

BARHAM PARISH COUNCIL
PARISH COUNCIL MEETING - HELD THURSDAY 02 JUNE 2016

Present:

Parish Councillors David Wood (Chairman), Stephanie Hollowday, Liz Minter, Ernie Mullett, Lily Matthews, and John Brooks

CCC Cllr Simon Cook (for part of the meeting)

1 x resident, and Clerk to the Council, Amanda Sparkes.

1. The Chairman's opening remarks and apologies for absence.
Cllr Wood welcomed everyone to the meeting. Apologies for absence were received and accepted from Parish Cllr David Tamsitt (family commitment), Parish Cllr Sarah Goulden (family commitment), and KCC Councillor Michael Northey.
2. Declarations of Interests – None.
3. Minutes of the last meeting – The Minutes of the last meeting held on 18 May 2016 were approved and accepted as a true record of the meeting, and the Chairman duly signed them.
4. Matters arising
Election of Vice-Chairman for 2016-2017
The nominations and voting for the vice-chairman position were deferred to the next meeting.

Resignation of Jim Risby

The relevant notice has been posted – it expires on 15 June 2016 when if no election is called for, the parish council may be given permission to advertise the vacancy for co-option.

5. Adjournment for parishioners' questions and comments. A resident commented that a pothole by the old council yard has been marked up for about three weeks. Kent highways service standards are to repair within 28 days so it should be done soon.

The meeting continued.

6. KCC Cllr report - KCC Cllr Michael Northey had sent apologies for the meeting but also provided the following report, which the Chairman read to the meeting: "Life is fairly quiet at KCC at present and there is only one thing for me to report. KCC is now pumping in an extra four million pounds to repair potholes. This will be done with either square-cut pothole repairs or larger areas of patching. Where possible the fix will then be protected by surface dressing the road in the near future to prevent damage next winter. The work will be carried out on a district by district basis, starting in mid June.
Since December, KCC has filled over 11,000 potholes at a cost of over £400,000. So this will give an idea of how much more can now be done. Last year 23,983 potholes were repaired at a cost of £1.3 million, so this also gives an indication of what future work will be possible. People are still urged to report any potholes online as the quickest way to get things done."
7. City Cllr report
City councillor and Leader of Canterbury City Council Cllr Simon Cook explained that CCC had finished the annual litter pick on the A2. They are still trying to deal with the Highways Agency contractor to piggy back on future works to pick more frequently. They are also going to get more bins for the laybys.
Cllr Cook explained that the rubbish on Bonny Bush field is KCC responsibility and should be cleared by the end of the summer.
The Festival locally mentioned in his last meeting's report has been cancelled.
Cllr Cook explained that the Canterbury District Local Plan Inspector is scheduled back in July and then a further session in September. The expectation is for a final draft by Christmas 2016.
Cllr Cook explained that a KCC Member for Transport is looking at recycling centres having bins for 're-usable' items.

Some waste collections have been missed a few times in recent months from Out Elmstead Lane; Cllr Cook has asked Serco to look at the route and the problems causing this. Cllr Minter questioned the lorries parking in laybys on the A2. Cllr Cook explained there was little CCC could do as the responsibility lies with KCC as the highways authority and Kent Police. He felt that the lorry park planned for Sellindge may not make much difference as drivers will have to pay to park.

Cllr Wood questioned the timing for the Mountfield Park outline planning application. Cllr Cook explained that it was too big to be dealt with at a normal planning meeting. Consultation with local residents associations and parish councils was being planned – and may run as an all-day event. There would probably be a decision in September to November 2016. Cllr Cook explained that the first thing that will be built is the rebuild of the junction with the A2, the construction of which will take around two years.

Cllr Minter questioned if the road through the Howe Barracks site may be used to alleviate pressure from the ring road. Cllr Cook said the eastern relief road from Sturry to Littlebourne Road was modelled by KCC and the result suggested it would not be used a lot – but it should get built as part of the Taylor Wimpy development for the Barracks in due course. Cllr Minter had lived in the barracks for 3 years and recognised the importance of this route. The reason KCC had not seen the demand there was that the barracks was on security alert since the early 1970's and therefore demand had not been tested. Cllr Minter had written to Simon Cook previously on this matter.

8. Finance – The cheques were authorised and signed.

Other financial matters

NOTED that on 24 May 2016, the Clerk sent a letter to the parish council's external payroll provider Dynamix, advising them that the parish council will deal with any future HMRC enquiries themselves rather than take out the offer of the indemnity cover.

NOTED that the Clerk finalised the Annual Return form for 2015-2016 and returned this to PKF Littlejohn with the necessary associated documents on 26 May 2016.

