

Minutes of the Barham Parish Council Meeting held on 6th November 2025, in Barham Village Hall at 7.30pm.

Present: Parish Councillors: Paul Smith (Chair), Sean Latus, Deb Hart, Andreas Tatt, Nuala McGill, Chris Hudson, Karla Zeidan and Stephen Peachell (from minute 125). Also present, Caroline Read, Parish Clerk & RFO, plus six members of the public.

123. Chair's opening remarks and apologies for absence. The Chair welcomed everyone to the Meeting. No apologies as all Parish Councillors present.

124. Declarations of Disclosable Pecuniary Interests, Other Significant Interests and Dispensation Requests: Cllr Paul Smith declared an OSI in agenda item 9 (The Shrubbery). There were no other declarations of pecuniary/other interest declared relating to items on the agenda.

125. To CONSIDER applications to co-opt a Parish Councillor. Mr Stephen Peachell was co-opted to the Parish Council and signed the acceptance of office, witnessed by the Clerk.

126. Minutes of the last meeting: Minutes of the meeting of the Parish Council held on 2nd October 2025, were unanimously ACCEPTED as a true record of the meeting and signed by the Chair.

127. Adjournment of the meeting: The meeting was adjourned to allow representations from the public which included:

- Concerns about the KCC Highways delay to the implementation of the 20mph zone at The Street, including the permitted access rights of HGVs using this route, other than for access.
- A request was received from a member of the public, to amend the grass cutting schedule at St John The Baptist's churchyard.

128. To RECEIVE the report from the KCC/CCC Councillors, and the Community Warden. Not present, but both reports had been circulated and published prior to the meeting.

129. The meeting was reconvened to complete business items on the agenda.

130. To NOTE the use of LGA 1972 s.101 delegation to the Clerk since the last meeting: Purchase of a Poppy Wreath (£24.49).

131. Planning Matters: Members CONSIDERED the following planning application and unanimously RESOLVED to make comment on the lack of visibility of the Construction Traffic Management Plan (CTMP) for the next phase, which should include: confirmation of the contractor parking facility, wheel washing facilities and its location, construction routes and delivery schedule, taking into account peak school times:

New Planning Applications:
Planning Application: CA/25/01761 - Barham Court Farm, Church Lane, Barham - Details submitted pursuant to condition 5 (Archaeology), condition 8 (Reptile mitigation Strategy), condition 9 (Surface vegetation), condition 12 (Soil Investigation Report) and

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Initials of the Chair:

condition 14 (CEMP during demolition) of planning permission CA/21/02835/FUL –
Determination Deadline: 21 Nov 25

Members CONSIDERED the following planning applications and unanimously RESOLVED that there were no objections:

New Planning Applications:
Planning Application CA/25/01643 - Brickfield Recreation Ground, Brickfield Road, Barham - Partial change of use to parking area and storage of shipping containers. Comments expiry date: 7 Nov 25
Planning Application: CA/25/01801 - The Barn, Breach Farm, Elham Valley Road, Barham, CT4 6LN – Proposal: Extension of existing boundary wall together with the installation of gate. Comments Expiry Date: 14 Nov 25
Planning Application: CA/25/01867 - Proposal: Erection of outbuilding, following demolition of fire-damaged outbuilding. Location: The Manor, Valley Road, Barham, CT4 6PN. Comments Expiry Date: 21 Nov 25
Planning Application: CA/25/0186 - Proposal: Application for Listed Building Consent for external and internal alterations including erection of outbuilding, following demolition of fire-damaged outbuilding. Location: The Manor, Valley Road, Barham, CT4 6PN. Comments Expiry Date: 21 Nov 25

132. Other Planning Matters: Councillors NOTED CCC's update on The Shrubbery.

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

133. Publicity & Communications including website: Councillors NOTED publicity throughout October had included information relating to community initiatives, Valley Road Play Area improvements, the litter pick and advertising KCC consultations.

134. Highways Update: No SID data was available this month. Councillors NOTED the update to the 20mph scheme and KCCs re-issue of the deposit documents for Amendment 17, and awaits the results of the public consultation which concluded on 20th October 2025.

