

BARMING PARISH COUNCIL

MINUTES OF THE MEETING

HELD ON WEDNESDAY 6th SEPTEMBER 2023 at 7.30pm

AT THE PARISH HALL, TONBRIDGE ROAD

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

IN ATTENDANCE: No members of the public were in attendance.

1. **APOLOGIES**

Cllr Kennedy

2. **NOTIFICATION TO BE RECEIVED FOR INTENT TO FILM, PHOTOGRAPH OR RECORD ANY ITEMS.**

No intent to record any items.

3. **COUNCILLOR DECLARATIONS**

None

4. **MINUTES of the Meeting held on 12th July 2023**

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

5. **RESOURCES AND ENVIRONMENT MATTERS**

5.1 Mazars External Audit Report

Members noted the receipt of the completed audit with no comments to action. The Clerk confirmed that all of the relevant paperwork had been published on the website and displayed on the notice board. The invoice has not been received yet, but will be processed immediately upon its receipt.

ACTION: Clerk

5.2 Annual Subscription to Kent County Playing Fields Association

Cllr Vizzard proposed to authorise the payment of £20.00 to continue the annual membership. This was seconded by Cllr Passmore with all members in favour. The Clerk will arrange the payment.

ACTION: Clerk

5.3 Remembrance Sunday Service Arrangements and Donations

Cllr Pepper proposed to increase the donation paid to St Margarets Church for the printing of the service sheets to £50.00. This was seconded by Cllr Gooch with all in favour. All members agreed that the donation to Royal British Legion Industries will remain at £50.00, which includes the cost of the type B wreath at £17.00. Cllr Gooch suggested that BPC purchase some walkie talkies to enable marshals and volunteers to remain in contact with each other during the event. Cllr Gooch has found some available on Amazon for £82.00 for 8 devices. Cllr Vizzard suggested that we ask the Scouts and Guides first as they may have some that we could borrow. All members were in favour of Cllr Gooch purchasing the devices, if none are available for BPC to borrow. Cllr Gooch will confirm the dates for the marshal meetings and Cllr Ilsley and Cllr Pepper offered to hand out the service sheets; the Clerk will also help if available.

ACTION: Cllr Gooch

5.4 Pavilion: Portable Disability Ramp Request

The Clerk informed members that she had received an email requesting that BPC consider a portable disability/access ramp at the pavilion. Cllr Ilsley offered to look in to the requirements as members were concerned about the lack of facilities within the building and also the gradient of the steps etc. The Clerk was asked to reply to the email and thank the individual for their enquiry. It has certainly raised discussion and although BPC cannot promise anything, the matter will be thoroughly looked in to.

ACTION: Cllr Ilsley, Clerk

5.5 Pavilion: Undercroft and Fly Tipping Clearance

Over the summer there was an issue with fly tipping at the parish field and the undercroft also was found to have some unauthorised equipment being stored in it. Due to the low-level asbestos, the items needed removing immediately. Cllr Gooch, in the Clerk's absence, contacted the BPC's waste carrier company who promptly carried out the work. Members ratified this and were all in favour of the action.

5.6 Hugo Fox Price Package for Website

Unfortunately, after approximately 8 years of free service, Hugo Fox have decided to charge for packages on the website due to a new members area and support deal. The Clerk suggested proceeding with the 19.99+vat silver package, as it includes the planning tab which is extremely useful for residents to view applications. All members were in favour of proceeding with the silver package as everyone is happy with the website, but requested that the Clerk enquires if we will be tied in to any contract for a certain number of years.

ACTION: Clerk

5.7 Highways Enquiry:739640 Wooden Bollards at Hall Cottages, Tonbridge Road

Cllr Gooch had been approached by a resident regarding the broken bollards. This issue has been reported, but Highways will not see it as an urgent job. Cllr Gooch has contacted the County Councillor to ask if he would be prepared to contribute to the replacement of the bollards as Barming is the gateway to Maidstone and it would be beneficial to replace them as soon as possible to make the area look nice and prevent cars parking and making a quagmire of the verge. In principle, members were all in favour of donating £750 maximum contribution towards the work. Cllr Gooch will investigate the matter further and report back to members.

ACTION: Cllr Gooch

5.8 Parish Hall: Defibrillator Request

Cllr Ilsley previously contacted the Chairman to enquire if BPC had ever considered installing a defibrillator at the parish hall and he researched prices and possible funding to report to members. Examples of two different units with part funding were circulated to members. At the meeting Cllr Ilsley reported that the British Heart Foundation funding bidding opens in October. Charities and non-profit organisations can put a case forward to be considered for 100% funding, therefore he recommended that the item is deferred until the October meeting, where he will hopefully have further progress to report. It was also noted that the defibrillator at the Bull Public House is showing that it is not emergency ready which the Clerk will look in to.

ACTION: Cllr Ilsley, Clerk

5.9 Maintenance Suggestions from the Handyman

We have been very lucky that the handyman has been carrying out some ad-hoc maintenance for BPC, but as we are audited on all expenditure, BPC must authorise any specific jobs that need to be carried out. The Clerk has asked the handyman for a list of additional maintenance jobs that he considers need to be completed. Members are mindful that some jobs will need to be carried out immediately. It was felt that the subject needed to be discussed in further detail, along with the future projects that BPC wish to complete during this financial year. Therefore, the Clerk was asked to defer this item until the October meeting. In the meantime, the Clerk will re-circulate the previous invoices, detailed work sheets and contract from the handyman to all members.

