

# BARMING PARISH COUNCIL

## MINUTES OF THE MEETING

HELD ON WEDNESDAY 13<sup>th</sup> MARCH 2024 at 7.30pm

AT THE PARISH HALL, TONBRIDGE ROAD

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

**IN ATTENDANCE:** There were no members of the public present

**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 Passmore declared an interest in agenda item 5.2 Parish Hall & Pavilion: Solar Panels

**4. MINUTES of the Meeting held on 14<sup>th</sup> February 2024**

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

**5. RESOURCES AND ENVIRONMENT MATTERS**

**5.1 Annual Procedure Documentation**

The Clerk had previously circulated all of the documents to members.

Cllr Passmore proposed to adopt the *Standing Orders*, this was seconded by Cllr Vizzard with all members in favour. Members requested that the Clerk gained clarification on point 25 "inspect any land and/or premises which the Council has a right or duty to inspect; or issue orders, instructions or directions"

Cllr Vizzard proposed to adopt the *Financial Regulations*, this was seconded by Cllr Pepper with all members in favour.

Cllr Vizzard proposed to adopt the *Internal Controls*, this was seconded by Cllr Doe with all members in favour.

Cllr Vizzard proposed to adopt the *Risk Assessment*, this was seconded by Cllr Pepper with all members in favour. Cllr Passmore went on to say that looking at each document in depth over the coming year and making any appropriate changes would be a good idea.

Cllr Brotherhood proposed to adopt the *Complaints Procedure*, this was seconded by Cllr Passmore with all members in favour.

Cllr Passmore proposed to adopt the *Code of Conduct*, this was seconded by Cllr Pepper with all members in favour.

Cllr Vizzard proposed to adopt the *Grievance Document*, this was seconded by Cllr Brotherhood with all members in favour.

**ACTION: Clerk**

**5.2 Parish Hall & Pavilion: Solar Panels**

Three companies had provided quotations for solar panel installation; JPS, The Little Green Energy Company and Light Renewables in preparation of Rural England Prosperity Fund grant application. Cllr Brotherhood proposed to ratify the previous decision (which was made via email due to the cut-off date for funding) to accept the quotation from JPS which was £11,996.23 for the parish hall with IQ Battery and £19,763.72 for the pavilion with IQ Battery. This was seconded by Cllr Pepper with all members in favour. Cllr Passmore abstained from voting due to an interest in The Little Green Energy Company. Cllr Gooch will officially write to JPS so that timings for the project can be arranged. **ACTION: Cllr Gooch**

**5.3 Parish Hall: Disabled Toilet**

Three contractors had been approached to provide quotations. Contractor A quoted £27,150.00, Contractor B quoted £11,851.20 and Contractor C did not provide a quote even though he was chased up by Cllr Pepper. Cllr Vizzard proposed to accept the quotation from Contractor B (Clive Daniel) also allowing for a small contingency. This was seconded by Cllr Pepper with all members in favour. Cllr Gooch will contact the contractors to inform them of the outcome and discuss time frames for the project. **ACTION: Cllr Gooch**

#### **5.4 Allotments: Western Boundary**

Cllr Brotherwood informed members that the plot holders along the western boundary have started to clear the rubbish that belongs to them. Plot holders have been told that they will be able to use the skips for any allotment rubbish when all of the clearance work on the boundary has been carried out. There were concerns initially regarding the upcoming road closure at North Pole Road, but the closure will be further down, so should not affect the machinery gaining access to the allotments. The skips will be arriving on Friday and Cllr Brotherwood and Cllr Pepper will be in attendance to ensure that they are placed in the correct location. The Clerk will keep an eye out for the invoices arriving. Phil from Environ Solutions has confirmed that he will be arriving on site at 8am on Monday morning. Cllr Brotherwood and Cllr Pepper will mark out with rope where the diggers will be going so that all plot holders are aware.

Cllr Gooch has applied for £6,250.00 from the S106 money to cover the cost of the skips and ground clearance.

**ACTION: Cllr Brotherwood, Cllr Pepper, Clerk**

#### **5.5 Allotments: New Notice Board**

The Clerk still has not received the outcome of the grant application even though she has chased up MBC's Mark Green, Nicola Toulson and Liza Sedge on several occasions. Cllr Gooch will contact Mark to find out if there is an issue with the application.

**ACTION: Cllr Gooch**

#### **5.6 Future Community Events**

Members discussed the possibility of holding a cream tea, picnic or fete event, but there were concerns regarding the timings and whether other projects that are being carried out at present would take up too much time to arrange an extra event of this scale. Cllr Gooch suggested Cllr Pepper, Cllr Ilsey and Cllr Passmore work together to come up with a draft plan for a community event possibly on the first weekend of September.

