



Barham Parish Council

Clerk: Amanda Sparkes, 7 Beech Tree Avenue, Sholden, Deal CT14 0FB

Tel: 01304 365972 / E-mail: amanda.sparkes@sky.com

Website: www.barhampc.kentparishes.gov.uk

Regulations enabling town and parish councils to lawfully conduct virtual meetings by video and telephone conferencing until May 2021 have been published. The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 came into force on 4 April.

TO: ALL MEMBERS OF BARHAM PARISH COUNCIL - Councillors are hereby summoned to attend a "virtual" meeting of Barham Parish Council on **THURSDAY 09 JULY 2020** at **7.30pm** for the transaction of the business described in the following Agenda.

Amanda Sparkes

A SPARKES, CLERK TO THE COUNCIL

Please note that due to the coronavirus/COVID19 this is a change to normal business practice:

This meeting will be held using **Zoom as a virtual hosting platform.**

Members of the public may still "attend" the meeting either online or by telephone but to do so will need to contact the Clerk for details of the meeting link or phone number and the PIN code for access to enter.

If there are members of the public "present" at the meeting there will be an adjournment of the meeting. This is the only opportunity during the meeting for residents to speak.

A G E N D A

- **The Kent Together service is a single, convenient point of contact for anyone in Kent who is in urgent need of help during the coronavirus outbreak at www.kent.gov.uk/kenttogether and on 03000 41 92 92** : If you are vulnerable and have an urgent need that cannot be met through existing support networks, contact the Kent Together helpline at www.kent.gov.uk/KentTogether or by calling on 03000 41 92 92. It is a 24-hour service. (More information on the Clerk report)
- Mental health crisis support via text for people of all ages needing mental health support. As part of the Release the Pressure campaign, the texts are free on all major mobile networks and the service is provided by SHOUT and the Crisis Text Line. Texting the word "Kent" to 85258 will start a conversation with a trained, experienced volunteer who can give support at any time, wherever you are, if you're struggling to cope and you need immediate help. The service will run in addition to the current 24/7 freephone helpline (0800 107 0160)

BUSINESS ITEMS:

1. The Chairman's opening remarks and apologies for absence
2. Declarations of Disclosable Pecuniary Interests and Other Significant Interests and Voluntary Announcements of Other Interests, and a reminder to think of any changes to the DPI register held at CCC, such as change of job or home.
3. To agree as a correct record the Minutes of the last full parish council "virtual" meeting held **18 May 2020** (and TO NOTE that these will be signed by the Chairman by post after the meeting.)
4. Matters arising to revisit:
New bin for The Grove – TO NOTE a 110L bin is now on order. Once installed the Clerk will advise CCC and Serco will empty weekly at a cost of £80 p.a. to the parish council.
5. Use of S101 delegation to the Clerk since the last meeting:
Some resident volunteers in the village kindly offered to make, plant up and provide two planters for the village at The Shrubbery end of Valley Road, and replant the two existing ones at their expense (respecting social distancing). Barham Parish Council has resolved to pay £300 for the materials required to make the planters and make a donation of £150 to the resident who will make them free of charge. (More information on the Clerk report). Siting of the planters to be left to the volunteers subject to Kent Highways requirements.

6. The meeting will be adjourned for parishioners' questions and comments.

7. TO RECEIVE City and County Councillors' reports

8. Authorisation of accounts

Chq No. 2255 – KALC virtual training session for Clerk "Effective working virtually" held 18 June 2020 £60.00

Chq No. 2256 – Office supplies £126.72

Chq No. 2257 – Clerk salary June 2020 £595.49

Chq No. 2258 – HMRC PAYE and NIC June 2020 £170.75

Chq No. 2259 – KCC LGPS Pension June 2020 £230.64

Chq No. 2260 – Grassmow Services, maintenance of verges, play areas and both churchyards £1,041.00.

Chq No. 2261 – Barham C of E Primary School – donation towards the mowing of the village green for year to March 2021 - £300.00

Chq No. 2262 – Dynamix Consultancy Ltd – payroll services April/May/June £23.40

Chq No. 2263 – Prime one maintenance limited – street lighting CMS monthly fee £193.49

Chq No. 2264 – Lionel Robbins – Year End Internal Audit £75.00

Chq No. 2265 – Grassmow Services, grass cutting play areas and churchyards £1,096.00

Chq No. 2266 – Clerk salary July 2020 £595.49

Chq No. 2267 – HMRC PAYE and NIC July 2020 £170.75

Chq No. 2268 – KCC LGPS Pension July 2020 £230.64

Other financial matters

- o When meetings are able to be resumed in person - TO RECEIVE the bank statements and bank reconciliation for March, April and May 2020, and TO RESOLVE the signature of a councillor other than the Chairman thereon;
- o TO NOTE that on 26 May 2020 the Clerk completed an online VAT Refund claim for the period 01/01/2020 to 31/05/2020 totalling £622.60.
- o TO NOTE a payment of £2,791.04 taken by direct debit on 30 June 2020 for the six-monthly instalment of the Public Works Loan due.
- o TO NOTE a payment of £724.97 to be taken by direct debit on 15 July 2020 for the quarterly EDF electricity bill for street lighting.

