

BARMING PARISH COUNCIL

MINUTES OF THE MEETING

HELD ON WEDNESDAY 9th MAY 2018 at 7pm

AT THE PARISH HALL, TONBRIDGE ROAD

PRESENT: Cllr Gooch in Chair, Cllr Manser, Cllr Doe, Cllr Willson, Cllr Vizzard (arrived at 7.20pm) and Clerk Mrs N Attwood.

IN ATTENDANCE: 1 Member of the public (arrived at 7.30pm)

1. APOLOGIES

None

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

No intent to record any items.

3. ELECTION OF OFFICERS

No nominations had been received.

Cllr Doe proposed Cllr Gooch as Chairman this was seconded by Cllr Manser; all in favour.

Cllr Doe proposed Cllr Manser as Vice Chairman this was seconded by Cllr Gooch; all in favour.

4. APPOINTMENT OF COMMITTEES

It was agreed with all in favour not to appoint any committees.

5. APPOINTMENT OF REPRESENTATIVES

Cllr Gooch nominated Cllr Doe as the Internal Auditor, which was seconded by Cllr Manser. All agreed.

Cllr Gooch proposed Cllr Manser as the Booking Clerk, which was seconded by Cllr Doe. All agreed.

Cllr Manser proposed Cllr Willson as allotment representative, which was seconded by Cllr Gooch. All agreed.

Cllr Doe proposed Cllr Gooch to continue as the editor of the Barming News which was seconded by Cllr Manser. All agreed.

Cllr Doe nominated Cllr Gooch and Cllr Vizzard for the KALC representative which was seconded by Cllr Willson. All agreed.

Cllr Doe nominated Cllr Vizzard for the Medway Valley Community Rail Partnership Representative which was seconded by Cllr Manser. All agreed.

Cllr Willson nominated Cllr Gooch as the representative for the police meetings, which was seconded by Cllr Doe. All agreed.

6. COUNCILLOR DECLARATIONS

Cllr Manser declared a pecuniary interest in agenda item 10.4 (cheques to be signed).

Cllr Gooch declared a pecuniary interest in agenda item 10.4 (cheques to be signed).

7. MINUTES of the Meeting held on 16th April 2018

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

8. MINUTES of the Annual Parish Meeting held on the 16th April 2018

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

8.1 Annual Parish Meeting – Actions arising

Cllr Gooch informed members that the cycle path matter, regarding the traffic regulation order, is currently being dealt with by Kent Highways and we await further information.

9. RESOURCES AND ENVIRONMENT MATTERS

9.1 Resurfacing the parish field car park

Cllr Gooch reported on the recent meeting with the landscaping team from Maidstone Borough Council. It was suggested that as the main area of the car park is solid and relatively flat, it would not need further work done to it. The back edge, by Church Lane, needs to be cleared of all overgrowth and new timber edging installed with stone to finish. A quote will be sent in for this work and additional quotes for installation of a concrete slab by the bin and options to alleviate the mud issue from vehicle access on to the field.

9.2 Heave: Hardstanding area at pavilion

Members viewed the three quotations that had been received for the remedial work (specification work sheet supplied by BPC): Contractor A - £18,420, Contractor B - £6,120.00 and Contractor C - £6,410.00. Cllr Doe proposed to accept the quotation from Contractor C which was seconded by Cllr Manser, with all in favour.

Cllr Gooch informed members of the recent meeting to discuss the heave issue with a local resident, Cllr Manser, the Clerk and herself. At the meeting the resident gave two options for members to discuss: Option 1 – to accept a £300.00 contribution towards the remedial work, Option 2 – the bamboo would be removed by the resident at a cost to himself of £300.00. Members appreciate the options that have been provided by the resident, but as expert advice was received regarding the barrier, it was felt that it would still be a precautionary measure that was needed. There were still concerns regarding root re-growth, even if the bamboo was removed and members were unwilling to take the risk. It was felt by all members that there was no other option other than to install the barrier. Cllr Manser proposed to accept Option 1 of the £300.00 contribution that had been offered by the resident, this was seconded by Cllr Vizzard with all in favour. The Chairman will contact the resident, as previously agreed and the Clerk will write to the contractor and resident.

