

BARMING PARISH COUNCIL

MINUTES OF THE MEETING

HELD ON WEDNESDAY 13th September 2017 at 7.30pm

AT THE PARISH HALL, TONBRIDGE ROAD

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

IN ATTENDANCE: None

1. APOLOGIES

Cllr Vizzard

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 8.3 (cheques to be signed).

Cllr Gooch declared a pecuniary interest in agenda item 8.3 (cheques to be signed) and 6.8 (Remembrance Sunday Arrangements)

4. MINUTES of the Meeting held on 12th July 2017

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

5. POLICE MATTERS

The new policing model from Kent Police had been circulated informing members that PCSO's will no longer be attending parish meetings. The number of PCSO's has been reduced, but some specialist PCSO roles have been gained e.g for vulnerable adults and children. All members agreed that PCSO's should be out patrolling areas rather than attending parish meetings; the Clerk will submit member's views in time for the joint police and neighbourhood watch meeting, which Cllr Manser will be attending.

ACTION: Clerk

The Clerk has been circulating the new e-newsletter with crime information; no reports for the Barming area have been received.

6. RESOURCES AND ENVIRONMENT MATTERS

6.1 Hiring Terms and Conditions

Cllr Gooch has updated the documents for both the parish hall and pavilion so that the terms and conditions are easier to scan through using bold font. Items have also been placed in priority order so it is clear that prior authorisation from the Booking Clerk must be sought if additional electrical appliances are to be used; the Booking Clerk will then risk assess accordingly. The updated documents were proposed by Cllr Doe, seconded by Cllr Manser with all in favour.

6.2 Barge Boards at Parish Hall: UPVC Cloaking

Cllr Gooch had approached four companies for quotations and had met with three of them on site. Two of the companies, who were chased on several occasions, did not come back with any quotes so therefore the two quotes that had been received were discussed. Cllr Willson proposed to accept the quote from Mr P Clarke for £520.00 which was seconded by Cllr Manser with all in favour. Cllr Gooch will contact Mr Clarke and ask him to amend the quote to read Barming Parish Council and will send copies to the Clerk.

ACTION: Cllr Gooch

6.3 Belisha Beacons on Tonbridge Road

Cllr Gooch had been waiting for a KCC officer to get in touch with details for the purpose of applying for funding, but he was on leave. Much to Cllr Gooch's astonishment, the officer has explained that he will try and bid for funding to upgrade the crossing to a signalled one; therefore this item will be put on hold until further information is received. We do not want to raise any hopes for the crossing change, but it is positive news that it is being looked into.

6.4 Telephone Box, North Street

The Community Heartbeat Trust has advised that they have requested BT to remove the phone box.

6.5 Replacement Toilets at Pavilion

The quote had been received from Gavin Lawrence to supply and replace the units. Cllr Gooch proposed to accept the quote of £674.00 as the work needs to be done due to the faulty cistern, which was seconded by Cllr Willson with all in favour. It was noted that if there is a gap between the new units and existing flooring, Gavin will make good at an extra cost. The Clerk will contact Gavin to liaise with Cllr Manser and arrange suitable dates for installation.

ACTION: Clerk

6.6 Re-staining of benches around parish

The parish council have decided to replace some of the benches around the parish with plastic ones so Nigel Gibson submitted a revised quote for the re-staining work. As the weather is changeable this time of year, Nigel has agreed to hold the quote at the same price until the spring. Cllr Gooch proposed to accept the quote, which was seconded by Cllr Manser with all in favour. The Clerk will contact Nigel and instruct him to proceed.

ACTION: Clerk

6.7 Barming Youth Football Club Annual Meeting

Cllr Gooch had previously circulated the minutes from the meeting to members. Warren Lindley (chairman of BYFC) wishes to install a second half-size container in the corner of the car park. Members agreed that as long as it will fit in an 'L' shaped configuration next to the existing container, they have no objection.

Cllr Manser brought to member's attention that BYFC's fee includes an element of free usage that BPC does not give to other groups, and in the absence of a clear policy and in the interests of consistency, this should be re-assessed. After discussion, Members felt they are not prepared to give any discounts on hiring the pavilion or hall to any charitable groups, as agreed in the past. Therefore Cllr Gooch will contact Warren regarding the actual use. Once we establish the amount of hours and days that the facilities are used, we can hire out any free sessions and calculate the hours used; this item will be added to the October agenda.