The future of Concurrent Function Funding

Canterbury City Council is considering the future options for the concurrent functions funding budget. A written response to the Options Consultation was sent to CCC on 06 April 2020. There is no update yet.

Bank Balances as at 30 April 2020

Current Account £78,307.80

Reserve Account £36,969.71

Includes Social Fund reserve of £1,067.88; Youth Club Balance reserve of £516.00

9. Model Standing Orders and Model Financial Regulations – TO NOTE that there have been no changes since the last review and adoption of the parish council's Standing Orders and Financial Regulations and TO RESOLVE to continue with them as last adopted until changes are made to the NALC Models.

Financial Regulation 15.5 states: All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined [annually] by the council, or duly delegated committee.

TO NOTE that has been reviewed – the Insurance renewal from 01 June 2020 has the Fidelity Guarantee set at £250,000.

10. For Annual Return 2019-2020

TO RECEIVE AND APPROVE :

- i) The Year End Bank reconciliation to 31 March 2020 – 2019-2020; year end balance is £66,929.30.
- ii) Finance Risk Assessment
- iii) The Parish Council's Statement of Internal Control
- iv) The Internal Auditor's report and TO NOTE any recommendations thereon and TO NOTE the Internal Auditor having completed Section 4 of Annual Return
- v) Breakdown of Staff Costs and All Other Payments in 2019-2020
- vi) The Annual Governance & Accountability Return (AGAR Form Part 3) for the financial year ended 31 March for submission to PKF Littlejohn:

- Section 1 : the Annual Governance Statement – TO RESOLVE to accept Section 1 in advance of approving Section 2 - and section 1 to be signed by the Chairman and the Minute No. subsequently noted
- Section 2 : the Accounting Statements – TO RESOLVE to approve Section 2 – and when resolved Section 2 should be signed by the Chairman (and the subsequent Minute No entered later)

AND TO RECEIVE

- o Statement of Variances proforma and the explanations of significant variances.
- o Ear Marked Reserves schedule up to 31 March
- o The Parish Council's Register of Fixed Assets at 31 March

AND TO NOTE that the council will make arrangements for the exercise of public rights for the period 13 July to 24 August 2020, publishing the Notice of Public Rights and Publication of the Annual Governance & Accountability Return on both its parish noticeboard(s) and website

11. Publicity & Communications including website

- o Facebook page for Barham parish council – verbal update

12. Highways

- o UPDATE re possible improvements to signage to alleviate large vehicles using The Street and Church Lane – with the caveat that the parish council must pay for any Cllrs wish to do.
- o Extension of the line of bollards in Valley Road: Horticultural Society members are concerned about compaction of the tree roots at The Shrubbery caused by cars parking by the trees and over their roots. UPDATE on request to Kent Highways for the parish council to pay for and install some more in the problem verge areas (more detail on the Clerk report).
- o TO NOTE an order was placed on 6 May 2020 for a moveable Speed Indicator Device (SID) at three alternate post locations along Valley Road.
- o TO RECEIVE any update on research on a possible installation of an electric charging point in the village (more information on the Clerk report)
 - o Any other Highways matters

13. Open Spaces

- o TO RECEIVE update re a new Village Sign on the Village Green, TO NOTE a resident's kind offer of a £100 contribution and TO RESOLVE next step (more detail on the Clerk report)
- o Six-monthly councillors play areas visual inspections – TO NOTE that Cllr Graham and Cllr A Tatt will be undertaking an inspection when play areas are reopened when the coronavirus pandemic allows.
- o TO NOTE that the ROSPA annual play inspection for both play areas will take place sometime in July.
- o TO NOTE that although the government has advised play areas may re-open from 4 July that the government guidelines require that they have been inspected first, so the parish council has put closed until further notice notices up – and the Clerk has prepared risk assessment documents to log actions taken since April.
- o UPDATE re the dog ban on the village green and new signs to reinforce this.
- o TO NOTE use of village green for a resident Personal Trainer's new initiative to run "Boot Camp" sessions on the village green on Saturday mornings starting from the end of June
- o TO CONSIDER the Barham Allotments Association request that the parish council agree to an allotment expansion request to the allotments at Brickfield Recreation ground in order to provide more plots – and satisfy lease/lease requirements with an exchange of letters and a map until the lease renewal due in four years' time, when changes can then be rewritten. (more information on the Clerk report).

14. Footpaths & Rights of Way

13. Village Clubs & Societies

- i) TO NOTE any update about fencing and gates on the path across the bridge at Covet Lane and dialogue with Kingston Parish Council (more information on the Clerk report)
- ii) TO NOTE a letter of support was written on 26 June 2020 for Barham Bowls Club funding endeavours to achieve a new toilet block provision at their Club house along with other repair work to the building.

