

# BARMING PARISH COUNCIL

## MINUTES OF THE MEETING

HELD ON WEDNESDAY 18<sup>th</sup> OCTOBER 2023 at 7.30pm

AT THE PARISH HALL, TONBRIDGE ROAD

**PRESENT:** Cllr Gooch in Chair, Cllr Vizzard, Cllr Doe, Cllr Ilsley and Clerk Mrs N Attwood.  
Cllr Pepper and Cllr Passmore arrived shortly after the beginning of the meeting due to prior meetings that they had attended.

**IN ATTENDANCE:** One member of the public was in attendance for co-option.

**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 Gooch declared an interest in item 6.6 Handyman Maintenance Jobs

**4. MINUTES of the Meeting held on 6<sup>th</sup> September 2023**

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

**5. CO-OPTION OF A PARISH COUNCILLOR**

Mr Brotherwood had applied to the Clerk to join the parish council and had sent her an email about himself and his skill set. Cllr Gooch ran through the parish council's responsibilities and each member had the opportunity to ask questions. All members were in favour to co-opt, so Cllr Brotherwood was welcomed onto the parish council.

The Clerk will arrange the necessary paperwork for MBC, update the website and send the welcome pack to the new member.

**ACTION: Clerk**

**6. RESOURCES AND ENVIRONMENT MATTERS**

**6.1 Remembrance Sunday Service Arrangements**

The donation has been sent to the church, the wreath has safely arrived and the walkie talkies have been purchased. Unfortunately, Cllr Doe is unable to attend the service this year, therefore Cllr Ilsley will step in to help. The marshals meeting will be held on the 26<sup>th</sup> October at 7.30pm which Cllr Ilsley will attend.

**ACTION: Cllr Ilsley**

**6.2 Community Governance Review Outcome**

Cllr Gooch confirmed that the parish will expand considerably, but no figures have been circulated yet. This is due to population change, natural settlement and the need for fair boundaries representing communities. Cllr Passmore had previously highlighted the need to inform all residents of the changes and had suggested a separate flyer being produced. Cllr Gooch is happy to run an article in the January Barming News and will draft and share with members. Cllr Gooch suggested that any distribution ideas are emailed over for her and Cllr Passmore to work together informing the local community.

**ACTION: Cllr Gooch, Cllr Passmore**

**6.3 Pavilion: Portable Access Ramp**

Cllr Ilsley has spoken to a surveyor regarding the matter and the advice was to consider a modular ramp as they can be removed. Unfortunately, part M of the equality act could be an issue due to the facilities within the building; effectively it is not compliant. All members were in favour for Cllr Ilsley to continue to seek advice and obtain costings for suitable facilities to be installed at both premises.

**ACTION: Cllr Ilsley**

#### **6.4 Parish Hall: Defibrillator Purchase & Installation**

Cllr Ilsley reported that he has now applied for funding from the British Heart Foundation and from the Department for Health and Social Care. Cllr Ilsley will report back to members when he has further information. **ACTION: Cllr Ilsley**

#### **6.5 Allotments: Eastern Boundary Maintenance**

Members discussed the three quotations that the Clerk had obtained for the work.

Contractor A: £840.00 inc vat, Contractor B: £960.00 inc vat and Contract C: £972.00 in vat. Cllr Pepper proposed to accept the quotation from contractor A. This was seconded by Cllr Ilsley with all members in favour. The Clerk will inform Arbour Tree Surgery that the quotation was successful and arrange for the work to commence.

**ACTION: Clerk**

#### **6.6 Future Projects, Jobs Lists & Handyman Maintenance**

Cllr Gooch explained the importance of having a future projects list for the purpose of ringfencing sufficient funding and the Clerk encouraged members to send her any suggestions before the budget is discussed in November. Members agreed that the front of the parish hall requires some tidying up and Cllr Pepper suggested approaching the Barming Horticultural Society for some advice.

Cllr Passmore suggested that Mr Gooch (the current handyman) comes along to the next BPC meetings to discuss what maintenance work he feels needs to be carried out. This will then ensure that no extra jobs are completed without the authorisation of BPC and thus enabling more control of the maintenance budget line.

