

Minutes of the Barham Parish Council Meeting held on 12th September 2024, in Barham Village Hall at 7.30pm.

Present: Parish Councillors: Carolyn Hunt (Chair), John Brooks (from 7.40pm), Deborah Hart, Nuala McGill, Andreas Tatt and Diane Tatt. Also present: Caroline Read, Clerk & RFO to Barham Parish Council and two members of the public.

92. The Chair's opening remarks and apologies for absence. The Chair welcomed everyone to the meeting. Apologies were received and accepted from Cllr Sean Latus, Cllr Stephen Manning and Cllr Paul Smith.

93. Declarations of Disclosable Pecuniary Interests. There were no declarations of pecuniary interest declared.

94. Minutes of the last meeting. Minutes of the meeting of the Parish Council held on 4th July 2024, were signed and accepted as a true record of the meeting.

95. Adjournment of the meeting. Representations from the public included a member of the public commenting on his concerns relating to the disposal of the swing boats, the Parish Council assured the resident that all options were being considered before a decision would be made. The Parish further assured the resident that disposal did not mean destruction.

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

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

Reference Number	Address	Proposal	Parish Council Decision
CA/24/01538	Barham Court Rectory Lane Barham Kent CT4 6PD	T1- Sycamore, Fell to ground level. T2- Ash, fell to ground level. T3- Ash, fell to ground level to the north of Barham Court	No objection
CA/24/01467	Farm Cottage, Railway Hill, Barham, Kent, CT4 6PX	T1 - Magnolia, reduce crown all over by 1.5m.	No objection
CA/24/01295	Grooms Cottage , Cole Hill, Barham, CT4 6JY	Two-storey rear extension following demolition of existing conservatory.	No objection
CA/24/01369	Heaselands Stables South Barham Road CT4 6QA	Front porch and single-storey rear extension.	No objection
CA/24/01349	Tiuccia Derringstone St CT4 6QB	G1 - Remove group of Leylandii trees on rear boundary.	No objection
CA/24/01318	Broome Park Hotel & Golf Resort Canterbury Road CT4 6QX	TPO 1_1953/BAR - G1,G2 ,G3, G4 & T5 Ash located close to holiday lodges. Fell due to dieback.	No objection

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Initials of the Chair:

CA/24/01272	Walderchain Wood Walder Chain	Application for prior notification for linked extension to existing buildings, rear extension together with lean to.	No objection
CA/24/01269	Derringstone Manor Railway Hill CT4 6PU	T1 Sweet Chestnut - crown reduce to 5 metres (from 15m) T2 Conifer - crown reduce to 3 metres (from 7m). T3 conifers & T4 horse chestnut - remove branches overhanging wall and 30% reduction. T5 Beech - 30% crown reduction. T6 Acer - 30% crown reduction. All trees in rear garden.	No objection
CA/24/01179	Skylarks, Railway Hill CT4 6PZ	Field Maple Tree, fell to ground level in front garden.	No objection
CA/24/01321	Old Dairy House , Rectory Lane, Barham, Kent, CT4 6PD	Application for Listed Building Consent for internal alterations including removal of a small section of internal wall to ground floor.	No objection

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

98. Other Planning Matters. There were no other planning matters to consider.

99. County & City Councillor reports: KCC & CCC Cllr Mike Sole was unable to attend but had previously circulated his August 2024 report.

100. To receive the report from the Clerk and to NOTE any correspondence: The Clerk circulated her monthly report prior to the meeting. The following points were NOTED by the Councillors:

- Streetlighting: Engagement continues with CCC regarding the cost implications that are associated with streetlighting in Barham. The Clerk also reported that the six yearly inspection is due and consideration is to be given to an additional structural survey. Councillors NOTED that funds had been set aside in the Reserves for this. The Clerk continues to engage with the contractor to establish costs to the Parish for these surveys.
- KALC Meeting: The Clerk and the Chair attended the Canterbury Area Committee Meeting which focused on resilience planning.
- School Parking: The Clerk and the Chair had met with the Headmistress of the Primary School to discuss parent parking and what could be done to minimize future parking issues, including continuing the engagement with parents, engaging local residents via the Parish Magazine and contacting the local Police Constable for road safety advice and initiatives. The Clerk will also hasten the repair of the current wig wags lights with KCC.
- Defib and CPR Training: Community Lifesavers from Thanet have kindly offered to conduct some free training for residents in return for a small donation from the Parish Council, to cover their travel expenses. **Action:** Clerk to ascertain availability dates for the Village Hall and report at the next meeting.

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Initials of the Chair:

- Litter Pick on Saturday 12th October: Advertising continues, the Risk Assessment is complete and the equipment will need collecting from CCC prior to the event. Cllr McGill will be managing the event.
- Grass Cutting at the Churchyard: The Parish Councillors deemed the quote received to be prohibitive for the works required. The Chair added that the Reverend was going to write to the Parish Clerk, detailing the works the PCC request be undertaken next year, to ensure the church yard can be appropriately maintained. **Action:** Clerk to request a reassessed quote from the Contractor. If he is not disposed to provide, the Clerk is to obtain quotes from other contractors.
- Stolen Picnic Benches from Brickfield Recreation Area: The Clerk confirmed that the insurance company had paid out £1,319.60, and replacement picnic tables would be purchased once the installation of concrete plinths is complete.
- CCC Parish Engagement Meeting: The next meeting would be online at 4pm on 9th October, all Councillors were encouraged to attend.
- Urgent safety & repair works: The Clerk highlighted the following works were urgently required: Removal of old sleeper bench on Valley Road, due to protruding nails and the repair of the broken fence at Brickfield Recreation ground. Councillors unanimously **RESOLVED** to accept the quotes from Fencing Services for £50 and £310 respectively.
- Budget & Precept setting: The Clerk highlighted to Councillors that the Budget and Precept would need to be confirmed prior to 31st December 2024. The Councillors **RESOLVED** to hold an additional meeting in November 2024. **Action:** Clerk to prepare draft figures for November meeting.

101. Financial matters: The following July 2024 payments were noted:

• PWLB Loan Repayment	£2,791.04
• Castle Water	£5.00
• Clerk Pension	£353.59
• Clerk HMRC	£215.56
• Village Hall Hire	£40.00
• Grass Cutting	£940.00
• Streetlighting (Electricity)	£924.41
• RoSPA Inspection	£256.80
• Village Green Electricity	£51.00
• Clerk Salary & Milage	-

The following August 2024 payments were noted:

• Castle Water	£5.00
• Clerk Pension	£351.97
• Clerk HMRC	£214.09
• Village Green Electricity	£51.00
• Clerk Salary	-

The following receipts in August 2024 were noted, (none for July 2024):

• Concurrent Funding Grant	£7,110.00
• Concurrent Funding Grant	£2,970.00 (Streetlighting)
• VAT Refund	£2609.26
• Rent – Football Club	£52.00

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Initials of the Chair:

- Rent – Tennis Club £52.00
- Rent – Allotment Association £104.00

Bank balances as at 31 August 2024: Current account: £55,335.71 and Instant Access Reserve account: £63,300.41 = Total: 118,636.12 Cllr Smith has confirmed by email that he has scrutinized and reconciled the bank statements from April through to August 2024 online using Scribe. Cllr Smith added that he will sign the reconciliations at the next meeting. **Action:** Cllr Smith & Clerk.

The Clerk reported that she had responded to a recent query from Forvis Mazars LLP (external auditor), relating to the high amount of Reserves held, but had not yet received the completion letter from them. This was anticipated before 30 September 2024. On receipt the Annual Governance & Accountability Return for FY 2023/24 would be circulated to Councillors and published online in accordance with The Accounts and Audit (England) Regulations 2015. **Action:** Clerk.

Councillors NOTED the Internal Audit Action Tracker previously circulated detailing the Internal Auditors recommendations. The Clerk reported that all actions should be completed by the end of the financial year. **Action:** Clerk

Councillors CONSIDERED and unanimously RESOLVED to add the 'Online Banking Administrator' role to Clerk at the Unity Trust Bank Account, to allow visibility of the online bank users and signatories. **Action:** Clerk.