Barham Bears Football Club:

The Chairman of the Barham Bears Football Club has written to the Clerk as follows:

i) **Permission to use Brickfield Recreation ground as an overspill area for football**

The football club is expanding and wishes to consider capacity. They have asked the parish council to consider letting them reconstitute the old football pitch on the Brickfield recreation ground. This would take a lot of work but the Club feels if they could start work on it before it's needed, it will be in good shape when required. TO DISCUSS

ii)

For the proposal to erect a clubhouse

For the provision of a clubhouse at the football ground, the Football Club Chairman seeks consent from the Parish council as per Section 12.6.3 of the lease agreement to go ahead with this proposal. TO RESOLVE that consent be given by the parish council, subject to lease/licence amendments to ensure that no problems arise if and when the football club leave the site (as the building will still be there.)

14. External Organisations

15. To receive Clerk report including correspondence (Separate Appendix)
16. TO NOTE that the Clerk is undertaking a complete overhaul of the parish council website and all pages in advance of the migration to a new website provider (no date for migration is yet known).
17. TO NOTE that the Clerk attended a virtual training course on 18 June 2020 on "Effective Working in a virtual world".
18. Any UPDATE on preparation of a Welcome Pack for residents

19. Planning Matters

New planning applications since the last meeting:	
02.	CA/20/01010 - 4 Derringstone Street, Barham, Canterbury, Kent, CT4 6QB New pitched roof to existing garage and utility room along with rear extension to garage building. Comments on or before 12 June 2020
03.	CA/20/01190 – Broome Park Hotel, Canterbury Road, Barham CT4 6QX Conversion of existing building to holiday accommodation with associated parking and landscaping.
04.	CA/20/01261 - Barham House Nursing Home, The Street, Barham, Canterbury, Kent, CT4 6PA, Application for listed building consent for replacement roof tiles. Comments on or before 31 July 2020
05.	CA/20/01342 - Little Oak Hall, Church Lane, Barham, Canterbury, Kent, CT4 6PB Listed building consent for internal alterations including installation of a first floor en-suite bathroom Comments on or before 7 August 2020
06.	CA/20/01191 - Broome Park Hotel, Canterbury Road, Barham, Canterbury, Kent, CT4 6QX Listed building consent for internal/external alterations including internal renovation and alteration to create 5 no. hotel rooms with ensuite bathrooms, 1 no. communal space and 1 no. kitchen together with new interior finishes and joinery and the creation of parking spaces and associated landscaping. comments on or before 7 August 2020
You can view and comment on applications online at https://www.canterbury.gov.uk/planningsearch	
Notifications:	
CA/20/00464 – Tirrill, Church Lane, Barham Proposed replacement of single glazed windows to the ground and second floor with double glazed timber effect windows, matching the style of existing windows. REFUSED by CCC	
CA/20/00906 - Barham Court, Rectory Lane, Barham, Kent, , Application for prior notification for agricultural building for storage – CCC decision "Prior approval not required".	
CA/20/00953 – Sidney House, Derringstone Hill, Barham CT4 6QD Alteration to porch steps, re-roofing porch with lead and infilling existing door opening. GRANTED by CCC	
CA/20/00741 - Holme Lacy, Old Valley Road, Barham, CT4 6PS Proposed roof extension incorporating dormers to front and rooflights to rear. GRANTED by CCC	
Other Planning matters: New applications/Other Planning matters that arise before the meeting to be reported.	

CCC Planning Committee meetings

The first virtual CCC planning meeting took place on 26 May 2020. The next planning committee meeting was scheduled for 2 June. Agendas can be viewed online at democracy.canterbury.gov.uk which includes the planning officer's report and recommendation and a link to YouTube where people are able to watch the meeting live. Members of the public can submit a pre-recorded speech, up to three minutes long, which will be played to the Committee and those watching online. Democratic Services will arrange the recordings,

which will be done remotely by computer, tablet or telephone. The speaking slots are still limited to three for, and three against the planning proposal. In addition, as always, there are slots reserved for the applicant or agent (but not both), parish council or amenity group, and the ward councillor.

CCC Canterbury District Local Plan review – TO RECEIVE CCC update on next steps in the CDLP review and TO NOTE a virtual workshop is being offered by CCC on 20 July 2020 (tbc)

20. Councillors items

21. Date and time of the next virtual parish council meeting.

Future meeting dates ARE ALL ON HOLD due to coronavirus: Virtual meetings may be convened as required.

Previously booked dates with the hall were: Full Council: in the Grabham Room in the village hall: No meeting in August, 3 September, 1 October, 5 November and 3 December 2020. **And F&GP meeting dates *should these be required:* in the committee room:** 19 August, 16 September, 21 October, 18 November and 16 December 2020.