

BARMING PARISH COUNCIL

MINUTES OF THE MEETING

HELD ON WEDNESDAY 5th October 2022 at 7.30pm

AT THE PARISH HALL, TONBRIDGE ROAD

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

IN ATTENDANCE: None

Members of Barming Parish Council observed one minute of silence in memory of Queen Elizabeth II

1. APOLOGIES

Cllr Passmore

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/other interest in agenda item 5.1 (Road closure equipment hiring).

4. MINUTES of the Meeting held on 13th July 2022 and MINUTES of the Extra Ordinary Meeting held on 31st August 2022

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

5. RESOURCES AND ENVIRONMENT MATTERS

Cllr Gooch left the room whilst members discussed the hiring of the road closure equipment for the Remembrance Service.

5.1 Remembrance Sunday Arrangements: Including Road Equipment

Cllr Vizzard proposed to accept the £170.00 fee to hire the road closure equipment from Mr Gooch, this was seconded by Cllr Manser with all members in favour.

Cllr Gooch re-joined the meeting.

Cllr Gooch reported that the application for the road closures under Town & Police Clauses Act was currently being processed. Mr Gooch will erect all of the yellow warning signs and Cllr Doe will assist with placing out and collecting the road closure signage.

Cllr Williams and Cllr Manser will help to hand out the service sheets on the day.

ACTION: Cllr Doe, Cllr Williams and Cllr Manser

5.2 Remembrance Sunday Donations: Wreath and Service Sheets

Cllr Gooch proposed a donation of £35.00 towards the printing of the service sheets, this was seconded by Cllr Williams with all members in favour.

Barming Parish Council usually donates £50.00 to the Royal British Legion which includes the cost of the wreath. Cllr Gooch proposed to proceed with this donation and for the Clerk to process the order. This was seconded by Cllr Doe with all members in favour.

ACTION: Clerk

5.3 PKF Littlejohn External Audit

Members officially noted the receipt of the successful audit conclusion which had been circulated by the Clerk on the 29th July 2022.

5.4 SAAA Opt-Out Communication for Future External Audit

Cllr Vizzard proposed to continue with the SAAA arrangements for the next 5 years, this was seconded by Cllr Gooch with all members in favour.

5.5 Replacement Heaters at the Pavilion & 5.6 Light Sensors in Pavilion Toilets

It had previously been discussed that the heaters at the pavilion were in need of being replaced. The Clerk contacted four electricians for advice as to the best type to install and to provide quotations for the work.

Contractor A Both items quoted for (heater replacements and light sensors – agenda items 5.5 & 5.6 combined):

To supply & fit 2x 2kw panel heaters in main function room and to supply and fit 2x sensor switches for men & ladies toilet area = **£875.00 +vat**

Contractor B Both items quoted for (heater replacements and light sensors – agenda items 5.5 & 5.6 combined):

To remove the 2 panel heaters and install suitable 3kw replacements, to install 2 steel guards to prevent accidental damage and to remove existing light switches and install adjustable PIR switches in male and female WC's = **£1221.63 +vat** They have also sent in a quotation to install PIR sensors at the parish hall £203.97 +vat.

Contractor C - no quotation or response received.

Contractor D - no quotation received due to not being able to supply and fit.

As the quotations that had been received combined the price for the heaters and light sensors, Cllr Gooch suggested moving to agenda Item 5.6 first, to determine whether members wished to vote to install light sensors at the pavilion prior to making a decision on which contractor to vote for.

Item 5.6 – Cllr Doe proposed that light sensors are installed at both the pavilion and the parish hall to ensure that the electricity is preserved, especially as once the main toilet door is closed at the parish hall, you cannot see if any lights have been accidentally left on. This was seconded by Cllr Vizzard with all members in favour.

Item 5.5 – Cllr Williams proposed to accept the quotations from Contractor B. This was seconded by Cllr Doe with all members in favour.

5.7 Suggestion to Install External Toilet at Pavilion

Cllr Manser brought this proposal to members for consideration. Unfortunately, no seconder came forward therefore, BPC cannot take the suggestion any further. It has however highlighted the issue of visitors using the side of the container to urinate against, which will now be mitigated by installing pale fencing. Cllr Doe will provide a quotation for the work to be considered at the next meeting.