Councillors NOTED the Clerks response to Unity Trust Bank on 29th July 2024, regarding the FSCS Annual Review 2024, confirming the Parish Council's eligibility for the scheme as a small local authority. With an annual budget below £423,526, the Parish Council continues to qualify for the scheme.

Councillors CONSIDERED the advice from the Internal Auditor and unanimously RESOLVED to obtain a Unity trust Bank Multi-Pay card for use by the Parish Clerk, in line with its Standing Orders. **Action:** Clerk

Councillors CONSIDERED and unanimously RESOLVED to apply for a Capital Grant for improvements to the Parish. Councillors were advised to attend the upcoming workshop so that they would be able to discuss ideas directly with CCC, prior to an application being submitted. **Action:** Clerk to forward information to Councillors on receipt.

Councillors CONSIDERED and unanimously RESOLVED to renew the annual insurance with Zurich, whom the Parish Council is tied into until 2027. Councillors NOTED that due to the ongoing 100% Asset Register muster, it is highly likely that once the reviewed information is submitted, the current quote of £1,461.50 would change. **Action:** Clerk and Chair to finalise Asset Register, prior to new insurance/asset details forwarded to Zurich for renewal on 1 October 2024.

102.To CONSIDER and ADOPT the following Policies and Privacy Statement: The Chair thanked the Clerk for the diligence in providing such comprehensive policies and privacy statement which the Councillors REVIEWED and ADOPTED:

- Standing Orders
- Financial Regulations

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Initials of the Chair:

- Code of Conduct
- Complaints Policy
- Health & Safety Policy
- Memorial Tree & Bench Policy
- Information & Data Protection Policy
- Privacy Statement

103.Publicity & Communications including website: Members NOTED publicity throughout July and August had continued which included road closures, social enterprise courses, Kent Police Monthly Newsletter, the Coffee Stops 20th Birthday and Cllr Mike Soles Monthly Reports.

104. Highways Update. Members NOTED the following:

- Councillors NOTED that despite several attempts by the Clerk to arrange a meeting with National Highways and KCC Highways to discuss the recent and future A2 road closures, both agencies have been reluctant to engage. Cllr A Tatt suggested that it could be beneficial to also invite PC Taylor to any arranged meeting. **Action:** Clerk to request assistance from KCC Cllr Mike Sole in setting up a meeting.
- Councillors NOTED that Kent Police held a County wide Speed watch day in July, capturing significant numbers of speeding motorists.
- Councillors NOTED that the SID data confirmed that speeding remains an issue in the Parish.
- Councillors CONSIDERED and unanimously RESOLVED to set up Lorry Watch for Barham Parish and advertise details on social media. **Action:** Cllr A Tatt
- Cllr A Tatt highlighted the need for a 'No Coaches' sign to be considered as part of the design review of the entrance to The Street. **Action:** Clerk to engage with KCC
- Cllr A Tatt CONFIRMED that the drain clearance had been completed on The Street.
- Members NOTED that National Highways have replaced the fence in the vicinity of Old Dover Road.
- Councillors NOTED the recent accident at the junction of Gravel Castle Road and Brickfield Road and a report of fly tipping (vehicle debris) had been reported to CCC.

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>

105. Open Spaces. Swing boats: Members CONSIDERED the current storage of the Swing boats and RESOLVED to engage with the resident who is currently storing these items, and also the PTA to confirm if they are intending on handing back the custodianship to the Parish Council. **Action:** Cllr Hart

Parish Tree Survey: Councillors CONSIDERED three quotes and unanimously RESOLVED to ACCEPT the quote of £850 (excluding VAT) from Mark Jones Tree Surgery. **Action:** Clerk to instruct.

RoSPA Report: Councillors NOTED the findings of the annual inspection of the play areas (RoSPA Report) and unanimously RESOLVED to put together a plan of action to address the areas of concern and recommendations, including dismantling the bucket swing and removal of the trim trail. **Action:** Cllr D Tatt

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Initials of the Chair:

Asset Register: Councillors NOTED that Cllr Hunt and Latus had been creating a new Asset Register, using Civicy, a free trial offered by Scribe for 12 months. They have uploaded photos, descriptions and locations of all assets so that the recording can be simplified. **Action:** Clerk to submit revised assets to Insurance company.

