

Minutes of the Barham Parish Council Meeting held on 6th June 2024, in Barham Village Hall at 7.30pm.

Present: Parish Councillors: Carolyn Hunt (Chair), Stephen Manning, Deborah Hart, Paul Smith, John Brooks, Sean Latus. Also present: Caroline Read, Clerk & RFO to Barham Parish Council and two members of the public.

47. The Chair's opening remarks and apologies for absence. The Chair welcomed everyone to the meeting. Apologies were received and accepted from Cllr A Tatt and D Tatt.

48. Declarations of Disclosable Pecuniary Interests. There were no declarations of pecuniary interest declared. Cllr Hunt declared a significant interest in item 19 of the agenda as she is an allotment holder and her spouse is the Chairman of the Allotment Association.

49. To elect a Vice-Chair for the forthcoming year. Cllr Manning was unanimously re-elected as Vice-Chair and signed his acceptance of office.

50. Minutes of the last meeting. Minutes of the Annual meeting of the Parish Council held on 2nd May 2024, were signed and accepted as a true record of the meeting.

51. Adjournment of the meeting. Representations from the public included a member of the public seeking assurance from Members that proper process had been followed when the decision to fell the sorbus trees at the Old Valley Road Play Area was resolved.

A representative from Highland Court Farm introduced himself to the Members and looked forward to further engagement opportunities, including a walk-round HCF to better understand Chapel Down's proposal of additional infrastructure at the site.

52. The meeting was reconvened to complete the remaining business on the agenda.

53. County & City Councillor reports: KCC & CCC Cllr Mike Sole was unable to attend but had previously circulated his May 2024 report. Members NOTED that further to a site visit at Out Elmstead Lane, KCC doesn't have the funding to make infrastructure improvements at the Nailbourne.

54. To receive the report from the Clerk and to NOTE any correspondence: The Clerk had circulated her monthly report prior to the meeting. Further correspondence included:

- An increased invoice from Grassmow Services due the additional works required at The Shrubbery and Brickfield Road. The Members agreed that these were necessary works and RESOLVED to make payment. **Action:** Clerk to arrange payment.
- A request to use the Village Green for a TinyTalk Kent Downs, toddler Olympics at 10am to 11am on Sunday 4 August 2024, had been received. Members RESOLVED to permit, requesting the necessary Risk Assessments/Insurance information is provided prior to the event by TTKD. **Action:** Clerk to request Risk Assessment.
- Members were aware that a piece of land was for sale in Barham, Members requested this matter be added to the next agenda for more formal discussion. **Action:** Clerk.

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Initials of the Chair:

55. Financial matters: The following May 2024 payments were noted:

• Grassmow Services	£925.00
• Castle Water	£5.00
• Kent Pension Fund	£355.21
• HMRC Cumbernauld	£217.45
• Barham CEP School	£375.00 (Village Green Mow)
• Winter Support Scheme	£945.09
• Kingston Tree Care	£2760.00
• EDF Energy - Village Green	£51.00
• Barham Allotments	£155.00
• Clerk - May Salary	-

There were no Receipts to note. Bank balances as at 31 May 2024: Current account: £52,545.24 and Instant Access Reserve account: £62,869.37 = Total: £115,414.61 The April 2024 bank statements were passed to Cllr Smith for scrutiny and signing. Members were advised that due to technical difficulties at Unity Trust Bank Ltd, the bank statements to 31st May 2024 could not be produced. The formal reconciliation including scrutiny and signing of these bank statements would take place at the next meeting. Cllr Smith requested that further pressure be placed on Unity Trust Bank to adhere to basic expectations such as the production of bank statements. **Action:** Clerk

Other financial matters: Members unanimously ACCEPTED the Concurrent Function Funding Agreement for FY 2024/25, the Chair and Clerk duly signed. **Action:** Clerk to send CCC a copy of BPC'S annual accounts (2023-24) and copies of all requested documents by 30 Sep 24.

56. Annual Governance & Accountability Return 2023/24 (AGAR) - Internal Auditor's Report.

Members reviewed Internal Auditors report detailed on page 3 of the Annual Governance and Accountability Return (AGAR) and NOTED the IA's report that detailed the overall standard of management and governance processes is good, with some additional issues requiring attention. **Action:** Clerk to develop a plan of action.

57. Annual Governance Statement (Section 1). Members REVIEWED the Annual Governance Statement 2023/24 (page 4 of the AGAR). The Chair and Clerk signed and dated the form.

58. Annual Accounting Statements (Section 2). Members REVIEWED and APPROVED the Accounting Statements 2023/24 (page 5 of the AGAR). The Chair signed and dated the form.

59. Explanation of Variances and Bank Reconciliation 2023/24. Members REVIEWED and APPROVED the explanation of variances and bank reconciliation to 31st March 2024.

