

## BARMING PARISH COUNCIL

### MINUTES OF THE MEETING

HELD ON WEDNESDAY 14<sup>th</sup> March 2018 at 7.30pm

AT THE PARISH HALL, TONBRIDGE ROAD

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

**IN ATTENDANCE:** None

Members of Barming Parish Council took a few moments to stand in silence and remember Mrs Jean Grice, former Chairman of the Council who sadly passed away 18<sup>th</sup> February 2018. Details of the funeral were announced to members. The Clerk will publish an obituary notice on the website as requested by Mrs Grice's family. **ACTION: Clerk**

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 7.3 (cheques to be signed).

Cllr Doe declared a pecuniary interest in agenda items 5.7 (parish field tree maintenance) & 5.8 (oak tree on BPC land at Cedar Drive)

4. **MINUTES of the Meeting held on 14<sup>th</sup> February 2018**

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

5. **RESOURCES AND ENVIRONMENT MATTERS**

#### 5.1 Annual Procedural Documentation

**Standing orders** – proposed by Cllr Manser, seconded by Cllr Doe with all in favour.

**Financial Regulations** – proposed by Cllr Willson, seconded by Cllr Manser with all in favour.

**Internal Control** – proposed by Cllr Gooch, seconded by Cllr Willson with all in favour.

**Risk Assessment** – proposed by Cllr Manser, seconded by Cllr Gooch with all in favour.

**Complaints Procedure** – proposed by Cllr Willson, seconded by Cllr Doe with all in favour.

**Code of Conduct** – proposed by Cllr Gooch, seconded by Cllr Doe with all in favour.

All documents were adopted by members and signed by the Chairman.

#### 5.2 Annual Parish Meeting

Members agreed to cater for 20 people; Cllr Willson will arrange the food, Cllr Doe will provide paper cups and Cllr Manser will arrange the drinks. The Clerk has sent out invitations to local groups, the County Councillor and the PCSO, Cllr Manser has invited all hirers. As the Blackthorn Trust has not been back in contact with the Clerk, Mrs Vizzard has kindly agreed to be the guest speaker for the evening.

#### 5.3 Heave Quotations for the hardstanding area at the pavilion

Members discussed the quotations that had been received: Contractor A - £6,120.00, Contractor B - £6,410.00 +Vat and Contractor C - £15,350.00 +Vat. Cllr Gooch proposed to accept the quotation from contractor B which was seconded by Cllr Manser. Before accepting the quote the Clerk will ask the insurance company for some advice on the matter and Cllr Gooch will arrange a meeting with the residents of the neighbouring property. **ACTION: Cllr Gooch, Clerk**

#### 5.4 Parish Field Car Park Re-Surfacing Quotations

Unfortunately as only one quotation had been received the search for contractors will continue. Cllr Gooch will see if the parks department at Maidstone Borough Council can suggest any contractors who have completed car park work for them. **ACTION: Cllr Gooch, Clerk**

#### 5.5 Private Access on to Parish Field

Cllr Gooch drafted an annual letter to be sent out to South Street residents, whose gardens back on to the parish field, reminding them that private access on to the parish field is not theirs of right. All members were in favour of the letter which the Clerk will send out to the residents who it relates to.

Cllr Manser has received a request from a local resident asking if they would be able to put a bouncy castle on the parish field for a private party; members agreed to decline this request due to safety concerns and asked Cllr Manser to refuse any use of bouncy castle on the field in future.

**ACTION: Clerk, Cllr Manser**

### **5.6 Use of Parish Field during poor weather conditions**

Members agreed that if Barming Youth Football Club have been advised by the school about no play on their field due to very wet weather conditions, the same advice should be given for the parish field. If the ground is solid and frozen over, members felt that if the football club wished to play on the surface, no damage would be done to the ground. Cllr Gooch and Cllr Manser will discuss the matter at the annual meeting with the football club so that there is no longer any confusion. The Clerk will contact the club and ask them to use a common sense approach, assess the field conditions on the day and also remind them that the Council reserves the right to suspend use of the pitch. Cllr Gooch will draft new terms and conditions for the football club to discuss at the annual meeting.

**ACTION: Cllr Gooch, Clerk**

**Cllr Doe left the room for items 5.7 and 5.8.**

### **5.7 Parish Field Tree Maintenance**

Cllr Gooch proposed to accept the quote of £150 to cut back the sides of the trees on Church Lane on the boundary with the car park. This was seconded by Cllr Manser with all in favour.

### **5.8 Oak Tree on BPC land at Cedar Drive**

Members are keen to keep the oak tree in good condition by carrying out some tree maintenance. Cllr Manser proposed to accept the quotation of £200 which was seconded by Cllr Willson with all in favour. The Clerk will inform the resident of the property next to the oak tree of the planned maintenance.

