

## BARMING PARISH COUNCIL

### MINUTES OF THE MEETING HELD ON WEDNESDAY 8<sup>TH</sup> MARCH 2017 AT THE PARISH HALL, TONBRIDGE ROAD

**PRESENT:** Cllr Gooch in the Chair, Cllrs Doe, James, Manser, Vizzard

**IN ATTENDANCE:** One member of the public

#### **1. APOLOGIES**

Apology received from the Clerk due to a special family event, and accepted.  
Cllr. Manser assisted the Chairman in taking minutes.

#### **2. NOTIFICATION OF INTENT TO FILM, PHOTOGRAPH OR RECORD ANY ITEMS**

None received

#### **3. DECLARATIONS BY MEMBERS**

Cllr Manser declared a pecuniary interest in agenda item 8.3 (cheques to be signed)

#### **4. MINUTES OF FULL COUNCIL MEETING held on 8<sup>th</sup> February 2017**

The Minutes were agreed as an accurate record and the Chairman signed the official copy.  
Cllr Manser pointed out that Plant Tubs (as requested under February's Item 10.3) were missing from this meeting's agenda. The Chairman apologised for the error and they will be placed on April's agenda.  
**Action: Clerk**

#### **5. POLICE MATTERS**

No PCSO present. Kirsty Greaves is the new PSCO for Barming and reported via email two crimes in Barming during February, both in Tonbridge Road: one assault and one of criminal damage.  
Cllr Doe commented on the lack of feedback from the police.

#### **6. RESOURCES AND ENVIRONMENT MATTERS**

##### **6.1 Standing Orders 2017/18**

Cllr Vizzard proposed that the Standing Orders 2017/18 circulated previously, be adopted.  
Seconded by Cllr James and agreed by Members. The Chairman then signed the document.

##### **6.2 Financial Regulations 2017/18**

Cllr Vizzard proposed that the Financial Regulations 2017/18 circulated previously, be adopted.  
Seconded by Cllr James and agreed by Members. The Chairman then signed the document.

##### **6.3 Statement of Internal Control 2017/18**

Cllr James proposed that the Statement of Internal Control 2017/18 circulated previously, be adopted. Seconded by Cllr Manser and agreed by Members. The Chairman then signed the document which the Clerk in absentia had also signed beforehand.

##### **6.4 Risk Assessment 2017/18**

Cllr Doe proposed that the Risk Assessment 2017/18 circulated previously, be adopted. Seconded by Cllr Vizzard and agreed by Members. The Chairman then signed the document.

##### **6.5 Complaints Procedure & Code of Conduct 2017/18**

Cllr James proposed that Complaints Procedure & Code of Conduct 2017/18 circulated previously, be adopted. Seconded by Cllr Manser and agreed by Members. The Chairman then signed both documents.

##### **6.6 DCLG Consultation on New Planning Proposals**

The Chairman briefly outlined contents of the government's white paper on housing "fixing our broken housing market". Mindful that many people can't afford market rent and/or wouldn't want

the responsibility of home ownership, Members felt the need to change the legislation so that social landlords would not be subject to the 'right to buy', enabling social housing to be retained as social housing.  
**Action: Clerk** to respond accordingly to the Consultation

## 6.7 Projects List

### Resurfacing the car park at the parish field:

Cllr Doe still awaits quotes.

**Action: Cllr Doe**

### War Memorial clean and restoration:

Cllr Manser has obtained two quotes; Cllr James to obtain a third quote.

**Action: Cllr James**

### Rebound Fence and Super goal:

Members felt concerned at the delay in achieving funding and are still keen to have the equipment installed for the summer. Mindful that there are adequate reserves to cover the costs, Members resolved to proceed with the order. Proposed by Cllr Vizzard; seconded by Cllr Doe, with all in favour.

**Action: Chairman and Clerk**

## 6.8 Maintenance Frequency List

Members discussed the list and suggested amendments for the purposes of clarity which the Chairman will ask the Clerk to update. The condition of benches and seats vary and will need looking at separately; a programme of replacement may be required. **Action: Chairman and Clerk**

## 6.9 Computer and Printer for use by the Clerk

Members considered KALC advice that under the Government's Transparency Code parish councils should have their own dedicated laptop/ computer and associated equipment; that the Clerk should not be using his/her own personal computer for council business, and that any equipment purchased for the Clerk would remain the ownership of the parish council.

Cllr Vizzard proposed, Cllr James seconded that Barming Parish Council should have its own dedicated computer, which Members all agreed.

Cllr Doe proposed, Cllr Vizzard seconded that the Clerk be authorised to source three potential computers up to £500 that would meet the council's needs and bring them back to the next available meeting for decision, which Members all agreed.

**Action: Clerk**

Mindful that the Clerk is reimbursed for inks, paper and other office needs, Members also agreed that the purchase of ancillary equipment such as a printer, be considered as and when the need arises.

## 6.10 WW1 Commemoration Seat and Hard Standing Bench, Parish Field

Following additional information provided by the Clerk, Members agreed as follows:

### WW1 Commemoration Seat

'Warwick' steel seat with 'poppy' back panel insert from Street Master, including carriage, excluding vat and ground fixings: £750.00 as proposed by Cllr Vizzard and seconded by Cllr James.

**Action: Clerk**

Cllr Manser proposed, Cllr Doe seconded and all agreed that the seat be located opposite The Bull Inn near the Jubilee Seat where the ground has recently been cleared of weeds.

### Hard Standing Seat, Parish Field

One 'Traditional' seat with arms (rather than a bench, to deter skate boarders) made from recycled plastic from Marmax Products, length 1560mm for £299.00 excluding vat, delivery and ground fixings. Proposed by Cllr James, seconded by Cllr Manser.

