

BARHAM PARISH COUNCIL
PARISH COUNCIL MEETING - HELD THURSDAY 07 APRIL 2016

Present:

Parish Councillors David Wood (Chairman), David Tamsitt (Vice Chairman), Stephanie Hollowday, Sarah Goulden, Lily Matthews, Liz Minter, Ernie Mullett; 2 x residents, and Clerk to the Council, Amanda Sparkes.

1. The Chairman's opening remarks and apologies for absence.

Cllr Wood welcomed everyone to the meeting. He explained that the date for the May parish council meeting had been changed by the hall booking Clerk – and the May meeting is now changed from Thursday 12 May to Wednesday 18 May in the Grabham room. The Clerk confirmed she had changed the details on the parish council's website.

Apologies for absence were received and accepted from Parish Cllr Jim Risby, Parish Cllr John Brooks (Annual leave), PCSO Lisa Williams Canterbury City Councillor Simon Cook and Kent County Councillor Michael Northey

2. Declarations of Interests – None.

3. Minutes of the last meeting – The Minutes of the last meeting held on 03 March 2016 were approved and accepted as a true record of the meeting, and the Chairman duly signed them.

Minutes of the Annual Parish Meeting

RECEIVED the Minutes of the electors' meeting held on 30 March 2016, with guest speaker Tim Bines of Barham Horticultural Society. They are available to read on the parish council's website. These Minutes get approved at the 2017 Annual Parish Meeting for Electors.

4. Adjournment for parishioners' questions and comments. Neither of the residents present had any questions, so the meeting continued.

5. City Cllr report

City councillor and Leader of Canterbury City Council Cllr Simon Cook had advised that he had nothing new to report since last week's electors' meeting, but he did comment that he was very pleased about the outcome of the enforcement case for the unauthorised Gravel Castle Road access, and he thanked the parish council for their patience with the case.

6. Finance – The cheques were authorised and signed. The bank reconciliation and bank statements were signed by Cllr Tamsitt this month.

Other financial matters

Cllr Minter proposed and Cllr Mullett seconded and the parish council RESOLVED to re-appoint Kevin Funnell as the parish council's Internal Auditor and to retain the audits on a six-monthly cycle.

NOTED that on 13 March 2016 the Clerk completed the online monitoring form required for KCC Cllr Northey's grant of £500 for the housing needs survey. Project Ref 15-MHF-CA-77, online acknowledgement reference AF1463696

NOTED that 13 parish councils applied for a share of the Rural Area Advisory Committee funding for the Queen's 90th birthday events and Barham Parish Council was awarded £333.39 for the village events to be held on 12 June 2016

NOTED that the parish council has a credit of £6.34 held on old account with Kent County Supplies from a payment made twice in 2013. The Clerk has written on 23 March 2016 to ask that the account now be closed and the credit refunded by cheque to the parish council.

NOTED that the parish council has been awarded a CIFT capital grant of £2,940 towards street light improvements for 2016-2017 (with the match-funding requirement of £3,060 from the parish council - thereby giving project spend of £6,000 for Year 3 works)

Staffing Matters – Clerk spinal point salary increase

NOTED that the Clerk's Contract of Employment states that the salary is calculated pro-rata to the contracted hours of 12 per week and that the Clerk will progress through the salary scale by annual increments payable from 1st April each year until scale point 28 (and subject to a review after five years in 2019.) Cllr Mullett proposed and Cllr Tamsitt seconded and therefore from 1 April 2016 the Clerk salary will rise to Point 26 FTE £22,937, calculated pro-rata to 12 hours per week (£7,439).

7. Publicity – Facebook Page

Cllr Hollowday and Cllr Tamsitt have agreed to keep the Facebook page updated. Cllr Minter commented that this could take a lot of time and proposed a trial run to see how it goes. Cllr Tamsitt commented that Facebook is a powerful and expected social media tool now. If anyone posts anything offensive or inaccurate this can be removed.

Cllr Hollowday had sourced an example of a Facebook Social Media Use policy. The Clerk had adapted this for use by Barham Parish Council. Cllr Goulden suggested one positive insertion, that the parish council hopes the users will enjoy the experience. Cllr Tamsitt proposed and Cllr Hollowday seconded and this Policy was adopted.

8. A Village Survey

The working group members held a further meeting on 29 March 2016 to further the survey. Thanks were recorded to Cllr Hollowday for collating and formatting various suggestions after the meeting. Cllr Wood and Cllr Hollowday will pull the questions together one more time and refine with a view to one more working group meeting. There will then be a trial run for the survey to test it. Cllr Minter explained she has asked Michael Pearson if he wants any questions asked for the shop.

A Public Rights of Way map could also go out with the survey – the Clerk will try and source one that may be copied and delivered to all households.