NOTED that the Chairman posted the relevant Electors Right to Inspect the Accounts notice in the parish after the May 2016 parish council meeting. This and PDF copies of the Sections 1, 2 and 4 of the Annual Return form, have been uploaded to the parish council website on 26 May 2016

Concurrent Function grant

NOTED that Stacey Wells is the new CCC officer for the management of the CFF. She has developed a new application form, guidance note and funding agreement for the process. The funding will now cover the four year period 2017-18 to 2020-21. She has asked to meet the Clerk to discuss the process and paperwork with you, with a view to finalising the documents to open the gateway for CFF applications early in July. The deadline for applications is 30 September 2016.

Clerk Salary

NOTED that the National Joint Council for Local Government Services has reached agreement on new pay scales for 2016-2017 to be implemented immediately and backdated to 1 April 2016 (and also new pay scales to be implemented from 1 April 2017). This equates as an increase of £6.19 per month to basic salary and a one off payment of £12.38 taxable in the June salary, to cover back pay for April and May 2016.)

9. Publicity – Facebook Page

Cllr Hollowday and Cllr Tamsitt have agreed to keep the Facebook page updated. The Clerk explained there has been some progress with getting administrator rights. She will speak to Cllr Hollowday.

10. School Fete

Cllrs are to have a parish council presence at the Barham Primary School fete to be held on

Saturday 2 July 2016 from 12-3pm. The Clerk has copies of a parish map showing the public rights of way and copies of this could be provided.

The councillors felt the event offered an opportunity for some consultation with residents ahead of the village survey. There could be some very simple questions such as What do you like about Barham? What do you not like? What do you dream about for Barham for the future? The Chairman has flip charts and post it notes materials and will deal with these.

11. A Village Survey

Cllr Wood explained this is progressing with a few more changes. There will be one more working group meeting with a view to the survey being distributed to all households in the Autumn. (There will be a trial run for the survey to test it.) The new Public Rights of Way map will also go out with the survey. The Clerk has had it printed for all households.

12. Street lighting - The Clerk has asked for a quotation for more improvements to cover this year's financial capital grant and available budget.

13. Royal Mail post box

The Clerk will report the working post box by the Valley Road play area to the Royal Mail, as it is in need of repair.

14. Highways

There has been a traffic sign knocked down at the top of Out Elmstead Lane – Cllr Wood agreed to look at and get full details for the Clerk to be able to onwardly report.

Flashing MPH signs Valley Road Barham

After the April 2016 meeting the Clerk made enquiries with highways about flashing signs to slow traffic. All new requests for interactive signs need to be submitted to the intelligent transport systems team (ITS) who will carry out a feasibility test and if possible provide a quotation for the works. There are strict criteria for the placement of interactive signs, especially those displaying speed limits. Interactive speed signs should be placed with 60m and 200m of a change of speed limit. This is to further advertise the speed limit of the road and ensure drivers are obeying the existing speed limit signs. Other restrictions also apply. The parish council considered one at the junction near Out Elmstead coming in to the village and another one at the bottom of Derringstone Hill, again entering the village from the Elham direction would be the best locations. The Clerk will make enquiries with the ITS team manager to see if these may be considered if the parish council pay for them.

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Flower tubs for the village

Flower tubs will need volunteers for the watering and maintenance of them. The Clerk explained that the magazine article had generated a volunteer at Derringstone Hill. Tubs would work very well at and mark the entrances to the village. The three proposed locations

are for two tubs at the top of Derringstone Hill at the entrance markers to the village; two further tubs opposite each other at the entrance to Crookenden Place and Fox Way; and a further two opposite each other halfway along the Shrubbery on Valley Road by the old speed limit marker lights.

Cllr Minter has got a quote from the Fifth Trust to make the tubs, line them and plant them up. The Clerk will check with highways that they are happy for these to be placed on the verges.

Slow down stickers for wheelie bins

Further discussion was deferred until the July 2016 parish council meeting. The Clerk will bring an example of the Chestfield Parish Council version.

15.

Open Spaces

Cllr Minter commented that she had been told that Dane Cottage had been insurable when the previous owners bought it, but an Environment Agency re-grading has now deemed it uninsurable.

Phone box outside Bell Cottage

Cllr Mullett obtained a quotation of £250 to move and refurbish the phone box outside Bell Cottage. This was accepted at the April 2016 parish council meeting and Cllr Mullett was asked to progress the request. Cllr Mullett will chase the progression of its removal.

There is a village hall committee meeting next week – Cllr Mullett and Cllr Wood will ask the committee where it may be re-sited on the hall site after refurbishment.

Arboriculture survey of all trees on parish council land

Cllrs commissioned an arboriculture survey of all the trees on parish council owned land in the parish. Further to a site visit by Cllrs Wood, Mullett, Goulden and the Clerk, on 21 April 2016 the Clerk sent a list of all dead trees and trees needing attention to the tree works department at CCC to get conservation area permission where necessary. The conservation officer confirmed that any trees removed completely due to being dead/dangerous from the old cricket field or the village green will need to be replaced with the same / similar species in roughly the same location within the next growing season. Ideally, the replacements should be a similar scale to those being removed, but the officer commented that as most of them are likely to be mature, then substantial specimens would suffice.