Councillors also NOTED that the white line painting requests had been acknowledged by KCC Highways, but would not be repainted until Spring 2026.

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>

135. Footpaths & Rights of Way: There were no updates.

136. Streetlighting: As the quote for repairs to the streetlighting had not yet received, Councillors deferred this item to the next meeting. **Action:** Clerk to hasten.

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137. Open Spaces – Play Areas: Councillors NOTED the findings from the quarterly visual inspection of the Play Areas and RESOLVED to make the necessary repairs.

Councillors NOTED the repairs at Valley Road Play Area had been completed and thanked Cllr Hart for all her efforts in this area.

Councillors NOTED the first quote for the new fencing at Brickfields Recreation Area and RESOLVED to gain further quotes before resolving to undertake the works. **Action:** Clerk

138. Opens Spaces - Trees: Councillors CONSIDERED the T9 Tree Survey and unanimously RESOLVED to undertake the recommended remedial works which included felling and stump removal. **Action:** Clerk to apply to CCC for planning permission.

139. Village Clubs and Societies: Councillors to NOTED the positive update on the meeting with the Village Hall Trustees, regarding financial contributions to the Public Works Loan.

140. External Organisations: Councillors CONSIDERED and unanimously RESOLVED not to support the request from Barham Pre-School to install a temporary ice-rink at the Village Green.

141. Financial matters: Councillors NOTED the recent updates to the Banking Mandate including the removal of all previous Councillors and the addition of Cllr Zeidan, pending approval from Unity Trust Bank. Councillors CONSIDERD and RESOLVED not to add a further Councillor to the Banking Mandate at this time.

Councillors NOTED the following payments in October 2025:

Kent Pension Fund	£438.25	Website Domain	£60.00
HMRC	£366.42	Premium Hosting (IT)	£119.98
Clerk Salary	-	Village Hall Hire	£11.00
Clerk Milage	£31.20	Bank Charges	£6.00
Zurich Insurance	£1,556.73	Grass Cutting – Grass mow	£940.00
Village Hall Hire	£11.00	Envisage Ground Care	£54.00
Envisage Ground Care	£72.00	Envisage Ground Care	£72.00
EDF Streetlighting	£170.75	EDF	£51.00
EDF Streetlighting	£362.17		

Councillors NOTED that there were no receipts in October 2025:

Cllr Zeidan confirmed she had completed and signed the previous bank reconciliations to 30th September 2025, prior to the meeting commencing. The bank reconciliation to 31st October was completed and signed at the meeting.

Councillors NOTED the bank account balances as at 31st October 2025: Current Account £45,080.01 Reserve Account: £65,316.06 Total: £110,396.07

Councillors NOTED the Quarterly Net Position on the Summary Report to 31st October 2025. Members commented that the introduction of Scribe accounting software had greatly improved

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the clarity and accessibility of the financial information and made further commented that the Parish Council financial position in relation the current budget was on track, although Councillors acknowledged that future budgets are likely to become more challenging given the current economic climate and the forthcoming loss of concurrent funding.

Councillors CONSIDERED and RESOLVED to appoint Mrs Deborah O'Brien as the Internal Auditor for FY 2025/26, in line with the guidance given in the Joint Panel on Accountability and Governance Practitioner's Guide dated March 2025.

Councillors CONSIDERED and RESOLVED to establish a working group to meet prior to the next meeting, in closed session, to prepare the draft Budget and Precept for 2026/27. **Action:** Clerk

142. To receive the Report from the Clerk and to NOTE any correspondence. Councillors NOTED the Clerks Report, in addition the following items were also NOTED:

- Councillors CONSIDERED and RESOLVED to approve for the Clerk to attend the KALC Annual Clerks Conference 2025 (£70).
- The arrangements for the installation of a Christmas tree outside the Village Hall would be led by Cllr Andreas Tatt, (the lights were currently with a local electrician for repair).

143. Date of next meeting. Councillors RESOLVED that the next meeting of the Parish Council will be held at 7.30pm on Thursday 4th December 2025, with no meeting scheduled for January 2026. The first meeting of the new year will therefore take place on Thursday 5th February 2026, all meetings to be held in the Grabham Room, Barham Village Hall.

144. Meeting closed at 8.52pm.

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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