**Action: Clerk**

To be located on the hard standing at the parish field northern boundary, to replace the existing broken bench.

The anticipated lead-in time for delivery of both seats should enable planning for installation on the same day as delivery..

## **7. PLANNING**

### **7.1 17/501008/FULL – 23 North Street: Erection of timber cabin**

Members resolved to raise no objection, as proposed by Cllr Doe and seconded by Cllr Manser

## **8. FINANCES**

### **8.1 To note Budget Monitoring Report to 28<sup>th</sup> February 2017**

The Clerk will circulate the monitoring sheet to all Members when the bank statements are received

### **8.2 Income received**

Payments received since the last meeting were noted:

Parish Hall Rent	£771.75
Pavilion Rent	£427.00

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

The following payments made since the last Meeting were agreed:

DD - South East Water – Pavilion	£ 35.00
DD - South East Water – Allotments	£ 30.00
DD - South East Water – Parish Hall	£ 11.00
DD – EDF Electric Pavilion	£ 46.00
DD – EDF Electric Parish Hall	£ 64.00
DD – Nest Pension Payment	£ 10.76

### **8.3 Cheques for signature**

Cllr James proposed, Cllr Vizzard seconded and Members agreed that the Council approves the following payments, and that the following cheques be signed:

2897 – Post Office Ltd – HMRC Payment	£ 505.25
2898 – S Manser – Expenses	£ 10.44
2899 – Dusters – Cleaning Services	£ 168.00
2900 – KALC – Audit Courses	£ 72.00
2901 – N Attwood – Expenses	£ 47.05

NatWest Bank very recently confirmed that the process for the change of signatory from Cllr Hyndman to Cllr Vizzard was almost complete.

## **9. MATTERS OF REPORT - To receive reports from**

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

County Councillor Paulina Stockell was not present.

### **9.2 Borough Councillor/Chairman**

No Borough Councillor report

The Chairman reported that since the BPC meeting last November, re the Taylor Wimpey 'Barming Rise' development in North Street, Cllr Manser had obtained names of the orchards such as Carpenters, and types of apples grown. The Chairman had also suggested suitable street names linked to Heath Road. The following names have been passed to Taylor Wimpey: Heath View; Heathside; Heath End; Heath Fields and Carpenters Close, which Members agreed with as proposed by Cllr Gooch and seconded by Cllr Manser.

### **9.3 Individual Councillors Reports**

- Cllr Doe is concerned that the new Riverside Walk is wide enough for cars. Questions and concerns can be addressed when KCC's Colin Finch gives his presentation at the Annual Parish Meeting on 19<sup>th</sup> April.
- Cllr Doe has spoken to someone interested in becoming a Councillor. **Action: Chairman**
- Cllr Vizzard has received no papers for the next Medway Valley Line meeting, which Cllr Gooch will forward to him. **Action: Cllr Gooch**
- Cllr James reported a long awaited reduction in goods trains along the Medway Valley line
- Cllrs Vizzard and Gooch gave their apologies for the next meeting as they will be required to attend a full meeting of the Borough Council.
- Cllrs Vizzard and Gooch have made strong representations regarding the severe congestion on Hermitage Lane.
- Cllr Manser reported that Sy Cattell will close Barming Youth Club from 1<sup>st</sup> April due to lack of proper helpers. The Chairman will write a letter of thanks, and will put an item in Barming News. **Action: Chairman**
- Cllrs Manser and Doe will arrange for bollards to be put across the parish hall car park for the annual closure at Easter. **Action: Cllrs Manser and Doe**
- Cllr Manser will bring suggestions for replacement plant tubs to the next meeting. **Action: Cllr Manser**

**9.4 Clerk's Report** given by the Chairman on behalf of the Clerk.

- The Clerk will meet with the auditor David Bucket on 20 April for the annual audit report to be carried out.
- Thomas Cooper from UK Power Networks had asked if any members would like to go door knocking round Barming in search of vulnerable people to add to their register, which Members declined.
- Re the Annual Parish Meeting the Clerk has so far invited the WI, Barming School, Barming Allotments, Scouts & Guides, St Margaret's Church and the Friends, Village Hall, Horticultural Society, History Society, County Cllr Stockell. Cllr Manser confirmed she will invite all the hirers. Cllr Gooch suggested inviting the Mayor if he is available. **Action: Cllrs Manser, Gooch, Clerk**

**10. CORRESPONDENCE** – None reported.

**11. DATES OF NEXT BPC MEETINGS:**

Wednesday 12<sup>th</sup> April 2017 at 7.30pm in the Parish Hall

**Annual Parish Meeting – Wednesday 19<sup>th</sup> April 2017 at 7.30pm in the Parish Hall**

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*Post meeting, Members are also requested to note the following BPC dates:-*

Wednesday 10<sup>th</sup> May 2017 at **7.00pm** in the Parish Hall

incorporating the **Annual Meeting of the Council** for the election of Chairman, Officers and Reps.

Wednesday 14<sup>th</sup> June 2017 at 7.30pm in the Parish Hall

Wednesday 12<sup>th</sup> July 2017 at 7.30pm in the Parish Hall

**No meeting in August**

Wednesday 13<sup>th</sup> September 2017 at 7.30pm in the Parish Hall

Wednesday 11<sup>th</sup> October 2017 at 7.30pm in the Parish Hall

Wednesday 8<sup>th</sup> November 2017 at 7.30pm in the Parish Hall

Wednesday 13<sup>th</sup> December 2017 at 7.30pm in the Parish Hall

Wednesday 10<sup>th</sup> January 2018 at 7.30pm in the Parish Hall

Wednesday 14<sup>th</sup> February 2018 at 7.30pm in the Parish Hall

Wednesday 14<sup>th</sup> March 2018 at 7.30pm in the Parish Hall