ACTION: Cllr Doe

5.8 Suggestion to Provide an External Tap at Pavilion for Public Use

Cllr Manser brought this proposal to members for consideration. Unfortunately, no seconder came forward and there was so BPC will not take the suggestion any further.

5.9 Increased Bin Capacity Contract for Summer Months at Parish Field

Members ratified the previous decision to increase the bin capacity during the summer months due to the increased usage of the parish field on the grounds of health and safety concerns. Cllr Gooch proposed to continue with this arrangement with the larger bin being installed on the 1st July and reverting back to the standard bin for the 1st collection in September. This was seconded by Cllr Vizzard with all members in favour. BPC will monitor the field usage and if there is a need, will bring the starting date for the larger bin forward. This will depend on the amount of rubbish that is generated and if it becomes overwhelming for the normal bin.

5.10 North Pole Allotments: Available S106 Agreement Funding

Planning permission was granted in December 2016 for the Barming Rise development off North Street, subject to a Section 106 agreement ("Planning Obligation") to include funding for improving MBC's Beaumont Road and North Pole Rd allotments. BPC wrote to MBC at the time to advise them that BPC owned the North Pole Road allotments, not MBC. Nothing further was heard until August this year when the Parks and Open Spaces Manager was checking through the S106 funding spreadsheets. He discovered the money allocated to both allotments and realised that only one of them was MBC's. Consequently, the Section 106 Officer emailed Cllr Gooch to confirm that therefore the funds have been split between MBC and Barming PC and that MBC are holding a total of £30,101.02 (the original £27,562.50 + indexation) for North Pole Allotments. Members are asked to formally note the availability of the £30,101.02 funding, and

- a) that there is no spend-by date for these funds
- b) In order for funds to be drawn down, BPC will need to complete a S106 proforma and send to MBC along with quotes for the works proposed for MBC formal approval to be obtained.
- c) Funds cannot be applied retrospectively.
- d) As the S106 funding is over five years old, BPC can apply to amend or change its intended use for the allotments, subject to form filling in and approvals granted by MBC.

Members formally noted the funding and all agreed that residents should be informed via the Barming News. Suggestions from residents can then be sent in for consideration by BPC for future allotment or parish development projects.

ACTION: Cllr Gooch

5.11 KCC Highways Improvement Plan: New Request

The Highways Improvement Plan scheme (HIP) has been in place since May 2019 and provides an opportunity for Parish Councils across Kent to engage with their residents to identify highway priorities in their area and then work with KCC on what highway improvement(s) could be taken forward, and how this might be funded.

A resident is very concerned about the safety of egress on to Farleigh Lane from the Malthouse, River Lodge and Riverside Park. They have requested that a yellow box junction is installed there to help raise awareness of the access, and for pedestrian safety as there is no other public crossing for local residents accessing East Farleigh train station or the Public Right of Way to/from the Medway towpath. Cllr Gooch proposed that BPC considers adding this request to the Highways Improvement Plan and inform Highways that BPC may consider a small contribution towards the project, if they feel favourably about this suggestion. This was seconded by Cllr Manser with all members in favour.

ACTION: Cllr Gooch

5.12 Bench at the Junction of Heath Road & North Street: Dedication Request

Cllr Gooch reminded members that the bench was salvaged by BPC from East Farleigh Lock a few years ago, renovated and installed at BPC expense on the highway verge at the Junction of Heath Road and North Street. Overlooking the verge on the corner is Broumfield, where a couple lived for over fifty years. They moved away to a bungalow only a few years ago, and the gentleman sadly passed away recently. The family have asked if they could dedicate the bench to him with an appropriate plaque and are offering BPC £500 for its upkeep in perpetuity. Cllr Manser proposed to proceed with the request and keep the donation in the reserves for when the bench does need replacing for a recycled plastic one. This was seconded by Cllr Doe with all members in favour.

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 – 752.10

Parish Hall Income – 377.67

Natwest Interest – 7.54

Barming News – 297.00

Outstanding Invoices – two hirers have been contacted by the Clerk.