C/fwd action: Cllrs Wood, Goulden and Mullett will meet again with this in mind, and report back.

New Allotment provision at Brickfield Recreation Ground

The allotment holders accepted the parish councils mandated area at the top of Brickfield Recreation ground. The Clerk has prepared a planning application, to include one communal shed only. The allotment holders have been advised of the parish council's insistence for this. A cheque for the £385 planning application fee was signed at the meeting. The Clerk will take the application to CCC.

Fencing - the parish council will pay for stock style fencing only on the two internal perimeters; if the allotment association want to upgrade to rabbit proof style fencing on any perimeters they may do so at their own expense. The Clerk is seeking a quotation. The Clerk will send Cllr Mullett the details of the sizes etc and he will seek a second quotation.

Signage for Brickfield Recreation Ground

The Clerk had sourced two quotations since the last meeting. These were considered and Cllr Minter proposed and Cllr Mullett seconded that one be accepted and to include installation too for a sign at the top of the recreation ground. Another smaller sign for the bottom by or on the kissing gate could be considered at a later date. The kissing gate needs a spring as sometimes it does not shut and any sheep in the field could escape if this was the case. Cllr Mullett will make enquiries about this.

There is an issue with bins getting full. The Clerk was asked to investigate dog poo bag dispensers which the parish council may wish to provide at the ground. The Clerk was also

asked to contact Serco to find out what the collection frequency and cycle for the waste bin and dog bins in the village is.

Cllr Mullett had provided evidence that the recreation ground and old cricket field were War Memorials – which will have implications on any future uses. Cllr Minter suggested that the parish council consider outdoor gym equipment in the future.

Parish Footpath Wardens

The Clerk had received and circulated a letter from the Ramblers Association local footpath officer covering 11 parishes of Canterbury including Barham. He is interested in the protection, maintenance and improvement of public rights of way, and is keen to work with an appointed footpath warden in each parish. Cllr Brooks offered to volunteer for the role. Cllr Minter reminded everyone that footpaths on farmers' land should be cut 1 metre wide by them and for bridleways the requirement is 2 metres wide.

17. Queen's 90th Birthday Celebration event

The parish council are organising an event on Sunday 12 June 2016 from 2.30pm to 6pm. Grants of £300 from Cllr Northey and £333.39 from CCC have been given. The Clerk will keep an expenditure record for grant monitoring purposes.

Cllr Wood explained that the History Society will have an archives display in the committee room and the Art Group will also display. The WI and Wives Club will provide cakes at the parish council's expense. In case there are not enough cakes Cllr Minter agreed to place an order for 200 cupcakes from Morrisons or similar.

The councillors felt the event offered an opportunity for some consultation with residents ahead of the village survey and that the flip chart and post it note exercise with the three questions proposed for the fete could be repeated.

The Clerk has booked two bouncy castles. Following initial contact with the parish council's insurer the Clerk formally contacted the parish council's Insurance company about the event in May 2016, and sent them a covering letter with details and a risk assessment of the event and activities, and a separate risk assessment for the bouncy castles. All the people running the event are volunteers, either parish councillors or residents. There are no third party attendees offering food or entertainment. The risk assessment explains it is a bring your own food style event. A first aider will be appointed before the event, and there are enough parish councillors to act as marshals and organise the event. Safeguarding has been considered as per the details on the risk assessment. The parish council had considered offering communal BBQs with residents bringing their own food to cook. However the parish council insurance company will not cover the BBQs in any event. The parish council therefore decided to cancel having BBQs on health and safety and insurance grounds. Cllr Wood will ask the school to put this in the newsletter that pupils take home.

The insurance company has conditions to insure the bouncy castles – they charge a £50 excess per inflatable, but this will not cover damage to it (the parish council would have to cover this at the council's own risk – councillors were prepared to do so). However the insurance company now also insist on a councillor being trained and supervising at all times. Councillors were not prepared to do this, and take the risks associated. The Clerk was asked to go back to the bouncy castle provider and ask if they would be able to supervise the inflatables and provide the public liability cover (at extra expense). If they are not able to provide supervision the councillors felt that the inflatables should be cancelled (with the loss of the payment for them, which was a condition of the order). All councillors were happy that any decisions needed be deferred to the Chairman and Clerk as necessary.

18. Clerk report

Kent County Council Consultation - Active Travel Strategy

This consultation is open to 13 July 2016. KCC's Active Travel Strategy aims to make active travel an attractive and realistic choice for short journeys in Kent. By developing and

promoting accessible, safer and well-planned active travel opportunities, this Strategy will help to establish Kent as a pioneering county for active travel.

