

Minutes of the Barham Parish Council Meeting held on 4th December 2025, in Barham Village Hall at 7.30pm.

Present: Parish Councillors: Paul Smith (Chair), Sean Latus, Deb Hart, Andreas Tatt, Nuala McGill, Karla Zeidan, Stephen Peachell and Hatice Nizamettin (from minute 151). Also present, Caroline Read, Parish Clerk & RFO, plus three members of the public.

149. Chair's opening remarks and apologies for absence. The Chair welcomed everyone to the Meeting. Apologies were received and accepted from Cllr Chris Hudson.

150. Declarations of Disclosable Pecuniary Interests, Other Significant Interests and Dispensation Requests: There were no declarations of pecuniary/other interest declared relating to items on the agenda.

151. To CONSIDER applications to co-opt a Parish Councillor. Mrs Hatice Nizamettin was co-opted to the Parish Council and signed the acceptance of office, witnessed by the Clerk.

152. Minutes of the last meeting: Minutes of the meeting of the Parish Council held on 6th November 2025, were unanimously ACCEPTED as a true record of the meeting and signed by the Chair.

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

- Further concerns were raised 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.
- Two members of the public who had recently purchased land opposite The Shrubbery introduced themselves to the Parish Council and provided a broad overview of their intentions for the land. The Parish Council thanked them for providing the information, these two members of the public then left the meeting.

154. 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.

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

156. To NOTE the use of LGA 1972 s.101 delegation to the Clerk since the last meeting: Purchase of replacement lighting and cables for the Christmas Tree.

157. Planning Matters: Members CONSIDERED the following planning applications and unanimously RESOLVED that there were no objections:

New Planning Applications:
Application No: CA/25/02139 Proposal: T1) Whitebeam- Fell Location: located to boundary of village green. Barham Village Green, Valley Road, Barham, Kent.
Application No: CA/25/02153 Proposal: T.P.O no 1 1953 G35.001 Norway Maple tree located to the rear of the property - fell. G35.002 Norway Maple tree located to the rear

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Initials of the Chair:

of the property - install 4t Cobra brace at 2/3 height from crown break, stem reduction of 3 metres to previous pruning points. W6.004 Holm Oak tree located to the north of the property - stem removal Location: Barham Crematorium Canterbury Road Barham Kent CT4 6QU

Planning Application: CA/25/02154 Proposal: Retrospective application for single-storey outbuilding for use as garage and workshop together with external staircase to side elevation with balcony area and solar panels to front elevation. Location: Sunny Downs, Out Elmstead Lane, Barham, CT4 6HL

158. Other Planning Matters: There were no further updates.

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

159. Publicity & Communications including website: Councillors NOTED publicity throughout October had included information relating to the use of e-scooters, community initiatives, and advertising the Parish Council vacancy.

160. Highways Update: No SID data was available this month. Councillors NOTED the update to the 20mph scheme and KCCs design of the scheme for Amendment 17, and RESOLVED to make further comment regarding the lack of signage to deter HGV traffic.

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>

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

162. Streetlighting: As the quote for repairs to the streetlighting had not yet received, Councillors deferred this item to the next meeting. **Action:** Clerk to engage with alternative contractors.

163. Open Spaces – Asset Management: Councillors CONSIDERED and RESOLVED to undertake a 100% muster of all Parish Council assets (including adding streetlights), using the Civic.ly application. **Action:** Clerk, Cllr Latus, Cllr Tatt, Cllr Zeidan and Cllr McGill.

164. Open Spaces - Play Areas: Councillors CONSIDERED and RESOLVED to undertake the next quarterly visual inspection of the Play Areas by the next meeting. **Action:** Cllr Smith and Cllr Hart.

Councillors CONSIDERED and RESOLVED to undertake the annual zip wire inspection. **Action:** Clerk

165. Village Clubs and Societies: Councillors NOTED the parking difficulties faced by the Allotment Association at Brickfield Recreation area on match days and that the Football Club has agreed to ensure more marshalling is in place to deter inconsiderate parking.

166. External Organisations: No updates to NOTE.

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167. Governance and Policies: Councillors RESOLVED to ADOPT the IT Policy. The Risk Assessment was deferred to the next meeting. **Action:** Clerk

168. Financial matters: Councillors CONSIDERED and RESOLVED to set up a direct debit instruction for the Civic.ly Asset Management application (£33.60 per month).

Councillors NOTED the following payments in November 2025:

Kent Pension Fund	£438.78	Poppy Wreath	£24.49
Clerk Salary	-	Village Hall Hire	£44.00
Clerk Milage	£36.40	Bank Charges	£6.00
EDF Streetlighting	£422.18	Stationery (Tree)	£61.12
Grassmow Services	£940.00	Envisage Groundcare	£72.00
Envisage Groundcare	£54.00	J.Hurley	£680.00
KALC – Clerk Conference	£84.00	Village Hall Hire	£20.00
Sutcliffe Play	£122.40	C.Punyer	£143.00
EDF Energy	£51.00		

Councillors NOTED that there were no receipts in November 2025:

CLlr Zeidan RECEIVED the bank reconciliation and bank statements to 30th November 2025 and signed these at the meeting.

Councillors NOTED the bank account balances as at 30th November 2025: Current Account £40,911.49 Reserve Account: £65,316.06 Total: £106,227.55

Budget FY 2026/27: Members NOTED the findings from the closed session held on 27th November 2025, regarding budget preparation. Following discussion, the Council RESOLVED to approve a budget of £61,426.00, representing an increase of £2,236.80 in the previous year. The primary reasons for this increase include adjustments to the Clerk's salary and additional maintenance commitments.

As part of the budget review, members also REVIEWED the General Reserves Balance and the Earmarked Reserves and RESOLVED to update the Reserves Policy, including the following adjustments:

- An increase in Earmarked Reserves from £20,673.80 to £20,883.80
- An increase in General Reserves to align with the Precept rate for FY 2026/27, rising from £47,641.00 to £49,938.00.

Action: Clerk to update and issue the new Reserves Policy.

Precept Request: Following the agreement of the Budget for FY 2026/27 and taking into account the Reserves and surplus, the Council considered the Precept request. After discussion, the Council RESOLVED to approve an increase of £2,297.00 from the previous year, resulting in a total Precept request of £49,938.00 for FY 2026/27. **Action:** Clerk to submit the Precept request.

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Members NOTED that Canterbury City Council (CCC) had not yet provided the Tax Base figure for FY 2026/27 **Action:** Clerk to publish the confirmed Tax Base figure for FY 2026/27 once received.

169. 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 contribute to the Clerk's SLCC membership by sharing 50% of costs (£120.00) with Hoath Parish Council.

170. Date of next meeting. Councillors RESOLVED that the next meeting of the Parish Council will be held at 7.30pm on Thursday 5th February 2026, to be held in the Grabham Room, Barham Village Hall.

171. Meeting closed at 8.35pm.

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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