9. Street lighting - The Clerk and Chairman met the new contractor on 11 March 2016.

Following the meeting NOTED the instruction of capital works totalling £3,675.82 undertaken to meet balance of £3,806.15 left from the CCC grant and the parish council's own contribution requirement for 2015-2016.

RESOLVED to accept the estimate of £67.20 plus VAT to service and clean the ornate street light outside Barham Court in Rectory Lane and the estimate of £1,196.16 to repaint 18 street light columns in Crookenden Place, Kitchener Close, Heathfield Way, Fox Way, The Grove and Oxenden Way. This will be visual and could raise the parish council profile.

The Chairman explained that the energy supplier and unmetered tariffs are being investigated as there is a possibility of cheaper supply – although the Clerk explained the parish council is currently tied in to a long term agreement with EDF and the savings would need to outweigh the penalty to withdraw.

10. Highways

CONSIDERED the Groombridge family's offer to work with the parish council to provide some car parking land in their field on the Valley Road. This would be subject to the parish council getting permissions and grants. There has been an objection letter received from a group of residents living opposite (who read of the proposal in the parish council's Minutes). There are also some questions of feasibility around getting professional advice about the strength of the bridge, advice on surfacing, grass crete, type 1, plus a barrier to prevent certain vehicles accessing the land would be required. Conversely it could be an income generator.

Cllrs resolved to discuss the installation of bollards to address the problem parking at school run times around the school. Cllr Mullett had sourced two quotations: Quote 1 – 26 x pointed top with no groove including installation £1361 or Quote 2 – 26 x pointed tops without a groove £1380 although these are out of stock for up to 6 weeks. The current ones nearby have a groove. Cllr Mullett proposed and Cllr Minter seconded and all councillors were in favour that Quote 2 be progressed straight away. Cllr Mullett was given delegated authority and agreed to finalise it for bollards to be installed from where they currently stop opposite

the school to the gate into the field/bridge and then from opposite the old post office on the opposite side to the school up to the entry into the farm field.

The Clerk will email the highways liaison steward who had given earlier permission for bollards to just advise him what the parish council has resolved to do.

The parish council will assess the impact of the new bollards once they are installed and consider whether more will be needed to stop cars parking on the grass verges by The Shrubbery. Cllr Mullett commented that an alternative could be signage to "keep off the grass".

Zebra crossing by the school

The Clerk was asked to contact the highways stewards to see if the upright poles of the zebra crossing could be changed to the newer type that have their columns lit too. Whilst it is unlikely that highways would pay for the upgrade due to having to prioritise their available budget against crash history, the Clerk was asked to ask for an estimate for the costs to upgrade/change the poles, which the parish council may then consider.

Flower tubs for the village

Flower tubs would need a green gang system / volunteers for the watering and maintenance of them. They would work very well at and mark the entrance to the village. There would be a need to consider drought tolerant type planting. The Clerk will draft some text for the magazine and circulate it to councillors before sending. Cllr Minter agreed to get a quote for making and installing the tubs from the Fifth Trust.

11. Open Spaces

The Clerk will chase again the Environment Agency Modelling re flooding and flood alleviation measures, that is still awaited.

The Clay Bund works at the village green along The Street have now been completed by Canterbury City Council.

Phone box outside Bell Cottage

Cllr Mullett had kindly obtained a quotation of £250 to move and refurbish the phone box outside Bell Cottage. Cllr Goulden proposed and Cllr Minter seconded that this should be accepted and Cllr Mullett will go ahead with this.

The phone box outside David Starkey's house is listed and still the responsibility of BT. It has broken glass and is in need of refurbishment. Cllr Minter agreed to get the telephone number of it so that the Clerk may report the need for repair and refurbishment.

An arboriculture survey to be undertaken

Cllrs commissioned an arboriculture survey of all the trees on parish council owned land in the parish. The Clerk gave all councillors a copy. The Clerk, Cllr Wood and Cllr Mullett, and Cllr Goulden if available, will now go round the village with the information and see what can be done and report back. Although the trees are in conservation areas, any that are dead or dangerous are exempt from needing permission for tree works.

New Allotment provision at Brickfield Recreation Ground

Cllr Goulden and the Clerk attended The Barham Allotments Association committee meeting on Sunday 20 March 2016. Templates for tenancy agreements and draft lease were discussed and agreed. There will be no bees, rabbits, chickens, livestock, glass structures or polytunnels (except clothes). The Clerk's notes and actions from the meeting have been circulated to both BAA members and parish councillors.

BAA would like to have individual sheds on each plot. Barham Parish Council however would prefer to have just one communal shed not individual sheds (like the Hawkinge model). Cllr Goulden and the Clerk are attending the next BAA committee meeting on Sunday 24 April 2016 and will feed this request back.

Cllr Goulden confirmed there is a need for a planning application for a change of use and one communal shed/container. BAA need to confirm the size of the shed and the plot sizes and site size.

