, and provided a hard copy to view at the meeting. The Clerk will recirculate the response link and members will submit individual comments. Councillors were reminded to state in their comments that they are personal views and not necessarily the views of BPC.

**ACTION: ALL**

#### **5.11 Gallagher Management Advisory Group Meeting**

The Secretary of State granted planning permission for the westerly extension of Hermitage Quarry in 2013 along with a Section 106 planning obligation (legal agreement) requiring a Woodland Management Plan to be implemented, managed and maintained in perpetuity for the restoration of the quarry. The Management Advisory Group meets at least once a year to review progress and future plans. The group comprises representatives from neighbouring parish councils, KCC, Gallagher's and their Environmental Consultant. The next meeting will be on the 18<sup>th</sup> November 2022 at 10am which Cllr's Gooch, Passmore and Vizzard will attend.

**ACTION: Cllr Gooch, Passmore, Vizzard**

#### **5.12 Heart of Kent Grant Request**

Cllr Passmore proposed a donation amount of £50.00. This was seconded by Cllr Gooch with all members in favour.

#### **5.13 Kent Playing Fields Annual Subscription**

Cllr Manser proposed to continue with the annual subscription at a cost of £20.00. This was seconded by Cllr Gooch with all members in favour.

#### **5.14 Civility and Respect Project – Take the Pledge**

The Clerk circulated the information from KALC/NALC regarding the project for members of BPC to consider.

The Civility and Respect Pledge is being introduced because there is no place for bullying, harassment, and intimidation within our sector. The pledge is easy for Councils to sign up for and it will enable Councils to demonstrate that they are committed to standing up to poor behaviour across our sector and to driving through positive changes which support civil and respectful conduct. NALC invite all Councils to take the Civility and Respect Pledge. By signing the Pledge, your Council is agreeing that the Council will treat Councillors, Clerks, employees, members of the public and representatives of partner organisations and volunteers with civility and respect in their roles. Members of BPC were collectively in favour to sign up to the pledge and will be proactive with any available training. The Clerk will complete the signing of the pledge on behalf of BPC. **ACTION: Clerk**

## **6 FINANCE**

### **6.1 Budget Monitoring**

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

### **6.2 Income received**

The following payments received since the last meeting were noted:

Parish Hall Income £594.85  
Pavilion Income £1178.08  
BYFC Fees £1000.00  
Barming News Adverts £206.00  
PSS Grant MBC £1602.00  
Natwest Interest £13.34

**Outstanding Invoices** – two hirers have been contacted by the Clerk and the Booking Clerk. The Clerk will write to the group who no longer wish to hire the premises to arrange collection of the keys and the remaining unpaid hiring fee.

**ACTION: Clerk**

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

The following payments were agreed

#### **Natwest Direct Debits**

NNDR Premises Rates £264.00

#### **Unity Trust Direct Debits**

Parish Hall WIFI £36.67  
O2 Mobile Contract £38.20  
MBC Waste Collection £19.50  
Castle water Allotments £50.83  
EDF Parish Hall £17.27  
EDF Pavilion £21.59  
Business Stream Pavilion Water and Waste £74.34  
Castle Water Parish Hall £5.00

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

#### **Employer costs**

HMRC employer payment £1097.29 (cheque 3448)  
Total Staff Costs £1706.22

#### **Online payments authorised**

Dusters – Cleaning £225.00  
F Gooch – Expenses £15.14  
P Gooch – Remembrance sign hiring £170.00  
Commercial Services – Grounds Maintenance £733.42  
S Manser – Expenses £43.00  
Mrs N Attwood – Expenses £37.80  
Warford Computers - Cllr Manser anti-virus £40.00

## **7 PLANNING**

### **7.1 Any planning matters**

Members of BPC noted the following planning applications:

**APP/U2235/D/22/3304563** – 27 South Street (Appeal)

**22/504990/SUB** (submission of details) Land off Oakapple Lane – Hedgehog Measures and Location Details.

## **8 MATTERS OF REPORT**

### **8.1 County Councillor's Report**

Cllr Webb was not present.

### **8.2 Borough Councillor's Report**

Cllr Gooch was mindful of the time constraints and will circulate any updates to members after the meeting.

**ACTION: Cllr Gooch**

### **8.3 Chairman's Report**

Cllr Gooch informed members that the Dawn Patrol have a community event upcoming and would like to do something in Barming. Once details are received, members may wish to consider some funding for this event.

Cllr Gooch reminded members that for the Remembrance Sunday Service Cllr Williams would be required to hand out service sheets along Bull Orchard and Tonbridge Road and Cllr Manser would be covering North Street. Cllr Doe will be dealing with all of the road signs and also helping with marshal duties.

### **8.4 Individual Councillors Report**

Cllr Passmore raised the issues with flooding at the Riverside Park and suggested information leaflets are put through resident's doors. Cllr Gooch agreed that this would be a very good idea and is happy to look in to it.

**ACTION: Cllr Gooch**

### **8.5 Clerk's Reports**

The Clerk informed members that the Community Governance Review Parishes (2022) survey now open until 29<sup>th</sup> January 2023 so will be added to the January agenda for comments to be received.

A funding request had been received from Maidstone Mediation Scheme which will also be added to the January agenda for consideration.

**ACTION: Clerk**

## **9 CORRESPONDENCE**

Kent Countryside Voice – Autumn-Winter 2022/23

## **10 DATE OF NEXT MEETING**

The next Full Council meeting will be held on **Wednesday 11<sup>th</sup> January 2023 at 7.30pm** in the Parish Hall, Tonbridge Road.

The meeting was closed at 9.30pm.