60. Exercise of Public Rights. Members REVIEWED and APPROVED the dates of the period for the exercise of public rights as commencing Monday 17 June 2024 until Friday 26 July 2024. Website and notice board to be updated Friday 14 June 2024.

61. Publicity & Communications including website: Publicity throughout May had included the success of the Air Fryer event, the 20mph consultation, road closures, the spraying of Brickfield

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recreation areas by Barham Football Club and the tree felling. **Action:** Cllr Latus to provide photos of the Goal Posts in use (for Atherton Trust).

62. Highways Update. Members NOTED the following:

- the initial feedback from the 20mph Consultation Survey had so far all been positive. The closing date for comments to be Monday 1st July 2024.
- in the absence of Cllr A Tatt the SID data would be presented at the next meeting. **Action:** Cllr A Tatt.
- Speedwatch continues to be successful in identifying speeding vehicles, details of which are forwarded to Kent Police.

To report any road issues OR resurfacing requests please report them online to KCC Highways using this link - <https://www.kent.gov.uk/roads-and-travel/report-a-problem>

63. Open Spaces. Members CONSIDERED and RESOLVED to undertake a Parish Tree Survey. **Action:** Clerk to investigate options of tree surveys and the costs involved.

Members RESOLVED to undertake a visual inspection of the Parish Council play areas. **Action:** Cllrs Manning and Cllr Latus.

Members NOTED that RoSPA's Annual Inspection of the Play Areas would take place in July. Members RESOLVED to accompany the Inspector for an additional fee of £50.00 + VAT. **Action:** Clerk to hasten RoSPA for dates.

Members CONSIDERED and RESOLVED to carry out a full muster of all its assets including the material state. **Action:** Cllr Latus.

Members NOTED the recent theft of two picnic benches from Brickfield recreation ground. Members RESOLVED to replace both, once the Clerk had engaged with the PC's insurance provider. Members recommended that the remaining benches and picnic tables be secured in place to avoid further theft. **Action:** Clerk

64. Footpaths & Rights of Way. No updates to note.

65. Clubs and Societies. Members noted that the fence height at Barham Allotments had been increased and the PC's agreed contribution to this of £155.00 had been paid. The Vice-Chair and the Clerk signed the addendum to the lease agreement in advance of obtaining BAA Chair's signature. **Action:** BPC Chair to arrange signature of the addendum to the lease agreement by BAA's Chair.

66. To receive any update on the enforcement at the old Methodist Chapel. The Members noted the revised letter sent to the owners of the Chapel **Action:** Clerk to add item to September agenda.

67. External Organisations. Cllrs NOTED the positive feedback from the Highland Court Farm visit, which was viewed as an opportunity to engage with neighbouring parishes on a number of similar issues.

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68. Planning Matters. The following Planning Applications were considered:

New Planning Applications:		
CA/24/00752	Proposal: T1 - Silver Birch, Fell to ground level in rear garden Location: Badgers Bank Railway Hill Barham Kent CT4 6PZ	No objection by Barham Parish Council
CA/24/00676	Proposal: Application for lawful development certificate for proposed extension of existing hard standing/parking area to accommodate the motorcycle rider training area. Location: Kent Motorcycles, Dover Road, Barham, CT4 6SA	No objection by Barham Parish Council
CA/24/00907	Proposal: #5 day exemption requested# - T1 Sycamore fell. Location: Greenbanks House, Barham, CT4 6LE	No objection by Barham Parish Council.
CA/24/00798	Proposal: Rear dormer together with rooflights to front. Location: Hazel Dene, Church Lane, CT4 QS	No objection by Barham Parish Council.

Residents can view and comment on applications online at: [Search and comment on planning applications | Canterbury City Council](#)

69. Other Planning Matters. None reported.

70. Councillors Reports. Members NOTED Cllr Hart's feedback on the expenditure of the KCC Winter Support Scheme Grant. The event was a food based activity session, including donating air fryers and cookbooks to Barham residents. The Chair and the Members congratulated Cllr Hart on this successful event, which was put together with extremely limited time. **Action:** Cllr Hart to provide feedback to KCC and produce an article for the Parish Magazine and social media.

71. Date of next meeting. The next Parish Council meeting will take place at 7.30pm on Thursday 4th July 2024, in Barham Village Hall. Members were advised that due to the Clerk's absence, agenda items should be forwarded no later than 10am on Tuesday 18th June 2024.

72. End. Meeting Closed at 8.58pm.

Caroline Read
Parish Clerk and Responsible Financial Officer
Barham Parish Council
Clerk@barhamparishcouncil.gov.uk

Signed as a true record:
Chair, Cllr Carolyn Hunt

Date:

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