

BARMING PARISH COUNCIL

MINUTES OF THE MEETING

HELD ON WEDNESDAY 8th SEPTEMBER 2021 at 7.30pm

AT THE PARISH HALL, TONBRIDGE ROAD

PRESENT: Cllr Gooch in Chair, Cllr Vizzard, Cllr Manser, Cllr Doe, Cllr Passmore, County Councillor Simon Webb and the Clerk.

IN ATTENDANCE: None

1. APOLOGIES

Cllr Williams

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 6.3 (cheques to be signed).

Cllr Gooch declared a pecuniary interest in agenda item 5.12 (Remembrance Service – road equipment)

4. MINUTES of the Meeting held on 14th July 2021

The minutes were **Agreed** as an accurate record by all members.

5. RESOURCES AND ENVIRONMENT MATTERS

5.1 Speed Watch Project

This item was deferred until the October meeting due to Cllr Williams not being in attendance. The Clerk asked Cllr Gooch if she could place an advert in the Barming News for volunteers as we are struggling to find people to help with this project.

ACTION: Cllr Gooch

5.2 Play Area Inspection Update

The Clerk gave thanks to Cllr Gooch and Cllr Passmore for the visual inspection of the posts on the swinging bridge equipment that they managed to do whilst she was isolating. As neither of the councillors could find the loose posts, the Clerk only arranged for the remedial work to be carried out on the net swing chain and BPC can continue to monitor the posts. In future, members will need to view equipment after advice is received to satisfy themselves with the work that is needed; this will then save time acquiring quotations for unnecessary work. Cllr Passmore kindly offered to check that the remedial work has been completed and look at the post bases on the equipment; he will see if there is any way in which they can be protected from future grass strimming damage.

ACTION: Cllr Passmore

5.3 NALC National Resilience Strategy

Cllr Passmore volunteered to complete the survey for this consultation on behalf of BPC. If he has any queries, he will contact members.

ACTION: Cllr Passmore

5.4 KCC Household Waste Recycling Centres Booking Systems

Members declined to respond to this consultation.

5.5 War Memorial Maintenance

Cllr Manser previously emailed members informing them that the war memorial was erected in 1921 and suggested that the letters are re-carved on the war memorial (as they have faded) to mark the 100 years. Cllr Manser has already contacted the stone shop in East Farleigh and received a quotation of approximately £3.00 per letter. Cllr Manser proposed that BPC proceed with this work, this was seconded by Cllr Passmore with all members in favour; Cllr will inform the stone shop of the decision. Cllr Gooch asked that BPC consider contacting the War Memorial Trust to seek advice on the re-housing/pointing of the memorial. Cllr Doe volunteered to contact the trust for them to come and view

and formally survey for the work that is needed. Cllr Vizzard suggested writing to the County Councillor once the survey has been completed to see if any funding is available; which the Clerk will do so once the survey has been received.

ACTION: Cllr Doe, Cllr Manser, Clerk

5.6 Replacement Water Heaters

As previously discussed, the Clerk requested quotations from three companies and disappointingly, only received one quotation back for £580.00. The other companies met with Cllr Manser on site but did not submit quotes, even though the Clerk has chased them. Cllr Manser received a quotation from one of her contacts for £495.00 for parts and labour and she passed the written quotation on to members. Cllr Gooch proposed to accept the quotation for £495.00 which was seconded by Cllr Doe, with all in favour. The Clerk will contact the gentleman and ask him to proceed with the work as soon as possible.

ACTION: Clerk

5.7 Highways Improvement Plan

Cllr Gooch and the Clerk had a very constructive online meeting with Jennie Watson KCC Schemes Project Manager. Jennie has agreed to fund the pedestrian warning sign in North Street, the keep clear road markings at the top of South Street, reflectors on the road side bollards on the Tonbridge Road and the village gateway sign. Thanks was given to Cllr Gooch for completing the Highways Plan and members are asked to continue to think of future highway improvements that can be added to the plan for next year. Cllr Gooch confirmed that some of the work had already been carried out and that it is an excellent exercise as it makes BPC consider what can be done to reduce highway issues within the parish. Cllr Passmore suggested that the drainage at the bottom of South Street is added to the plan and looked into. The recent heavy downpour saw a huge volume of water going down to the bridge; some re-direction of the water is needed. Cllr Gooch confirmed that KCC had been on site, but was unsure what work had been carried out. Cllr Gooch will try reporting the issue as it is a very popular area with residents using the towpath and the mud and accumulation of water is an issue. Cllr Manser suggested that the storm gulleys are cleared to help prevent the issue.

ACTION: Cllr Gooch

5.8 Allotment Thefts

The Clerk has received further emails of complaint regarding thefts of produce from the allotment holders. The Clerk has contacted the PCSO and he will be patrolling the area. Cllr Doe confirmed that he will purchase the necessary hedging to be planted in October. Cllr Gooch requested that Cllr Doe is to liaise with the Clerk regarding payment.