Cllr Gooch has been approached by the Rev Wil North as he is interested in setting up a possible tot's 'football for fun' group. As the group would not be using the pavilion, they would be welcome to make use of the public space.

ACTION: Cllr Gooch, Clerk

6.8 Remembrance Sunday Arrangements

Cllr Gooch left the room.

Members were all in favour to continue the rental arrangement with Peter Gooch for the hire of the road sign equipment at a cost of £170.

Cllr Gooch re-joined the meeting.

Members were all in favour to donate £30 towards the cost of the service sheet printing and £50 donation to the Royal British Legion for the wreath. All members will help to hand out service sheets at allocated points before the Remembrance Service at the war memorial and Cllr Doe will help with signage and marshalling. Meetings will be held nearer the time to confirm the finer details.

6.9 Pavilion Maintenance

Cllr Manser had highlighted, in a previous email, a list of jobs that need to be carried out at the pavilion. Areas of concern are:

- The perimeter of the pavilion needs weeding and tidying – Nigel Gibson is due to complete his maintenance visit imminently.
- Cobwebs and dirt on the building and windows – members agreed to a twice yearly wash down and the Clerk will obtain quotes for the next meeting.
- A damaged slat on the building – the Clerk will ask Gavin to re-fix when he does the work on the toilets.
- Condensation on the kitchen ceiling – Cllr Manser will remind hirers to keep the door open and to switch on the extractor fan.
- Paint work in need of a touch up and possible replacement flooring in main hall – Members will meet on the 16th September at 10am in the pavilion to assess this area and the Clerk will ask Nigel Gibson to provide a quote for the paint work in time for the October meeting.

ACTION: Cllr Manser, Clerk

6.10 Tree checks around the parish

Cllr Doe does not have any concerns with any of the trees around the parish but advised members that the oak trees by Cedar Drive may need reducing, he will be able to assess this properly once the leaves have gone. The roadside trees at the Parish Field car park may also need cutting back within the next few months.

6.11 Bell Farm Development: North Street

Previous suggestions had been submitted to the Street Naming and Numbering Officer. Unfortunately due to the excessive use of the name 'Heath' and 'Orchards' existing roads sounding similar to BPC's suggestions, members were asked to re-submit possible names for four roads. The names that will be put forward are: Street 1 – Oaken Reach, Street 2 – Hop Garden Close, Street 3 – Bermelie Grove and Street 4 – Carpenters Close. This was formally agreed with all members in favour. The Clerk will inform the Officer of the new choices.

ACTION: Clerk

6.12 Local Flood Risk Management Strategy 2017-2023

Members noted that this was a Kent wide document and were content that KCC recognised the Medway Valley as being a flood-risk area. Barming Parish Council has no comments to make and does not wish to complete the survey.

6.13 Resignation of Cllr James

The resignation of Catherine James was formally noted, the Clerk has submitted the relevant paperwork and Mrs James has been removed from the correspondence list.

6.14 Rotary Club 'Purple4Polio' Campaign

Members were all in favour for crocus corns to be planted along the corner areas at the bottom of Cedar Drive. The purple crocus is a symbol of the Rotary's worldwide campaign to eradicate polio; its colour represents the purple dye used to mark the finger of a child to indicate that they have received their life saving oral vaccine.

6.15 Parish Website

The Clerk showed members the format for the free Hugo Fox website; Cllr Gooch has asked the Clerk to find out the opinions of Laura Dyer at KALC for this website provider; if no negative feedback is received, members are happy for the Clerk to proceed with changing over the website host.

7. PLANNING

7.1 17/504220/FULL – 25 Belmont Close ME16 9DY – Members ratified the prior comments of no objection.

7.2 TM/17/131/R – HGV Movement Monitoring Scheme – Members ratified the prior comments of no objection.

7.3 Applications received prior to the meeting – No other applications were received.

8. FINANCE

8.1 Budget Monitoring

The Clerk circulated the budget monitoring to all members prior to the meeting.

The Clerk reported to members that the Kerala Cultural Association wish to pay by bacs, the first payment had been received in July but no August payment had been received. Cllr Manser will chase the payment and ensure that in future the amount due is included on her spreadsheet for audit trail purposes.

