

Minutes of the Annual Meeting of Barham Parish Council held on 1st May 2025, in Barham Village Hall at 7.30pm.

Present: Parish Councillors: Stephen Manning (Acting Chair), Paul Smith, John Brooks, Diane Tatt, Andreas Tatt, Deb Hart, Nuala McGill and Sean Latus. There was one member of the public present.

1. Elect Chair and Vice-Chair: In her absence, Cllr Hunt was unanimously elected as Chair of the Parish Council and is to sign the declaration of acceptance prior to the next meeting. Cllr Manning was unanimously elected as Vice-Chair and acted as Chair for the purpose of the meeting. **Action:** Chair & Clerk

2. Chair's opening remarks and apologies for absence. The Chair welcomed everyone to the meeting and apologies were RECEIVED and ACCEPTED from Cllr Hunt. The Parish Councillors held a moment of silence in remembrance of a previous long-standing Cllr, the late Mr. Ernie Mullett.

3. Declarations of Disclosable Pecuniary Interests, Other Significant Interests and Dispensation Requests: There were no declarations of pecuniary interest declared.

4. To RESOLVE Councillors responsibilities for 2025/26: Councillors CONSIDERED and unanimously RESOLVED the following areas of responsibility:

Area of Responsibility	Councillor	Additional Responsibilities
Chair of Parish Council	Carolyn Hunt	• Posting agenda on NB. • Water Meter Readings at Brickfield road and Gravel Castle (Feb & Aug). • Hold access keys/codes for vehicle access to Brickfield Recreation Gd.
Vice-Chair of Parish Council	Stephen Manning	
Finance	Paul Smith Carolyn Hunt Andreas Tatt John Brooks Sean Latus	
Planning	Stephen Manning Sean Latus	
Highways (inc. Flood Liaison)	Diane Tatt	• Decorate the Christmas Tree.
PROW & Footpaths	Andreas Tatt Stephen Manning	
Open Spaces - Trees	Carolyn Hunt	
Open Spaces - Play Areas	Deb Hart	
Open Spaces - Benches	Sean Latus	
Open Spaces - Maintenance	Sean Latus	

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Initials of the Chair:

Publicity & Communication (inc. website & social media)	Andreas Tatt	• Decorate the Christmas Tree.
Liaison with Village Clubs & Associations	Deb Hart	
Litter Pick	Nuala McGill Carolyn Hunt	
Staffing Committee	As required	

5.Minutes of the last meeting: Minutes of the meeting of the Parish Council held on 3rd April 2025, were ACCEPTED as a true record of the meeting and signed by the Chair.

6. Adjournment of the meeting: The meeting was adjourned to allow representations from the public. A representative from Barham FC attended to discuss the request for an additional container at the Bear Trap, and to explore opportunities for additional parking. On completion of the discussion, there were no members of the public present.

7. The meeting was reconvened to completed business on the agenda.

8. To NOTE the use of LGA 1972 s.101 delegation to the Clerk since the last meeting: There were no items to note.

9. Planning Matters: Members CONSIDERED the following planning application and unanimously RESOLVED that there was no objection:

New Planning Applications:
Planning Application: CA/25/00719 Location: Nailbourne, Derringstone Street, Barham, Kent, CT4 6QB. Proposal: T1 Field Maple re pollard tree to previous cuts, cut back lower branches over highway /drive.

Members CONSIDERED the following planning application and unanimously RESOLVED to defer comments to the next meeting: **Action:** Cllr Latus

New Planning Applications:
Planning Application: CA/25/00685 Location: Mobile Home Land South West Of Dover Road Barham Kent CT4 6SA. Proposal: Change of use of land to allow extension to traveller site to provide additional no. 3 pitches with no. 3 mobile homes with associated development for cesspits and hardstanding. Comments Expiry Date: 6 June 2025

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

10. Publicity & Communications including website: Members NOTED publicity throughout April had included information relating to community events and initiatives, road closures and an update on the Nailbourne.

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11. Highways Update: No SID data was available this month. Councillors NOTED that the consultation period for the proposed 20mph speed limit has concluded. Although three objections were submitted to KCC, none were upheld, and the scheme will now proceed as planned.

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>

12. Open Spaces: Councillors to CONSIDERED and unanimously RESOLVED to approve an application for a memorial bench at the Village Green. **Action:** Chair & Clerk to liaise with family.

