

BARMING PARISH COUNCIL

MINUTES OF THE MEETING

HELD ON WEDNESDAY 13th APRIL 2022 at 7.30pm

AT THE PARISH HALL, TONBRIDGE ROAD

PRESENT: Cllr Vizzard in Chair, Cllr Passmore, Cllr Williams, Cllr Manser and the Clerk.
Cllr Manser was in Chair until Cllr Vizzard joined the meeting at 7.35pm at item 5.1

IN ATTENDANCE: Two members of the public

The members of the public wished to bring three items to BPC's attention, one being the new lorry bins at Barnjet lay-by. Cllr Williams read out the email response that the Clerk had received informing BPC that the lorry bins would unfortunately be staying and not replaced with standard bins. Secondly, the hedge along the Tonbridge Road just past Glebe Lane has large gaps in it. Although this area is just outside of the parish boundary, Cllr Vizzard agreed to report the issue to Highways. Lastly, the residents enquired about the new crossing that is due to be installed further up on the Tonbridge Road; again, as this is just out of the parish boundary, BPC have not been involved with the crossing plans and do not have any details for it. The residents were advised to contact their local Councillor.

APOLOGIES: Cllr Gooch

1. **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 6.3 (Cheque and online payments)
4. **MINUTES of the Meeting held on 9th March 2022**
The minutes were **Agreed** as an accurate record by all members.
5. **RESOURCES AND ENVIRONMENT MATTERS**

5.1 BYFC Proposed Increase of Fees

The response from BYFC to the proposed increase was discussed and members were still unsure of how the figure of £1021.20 for usage had been worked out by the club. Members are keen to clarify the annual hiring so that an accurate rate can be set. Cllr Williams suggested that if not every Sunday is booked by the club, invoices could be issued separately for this usage; this would then make it easier to set an annual fee for the regular usage. Members requested that the Clerk contacts the football club for a breakdown of the annual booking and inform them that the item will be discussed again at the May meeting which they are welcome to attend.

ACTION: Clerk

5.2 War Memorial

Cllr Gooch had circulated information regarding the companies that she had approached for quotations. Unfortunately, only one of the companies had sent in a quotation to be considered. Members felt that as Cllr Gooch had met with two contractors, it was best to wait until both had submitted their quotes. The Clerk will add this item to the May agenda and Cllr Gooch will be asked to chase the other contractor.

ACTION: Cllr Gooch, Clerk

5.3 Barming Parish Council Handyman

The Clerk had approached five different companies and also advertised on the Barming Parish Council website for anyone who would be interested in submitting a quotation to do so before the April meeting. Unfortunately, only one quotation had been received from Mr Gooch. Cllr Vizzard proposed to accept the quotation from Mr Gooch, this was seconded by Cllr Passmore with all members in favour. Costings for the handyman services will be reviewed annually in preparation for the new financial year in April. The Clerk will contact Mr Gooch to arrange a start date for the contract.

ACTION: Clerk

5.4 Replacement Basketball Equipment

The Clerk had contacted five further companies to obtain quotations for the replacement basketball equipment which were circulated to members for their consideration. Cllr Williams proposed to accept the original quotation from Maidstone Borough Council that Cllr Gooch had obtained as long as some form of warranty could be provided. This was seconded by Cllr Vizzard with all members in favour. The Clerk will liaise with Cllr Gooch regarding the matter.

ACTION: Cllr Gooch, Clerk

5.5 Tree Maintenance: Cedar Drive Overhang

As Cllr Doe was not in attendance, members decided to defer this item until the May meeting.

ACTION: Clerk

5.6 Insurance: Annual Renewal of Long-term Contract

BPC accepted a three-year-long term which runs until 2023, the annual premium for this year has not been received yet, but the Clerk will circulate the figures when the documents arrive.

ACTION: Clerk

5.7 KALC Annual Subscription

The details of the annual subscription were circulated to members prior to the meeting. Cllr Vizzard proposed to authorise the annual subscription cost; this was seconded by Cllr Manser with all members in favour.

5.8 Replacement 'Manser' Bench on Tonbridge Road

Unfortunately, this bench is rather rotten now and has collapsed. Cllr Gooch has taped off the bench to ensure that no one attempts to use it.

The 'Manser' bench was originally purchased by Cllr Manser as a memorial bench and gifted to the parish council. Cllr Gooch had suggested that when we replace the bench it could be a 'Platinum Jubilee' seat. Understandably, Cllr Manser would still like the replacement bench to be a dedicated memorial bench and has suggested that when we replace the parish field gate, this could be a 'Platinum Jubilee' gate instead.

