

BARMING PARISH COUNCIL

MINUTES OF THE MEETING

HELD ON WEDNESDAY 20th MARCH 2019 at 7.30pm

AT THE PARISH HALL, TONBRIDGE ROAD.

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

IN ATTENDANCE: 2 members of the public

PARISHIONERS OPEN SESSION: No comments to be made

1. **APOLOGIES:** Cllr Willson, Cllr Manser
2. **NOTIFICATION TO BE RECEIVED FOR INTENT TO FILM, PHOTOGRAPH OR RECORD ANY ITEMS.**
No intent to record any items.
3. **COUNCILLOR DECLARATIONS**
Cllr Gooch declared a pecuniary interest in agenda item 7.3 (cheques to be signed)
4. **MINUTES of the Meeting held on 20th February 2019**
The minutes were **Agreed** as an accurate record and the Chairman signed off the official copy

5. RESOURCES AND ENVIRONMENT MATTERS

5.1 Noticeboard Perspex Replacement: Bull Orchard

Cllr Gooch informed members that Mr Gooch has kindly offered to install the replacement Perspex free of charge therefore, the only outlay would be the cost of the Perspex. Cllr Doe proposed to authorise up to £100.00 to purchase the sheet which was seconded by Cllr Vizzard.

5.2 Play Equipment Upgrade

The surveyor from Creative Play has been to site to take photos for access and it was brought to our attention that the original plans did not take in to account the double metal gates at the play area; a new plan will now be drawn up and circulated when received. Cllr Gooch has been contacted by the delivery coordinator at Creative Play and informed that the equipment may not be delivered by the 26th March as they are behind with orders. Cllr Doe confirmed that the concrete slabs will still be removed in time for the 26th and the tree stump will also be removed. Members agreed for the lock to be snapped off of the metal gates at the play area as the key is missing and a new lock will be installed when the project is complete. Cllr Gooch informed members regarding successful grant applications that have now been received from County Cllr Paulina Stockell for £2,000 and Kent County Playing Fields Association for £1,000. There have also been numerous donations from local residents and well-wishers which members of Barming Parish Council are extremely grateful for.

5.3 Information Board: Barming Bridge

Cllr Gooch has not received the quotation but will chase.

ACTION: Cllr Gooch

5.4 Annual Parish Meeting

Unfortunately, Sean Connor from Gallagher's was not available to attend the annual meeting on the 17th April so the date has now been changed to Tuesday 23rd April. Cllr Gooch has managed to hire the school hall for the event so that we can accommodate a larger number of attendees.

We usually ask the local groups to submit a brief summary of their year to be read out at the APM but this year, due to timing concerns the groups have been asked to email any brief reports to Cllr Gooch so that a feature in the Barming News can be produced instead. Cllr Gooch will be putting the details of the APM in the Barming News and we hope that it is a successful and informative evening where we will be finding out about the work at the quarry and Gallagher's future plans to produce manufactured aggregates.

5.5 Community Infrastructure Levy (CIL) Funding to Parish Councils

Cllr Gooch informed members that developers now have to pay a new charge on all new floor space over 100sq metres, or on a new dwelling. Its purpose is to fund infrastructure needed to support development in the Borough; details can be

found on the Borough Council's website. Basically, parish councils get 15% and those with a neighbourhood plan get 25%. It will be paid twice yearly (April and October) for which we have to account for and publish on our website. Maidstone Borough Council also publishes it on their website. Parishes are encouraged (but not required) to compile an 'Infrastructure Spend Plan' and must spend it on projects that address the impact of development in their local area; for example, growth in the numbers of young or older people but a lack of facilities for them locally. The administrative process is very complicated; therefore, Cllr Gooch suggested that members might consider having an exploratory discussion with MBC's CIL team who are on hand to advise. As Taylor Wimpey will be liable for the Stable Field development and in future the Pea Field, Cllr Vizzard will approach MBC for advice. Cllr Gooch reminded Cllr Vizzard that the closing date is June/July and asked the Clerk to send Cllr Vizzard the future projects wish list.

ACTION: Cllr Vizzard, Clerk

5.6 Action with Communities in Rural Kent Annual Subscription

Cllr Gooch proposed to proceed with the annual subscription which was seconded by Cllr Vizzard, with all in favour.

5.7 Annual Procedural Documentation: Standing Orders 2019, Financial Regulations 2019, Internal Control 2019, Risk Assessment 2019, Complaints Procedure 2019, Code of Conduct 2019

Prior to the meeting the Clerk had circulated all of the documents for members to view. Cllr Gooch proposed to adopt all of the annual procedural documents for 2019; this was seconded by Cllr Doe with all in favour and the documents were duly signed by the Chairman.

5.8 Tree Inspections: MBC Policy

Although BPC carries out its own visual tree checks each month, Cllr Gooch thought that after another local parish enquired about the Maidstone Borough Council policy on tree inspections that BPC may be interested in the response.