Active Travel means walking or cycling as a means of transport in order to get to a particular destination such as work, the shops or to visit friends. Active travel can be for complete journeys or parts of a journey.

KCC want to know views on their draft Active Travel Strategy, and the actions outlined within it. View the draft Strategy and documents at www.kent.gov.uk/activetravel.

Give views by completing the online questionnaire. Hard copies and alternative formats of the draft Strategy, questionnaire and supporting documents can be requested via email alternativeformats@kent.gov.uk or telephone 03000 421553 (this number goes to an answer machine, which is monitored during office hours). Views will help to shape the final Strategy, which will be presented to the Environment and Transport Cabinet Committee in November 2016.

19. Cllrs Items

Request for a skate park

Cllr Minter received and circulated to all councillors, a request from two teenagers in the village for the parish council to consider providing a skate park at the Brickfield Recreation Ground. Cllr Minter will do a reply on behalf of the parish council, that items such as this will be considered once the village survey has been completed and if there is a need.

Grant request from the Nailbourne Community Store Association Ltd

The Nailbourne Community Store Association Ltd are to ask the parish council to consider a grant for furniture, equipment and a coffee machine to create a small coffee shop in the store. The Clerk was asked to ask the Chairman to provide a detailed breakdown of the amount requested and to ask if they will be making an own contribution, and/or doing some of their own fundraising. As this grant request had not been tabled in time to be an agenda item, the request will be put on the 7 July 2016 parish council meeting agenda.

20. Planning applications

New planning applications:

CA/16/01022/LB – Egerton House, Rectory Lane – Installation of secondary glazing

CA/16/01112/VAR – Sparrow Court, Gravel Castle Road
Removal of condition 06 (code for sustainable homes) of planning permission CA/13/01391/FUL for the demolition of existing house and detached garage and erection of replacement house and detached garage

Notifications - None this month

Enforcement

Alleged Breach: Unauthorised access formed from field onto a classified road including the removal of hedgerow. Town and Country Planning Act 1990 (as amended)

Gravel Castle Road, Barham, CT4 6LG – TO NOTE that the Planning Inspectorate dismissed the Appeal and the applicant has three months, until 26 June 2016, to reinstate the access bank and hedgerow.

Other Planning matters

Review of the Canterbury District's Conservation Areas

A report for the Heritage and Design Team to review the District's Conservation Areas, went to CCC's 11 November 2015 Policy and Resources Committee:

<http://democracy.canterbury.gov.uk/moderngov/ieListMeetings.aspx?CId=615&Year=0>

CCC aim to conduct the reviews as set out in this report (process in the appendix), with the emphasis on the identification and protection of areas of special architectural and historic interest, not areas of setting or as preventative measures against development, in line with the Act and national guidance.

In February 2016, CCC advertised for a new officer to concentrate on the appraisals.

However, the Clerk learned on 31 May 2016 that CCC did not appoint anyone and that they

now intend to use the money to outsource to external consultants instead, and are now in the process of putting a tender pack together to advertise this.

Housing Needs Survey The aim of the survey is as part of the long term thinking for the village. The report from the Rural Housing Enabler has been received, with a 33% response rate. The Clerk has circulated this to councillors, and uploaded it to the parish council website. Cllr Wood explained that the Rural Housing Enabler has offered to meet with the parish council to discuss the report. He explained though that the implications of the new housing bill are still being worked out, therefore a meeting should be scheduled for the Autumn or later. There is no pressing need for action now.

Affordable housing allocations policy

Chestfield Parish Council has led a *call for Canterbury City Council to introduce a local connection criteria in new development sites, that are not rural exception sites, and with a sizeable element of affordable housing, so that at least a percentage of these are allocated to tenants with a local connection to the local area - where there is a local desire for this to be introduced in any consent of that development.*

Barham is one of 19 parish councils in the Canterbury district that also share the concern and have written to CCC. Cllr Cook had advised earlier in the year that a report should go to the "Communities" committee in June. He also advised earlier in the meeting that he would chase for this. The Clerk will keep a watching brief.

Clerk attending Coffee Stop - A reminder that the Clerk attends some Coffee Stop sessions to provide a surgery between 10.30 and 11.30. In between weeks, Cllr Lily Matthews has kindly offered to 'stand in' as a contact and take messages or reports as appropriate.

The meeting closed at 9.22pm.

Future meetings of the Full Council: in the village hall: 07 July, No meeting in August, 01 September, 06 October, 03 November, 01 December 2016.

(and F&GP or Planning sub-committee dates: if a meeting should be required: in the committee room of the village hall: 18 July, 15 August, 19 September, 17 October, 21 November and 19 December)

Signed..... Chairman, Barham Parish Council

Date

Please note these Minutes remain as draft Minutes until they are approved by the parish council at their next parish council meeting