

## BARMING PARISH COUNCIL

### MINUTES OF THE MEETING

HELD ON WEDNESDAY 13<sup>th</sup> JULY 2022 at 7.30pm

AT THE PARISH HALL, TONBRIDGE ROAD

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

**IN ATTENDANCE:** 1 Member of the public

The member of the public wanted to bring the issue of parking at the Oaken Reach development to the attention of the council. There seems to be an ex-resident who has left his vehicle parked in the road which is causing parking issues for the residents who actually live there. Cllr Gooch is aware of this situation and is looking into the matter. The other issue is the amount of people who are now parking on the development who are visiting the Redstart Public House. The cars are sometimes parked across dropped kerbs, residents cannot always access their driveways and emergency vehicles would not be able to gain access to the development due to the poor parking. The resident asked if the parish council would be able to contact KCC Highways for information on whether the tarmac part is a public road and if the block paving area is private and to also highlight the issues to them. He also requested that BPC contacts the pub to ask if they could remind their customers to be considerate when parking within the area. The resident will forward some photographs to the Clerk to show the problems that regularly occur.

**ACTION: Clerk**

**1. APOLOGIES**

Cllr Gooch

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

No intent to record any items.

**3. COUNCILLOR DECLARATIONS**

Cllr Doe declared a pecuniary/other interest in agenda item 5.6 (outstanding tree work and quotations).

**4. MINUTES of the Meeting held on 8<sup>th</sup> June 2022**

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

**5. RESOURCES AND ENVIRONMENT MATTERS**

**5.1 Annual Internal Audit**

The annual internal audit report has been received and was circulated by the Clerk on 29<sup>th</sup> June. Members congratulated the Clerk for the good result and confirmed receipt of the report.

**5.2 Suggested Platinum Jubilee Hedge along Fence at Parish Field Car Park**

Cllr Vizzard reported on the recent site meeting with the Dawn Patrol and was pleased to inform members that the hedging will be provided free of charge from the electricity companies environmental sponsorship initiative. Cllr Doe added that it would be nice to see a good mix of plants. Cllr Vizzard confirmed that the hedge height would be kept low for safety aspects and to maintain visibility of the car park area. Cllr Vizzard proposed a budget of approximately £300.00 for the purchase of the three trees to be spaced along the hedge line, as previously indicated on the sketch circulated to members by Cllr Passmore and approximately £150.00 to cover the possible cost of pipework for watering. This was seconded by Cllr Passmore with all members in favour. Cllr Doe will hunt out different varieties of trees for the area and a working party will be arranged with BPC and the Rotary Club for the planting in the autumn time. Cllr Vizzard will continue to liaise with the Dawn Patrol and will update members accordingly.

**ACTION: Cllr Vizzard**

**5.3 Developing the Queens Green Canopy across Barming**

Cllr Passmore will continue to pursue the Biodiversity and Climate Change Manager at Maidstone Borough Council regarding this item and report back at the September meeting.

**ACTION: Cllr Passmore**

#### **5.4 Parish Field & Play Area: Location Address for Emergencies and Online Maps**

Cllr Passmore provided an in depth report for members regarding the various names that the Parish Field is known as by local residents which include "South Street Park, Barming Playing Field and the Parish Field & Play Area" The need for appropriate signage was highlighted on the recent play equipment report, to ensure that emergency contact details are clearly visible and anyone requesting the help of emergency services knows exactly where the play area is situated and what the area is called. 4 members voted for the name to remain "Barming Parish Field" and there was 1 abstention noted. It was suggested that a sign is displayed on the entrance to the field and also on the play area fence. The Clerk suggested that the "what three words" that the emergency services use could also be displayed. Cllr Gooch has volunteered to arrange the signage when she orders the other signs for the field and will make any necessary amendments.

**ACTION: Cllr Gooch**

#### **5.5 Pavilion Entrance Doors: Hinge Issue**

Recently, a local window company kindly visited the pavilion free of charge to see if they could adjust the entrance doors for us to resolve the lock issue we are currently having. Unfortunately, the adjustment was unsuccessful and they suggested that we look at installing new doors as they suspect that it is not only the hinge that is affecting the operation of the door, but possibly the inbuilt door closer could also be faulty. The cost to dismantle the door and reassemble would be significant in labour therefore, a complete replacement is probably the most economic long-term solution. The Clerk has contacted three companies for quotations and is awaiting responses from two of them. The quotation that has been received is for £5,683.83. Members agreed for the Clerk to continue to obtain quotations for replacement doors which she will circulate as soon as she receives them. Members are keen to get the issue resolved as we have already had to pay for a locksmith after a hirer snapped their key in the lock due to the faulty doors. The Clerk asked members to keep an eye on their emails regarding the quotations so that a decision could be made during the summer break and ratified upon BPC's return in September. Cllr Doe will also send the Clerk details of a company that he had dealt with in the past and recommends.

**ACTION: Cllr Doe, Clerk**

Cllr Doe left the room for this agenda item.

#### **5.6 Outstanding Tree Work and Quotations**

The Chairman and Clerk had previously provided members with a breakdown of all tree work which is outstanding due to unforeseen circumstances. Cllr Doe has informed BPC that work will commence within the next few weeks, depending on the nesting situation. A quotation for the reduction of the hedge at the top of the parish field had been received from Cllr Doe for £300.00 and a quotation of £50.00 to cut back the overgrowing bushes by the ice sign on the Tonbridge Road was also submitted by Cllr Doe. Cllr Vizzard proposed to accept the quotations, this was seconded by Cllr Manser with all members in favour.

The Clerk had also requested three quotations for the Oak tree on the Tonbridge Road (by Cedar Drive) to be reduced back from the boundary. Contractor A: £720.00 ex vat, Contractor B: £550.00 and no quotation was received by Contractor C. Cllr Vizzard proposed to accept the quotation from Contractor B, this was seconded by Cllr Passmore with all members in favour.

**ACTION: Cllr Doe**

Cllr Doe was then invited to re-join the meeting and updated of the outcome of this agenda item.

#### **5.7 Car Park Security Posts**

Members are really pleased with the installed posts and the Booking Clerk will now send the Clerk a key so that there are no access issues on future meeting evenings.

**ACTION: Cllr Manser**

#### **5.8 Speed Watch**

Cllr Williams reported that she had received a message from a possible volunteer who is from Heath Ward.

Unfortunately, the volunteers who we have at the moment are all out of the parish boundary, and they have concerns regarding the boundary changes, so wish to set up their own speed watch. Cllr Williams is very disheartened as there have been no volunteers from the parish and does not think that the parish council should invest the money for the project if there are no willing volunteers. She will continue to liaise with the volunteers who wish to take over the project in their area and update BPC at the next meeting.

**ACTION: Cllr Williams**

#### **5.9 SLCC Annual Subscription (Society of Local Council Clerks)**

Cllr Passmore proposed to authorise the annual subscription payment, this was seconded by Cllr Manser with all members in favour.

### **5.10 East Farleigh Lock Signage**

The Clerk had received an email from the PCSO to inform BPC of the dangerous behaviour from teenagers visiting East Farleigh Lock. Unfortunately, there have been a number of reports of anti-social behaviour and people jumping into the water at the lock. The PCSO had requested that more signage is installed to highlight the dangers of this type of activity and the Clerk had informed her that KCC own the path and the Environmental Agency own the lock.

Cllr Passmore recently visited the lock to take photographs of the area and confirmed that there was not really appropriate signage there. Cllr Passmore will send the Clerk the details of the Medway River Users representative for the Clerk to pass on to the police.

**ACTION: Cllr Passmore, Clerk**

## **6 FINANCE**

### **6.1 Budget Monitoring**

The Clerk will circulate the budget monitoring and bank reconciliation sheets to all members when the bank statements arrive.

### **6.2 Income received**

The following payments received since the last meeting were noted:

Pavilion Income – 1,516.56

Parish Hall Income – 520.61

Natwest Interest – 3.49

Barming News – 33.00

**Outstanding Invoices** – Outstanding payments from a hirer were discussed. Apparently, the hirer cancelled their booking back in January so does not owe the outstanding invoices. Cllr Manser did not receive the email and no keys have been returned. Members asked Cllr Manser to request that the keys are returned or the deposit will be retained.

#### **Confirmation of payments made**

The following payments were agreed

DD – NNDR Rates 264.00

DD – BT WIFI 31.25

DD – Waste Collection 19.50

DD – EDF Hall 41.69

DD – EDF pavilion 44.99

DD – Castle Water Allotments 5.00

DD – Castle Water Parish Hall 5.00

DD – Business Stream Waste Water 56.30

DD – Unity Trust Service Charge

### **6.3 Cheques for signature & Online Payments**

Employer costs – 1579.96

Online payments:

Hiring Deposit Refund - £100.00

Hadlums Barming News Printing - £330.00

Warford Computers Cllr Manser Computer fix - £473.50

Mrs F Gooch Expenses - £279.04 (includes curtains for pavilion)

Maidstone Borough Council Basketball Equipment Installation - £818.40

Mr P Gooch Handyman Services - £473.80

Dusters Cleaning - £180.00

Internal Audit Invoice - £353.60

Mrs N Attwood Expenses - £48.27

## **7 PLANNING**

### **7.1 Any planning matters** received prior to the meeting

No applications received.

## **8 MATTERS OF REPORT**

### **8.1 County Councillor's Report**

Cllr Webb was not present but his report had been previously circulated by the Clerk on 7/6/22.

### **8.2 Borough Councillor's Report**

Cllr Gooch was not present

### **8.3 Chairman's Report**

Cllr Gooch was not present

#### **8.4 Individual Councillors Report**

Cllr Passmore reported that he had met with the Allotment Secretary for a tour of the allotments. Barry thinks that all of the whips are still there and Cllr Passmore felt that Barry was on top of everything. Cllr Passmore then reminded members of the Annual Allotment visit on Saturday 16<sup>th</sup> July at 11am which all members are welcome to attend. Cllr Doe still believes that some of the whips are missing; the dry weather has not helped either.

#### **8.5 Clerk's Reports**

The Clerk had reported on behalf of Cllr Gooch the issue of the bins at the parish field. The usage has increased at the field and the single commercial bin is not enough for all of the rubbish that is being generated. Visitors to the field are then leaving bin bags next to the bin and the foxes are ripping them open. Unfortunately, Veolia cannot service the parish field due to the narrow lane. Cllr Manser agreed with Cllr Gooch's idea of an extra bin from June to September, as it is definitely needed. The Clerk will ask Cllr Gooch to arrange another bin as a matter of urgency due to health and safety. This item will be placed on the September agenda for formal ratification.

**ACTION: Cllr Gooch, Clerk**

#### **9 CORRESPONDENCE**

None

#### **10 DATE OF NEXT MEETING**

The next Full Council meeting will be held on **Wednesday 21<sup>st</sup> September 2022 at 7.30pm** in the Parish Hall, Tonbridge Road.

The meeting was closed at 8.45pm.