**ACTION: Cllr Pepper, Cllr Ilsey, Cllr Passmore**

### **6. FINANCE**

#### **6.1 Budget Monitoring**

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

#### **6.2 Income received**

The following payments received since the last meeting were noted:

##### **Unity Trust Account**

Parish Hall Hiring £937.79  
Pavilion Income £932.75  
Hiring Deposits £150.00

##### **Natwest Account**

Parish Hall Hiring £51.00  
Pavilion Income £205.00  
Interest £36.99  
HMRC Vat Return £2,848.34

##### **Outstanding Invoices**

**Invoice:** None – the Clerk did mention that the rates for regular hirers could be challenging when the new rates are applied in April as a number of groups use both premises (sometimes at short notice) therefore invoicing would be more time consuming due to the different rates for each premises. It was agreed that this would be revisited at the May meeting.

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

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

The following payments were agreed

##### **Natwest Direct Debits**

None

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

BT Parish Hall WIFI £34.30  
EDF Parish Hall £134.93  
EDF Pavilion £83.60  
Castle Water Parish Hall £15.40  
Hugo Fox Website £23.99

Clear It Away Field Bin £43.30  
Business Stream Water Pavilion £63.42

### **Employer costs**

£1,982.96

### **Online payments authorised**

Allotment Boundary Work Deposit £2,300.00  
Ava Grab Hire £480.00  
A Doe Tree Work £200.00  
Dusters Cleaning £255.00  
N Attwood Expenses £20.48  
CSG Global Education Consumables £27.49

## **7 PLANNING**

### **7.1 Any planning matters**

None

## **8 MATTERS OF REPORT**

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

Cllr Webb was not present.

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

Cllr Gooch reported that the Local Plan Review 2021-38 will be considered by Cabinet on 19<sup>th</sup> March and then by Full Council on 20<sup>th</sup> March in the hope that it will be adopted.

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

Cllr Gooch requested that the cleaning of the war memorial is added to the next agenda. Cllr Gooch will contact some companies for quotations to be considered. **ACTION: Cllr Gooch, Clerk**

Cllr Gooch highlighted that the parish field is in need of a path to be installed parallel to the existing one. The recent weather has exacerbated the mud issue and there are concerns regarding further damage to the field. Cllr Gooch will speak to the company who installed the original path and Cllr Doe will liaise with Cllr Gooch to provide contacts for quotations. **ACTION: Cllr Gooch, Cllr Doe**

Cllr Gooch requested for the car park to be added to the next agenda. She will obtain quotations for more type 1 to be spread over the car park. Cllr Doe suggested contacting Gallaghers to see if they would like to provide a quotation. The weather has really affected the field and car park which is why these have not been listed on the projects list and will be one-off jobs to remediate the issues. **ACTION: Cllr Gooch, Clerk**

Cllr Gooch has received a complaint about the speed of vehicles coming across East Farleigh bridge and has requested that some form of signage is put in place to make people slow down and turn off their engines. Cllr Gooch suggested working with East Farleigh parish council, which all members agreed to.

Cllr Gooch then handed out the election nomination forms to members and asked for them to be returned by Monday of next week.

**ACTION: All**

### **8.4 Individual Councillors Report**

Cllr Passmore reported that he has had meetings with SGM Gas Network to review the road closures for gas works. The Farleigh Lane closure will be delayed due to the other road works. Cllr Passmore will keep BPC up to date with any other communication. **ACTION: Cllr Passmore**

Cllr Doe enquired whether the new lock system for the field gate was working well and Cllr Gooch confirmed that it was a lot better.

Cllr Brotherhood confirmed that the next communications working group would be held on the 15<sup>th</sup> April at 7pm where digital communications will be discussed.

Cllr Pepper highlighted that there was still a large pile of wood chippings in the car park at the allotments. Cllr Brotherhood confirmed that if needed, it could be moved out of the way for the skips to be installed.

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

The Clerk informed members that the audit will take place on the 2<sup>nd</sup> May 2024. The play area inspection should be carried out by May, if not before due to lead times.

## **9 CORRESPONDENCE**

None

## **10 DATE OF NEXT MEETING**

The next meeting will be held on **Wednesday 10<sup>th</sup> April 2024 at 7.30pm** in the Parish Hall, Tonbridge Road for the regular Full Council Meeting.

The meeting was closed at 21.35pm.

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