Cllr Manser left the meeting so that the members could discuss the options.

Cllr Passmore proposed to keep the bench as the 'Manser' memorial bench and asked the Clerk to add Platinum Jubilee suggestions to the May agenda. This was seconded by Cllr Williams with all members in favour. The Clerk was asked to place the order with Marmax and to ask the new handyman if the bench installation would be within his remit. Cllr Manser then returned to the meeting.

ACTION: Clerk

5.9 No Mow May

The Clerk reminded members that last year Highways received complaints regarding BPC's wild flower patch and we were subsequently issued with a Section 81 letter from KCC requesting that the area was cut back within 21 days. Members still wish to leave the mowing for May and June in the same area of land near Cedar Drive, but will keep an eye on the area and if it does start to look untidy will request that the Clerk arranges for it to be cut.

Cllr Williams suggested that the 'No Mow May' is mentioned to residents at the annual meeting to inform them of the activity.

ACTION: All

5.10 Annual Meeting 20th April

Members will meet at the pavilion at 6.15pm to prepare the hall for the meeting to begin at 7.00pm. The Clerk gave Cllr Passmore her hall keys in case she gets held up in traffic. Cllr Williams requested that seating is still spaced out for everyone so that some form of social distancing can be adhered to. Cllr Passmore will be bringing tea, coffee, milk and sugar, Cllr Vizzard will bring paper plates and napkins and all other members are to bring some biscuits. **ACTION: All**

6 FINANCES

6.1 To note Monitoring Report to 31st March 2022

The Clerk circulated the finance documentation to all members prior to the meeting.

6.2 To note income received and report any unpaid invoices **Income received**

The following payments received since the last meeting were noted:

Pavilion Income – 457.50

Parish Hall Income – 674.80

Barming News Advertising – 400.00

Natwest Interest – 0.36

Confirmation of payments made

The following payments were agreed

DD – BT WIFI 28.15

DD – Waste Collection 19.50

DD – EDF Hall 92.99

DD – Castle Water Hall 5.00

DD – EDF pavilion 59.70

DD – Castle Water Allotments 5.00
DD – Business Stream Waste Water Hall 2.76
DD – Business Stream Water Services Pavilion 69.94
DD – O2 Mobile 24.00
DD – Unity Service Charge 18.00

6.3 Cheques and Online Payments

Employer costs – 1837.89
Online payments:
Hall Deposit Refund – 100.00
Dusters Cleaning - 180.00
S Manser – Expenses £7.92
MBC Business Rates – 686.13
KCC Fire Extinguisher Maintenance – 70.80
N Attwood – Expenses £116.57
Ultra-Secure Bollards - £518.85
Defibrillator parts – 280.74
Apollo Windows Fire Door Final Payment – 1197.51

6.4 Signing of the end of year accounts 2021/22 – In preparation of the audit the Vice Chairman (as the Chairman was not present) signed all of the relevant paperwork.

7 PLANNING

None

8 MATTERS OF REPORT

8.1 County Councillor's Report

Cllr Webb was not present.

8.2 Borough Councillors Report

Cllr Gooch was not present at the meeting

BPC Chairman

Cllr Gooch was not present at the meeting.

8.3 Individual Councillors Report

Cllr Manser reminded members that the parish hall car park would be closed for Easter with the barriers moved across the entrance. Cllr Vizzard volunteered to remove the barriers on the Monday.

Cllr Passmore commented that he felt the notice board at the Bull Orchard shops could be a bit tidier and that all poster that are displayed should be held on by four drawing pins.

Cllr Vizzard reported that he is still waiting to hear back from Gallaghers regarding the plaque for the newly planted tree. As soon as the plaque is in situ, he will ask Cllr Gooch to officially accept the tree for the parish.

8.4 Clerk's Reports

The Clerk informed members of a request to consider road name suggestions for the Pea Field development which she will circulate.

The allotment invoices have been issued and payments have started to be received.

The Clerk and Cllr Manser have been working on a new booking system spreadsheet and are hoping that it will make the whole process at lot easier and stream lined as only one spreadsheet will be used for all bookings and payments.

The Clerk has started working on the annual return paperwork and audit preparation.

9 CORRESPONDENCE

Kent Voice – Spring/Summer 2022

10 DATE OF NEXT MEETING

The next meeting will be held on **Wednesday 11th May 2022 at 7.00pm** in the Parish Hall, Tonbridge Road for the Annual Meeting of the Council which will be followed by the regular Full Council Meeting.

The Annual Parish Meeting will be held at the pavilion on **Wednesday 20th April 2022 at 7.00pm.**

The meeting was closed at 20.45pm.