Cllr Gooch asked Cllr Brotherhood if he would take on the role of Allotment Representative due to Cllr Passmore's increased work load as he is now a County Councillor. Cllr Passmore has more interaction with the police due to his new position so will deputise Cllr Gooch as Police Liaison Representative. Both Members were happy with this arrangement.

**ACTION: ALL**

#### **6.7 Local Plan Review: MBC Modifications Consultation**

Cllr Gooch explained that the local plan review is a strategy to plan growth within the borough and to facilitate the demand for housing. This is now towards the end of the process and the Clerk has received all of the consultation documentation, which is being circulated to all members.

#### **6.8 Volunteer Youth Groups**

Cllr Gooch had placed an advert (page 10 in the Barming News) for volunteers to complete the training to assist in setting up a youth group. Unfortunately, no one has volunteered or registered any interest. Cllr Gooch and the Clerk will see if there are any available hiring slots at the pavilion and offer free hiring to Rob Yorke who is the Senior Early Help Worker trying to set up the youth groups within the area.

**ACTION; Cllr Gooch, Clerk**

#### **6.9 Highways Transportation Enquiry 739640**

At the previous meeting members had authorised the donation of £750.00 towards the installation of replacement wooden bollards at Hall Cottages to prevent cars making a quagmire of the verge. Highways have now provided a quotation for the work. With the donation from BPC and the £300.00 from County Councillor Simon Webb, there is still £200.00 that needs to be invested before the work can proceed. Cllr Gooch proposed to increase the donation to £1,000.00 to put towards the project. This was seconded by Cllr Vizzard with all members in favour. Cllr Gooch will inform Highways of the decision.

**ACTION: Cllr Gooch**

#### **6.10 Footpath Overgrowth: Banky Meadow**

The Clerk received an email from Claire Chewter (KCC Highways Steward) regarding the ownership and responsibility of the footpath along Banky Meadow, between No's 15 & 17. Neither KCC nor MBC own or have responsibility for it. Members were reminded that back in 2020 BPC agreed to surface the footpath (costing £700) with crushed ragstone kindly donated by Gallaghers. At the time, a member of BPC volunteered to start the very long-winded legal process of getting the footpath officially registered as a formal Public Right of Way Footpath. Unfortunately, this member then left the parish council and the matter was not taken forward. The area is now in need of being cut back as vegetation is over growing on to the footpath. Cllr Passmore proposed that BPC carry out the maintenance that is currently required. This was seconded by Cllr Pepper with all members in favour. Cllr Doe will view the area and send a quote to the Clerk and Cllr Ilsley will look in to the legal side at land registry on the process of adopting the footpath.

**ACTION: Cllr Doe, Cllr Ilsley**

### **6.11 Parish Hall: Replacement Sealed Unit Quotation**

The quotation that the Clerk had obtained from Apollo Windows was circulated to members. Cllr Gooch proposed to accept the £290.52 inc Vat quotation. This was seconded by Cllr Passmore with all members in favour. The Clerk will inform Apollo to proceed with the order.

**ACTION: Clerk**

### **6.12 Request from Zero Hour to Support the Climate & Ecology Bill**

The Clerk received an email from the Zero Hour Team which had been circulated to members. It was felt that as BPC are focusing on other priorities at present, the progress would be monitored, but the offer to support the bill would be declined.

## **7. FINANCE**

### **7.1 Budget Monitoring**

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

### **7.2 Income received**

The following payments received since the last meeting were noted:

#### **Unity Trust Account**

Parish Hall Hiring £881.00  
Pavilion Income £1,436.56  
Hiring Deposits £350.00  
Barming News Adverts £315.00

#### **Natwest Account**

Interest £36.19  
Parish Hall Hiring Income £51.00

#### **Outstanding Invoices**

**Invoice:** KCA Ladies £25.50 plus late fee.

### **7.3 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**

Unity Bank Charge £18.00  
BT Parish Hall WIFI £34.30  
O2 Mobile Phone Contract £44.80  
Business Stream water/waste Pavilion £80.09  
Castle Water Allotments £79.12  
EDF Parish Hall £20.85  
Castle Water Parish Hall £72.26  
Hugo Fox Website £23.99

#### **Employer costs**

£3127.92

#### **Online payments authorised**

Mr A Doe – Tree Work £500.00  
N Attwood – Expenses £61.67  
Hadlums £350.00  
Dusters – Cleaning £204.00  
Mrs F Gooch – Expenses £93.00  
KCPF (Playing Fields) Annual Subscription £20.00  
Barming PCC Church Donation £50.00  
Mazars Audit Fee £378.00

## **7.4 Budget Preparation**

Each year the Clerk produces a draft budget in time for the November meeting so that all members can discuss each line in detail ready for the finalisation in January. Last year, we had a number of discussions which lead to the draft budget being amended far too many times. To reduce this during the process this year the Clerk drafted out a budget for members to view in October, along with accompanying notes to explain the increases and decreases of each line of expenditure and income.