ACTION: Cllr Doe, Clerk

5.9 PKF Littlejohn External Audit

Cllr Gooch proposed to formally note the receipt of the completed annual return/audit. This was seconded by Cllr Vizzard with all members in favour. The Clerk was then thanked for her hard work in keeping BPC in shape and successfully securing a clear audit with no necessary remedial actions or comments to note.

5.10 Annual Subscription to Kent County Playing Fields Association

Cllr Gooch proposed to authorise the annual subscription payment of £20.00 which was seconded by Cllr Vizzard with all members in favour. The Clerk then arranged the cheque to be signed and will post off.

ACTION: Clerk

5.11 Hiring: Restriction Easing and Use of Facilities

Cllr Manser has had a request from BYFC to use the facilities in the pavilion whilst their group is using the field. During the pandemic, and whilst the halls were closed, the group obviously did not have use of the toilets. Now that restrictions have eased, they wish to continue with the pre-covid arrangements. Unfortunately, there is now another hirer using the Pavilion at the same time. Due to strict safe guarding rules, both clubs would need to complete a risk assessment regarding this matter and if the risk was deemed as low, then BYFC would need to nominate a named chaperone who has undergone the appropriate checks to accompany the children. The only other suggestions are for BYFC to pay to hire out the pavilion to secure their own clubs use of the facilities, or to hire out a porta-loo. BPC will not provide an external toilet facility due to the set up and ongoing costs. Cllr Manser will arrange the annual meeting with BYFC and inform members of the date.

ACTION: Cllr Manser

5.12 Remembrance Sunday Service Arrangements

Cllr Gooch will be having a meeting with the Scouts and Guides to discuss arrangements on the 9th September. Cllr Gooch volunteered to apply for the road closure and proposed that a donation is made to St Margaret's church for £30 towards the printing of the service sheets and £50.00 to the Royal British Legion for the wreath. This was seconded by Cllr Doe and Cllr Manser respectively, with all members in favour.

Cllr Gooch then left the room for members to discuss the hiring of the road equipment which is owned by Mr Gooch. Cllr Doe proposed to accept the quotation for £170.00 to hire the road equipment. This was seconded by Cllr Vizzard with all members in favour.

Cllr Gooch then re-joined the meeting and Cllr Doe confirmed that he will place the road signs out on the day and liaise with Mr Gooch.

As Cllr Gooch will be conducting Mayoral duties in Maidstone, Cllr Vizzard will be the named person on the application forms and read out the poem during the service. The poem will be chosen by Cllr Doe. Unfortunately, Cllr Passmore will be unable to attend the BPC service as he will be marching at the service in Maidstone.

ACTION: Cllr Gooch, Cllr Doe, Cllr Vizzard

6 FINANCES

6.1 To note Monitoring Report to 31st August 2021

The Clerk circulated finance documentation to all members prior to the meeting.

6.2 To note income received and report any unpaid invoices

The Clerk and Cllr Manser had discussed the tracker report and agreed that one group needed to be chased by the Clerk for an outstanding payment. The Clerk noted that it was lovely to see income being received again from the hirers and that it is all going in the right direction.

Income received

The following payments received since the last meeting were noted:

Natwest Interest	£	0.38
Barming News Adverts	£	76.00
Pavilion Rent	£	307.60
Parish Hall Rent	£	944.55
Castle Water Refund	£	24.81

Confirmation of payments made

The following payments were agreed

DD – MBC Field Bin	£	19.50
DD – EDF Electric Pavilion	£	19.00
DD – EDF Electric Parish Hall	£	66.00
DD – BT Wifi Monthly Payment	£	28.15
DD – MBC Rates	£	264.00

6.3 Cheques and Online Payments

Online: Commercial Services Grounds Maintenance - £1434.74

SLCC Subscription – £185.00

Dusters – Cleaning £157.50

Hire Deposit Refunds - £150.00

PKF Littlejohn Audit Fee - £360.00

Clear Water Pavilion Clean - £420.00

P Clarke Bench Installation - £410.00

Employer/Employee payments – £1482.37

Cheque payments: 3433 S Manser – expenses £39.15

3434 HMRC Employer Payments – £1025.29

3435 Hire Deposit Refund - £100.00

3436 Kent Playing Fields Association - £20.00

7 PLANNING

Any planning matters received prior to the meeting

Cllr Vizzard proposed to ratify BPC's objections submitted on this application. This was seconded by Cllr Passmore with all members in favour. **21/504067/FULL 1-3 Tonbridge Road:** Proposed fish & chip shop.