**ACTION: Clerk**

**Cllr Doe was asked to re-join the meeting and was informed of the outcome of items 5.7 & 5.8.**

### **5.9 Action with Communities in Rural Kent Annual Subscription**

Cllr Gooch proposed to continue with the annual subscription which was seconded by Cllr Doe with all members in favour; the cheque was then written by the Clerk.

### **5.10 Request for Funding: Yalding Parish Council Play Scheme**

All members agreed that BPC cannot accommodate a donation to the play scheme at this time.

### **5.11 Remembrance Service 2018**

Unfortunately no suggestions have been received; Cllr Gooch will place an article in the Barming News and also speak to the Friends of St Margaret's Church to consider arranging something with BPC at the village hall.

**ACTION: Cllr Gooch**

### **5.12 GDPR (General Data Protection Regulations)**

Members discussed the three quotations that the Clerk had obtained for the role of Data Protection Officer. As there is still information due to be circulated to Clerks in April regarding DPO's, Cllr Vizzard proposed that the quote from Satswana be accepted, in principle and the Clerk to keep members updated with the further information received. This was seconded by Cllr Gooch with all in favour.

**ACTION: Clerk**

## **6. PLANNING**

### **6.1 Applications received prior to the meeting**

**18/500887/FULL – 10 Beechwood Road, ME16 9HN – Proposed loft conversion with rear dormer and front roof windows.**  
Erection of an entrance porch with pitched roof extended over existing flat roof above garage and lounge. Formation of false pitched roof to existing side flat roof.

Members agreed to object to this application on the grounds that it would be jarring to the street scene and out of character with the frontage of neighbouring properties. The proposal would be more suitable to the rear of the property.

## 7. FINANCE

### 7.1 Budget Monitoring

The Clerk circulated prior to the meeting.

### 7.2 Income received

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

Parish Hall Rent	£1059.75
Pavilion Rent	£ 955.67
Natwest Interest	£ 2075

### Confirmation of payments made

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

DD - South East Water – Allotments	£ 40.00
DD - South East Water – Parish hall	£ 8.00
DD – EDF Electric Pavilion	£ 57.00
DD – EDF Electric Parish Hall	£ 64.00
DD – NEST Pension Payment	£ 13.84

### 7.3 Cheques for signature

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

3023 – Mrs N Attwood – Salary & Office Allowance	£ 1062.47
3024 – Mrs E Whitehouse – Gate Duties	£ 60.00
3025 – S Manser – Expenses	£ 6.72
3026 – Dusters – Cleaning Services	£ 168.00
3027 – Kent County Council (KCS) – consumables	£ 60.66
3028 – H M Revenue and Customs – HMRC Employers payment	£ 627.33
3029 – N Gibson – Exterior Maintenance of Parish Hall & Pavilion	£ 140.00
3030 – ACRK Annual Subscription	£ 50.00

## 8 MATTERS OF REPORT

### 8.1 County Councillor's Report

County Councillor Stockell was not present.

### 8.2 Borough Councillors/Chairman's Report

Cllr Gooch wanted to mention how well all of the service providers pulled together and worked so hard during the recent snow, everyone did their best in the difficult circumstances.

### 8.3 Individual Councillors Report

Cllr Manser will arrange for the bins to be put out for collection in Cllr Gooch's absence.

Cllr Manser gave thanks to Cllr Vizzard and Cllr Doe for being available to help with the moving of the benches when they were delivered. Cllr Doe was asked if BPC could use his barriers to close off the parish hall car park for Easter, which he agreed to.

Cllr Manser has been asked if the parish field could be used for a charity football match. Members were happy for the match to go ahead as long as they understood that the field is a public area and members of the public would still be using the field.

Cllr Doe reported that there was a strong sense of community spirit within Barming during the snow.

Cllr Manser informed members that she had heard that Church Lane will be being re-surfaced 6<sup>th</sup>-7<sup>th</sup> June 2018. Although BPC has not had confirmation of these works, Cllr Manser will inform any hirers that could be affected by it.

### 8.4 Clerk's Reports

The Clerk reminded members that the NEST pension contributions will be increasing in April and the annual audit will take place on 19<sup>th</sup> April 2018.

## 9 CORRESPONDENCE

None

## 10 DATE OF NEXT MEETING

The next Full Council meeting will be held on **Monday 16<sup>th</sup> April 2018 at 6.30pm** in the Pavilion, Church Lane followed by the Annual Parish Meeting at 7.30pm.

The meeting was closed at 21.10pm

DRAFT