Confirmation of payments made

The following payments were agreed

DD – NNDR Rates 264.00

DD – O2 Mobile 26.40

DD – BT WIFI 36.67

DD – Waste Collection 79.17

DD – EDF Hall 17.80

DD – EDF pavilion 25.68

DD – Castle Water Allotments 50.83

DD – Castle Water Parish Hall 5.00

DD – Business Stream Waste Water Hall 15.76

DD – Unity Trust Service Charge 18.00

6.3 Cheques for signature & Online Payments

3448 – HMRC Employer Cost - £1097.29

Employer costs – 1544.38

Online payments:

Mr Bell – Plumbing work deposit - £540.00

Hiring Deposit Refunds - £300.00

Dusters Cleaning - £225.00

KCC Consumables - £13.02

KCC Consumables - £29.99

Mr Bell – Plumbing Final Invoice - £170.00

Mrs F Gooch expenses paid in Sept - £106.25

Ms S Manser expenses paid in Sept - £7.50

Mrs N Attwood expenses paid in Sept - £68.84

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 the KCC Members' Tree Scheme had been previously circulated by the Clerk on 4/10/22. The Clerk informed members that Cllr Passmore had requested that his previous suggestion of planting trees on the riverbank land owned by MBC be suggested to Cllr Webb for consideration. Cllr Gooch felt that if MBC rejected to plant trees at this location, then KCC would probably decline, but she will look further into the matter.

ACTION: Cllr Gooch

8.2 Borough Councillor's Report

Cllr Gooch reminded members that there are currently MBC planning sessions available for members to attend which are very informative; the Clerk will also circulate the training slides as soon as they are sent through after the session. Cllr Gooch reported that MBC have joined up with various agencies to help residents with the cost-of-living crisis. The road shows are there to help anyone who is in need of advice.

8.3 Chairman's Report

Cllr Gooch informed members of the sad news that the Number 78 Nu Venture bus will no longer run through Barming. This service has run for over 30 years, but now the 78 buses will lose the off-peak service and only keep the school time service. This decision has been made due to the shortage of drivers and increased costs. Nu Venture thanked Barming Parish Council for their support over the years and with advertising the route, which they were very grateful for.

Cllr Gooch has received a complaint from one of the hirers regarding the car park bollards as they are finding them difficult to operate. The handyman will now open and close the bollards for this group.

Cllr Gooch informed members that she is in talks with KCC Public Rights of Way regarding the KM13 byway.

8.4 Individual Councillors Report

Cllr Williams informed members that there was no further action regarding the speed watch project. Cllr Gooch thanked Cllr Williams for her time and effort in trying to take the project forward.

Cllr Williams suggested that 'no bouncy castles' should be added to the hiring section of the website and agreed with Cllr Manser to add some internal photos of the hall and pavilion to the page; the Clerk will work on this as soon as possible.

ACTION: Clerk

Cllr Manser asked for confirmation regarding issuing the covid terms and conditions of hire; Cllr Gooch and the Clerk confirmed that this paperwork is no longer required.

Cllr Manser asked why hirers could not leave their rubbish in the hall bin. Cllr Gooch explained that if everyone disposed of their rubbish in the bin, we would then need to increase the bin capacity. Waste disposal is not included within the hiring agreement and the bin is for the cleanliness of the hall therefore, used by the cleaning contractors.

8.5 Clerk's Reports

The Clerk reported that the PCSO will be leaving the Barming area soon and unfortunately, no replacement will be patrolling the area.

KCC will no longer be offering the fire extinguisher maintenance service. The next extinguisher service is due in March 2023 so the Clerk will look into alternative suppliers.

MBC will no longer offer the monthly play area checks. The Clerk will ask the handyman to add a visual weekly check to his work schedule. The annual inspection of the equipment will continue.

The Clerk has received the annual membership request for the Kent County Playing Fields Association which will be added to the November agenda for consideration.

The Clerk will be working on the budget this coming month so asked members to email her with comments regarding hiring charge increases, allotment fees, Barming News advertising charges and any other projects to consider.

The Clerk informed members that she had received a complaint regarding the recent tree work that had been carried out on the Oak tree by Cedar Drive. Unfortunately, it is felt that there are still quite a few branches over hanging the boundary. Members noted that significant reduction work to the oak tree had been carried out. Members are now aware that reduction work to the nearby lime has now been requested and this will be arranged in due course when other outstanding tree work elsewhere in the parish has been completed.

9 CORRESPONDENCE

Countryside Voice – Summer 2022

10 DATE OF NEXT MEETING

The next Full Council meeting will be held on **Wednesday 9th November 2022 at 7.30pm** in the Parish Hall, Tonbridge Road.

The meeting was closed at 9.01pm.