ACTION: Clerk

5.10 Allotment: Northern Boundary

Cllr Gooch updated members on the progress at the allotments. J Dowle fencing will start on Monday 2nd October to clear back the line of conifers in preparation for the fencing to be installed. There has been some clearance, particularly on the Northwestern section of the boundary, but the Eastern section still needs attention and progress is slow. With this in mind it was decided that a letter will be sent out to the allotment holders along the boundary to encourage them to get rid of their unwanted chattels, which BPC will arrange and pay for the disposal.

ACTION: Clerk

5.11 Allotments: Eastern Boundary

Cllr Gooch had been approached by one of the allotment holders regarding boundary maintenance. Photos of the overhanging trees and bushes were provided and circulated to members. BPC agree that work is required, the Clerk will approach three companies and request quotations. Cllr Gooch and Cllr Pepper will arrange site visits with the contractors and the quotations will be discussed at the October meeting.

ACTION: Cllr Gooch, Cllr Pepper, Clerk

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 £473.91

Pavilion Income £877.22

Hiring Deposits £150.00

Natwest Account

Interest £37.62
Change Found During Cupboard Clearance £10.80
Pavilion Income £17.00

Outstanding Invoices

Invoice: None

6.3 Cheques for signature & Online Payments**Confirmation of payments made**

The following payments were agreed

Natwest Direct Debits

MBC NNDR Rates Pavilion £278.00

Unity Trust Direct Debits

BT Parish Hall WIFI £34.30
O2 Mobile Phone Contract £44.80
Business Stream water/waste Pavilion £61.00
Castle Water Allotments £148.27
EDF Parish Hall £19.05
EDF Pavilion £17.01
Castle Water Parish Hall £16.89

Employer costs

£1802.67

Online payments authorised

CSG Global Education – Consumables £69.58
Greenbarnes – Notice board £799.44
KALC – Chairman Course £84.00
N Attwood - Expenses £28.69
Dusters – Cleaning £204.00
Mr A Doe – Tree Work £60.00
Clear It Away – Bin Collection £20.00
N Attwood – Expenses £37.10
Dusters – Cleaning £255.00
Mrs F Gooch – Expenses £60.57
Commercial Services – Ground maintenance £870.86
Clear It Away – Fly tipping/undercroft £270.00
Hiring Deposit Refund £100.00

7 PLANNING**7.1 Any planning matters**

No Planning applications to discuss.

Cllr Gooch reported to BPC that KCC have now sent out a 2nd call for sites for hard rock supplies. The previous call for sites resulted in only one site responding which was Gallaghers Hermitage Quarry. Due to a large number of objections received, KCC are now giving other sites another chance to come forward. Cllr Passmore added that there were contradicting clauses within the National Policy Framework with regards to rock supplies and ancient woodland.

8 MATTERS OF REPORT**8.1 County Councillor's Report**

Cllr Webb was not present.

8.2 Borough Councillor's Report

Cllr Gooch and Cllr Passmore explained to members what had been discussed at the recent workshop and what changes had been drafted. The main aim is to create an efficient and effective parish boundary and all members were in favour of the Borough Council making the final decision as to whether Mill Walk should be included in the parish or not.

8.3 Chairman's Report

Cllr Gooch informed members that the Wayside Cross was now back in situ on a new concrete base thanks to the handyman and Cllr Vizzard. Planting will be carried out at a later date to try and make the base look a bit nicer.

The noticeboard outside East Farleigh station has now been installed thanks to the handyman and Cllr Vizzard.

Cllr Gooch suggested that the terms and conditions of the pavilion hiring are updated as a number of hirers are driving across the field which will cause issues in bad weather. Also, the gate at the bottom of the field is being left open which could pose as a security/safety risk.

The handyman has tightened the bolts on the swinging log equipment but there is still a rattling noise. He is reluctant to tighten any more as the wood will swell again once the damp weather arrives.

The handyman will cut back the greenery around the main gate at the parish field and hopes to re-locate the chain to make locking the gate easier to do.

Cllr Gooch reported that there has been anti-social behaviour on the trains and around East Farleigh Station and the Medway Valley Line group are taking action.

Prior to the meeting Cllr Gooch had circulated a list of BPC roles and responsibilities for members to consider volunteering for. Cllr Pepper has volunteered to organise litter picking and Cllr Gooch will try to promote it in the Barming News. The management of the planters at Bull Orchard and the front garden at the parish hall will be added to the October agenda for members to discuss.

Cllr Passmore asked what the plan was for MBC's Democracy Committee Meeting on Wednesday 13th 2023, when the parish boundary review will be discussed. Cllr Gooch confirmed that it will take place at 6.30pm and is happy to take any members who wish to attend the meeting.

8.4 Individual Councillors Report

None

8.5 Clerk's Reports

The Clerk has received an email from East Farleigh PC regarding anti-social behaviour at the lock. The Clerk will send the correspondence that was received from the environmental agency last year to East Farleigh's Clerk for information. She will also report it to the PCSO and also requested that a report is published in the Barming News to make residents aware of the situation.

9 CORRESPONDENCE

None

10 DATE OF NEXT MEETING

The next meeting will be held on **Wednesday 18th October 2023 at 7.30pm** in the Parish Hall, Tonbridge Road for the regular Full Council Meeting.

The meeting was closed at 21.38pm