Cllr Mullett was asked to get a quote to bring the water across the field from the bottom where it is currently to the top – and also a quote to plough the site with a tractor and deep rotovator.

Cllrs Tamsitt, Mullett and Goulden agreed to undertake a site visit to agree the allotment site size, and then the Clerk will contact the BAA members with this information.

Cllr Goulden explained that the Clerk is to attend a site meeting with BAA members and a fencing contractor – to get an up to date quote – and the fencing should be provided on all four sides of the allotment site to allow the perimeter hedge to be maintained without needing internal access.

Official PROW noticeboard on village green

The map of the public rights of way on the village green noticeboard is very faded and needs replacing. The Clerk will make enquiries.

Signage for Brickfield Recreation Ground

Councillors agreed there needs to be signage for the recreation ground. Since the last meeting the Clerk drafted some wording which has been agreed. The Clerk will now get this mocked up and a quote obtained.

17. Queen's 90th Birthday Celebration events

The parish council are organising celebration events on Sunday 12 June 2016. Grants of £300 from Cllr Northey and £333.39 from CCC have been given. The Clerk has booked a large bouncy castle. This will be supervised by parish councillors on a rota with an expectation on parents to also supervise their children. The Clerk was asked to order another smaller bouncy castle for younger children.

The Clerk was asked to speak to the parish council's insurance company and make them aware of the event and the plans.

Cllr Wood explained he has spoken to the WI and the Barham Wives Club who will work together to provide tea, coffee, and squash. They will also provide cakes – residents may be asked to give donations towards the Social Fund in return for drink and cake. Cllr Wood will speak again to the WI and the Barham Wives Club – to provide either one large celebration cake or a large amount of small cupcakes – and ask for a quote.

Cllr Wood explained the History Society will have an archives presentation in the committee room. There are also some games like Twister and Jenga available.

Cllr Tamsitt will talk to the Church Choir again about attending.

Cllr Mullett explained he had a copy of an archived note of a public meeting to celebrate the Coronation on June 2nd 1953 in Barham. The Clerk took it to make copies to send to all councillors. Copies may also be made available for residents to read on 12 June 2016.

Cllrs resolved to run the event from 2.30pm to 6pm, on a bring your own picnic style event, and resolved to also run a Children's Fancy Dress competition.

Cllr Hollowday is approaching the school PTA as they have BBQs, to ask if residents may use them.

Cllr Hollowday has drafted a poster – this may now be finalised with the timing of the event and to advertise the Children's Fancy Dress competition.

Cllr Wood has done posters to advertise the Crookenden Place event.

Cllr Wood will also do an article to advertise the event in the May magazine.

It is believed that the Reverend Hardy is to contact the parish council to get involved too.

18. Clerk report

Correspondence

RECEIVED a copy of Southern Water's annual Infiltration Reduction Plan to the Environment Agency for the River Nailbourne.

Litter Pick 5 March 2016

The community litter pick went ahead on 5 March 2016. 33 volunteers took part and over 50 bags of rubbish were collected, along with some larger items.

NOTED that the Clerk returned a list of attendees on the day with a feedback form and some photographs to CCC, as requested by them. A thank you poster has been put up in the village and also posted on the parish council's website.

Kent County Council "Flood Risk to Communities" document - consultation.

This document aims to provide a summary of flood risk and its management for local communities within Canterbury. It describes the roles and responsibilities of the Risk Management Authorities, and provides an overview of the various plans and strategies in place for Flood Risk Management across the district. It is not a strategy for flood risk management itself.

The purpose of the document is to provide a single reference point for significant flood risk in the area, who manages it and links to documents that contain more details if more information is needed. This may help to improve local communities understanding of flood risk and how it is managed and who to approach for more information.

The consultation is at www.kent.gov.uk/floodriskcanterbury where the consultation document and questionnaire may be downloaded. This consultation closes on the 28 April 2016.

Kent County Council's Consultation regarding a review of KCC Funded Bus Services

97% of bus journeys are run commercially by external operators such as Stagecoach with no funding from KCC. Due to reducing budgets, KCC needs to reduce spending on subsidised bus services in the region of £500k. The proposed route/journey changes/cancellations are out to consultation until 15 May 2016.

Details at www.kent.gov.uk/busreview where the online consultation questionnaire can be completed. The consultation document and questionnaire is also available in Easy Read and Word formats on the website or on request by e-mail alternativeformats@kent.gov.uk, or phone 03000 421553.

Following the consultation, the results will be presented to KCC Members in July and a decision will be made on the range of measures to implement. Subsequently the results of the consultation and decision will be published. It is expected that resulting changes to bus services will be introduced in August 2016.

19. External Organisations

The next KALC meeting will be held on 19 April 2016 with guest speaker Leader of the Council, Cllr Simon Cook. Cllr Wood and Cllr Mullett will attend.