Cllr Vizzard proposed to ratify BPC's comments of no objections submitted on this application. This was seconded by Cllr Doe with all members in favour. **Renewal of the Street Trading Application:** Barnjet Lay-by. Cllr Doe will check with the owner that they are using an appropriate company with a waste carrier license to dispose of the rubbish correctly. **ACTION: Cllr Doe**

21/504417/NMAMD Land South West of Hermitage Lane: To remove condition 8 of **18/506068** to bring forward the opening up of secondary access at Broomshaw Road. Cllr Gooch was pleased to inform members that the removal of condition 8 of this application has been refused.

21/504652/FULL Broadlands North Pole Road – Erection of a two-storey front/rear extension and a single storey side/rear extension. Proposed garage conversion into store/habitable space with insertion of dormer to front elevation. Comments to be submitted by 22/9/21.

Members wish to see this application refused on the grounds that it is out of keeping with the style and character of the street scene. There is no provision for environmental mitigation or remediation and BPC

feel that it is over development of the site. If minded to approve, BPC wish the application to be referred to the MBC Planning Committee.

21/504684/PNEXT 28 North Street – Prior notification for a proposed single storey rear extension.
BPC has no objections to this planning application.

Proposal for a Public Footpath Diversion – Land off Oakapple Lane, Bridle Path KM344, KM345 & KM346

Cllr Passmore will scan the copies of this application and circulate to all members. Any comments need to be sent to the Clerk as soon as possible; cut-off date for submitting comments is 21st September 2021. **ACTION: ALL**

8 MATTERS OF REPORT

8.1 County Councillor's Report

Cllr Webb had previously emailed his report which the Clerk had circulated to members.

8.2 Borough Councillors Report

Cllr Gooch has been extremely busy with Mayoral Duties.

The Borough Council has been experiencing serious problems with clothing recycling not being collected, especially in Heath Road. Cllr Gooch has logged a formal complaint and requested that the collection point is removed.

The Head of Waste has asked residents to be patient as they are doing their best with keeping services going throughout this challenging time.

8.3 Individual Councillors Report

Cllr Doe reported that there have been a large number of gas canisters found in the church car park. Cllr Gooch will ask Rev Wil North if there is any update on the gate being fitted. **ACTION: Cllr Gooch**

Cllr Vizzard will be meeting with representatives from the Medway Valley Line to discuss any safety issues (lighting and passenger safety etc) so if any members have any issues that they would like Cllr Vizzard to highlight, please let him know as soon as possible. **ACTION: ALL**

Cllr Passmore reported that a sign at the parish field has been turned around the wrong way. Cllr Gooch will check that the asbestos has been collected and check what signs need to be removed at the field. Cllr Passmore has received a complaint regarding the parking on Broomshaw Road. Vehicles are being parked on the pavement which is causing issues for mobility scooter users. The Clerk will email the PCSO regarding the matter, but residents should use the 101-telephone reporting service if they experience issues with parking. **ACTION: Cllr Gooch, Clerk**

Cllr Manser reported that there are still wood lice getting into the parish hall; the damp weather has not helped. Cllr Gooch will re-spray the area but members may need to consider replacing the fire exit door in the future. **ACTION: Cllr Gooch**

8.4 Clerk's Reports

Back in June the Clerk sent out the usual letter to the residents of South Street to remind them that access to the field (via their garden gates) is not a legal right of access, but a grace and favour arrangement. Also, in the letter it was mentioned that residents are legally entitled to cut back over hanging vegetation up to the boundary and that no cuttings should be thrown back into the field as this will be seen as fly-tipping.

The Clerk received two responses, which were circulated to members, regarding maintenance of the trees on the boundary. Cllr Doe and Cllr Manser will visit the specific areas and discuss with the residents what work is needed. **ACTION: Cllr Doe, Cllr Manser**

The Clerk informed members that she had chased Apollo Windows regarding the glass units that are due to be replaced.

Police Report:

Anti-Social Behaviour in Parish Field Car Park – "I have been showing a presence when in the area when on duty and will continue to do so as this is one of the biggest concerns in the area.

I have been in contact with Wil at the Church regarding this too and will continue to approach suspicious vehicles and try and deter people from littering, doing donuts and other matters."

Fly Tipping – "I have been paying closer attention to the North Pole Road and have come across a little bit of fly tipping and also what appeared to be some bits that were set on fire in which Kent Fire Services attended to put out.

As explained in the last email I have also been paying close attention to the parish car park and park and also the church car park on Church Lane as I know these are definitely Anti-Social Behaviour spots."

9 CORRESPONDENCE

Fieldwork – Summer 2021

Countryside Voices – Summer 2021

LCR – Issue 3 2021

10 DATE OF NEXT MEETING

The next Full Council meeting will be held on **Wednesday 13th October 2021** at **7.30pm** in the Parish Hall, Tonbridge Road.

The meeting was closed at 21.35pm.

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