The MBC Landscape Officer, commented that it's not a straightforward question at the moment. For a long time, industry standard has been five yearly inspection intervals, which might be revised to a shorter re-inspection interval for trees where defects are picked up; it also depends on the location of the tree. The MBC Parks and Open Spaces Manager, added that MBC tree safety inspections are currently in a process of moving from a cycle of four yearly to three yearly. However, the inspection regime may identify certain trees that may need annual monitoring if there are particular risks or considerations i.e. high traffic areas or known characteristic of the tree. There isn't a prescribed regime as inspections should be appropriate to the risk. For example, some organisations will zone higher risk areas adjacent to main paths, entrances, highways for inspections every two years and all other areas every four years.

Members are happy with the arrangements that are in place at present; monthly checks are carried out and any concerns are checked immediately by a qualified tree surgeon. The Clerk will contact the insurance company to confirm that the procedures we have in place are adequate due to the increased vicious weather conditions that now occur.

ACTION: Clerk

5.9 Remembrance Wreaths and Poppies

BPC has no formal policy on this matter but each Remembrance Day Mr Gooch wires the wreaths round the war memorial to keep them secure. Cllr Gooch uses her discretion as to when the wreaths and the wooden crosses are removed, which is usually when they start to deteriorate due to weather conditions. It was suggested by a local resident that it may be appropriate to remove the wreaths and crosses on the 11th week after the service as another mark of respect; members of BPC were very much in favour of this suggestion and will adhere to this arrangement going forward. It was also decided to place a posy of poppies each year at the Wayside Cross and Cllr Doe will remove each year. For the WW1 centenary, one of our local residents decorated the roll of honour in the parish hall; these poppies have now been removed and the silk poppies have been placed at the church.

ACTION: Cllr Gooch, Cllr Doe

6. PLANNING

6.1 Applications received prior to the meeting

None received.

7. FINANCE

7.1 Budget Monitoring

The Clerk circulated prior to the meeting.

7.2 Income received

Parish Hall Rent	£ 729.70
Pavilion Rent	£ 833.57
Natwest Interest	£ 13.84
Play Equipment Project Donations	£ 50.00

Due to a recent issue of none payment from a hirer, members agreed that names and addresses should be recorded on all of the invoices that are sent out by the Booking Clerk. If the Parish Clerk is then put in the position to chase payment, the correct details are available. If payment is not received by this hirer in the agreed timescale, the next letter will be sent with penalty charges added. After this action, we will formally contact the hirer to arrange return of

keys. To ensure that members of the Council and the Clerk are informed of any late payments, the agenda item 'outstanding invoices' will be added to each full council meeting agenda for the Booking Clerk to report any issues.

Confirmation of payments made

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

DD – EDF Electric Pavilion	£ 58.00
DD – EDF Electric Parish Hall	£ 62.00
DD – NEST Pension Payment	£ 34.91
DD – Castle Water – Parish Hall	£ 10.89
DD – Castle Water – Allotments	£ 30.53
DD – MBC Parish Field Bin Collection	£ 19.50

7.3 Cheques for signature

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

3148 – Dusters – Cleaning Services	£ 168.00
3149 – Mr B Plummer – Allotment Gate Lock Fix	£ 45.00
3150 – S Manser – Expenses	£ 1.49
3151 – HM Customs and Revenues Only – HMRC Payment	£ 777.68
3152 – Mrs F Gooch – Expenses	£ 217.38
3153 – N Attwood – Expenses	£ 96.25
3154 – Action with Communities in Rural Kent – Subscription	£ 75.00
3155 – Kent Association of Local Councils – Subscription	£ 601.66
Employee payments -	£1094.91

The Clerk reported that she had received the invoice for the annual subscription to KALC. Unfortunately, due to timing the agenda for the meeting had already been published. Members were all in favour to continue with the annual subscription and the item will be placed on the April agenda to be formally ratified.

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 thanked Cllr Vizzard for installing the new LED ceiling lights at the pavilion.

The footpath (KM12) that runs from Heath Road to the Horse Field has a large amount of rubble and ivy in it that has been left there from a recent wall replacement. Enforcement are looking in to the height of the replaced wall and the Maidstone Borough Council fly tipping team have been informed.

A meeting has been arranged with the infrastructure project manager from Taylor Wimpey, Give Peas a Chance group and Barming Parish Council representatives to discuss the issues of low loader vehicles accessing the development via Redewood and Broomshaw Road which is unacceptable. The meeting will be held on the 4th April and members will be informed of the outcome.

8.3 Individual Councillors Report

Cllr Doe informed members that a tree has fallen on to the top of the football container at the parish field; due to health and safety concerns the Clerk instructed Cllr Doe to arrange for its removal as soon as possible. **ACTION: Cllr Doe**

Cllr Vizzard was requested to look in to mowing/ strimming of the hedgerow on the Tonbridge Road (as it falls under the Heath Ward area) the contactors have cut down all of the new planting that has recently been carried out by KCC, even though local residents informed them of the recent planting. **ACTION: Cllr Vizzard**

8.4 Clerk's Report

Copies of the recent pavilion rates bill were given to the Chairman for the standing order to be arranged as cheques are no longer accepted.

9 CORRESPONDENCE

None

10 DATE OF NEXT MEETING

The next Full Council Meeting will be held on Wednesday 17th April 2019 at 7.30pm in the parish hall on the Tonbridge Road.

The meeting was closed at 8.45pm