Although it was not up for detailed discussion during this meeting, due to time constraints, members decided the hiring rates for 2024-25. Parish Hall Hiring Rate will be set at £9.00 per hour for regular hirers and one-off hiring will be £16.00 per hour. The Pavilion Hiring Rate will be set at £9.50 per hour for regular hirers and £20.00 per hour for one-off hiring. This was proposed by Cllr Vizzard, seconded by Cllr Gooch with all members in favour. The Clerk asked to hear/ receive early feedback from members on the other budget lines so that the November meeting runs smoother. Also, any projects that members wish to be considered need to be sent to the Clerk. **ACTION: All**

## **8 PLANNING**

### **8.1 Any planning matters**

**23/504380/ FULL – 27 South Street** – Erection of a first-floor flat roof extension, including infill extension to ground floor. Members of BPC have no objections to this planning application.

## **9 MATTERS OF REPORT**

### **9.1 County Councillor's Report**

Cllr Webb was not present and had previously informed BPC that KCC is fighting hard to make cuts to stay within budgets for this year and take even more stringent moves to reduce an expected £86m deficit for 24/25. Cllr Webb also stated that he would not be seeking re-election for 2025.

Cllr Gooch thanked Cllr Passmore for sending the Clerk a County Councillor report in which he highlighted the KCC budget concerns, the Freedom of the County of Kent that had been given to HMS Kent and the crew, the attempts to sell Sessions House (which has been put on the market again), Reinforced autoclaved aerated concrete update, Devolution and the postponed consultation for the closure of four recycling centres in Kent.

### **9.2 Borough Councillor's Report**

Cllr Gooch reported that the borough council had been awarded £2million from the Government for the Brown Field Land Release which now means that the old Royal Mail sorting office development will proceed.

### **9.3 Chairman's Report**

Cllr Gooch reported on the successful completion of the security fencing project at the allotments Northern Boundary. The next allotments project is the western boundary alongside bridleway KM13, and Cllr Brotherwood agreed to open discussions with the adjacent holders. **ACTION: Cllr Brotherwood**

### **9.4 Individual Councillors Report**

Cllr Passmore reported on the Police Cluster Meeting that he had attended; he had also circulated some notes to members. Residents are encouraged to proactively report crimes online and the seasonal issues at East Farleigh Lock will hopefully get a dedicated code name for future police response.

Cllr Vizzard highlighted the recent email that the Clerk had circulated regarding the Community Railway Improvements Project.

Cllr Pepper informed members of the Community Emergency Co-Ordinators course that she is attending. She added that is an interesting course and they are currently mapping areas, looking at external links with the Environmental Agency and the Police and looking how to engage the community and set up helpers.

### **9.5 Clerk's Reports**

The Clerk had been informed that a felled piece of tree had been left at the parish field after recent work; Cllr Doe will remove it and will be at the field this Friday to continue work on the boundary.

An email had been received regarding a sum of money that is due to BPC from the Community Infrastructure Levy, the Clerk and Chairman will investigate the terms of the expenditure. **ACTION: Cllr Gooch, Clerk**

The Clerk reported that Laura Kennedy is no longer a parish councillor and requested that members ensure that her email address is removed from their correspondence lists. **ACTION: All**

## **10 CORRESPONDENCE**

Countryside Voice – Winter 2023  
Kent Voice – Winter 2023  
MBC Local Plan Documentation.

## **11 DATE OF NEXT MEETING**

The next meeting will be held on **Wednesday 8<sup>th</sup> November 2023 at 7.30pm** in the Parish Hall, Tonbridge Road for the regular Full Council Meeting.

The meeting was closed at 21.50pm.

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