8.2 Income received

Payments received since the last meeting are as follows:

Parish Hall Rent	£670.25
Pavilion Rent	£512.17
Natwest Interest	£ 0.72

Confirmation of payments made

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

DD - South East Water – Pavilion	£ 18.00
DD - South East Water – Allotments	£ 1.00
DD - South East Water – Parish Hall	£ 7.00
DD – EDF Electric Pavilion	£ 57.00
DD – EDF Electric Parish Hall	£ 64.00
DD – Nest Pension Payment Aug	£ 11.67
DD – Business Stream – Pavilion Waste Water	£ 76.40
DD – Business Stream – Parish Hall Waste Water	£ 45.39
DD – Nest Pension Payment Sept	£ 11.67

8.3 Cheques for signature

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

2958 – PKF Littlejohn LLP	£ 240.00
2959 – S Manser – Expenses	£ 28.67
2960 – Mrs N Attwood – Salary and Office Allowance	£1062.47
2961 – Mrs E Whitehouse – Gate Duties	£ 60.00
2962 – Post Office Ltd – HMRC Payment	£ 570.13
2963 – Mrs F Gooch – Expenses	£ 23.97
2964 – Dusters – Cleaning Services	£ 168.00
2965 – N Attwood – Expenses	£ 25.19

Cheques signed between July and September meeting – for information

2951 – Kent County Council KCS – Consumables	£50.46
2952 – K Felix-Hollington – Hire Deposit Refund	£100.00
2953 – Country First – Gutter & Sign Clean	£175.00
2954 – Playinnovation – Rebound Fence Finally Payment	£4792.40
2955 – Commercial Services – Ground Maintenance	£596.57
2956 – NALC – Annual Subscription	£17.00
2957 – Dusters Cleaning Services	£210.00

9 MATTERS OF REPORT

9.1 County Councillor's Report

County Councillor Stockell was not present.

9.2 Borough Councillors/Chairman's Report

Cllr Gooch reported that there will be a consultation on the name change of the Ward from Barming Ward to Barming and Teston Ward.

Cllr Gooch and Manser met with the PROW Officer at the tow path to discuss outstanding issues. The Officer agreed to contact the angling club regarding cars parked on the tow path and the possibility of posts being installed as a deterrent. The Officer also agreed to move the information board to the other side of the path so that it reads correctly, and to replace the bench stolen from between pegs 7 and 8.

9.3 Individual Councillors Report

Cllr Willson had been approached by a resident from the mobile home park and asked whether a bin could be installed as litter has increased of late. Cllr Gooch will ask the Borough Council.

ACTION: Cllr Gooch

Cllr Willson asked if there were any details on the change of hours for The Bull Inn. Unfortunately Cllr Gooch and the Clerk have been trying to obtain details as the documents could not be viewed online. Cllr Gooch will continue to chase and circulate as soon as she receives any information.

ACTION: Cllr Gooch

Cllr Doe has received complaints regarding the mess on the pavements left from the recent gas works along Bull Orchard. It is hoped that the heavy rain will clear any remaining dirt.

Cllr Manser reported that the war memorial had been cleaned.

Cllr Manser reported that two vans have been seen to park overnight in Barnjet layby, possibly using it for sleeping purposes. Cllr Gooch will contact the Environmental Health Department for advice.

ACTION: Cllr Gooch

Cllr Manser had attended a meeting at Teston on behalf of BPC and will circulate her notes. The meeting was to co-ordinate concerns over the high number of builds from the Borough, air quality issues and traffic issues, particularly with Tonbridge & Malling Borough's plans for additional housing on Hermitage Lane. Attendees were very critical of MBC and the high numbers of houses were questionable. Cllr Manser Proposed that BPC should be involved in the Joint Parishes Group and that she would represent BPC. This was seconded by Cllr Doe with 3 in favour. Cllr Gooch abstained.

9.4 Clerk's Reports

The audit has been received back from PKF Littlejohn, the external auditors with no action required; the official documents were given to the Chairman to be displayed on the notice board.

10 CORRESPONDENCE

ARBOR – Summer 2017

CPRE – Field Work Summer 2017

COUNTRYSIDE VOICE – Summer 2017

11 DATE OF NEXT MEETING

The next Full Council meeting will be held on **Wednesday 11th October 2017** at **7.30pm** in the Parish Hall, Tonbridge Road.

The meeting was closed at 9.55pm.

DRAFT