Councillors CONSIDERED three quotes and RESOLVED to purchase five new benches from NBB in existing style, to match benches installed at Brickfield Recreation Area, using the donation from Quinn Estates, at the following locations: **Action:** Clerk

- Out Elmstead (3 seater)
- Derringstone Street (3 seater)
- Valley Road Play Area (to replace the Memorial bench) two x 2 seaters
- Fox Way (3 seater) (Plinth required, awaiting KCC approval)

Councillors CONSIDERED and REJECTED an application to hold a boot fair at the Village Green, however, Councillors CONSIDERED and APPROVED, subject to permission from Barham FC, that a boot fair could be held at the Bear Trap. **Action:** Cllr McGill.

Councillors CONSIDERED and unanimously RESOLVED to undertake a Public Consultation to determine what residents want at each of the Play Areas to include suggestions. **Action:** Cllr Hart to draft a questionnaire, prior to approval at a PC Meeting.

Councillors CONSIDERED and unanimously RESOLVED to arrange for the cleaning of the Valley Road play area. **Action:** Cllr McGill kindly volunteered the local Scout group for this activity and will also include cleaning of the two bus stops in the village.

Councillors CONSIDERED three quotes for replacement of two swing seats and unanimously RESOLVED for the items to be purchased from Sutcliffe Play Direct. **Action:** Clerk

Councillors CONSIDERED and unanimously RESOLVED to undertake the quarterly visual Play Area Inspection. **Action:** Cllr Hart and Cllr A Tatt.

13. Footpaths & Rights of Way: Councillors NOTED the Order, Notice and Statement relating to KCC's (Public Footpath CB553 at Kingston and Barham) Definitive Map Modification Order 2025.

14. Village Clubs and Societies: Councillors CONSIDERED and unanimously RESOLVED to permit Barham FC to place an additional container adjacent to the current container on the concrete hardstanding at the Bear Trap, but not at the Brickfield recreation area. **Action:** Clerk

Councillors CONSIDERED and RESOLVED to permit Barham FC to use a specified area of Brickfield Recreation area at the north/furthest end of the recreation ground for overflow parking. The

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Initials of the Chair:

representative from Barham FC was advised that parking during very wet conditions was not permitted and alternative locations within the village should be used. **Action:** Clerk

15. External Organisations: Councillors CONSIDERED and unanimously RESOLVED to register the Parish with the Kent Film Office. **Action:** Cllr A Tatt and Clerk.

16. Financial matters: Councillors NOTED the following payments in April 2025:

Castle water	£10.03
Kent Pension Fund	£426.96
SMS CIS & Payroll Solutions	£24.00
HMRC Cumbernauld	£363.34
Clerk Salary & Mileage	-
KALC Subscription	£610.22
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JRB Waste Bags	£36.48
EDF Energy	£51.00
Unity Trust Bank plc	£6.00
Envisage Grass Cutting	£72.00
EDF Energy - Streetlighting	£895.47

The following receipts in April 2025 were NOTED:

KALC Subscription refund	£610.22
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Cllr Smith scrutinized and signed the bank reconciliations to 30th April 2025 as correct. Councillors NOTED the bank account balances as at 30th April 2025: Current Account £18,191.83 Reserve Account: £64,570.04 Total: £82,761.87

Councillors CONSIDERED and unanimously RESOLVED to ACCEPT CCC's Concurrent Funding Agreement for FY25/26 (CCF: £7,110 + £2,970 for streetlighting), and the application was signed by the Clerk and Chair. **Action:** Clerk

Councillors CONSIDERED and unanimously RESOLVED to APPROVE Cllr D Tatt's attendance at the KALC led, Section 106 and the Community Infrastructure Levy (CIL) course on 21st May 2025 (£42.00).

17. To receive the Report from the Clerk and to NOTE any correspondence. Councillors NOTED the Clerks Report, in addition the following was NOTED:

- Councillors agreed to host a Parish Council table at the 10th Anniversary of the Village Hall event on 19th July 2025.
- Speed watch was operating again in the village and a campaign to attract new volunteers was underway.
- Cllr Manning has volunteered to attend the KALC EGM about local government reform on 19th June 2025.

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Initials of the Chair:

18.Date of next meeting. Councillors NOTED the Annual Parish Meeting will take place at 7pm on Thursday 22nd May 2025, in the Grabham Room, Barham Village Hall. The next Parish Council meeting will take place at 7.30pm on Thursday 5th June 2025, in the Grabham Room, Barham Village Hall.

19. Confidential Session. The Parish Councillors NOTED the information provided by the Clerk.

20. Meeting closed at 9.02pm.

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

Signed as a true record:
Chair of the Parish Council

Date:

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Initials of the Chair: