

BARMING PARISH COUNCIL

MINUTES OF THE MEETING

HELD ON WEDNESDAY 18th MARCH 2020 at 7.30pm

AT THE PARISH HALL, TONBRIDGE ROAD.

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

IN ATTENDANCE: One member of the public present for agenda item 5

PARISHIONERS OPEN SESSION:

No comments received.

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 Manser declared a pecuniary interest in agenda item 8.3 (cheques to be signed)
4. **MINUTES of the Meeting held on 12th February 2020**
The minutes were **Agreed** as an accurate record and the Chairman signed off the official copy
5. **CO -OPTION OF PARISH COUNCILLOR**
Angela Muthana

Ms Muthana introduced herself to the council and gave a summary of her employment history and interests.

Members were given the opportunity to ask relevant questions. Ms Muthana was then asked to leave the room whilst a decision was made. Cllr Vizzard proposed to proceed with the co-option, this was seconded by Cllr Parker with all members in favour; Ms Muthana re-joined the meeting and the necessary paperwork was handed to her.

6. RESOURCES AND ENVIRONMENT MATTERS

6.1 Parking at Barming Primary School

An email has been received from one of the parents at the school regarding the parking issues. Cllr Gooch confirmed that KCC and MBC had previously been approached and will not put yellow lines in as they feel that it will just move the problem elsewhere and there are only ever issues at drop off and pick up times. The school has tried really hard to tackle the problem and no doubt they will look in to the suggestions that were outlined in the email.

The suggestion of using section 106 would not be applicable as it has to be used within the new development and not existing roads around the parish. Unfortunately, there is no money available to the parish council in the CIL pot and members felt that it would not be practical to close Belmont Close. Cllr Vizzard suggested that the Clerk contacts MBC to enquire if safety corner protections could be considered.

ACTION: Clerk

6.2 Annual Parish Meeting

The Clerk informed members that due to the Covid-19 virus the school had understandably cancelled the booking which BPC had in place. Taylor Wimpey have also declined the offer to be a guest speaker. Cllr Gooch proposed to cancel the Annual Parish Meeting which was seconded by Cllr Doe with all members in favour.

6.3 Request from resident regarding footpath from new development

An email has been received regarding the further development of the Barming Rise site and requesting that BPC consider creating a new public footpath. This would be from the rear of the site to link up with the path that goes down to St Margaret's Church. The person felt that it could be a great amenity for residents and a change from constantly closing PROW. Members wanted to confirm that no planning application has been submitted and that the extension has only been submitted as a potential site under the MBC call for sites. Members felt that the area for a new footpath is private land but will keep the suggestion in mind if a planning application is submitted at a later date.

BPC are only aware of PROW being detoured by Gallagher's and are not aware of any being permanently closed within the parish.

6.4 Parish Field: Replacement Bench on Hardstanding Area

Cllr Gooch proposed to purchase a replacement bench with arms to match the other ones in the area; this was seconded by Cllr Manser with all members in favour. The Clerk will order the new bench when the Covid-19 issue has subsided.

ACTION: Clerk

6.5 Annual Procedural Documentation

The standing orders, financial regulations, internal controls, risk assessment and complaints procedure documents were proposed by Cllr Vizzard, seconded by Cllr Doe with all members in favour. The code of conduct document was proposed by Cllr Manser, seconded by Cllr Vizzard with all members in favour and the new grievance policy was proposed by Cllr Manser, seconded by Cllr Parker with all members in favour. The Chairman duly signed all of the documents that had been adopted by members.

6.6 Loan of tables for St Margaret's Church Cream Tea Event

Members were all in favour for the tables to be used for the event. Cllr Manser confirmed that the tables could be collected from the parish hall on the 6th June after 10am and they would need to be returned after 7pm on the Sunday evening. BPC asks for the tables to be cleaned thoroughly with soap and water before they are returned to the hall.

6.7 Pavilion Wash Basin Damage

Cllr Manser reported that the recent damage to one of the hand basins at the pavilion had been repaired and the invoice had been given to the Clerk. A piece of wood was placed underneath the basin to give it extra support, but by the end of the week the wood had been kicked away. Members discussed the two options to consider in the event that damage is done again. These options were 1) to completely remove the basin for safety reasons and cap off pipe work or 2) replace with a new basin and water heater and strengthen wall. Cllr Vizzard proposed, in the event of further damage to remove the basin, disconnect and cap off the pipe work. This was seconded by Cllr Parker with all members in favour. The Clerk will look in to the legal requirements for the number of basins that are needed for each block of toilets in the pavilion.

ACTION: Clerk

6.8 Website

After looking at various companies the Clerk explained that she would like to try and build a Hugo Fox website herself. The Clerk asked members to approve giving her delegated authority to progress with this in the most cost-effective way possible and to confirm that payment will be received for any additional hours worked to build the site. This was proposed by Cllr Muthana, seconded by Cllr Manser with all members in favour.

ACTION: Clerk

6.9 Covid-19 Delegated Powers Plan

Cllr Gooch proposed to adopt the delegated powers statement plan as advised by NALC during the suspension of Parish Council meetings due to the Covid-19 virus. This was seconded by Cllr Muthana with all members in favour. Members agreed to make provisions to enable BPC to function without holding its formal meetings. The Clerk requested that everyone must keep checking their emails and 'reply to all' on each email sent. It was agreed that meetings will be suspended provisionally until 8th July. As this meant that BPC's Annual General Meeting will not take place, members agreed to continue in their relevant posts until the next meeting. Cllr Muthana agreed to fill the vacancy for the allotment representative for BPC. The Clerk reminded members that the audit is due to take place on the 12th May and will keep everyone informed of any changes.

The Clerk then read out the Covid-19 Hall Policy regarding the cancellation of bookings during the pandemic, as suggested by Boxley Parish Council. Cllr Manser proposed to adopt the policy which was seconded by Cllr Parker with all members in favour.

7. PLANNING

7.1 Applications received prior to the meeting

Cllr Vizzard withdrew from commenting on the planning applications.

20/500061/FULL – 21 Cedar Drive – Members ratified the previous comments of no objection.

20/501004/FULL – The Basin Riverside Park, Farleigh Bridge, East Farleigh – Demolition of existing workshop and erection of proposed staff accommodation and facilities associated with an existing tourism facility – Members do have concerns regarding potential flooding, but have no other grounds for refusal.

8. FINANCE

8.1 Budget Monitoring

The Clerk circulated prior to the meeting.

8.2 Income received and any unpaid invoices

Hirer payments	£1515.20
Natwest Interest	£10.21

Unpaid Invoices

Two unpaid invoices were reported by Cllr Manser; she will send the details of the hirers to the Clerk for her to chase. Cllr Gooch has yet to issue the next batch of invoices for the Barming News April-June edition so therefore, has no outstanding invoices to report.

Confirmation of payments made

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

DD – EDF Electric Pavilion	£57.00
DD – EDF Electric Parish Hall	£59.00
DD – Castle Water – Parish Hall	£14.22
DD – Castle Water – Allotments	£26.79
DD – MBC Parish Field Bin Collection	£19.50
DD – BT Parish Hall WIFI	£24.99
DD – Business Stream - Waste Water	£45.29

The business rates bill for the pavilion was handed to Cllr Gooch for her to arrange the standing order to be paid. Arrangements for the parish hall business rates have already been made.

8.3 Cheques for signature

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

3283 – Maidstone Signs Limited – Parish Hall & Play Area Signs - £120.00
3284 – Whites Landscaping – aggregate installation at Banky Meadow - £840.00
3285 – S Manser – Expenses - £39.50
3286 – Charlotte Dillon – Hire Deposit Refund - £100.00
3287 – Dusters – Cleaning Services - £168.00
3288 – JC Electrical Ltd – Pavilion testing - £351.00
3291 – JC Electrical Ltd – Parish Hall Security Light - £90.78
3292 – HMRC Revenue & Customs – Employer Payments - £920.33
3293 – SAS Property Maintenance – Pavilion basin fix - £55.00
3294 – Safeplay installations – rubber mulch at play area - £5,736.00
3295 – Mrs N Attwood – Expenses - £72.02
Staff Payment Costs (includes post-dated due to Covid-19) £2,790.39

9 MATTERS OF REPORT

9.1 County Councillor's Report

County Councillor Stockell was not present. Cllr Gooch informed members that an email of apology for lack of attendance had been received from Cllr Stockell due to ongoing health issues.

9.2 Borough Councillors/Chairman's Report

Cllr Gooch confirmed that all local elections are postponed until May 2021 and most of MBC's committee meetings are now cancelled. Meanwhile, MBC's Business continuity arrangements are in full operation - Revenues and Benefits, Bereavement Services, Waste and Cleansing. All services are being closely monitored so that changing pressures can be managed in the best way they can. Staff need to be looked after as well and any who may be in a vulnerable category are asked to work from home wherever possible.

Cllr Gooch hopes that everyone is able to get the necessary food and supplies they need and reminded everyone that we must look out for the vulnerable in our community by helping a friend or neighbour and that we will all need to pull together in the coming months. Everyone also needs to follow official government advice, and don't forget to wash your hands frequently.

Cllr Gooch informed members that the fence at the allotments northern boundary has been made secure and the problems with the gate are being seen to.

9.3 Individual Councillors Report

Cllr Doe was pleased to report that there had been no issues with any of the trees around the parish following the recent bad weather; BPC's tree plan is obviously working well.

Cllr Doe was extremely disappointed to see that the Bull Orchard shop was selling hand sanitiser at a cost of £16 per bottle, which in main stores is selling at £1.80; such profiteering in these difficult times should not be allowed. Cllr Gooch suggested complaining to trading standards.

Cllr Vizzard questioned the variations of figures for rough sleepers within the borough as the MBC audit suggested zero just after Christmas, but the local soup kitchen had reported 48. Cllr Gooch suggested that Cllr Vizzard contacts MBC's Mr Littlemore to seek clarification on the figures. Cllr Muthana volunteers at the overnight stay accommodation and confirmed that there had recently been about 4 people in each night so was therefore shocked at the soup kitchen figures.

Cllr Manser asked if it is acceptable for residents to cut back over hanging trees to the boundary along the bank by the land at Cedar Drive. Cllr Doe confirmed that this was not an issue.

9.4 Clerk Report

The Clerk informed members that she had chased the litter pick request for the Tonbridge Road but had not yet received a response.

A complaint has been sent to Unity Trust Bank by the Clerk regarding on line banking and she will keep members informed of the outcome.

10. CORRESPONDENCE

None

11. DATE OF NEXT MEETING

As agreed, all future meetings are provisionally cancelled until Wednesday 8th July 2020.

The meeting was closed at 9.20PM