ACTION: Cllr Gooch, Clerk

9.3 Tree maintenance at parish field

Whilst the Chairman, Cllr Manser and the Clerk were down at the pavilion a local resident voiced their concerns regarding the height of the conifer and silver birch trees situated by the pavilion building. Cllr Doe offered to visit the area and take a look at both trees; he will provide a quote for the next meeting to reduce both trees if needed.

ACTION: Cllr Doe

9.4 LCR Annual Subscription Renewal

Cllr Vizzard proposed to continue with the annual renewal this was seconded by Cllr Willson, with all in favour.

9.5 Super goal and rebound fence post repairs

Marco from Playinnovation has suggested that the fence posts are repaired using dyed concrete. Cllr Manser proposed to proceed with the suggested repair which was seconded by Cllr Willson, with all in favour. Cllr Gooch will liaise with Marco.

ACTION: Cllr Gooch

9.6 Barming Youth Football Club (BYFC)

Cllr Gooch proposed to keep the fees at £725 for 2019/2020 this was seconded by Cllr Vizzard with all in favour. Cllr Vizzard proposed to accept the revised terms and conditions (which included: use of the field in poor weather, set play lists and use of the pavilion facilities) this was seconded by Cllr Willson with all in favour. Cllr Gooch will circulate the final copy to all members.

Cllr Gooch and Cllr Manser will arrange the date for the annual meeting with the football club and circulate the date for other members to attend if they are available.

ACTION: Cllr Gooch, Cllr Manser

9.7 Allotment Plot Complaint

Unfortunately a human error has occurred with re-letting an uncultivated plot which has now led to a complaint being sent to the Clerk. The original plot holder has requested a full refund of the years rent (£10.00) for compensation of lost crops. The gate key has been returned and the deposit has been refunded. Cllr Doe proposed to refund the £10.00 rent in full and final settlement of the matter, this was seconded by Cllr Vizzard with all in favour.

9.8 Allotments

The provisional date of the 2nd June 2018 was set for the annual allotment visit but Cllr Willson will contact the allotment secretary to check any other suitable dates. Cllr Vizzard proposed to accept the revised terms and conditions for allotment holders; this was seconded by Cllr Manser with all in favour. New consent forms to comply with the General Data Protection Regulations will be sent out by the Clerk with the revised terms and conditions and then on an annual basis with the yearly invoices. **ACTION: Cllr Willson, Clerk**

9.9 General Data Protection Regulations

The Local Council Public Advisory Services have now been instructed to act as the Data Protection Officers for Barming Parish Council; going forward there may not be a legal need for parish councils to have a DPO, but it will be seen as good practice.

The Clerk went through all of the relevant checklists, which were signed by members along with risk assessments, compliance documents and the privacy policies which were adopted by members and signed off by the Chairman. All of the completed documents will be sent back to the DPO and we will await further instructions. **ACTION: Clerk**

Further training, help with computer equipment and lockable files will be arranged for members.

Cllr Gooch wanted to note how grateful she was for the Clerk's effort and time in setting the whole system up and members gave thanks for all of her hard work.

9.10 Pavilion: Under-croft Clearance

On a recent visit to the pavilion the Chairman and the Clerk looked in the under-croft of the pavilion to complete the annual low grade asbestos check. The inspection could not be completed due to one of the hirers using the area to store play equipment. Cllr Gooch contacted the hirers straight away due to health and safety concerns and the hirer has requested another storage area to be made available. Members agreed that a small metal container could be purchased (at the hirers cost) and be situated next to the football clubs container. The hirer must provide the size and specification of any container that they wish to purchase for the council to approve before installation is authorised. Members suggested that the cupboard in the pavilion is cleared out and seasonal play equipment rotated for better use of storage by the hirer. The Clerk will send a letter out informing the hirer of the decision. **ACTION: Clerk**

10 FINANCE

10.1 Annual Report and Audit 2014/15

10.1.A The Annual Governance Statements were approved and signed.

10.1.B The accounting statements 2017/18 were approved and signed.