Securing of benches at Brickfield Recreation Area: Councillors CONSIDERED three quotes to secure the two existing and the two replacement picnic tables, plus two sitting benches using concrete plinths. Councillors unanimously RESOLVED to accept the quote from Fencing Services for £1240.00, with the old soil to be redeployed along the allotment perimeter. **Action:** Clerk

Notice Boards: Councillors CONSIDERED five quotes to replace the existing Parish Council Noticeboards outside the Village Hall and the Primary School, they unanimously RESOLVED to accept the quote from the Notice Board Company for £790.98 each (exc. VAT). **Clerk:** To order and arrange quotes for installation.

Donation to Fifth Trust: The Clerk reported that as no details had yet been received regarding the repairs to a memorial bench, this would be added to the next agenda. **Action:** Clerk

Church Wall: Councillors CONSIDERED recent photographs of the church wall and previous photographs, quotes and reports received for remedial works of the church wall at the closed churchyard of St. John the Baptist Church, Barham. Councillors unanimously RESOLVED to take a full review of the approach to the church wall, including a full survey of the Parish Councils areas of responsibility, with a report to include detailed recommendations of works required. **Action:** Clerk to engage with previous surveyors, and CCC regarding planning permission at the Grade 1 Listed site.

Water Recharge: Councillors CONSIDERED and unanimously RESOLVED to pass on the water recharge for use of water at the Brickfield Recreation area to Barham Allotment Association. **Action:** Clerk

106. Footpaths & Rights of Way. Cllr Hunt reported that the pedestrian steps on South Barham Road had completely worn away and required replacement with railway sleepers, or similar. Councillors unanimously RESOLVED to consider quotes for new steps to be installed. **Action:** Clerk

Cllr A Tatt commented that the two benches had still not been returned from the refurbishment contractor. The Clerk assured Councillors that these had been hastened a number of times and were due back later this month. **Action:** Clerk

Cllr A Tatt highlighted that the steel bolts used on the Village Sign has signs of rust and were discolouring. **Action:** Cllr Hunt to contact the craftsman.

Cllr Brooks and Cllr D Tatt attended a meeting with Kingston PC to continue the dialogue regarding the PROW footpath between the two villages. The outcome was that Kingston PC did not wish to move forward with this initiative, however, as the homeowners of The Peak, Kingston had offered an area of land to assist with the construction of a footpath, the Councillors RESOLVED to explore this initiative further. **Action:** Cllr D Tatt.

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Initials of the Chair:

107. Clubs and Societies. Cllr Hunt informed members that Barham Football Club have employed a mole catcher to help maintain the pitches. In addition, she reported to the Parish Council that the issue of dog fouling on the pitches has become such an issue, that football teams are now having to abandon matches. Cllr Hunt encouraged the Football Club to engage with social media, to highlight the issue as a first step in informing residents of the issue. Cllr Hunt has also invited the Football Club to propose further solutions at the next meeting for members consideration. **Action:** Clerk

108. Methodist Chapel. Councillors NOTED a recent social media post had detailed that the property to shortly undergo some maintenance prior to being marketed for sale. As a result Councillors requested this item be removed from further agendas. **Action:** Clerk

109. External Organisations. Cllr Hunt highlighted to members that the Barham Horticultural show would be taking place at the weekend, in the Village Hall and she encouraged all to attend.

Cheese and Wine at Stelling Minnis: Cllr Hunt encouraged members to attend the event on 16th October 2024, hosted by the Parish Council, this is an opportunity to meet with neighbouring Parish Councillors to discuss and share ideas, problems and solutions.

110. Date of next meeting. The next Parish Council meeting will take place at 7.30pm on Thursday 3rd October 2024, in the Grabham Room, Barham Village Hall.

111. End. Meeting Closed at 9.39pm.

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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Initials of the Chair: