

**BARMING PARISH COUNCIL
MINUTES OF THE MEETING
HELD ON WEDNESDAY 14th February 2018 at 7.30pm
AT THE PARISH HALL, TONBRIDGE ROAD**

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

IN ATTENDANCE: None

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 Manser declared a pecuniary interest in agenda item 7.3 (cheques to be signed).
4. **MINUTES of the Meeting held on 10th January 2018**
The minutes were **Agreed** as an accurate record and the Chairman signed off the official copy
5. **RESOURCES AND ENVIRONMENT MATTERS**

5.1 Donation Request: Involve Kent

Members recognise the wonderful work that Involve do, but unfortunately cannot accommodate a donation at this time.

5.2 Donation Request: Five Acre Wood School

All members agreed that BPC cannot accommodate a donation to the school at this time.

5.3 Allotment Rent Increase

As previously agreed there will be an increase to the allotment rents. Members were in favour of the increase being 25% across the board to make the task of dividing plots easier for Barry. Plot rents will now be as follows: £25 for a full plot, £12.50 for a half plot and £6.25 for a quarter plot)

5.4 Pavilion Decorating and Flooring

Cllr Manser reported that the decorating was now complete and that the decorator had been back already to repair an area that had been chipped. We cannot expect the decorator to keep coming back each time that damage occurs; hirers have been asked to be careful and a notice will be put up reminding all visitors to respect the property. Cllr Manser will contact the decorator to see if he has any paint left over so that we have some spare. **ACTION: Cllr Manser**

The Clerk will order two A5 leaflet holders so that information from the parish council can be kept tidy at the pavilion and parish **ACTION: Clerk**

Cllr Manser informed members that the new main hall flooring in the pavilion will be started on Monday 19th February and the cleaners are aware of the work.

5.5 Annual Parish Meeting

The annual parish meeting will be held on Monday 16th April 2018 at the pavilion at 7.30pm after the full council meeting at 6.30pm. The Clerk has contacted the Blackthorn Trust to invite them to be guest speakers; unfortunately they have not responded yet. If we do not hear back from the trust we have a local resident who could be our guest speaker and is happy to talk about historical Maidstone; the Clerk will keep members informed.

Cllr Manser will send the Clerk the current list of hirers so that invites can be sent out to them and other local groups.

Cllr Willson is happy to arrange the M&S platters, similar to what we had last year and other members will bring tea, coffee and paper cups.

ACTION: All

5.6 Barming Parish Council Owned Computer

The Clerk has been to PC World to discuss the needs of the parish council with regards to a new laptop. Cllr Vizzard proposed a cheque for £600 to be written out to the Clerk for the purchase of the computer and Microsoft Office programs that are needed; this was seconded by Cllr Willson with all in favour.

5.7 Remembrance Service 2018

Members agreed to defer this item until the March meeting when hopefully we would have received some suggestions and confirmation on any plans that St Margaret's Church may have in place.

BPC will happily discuss any suggestions from local residents as to how we could mark this special occasion so please send any ideas to the Clerk via post or email.

6. PLANNING

6.1 18/500354/FULL – Partial conversion of existing garage and workshop into granny annexe (part retrospective) – Scrases Rectory Lane – No objections.

6.2 Applications received prior to the meeting

18/500565/FULL – 129 Heath Road – Demolition of conservatory and erection of single storey and first floor rear extension – No objections.

Scanned Street Trading Application – Zoe Field – Barnjet Layby – No objections.

7. FINANCE

7.1 Budget Monitoring

The Clerk circulated prior to the meeting.

7.2 Income received

Payments received since the last meeting are as follows:

Parish Hall Rent	£ 763.00
Pavilion Rent	£ 712.17
Natwest Interest	£ 3.40
Barming News Adverts	£ 270.00

Confirmation of payments made

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

DD - South East Water – Allotments	£ 40.00
DD - South East Water – Parish hall	£ 8.00
DD – EDF Electric Pavilion	£ 57.00
DD – EDF Electric Parish Hall	£ 64.00
DD – NEST Pension Payment	£ 11.67

7.3 Cheques for signature

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

3015 – Mrs N Attwood – Salary, Office Allowance and Overtime	£ 1146.84
3016 – Mrs E Whitehouse – Gate Duties	£ 60.00
3017 – Dusters – Cleaning Services	£ 210.00
3018 – S Manser – Expenses	£ 7.90
3019 – N Attwood – Expenses	£ 77.01
3020 – Marmax Recycled Products - Benches	£ 645.84
3021 – N Attwood – Parish Owned Laptop Purchase	£ 600.00

8 MATTERS OF REPORT

8.1 County Councillor's Report

County Councillor Stockell was not present.

8.2 Borough Councillors/Chairman's Report

Cllr Gooch was not present.

8.3 Individual Councillors Report

Cllr Manser reported that all of the storm drains around the parish are in desperate need of being cleaned out as they are full of weeds which are causing floods on various roads; the Clerk will contact KCC Highways and inform them of the issue. **ACTION: Clerk**

Cllr Manser has met with a playground equipment provider to discuss the play area at the parish field. As the equipment is now getting old and is quite worn in places, it was agreed that funding should be looked in to for this project. Cllr Manser had received a quote from Proludic which was £25,000 for a similar set up as we have in place at the moment, using maintenance free materials; the company would be happy to help source funding. The Clerk will contact other companies for further quotes. **ACTION: Clerk**

Cllr Manser had received confirmation that the benches from Marmax will be delivered next week; she has been told that it is kerb side delivery only and has explained that they will need to be unloaded in the carpark to ensure the entrance to the parish hall is not blocked. If the delivery driver cannot unload in the car park, the order will have to be sent back.

Cllr Doe informed members that two or three branches of the Oak tree on the land by Cedar Drive need to be removed. Cllr Doe was asked to bring quotations to do this work to the next meeting; the Clerk also reminded Cllr Doe to provide quotations for the tree work by the parish field car park. **ACTION: Cllr Doe**

Cllr Vizzard reported that he had attended the recent KALC Meeting where it had been confirmed that there will be a year on year reduction on the Parish Service Scheme Funding, this will need to be taken in to account when looking at future budgets. Minor planning applications will now have a deadline of 8 weeks instead of 13 so if needed emergency planning meetings will have to be held. There is now Medway Flooding training available for any Councillors who wish to attend. Data Protection was also discussed which included self-assessments and disposal of information. The next KALC Meeting will be Monday 16th April; the Clerk will send apologies for this meeting as this is the date of our annual meeting. The KALC AGM will be held on 17th November 2018. **ACTION: Clerk**

Cllr Willson had been informed by a local resident that when they registered interest in a property at Barming Rise they were told that there are plans for further development. The Parish Council are unaware of any further developments at this location.

8.4 Clerk's Reports

The Clerk thanked Cllr Doe for installing the handle on the parish hall door and informed members that a carpenter will be re-clamping the door and will also refurbish the information board by the river.

The Clerk has spoken to the Kent Fire Service for advice on fire alarms at the parish hall and pavilion they will be getting a representative to contact the Clerk to discuss the matter.

The Clerk attended the Data Protection course and should be receiving a tool kit from KALC and NALC; any information received will be circulated and action plans will be put in place for all processors (these include the Booking Clerk and Allotment Secretary)

9 CORRESPONDENCE

None

10 DATE OF NEXT MEETING

The next Full Council meeting will be held on **Wednesday 14th March 2018 at 7.30pm** in the Parish Hall, Tonbridge Road.

The meeting was closed at 20.35pm