10.2 Budget Monitoring

The Clerk will circulate the monitoring sheet to all members when the bank statements arrive.

10.3 Income received

The following payments received since the last meeting were noted:

Parish Hall Rent	£ 938.25
Pavilion Rent	£ 629.42
MBC Precept 2018/19	£27,460.00
Barming News Adverts	£ 255.50
Natwest Interest	£ 3.89
Allotment Rent	£ 940.63
EDF Energy Credit	£ 6.73

Confirmation of payments made

The following payments were agreed

DD - South East Water – Allotments	£ 40.00
DD - South East Water – Parish Hall	£ 10.00
DD – EDF Electric Pavilion	£ 57.00
DD – EDF Electric Parish Hall	£ 64.00
SO – MBC – Parish Hall Rates	£ 660.00
DD – Nest Pension Payment	£ 29.63

10.4 Cheques for signature

All Councillors were in favour "that the Council approve the following payments". This was Agreed and the following cheques were signed

3042 & 3043 – Staff Costs	£1355.45
3044 – Cleaning Services	£ 168.00
3045 – Fire Ext Maintenance	£ 95.28
3046 – S Manser – Expenses	£ 16.90

3047 – Insurance Annual Premium	£1013.40
3048 – Local Council Public Advisory Service – DPO Service	£ 150.00
3049 – F Gooch – Expenses	£ 13.44
3050 – N Attwood – Expenses	£ 60.80
3051 – Exterior maintenance of hall & pavilion	£ 140.00
3052 – LCR Annual Subscription	£ 17.00

11 PLANNING

11.1 Any planning matters received prior to the meeting

18/502058/FULL – Land adjacent to 17 Roberts Orchard Road, ME16 9HP – Demolition of existing garage and erection of 1 no. new dwelling. – Members wanted a neutral response recorded as they were not exactly clear on what was being proposed. Therefore BPC suggest a condition being imposed to confine permission to a single storey dwelling so that it is compliant with the existing street scene on that side of the road.

18/502156/LBC – Becketts Place, Rectory Lane – Listed Buildings Consent for external repairs. Barming Parish Council has no objections to this planning application.

12 MATTERS OF REPORT

12.1 County Councillor's Report

County Councillor Stockell was not present.

12.2 Borough Councillors/Chairman's Report

Cllr Gooch informed members about the funds MBC has received from the Kent and Medway business rate retention pilot, from which MBC Ward Members will each receive a one-off £1000 for giving grants to local organisations/groups, who will have to demonstrate that they have not been successful in receiving funding elsewhere and that the grant would benefit the local community. Details of the grant scheme, which will be launched soon, will be available to view on the MBC website and printed in the next copy of the Barming News.

MBC parks and open spaces reviewed provisions of play areas and the condition of them. They propose to allocate funding for improvement of strategic important play areas which will be awarded up to £10,000 per play area on a match funding basis; details are available on the MBC website.

Cllr Gooch noted how patient residents in Broomshaw Road have been regarding the sink hole that has appeared; Helen Grant is now involved and is trying to get the issue resolved with Southern Water Authority. Kent County Council are waiting on legal advice.

12.3 Individual Councillors Report

Cllr Manser asked once again if the drains along Tonbridge Road by the crossing could be cleared out. The Clerk has been in contact with highways and unfortunately each problematic drain must be logged individually and reported via the online fault reporting service, where the problem can be pin pointed on a map. Cllr Gooch will locate the problem drains and go on line to report them.

ACTION: Cllr Gooch

12.4 Clerk's Reports

The Clerk informed members that there will be revised standing orders (as per information received by NALC & KALC) Unfortunately due to all of the extra workload created by the annual audit and the General Data Protection Regulations, these changes have yet to be completed. The Clerk hopes to have the new copies ready to adopt by the next meeting.

13 CORRESPONDENCE

Kent County Council – Local Account for Kent Adult Social Care

14 DATE OF NEXT MEETING

The next Full Council meeting will be held on **Wednesday 13th June 2017 at 7.30pm** in the Parish Hall, Tonbridge Road.

The meeting was closed at 9.15pm.