20. Planning applications

New planning applications:

CA/16/00202/FUL – Millers Cottage, Valley Road – Single storey rear extension (No comment)

CA/16/00510/FUL – 15 Derringstone Downs – Replacement front porch (No comment)

CA/16/00584/FUL – Millfields Farm, Railway Hill – Change of use from stable to meat processing facility – This will use the existing stable facility. Access is narrow but it is not thought to be a commercial operation – although it could involve the selling of produce on site. There are 12 car parking spaces existing. Cllr Mullett and Cllr Tamsitt agreed to visit the applicant to clarify the application.

CA/16/00646/FUL – Nailbourne, Derringstone Street – First floor extension to rear (No comment)

Notifications

CA/16/0153/FUL - Satuna, Railway Hill, Barham, CT4 6PZ

Demolition of existing conservatory and erection of single-storey rear extension, replacement front porch, rear garage extension, replacement windows and internal alterations GRANTED by CCC

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 – NOTED that the Planning Inspectorate dismissed the Appeal and the applicant has three months, until 26 June 2016, to reinstate the access bank and hedgerow.

Appeal Reference: W/15/3139522 (CA/15/01745/FUL) - Land adjacent to 22B The Grove

Letter dated 19 January 2016 advised that an appeal has been lodged with the Secretary of State regarding the change of use from agricultural field to garden. The appeal is to be decided following the consideration of written statement from both parties and a site visit by an Inspector. Details of the appellant's grounds of appeal and Canterbury City Council's statement of case are now viewable on the CCC website – the Clerk has circulated these to councillors. No update yet.

Other Planning matters

PUBLIC DISPLAY OF PLANNING MATERIALS WITH REFERENCE TO MOUNTFIELD PARK

(Cllr Goulden declared an interest in this item at this point in the meeting, as this information arose outside of the published agenda - that her grandfather had owned the land and her brother was now the chairman of the Mount family trust.)

This is the strategic development site planned for the south Canterbury, known as Mountfield Park. The outline planning application is as follows:

CA/16/00600/OUT | Planning application for the proposed South Canterbury urban extension, for up to 4,000 dwellings comprising: 1) Detailed proposals for 140 dwellings with access via New Dover Road, internal cycle/pedestrian routes and public open space. 2) Outline application for 3,860 dwellings with all matters reserved except access also including; - Two primary schools - Commercial uses comprising shops, food and drink outlets, business, hotel - Local centre - Residential institutions including care accommodation - Non-residential institutions including medical and health services, creches, conference centre, community buildings - Assembly and leisure uses, including indoor sports facilities - A petrol filling station - Medical and health services - Energy centre - Park and Ride facility to accommodate 1,000 car parking spaces and bus interchange - Public open space, including play areas, semi-natural / natural open space - Outdoor sports pitches including pavilions, allotments/orchards and civic spaces - Access via the A2 by means of a replacement junction near Bridge and link road to New Dover Road - Access via New Dover Road, Nackington Road and Pilgrims Way with bus-only access via Nackington Road - Cycle and pedestrian access via the North Downs Way including bridge over New Dover Road - Drainage and utilities infrastructure - Diversion of the 132kV overhead electricity transmission lines and removal of seven pairs of pylons - Land for the potential relocation of the Kent & Canterbury Hospital (or if not required for a hospital business, hotel conference centre and/or petrol filling station) | Land north and south of New Dover Road, Canterbury, extending north to Canterbury-Dover railway line, west to Nackington Road and south to A2.

Bridge Parish Church has kindly agreed to allow Bridge Parish Council to use the rear of the church as a venue to display information.

Access the display until 21 April 2016 - every day from approximately 8.30 am to 5.30p.m.

Written responses to the proposals from villagers will be collated by the Parish Clerk. Please send them to amanda.sparkes@sky.com or by post to 7 Beech Tree Avenue, Sholden, Deal CT14 0FB. Villagers are reminded that their representations should also be sent to Canterbury City Council planning department (Military Rd, Canterbury CT1 1YW) quoting reference CA/16/00600/OUT. Deadline is 13 May 2016.

The Clerk explained she will go to the presentation and do a report for councillors. Cllr Wood explained that the hall committee Chairman is happy for some displays to be put in the hall front windows to inform Barham residents. The Clerk will see what she can provide.

Housing Needs Survey The deadline is now passed. The aim of the survey is as part of the long term thinking for the village. The report from the Rural Housing Enabler is awaited.

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 has advised a report should go to committee in June.

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.

Confidential item - Staffing matters

The members of the public were asked to leave at this point. The Clerk also left the room. There was a discussion on the auto-enrolment requirement and the potential pension for the Clerk.

The meeting closed at 9.35pm.

Future meetings of the Full Council: in the village hall: 18 May, 02 June, 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: 16 May, 20 June, 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