

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

Present:

Parish Councillors David Wood (Chairman), David Tamsitt, Sarah Goulden, Stephanie Hollowday, Liz Minter, Ernie Mullett, Lily Matthews, and John Brooks, and KCC Councillor Michael Northey.
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. He reminded everyone that there is no Full Council meeting in August although there is a provisional date for an F&GP meeting should one be required, perhaps for planning.
Apologies for absence were received and accepted from CCC Cllr Simon Cook.
2. Election of Vice-Chairman for 2016-2017
The nominations and voting for the vice-chairman position had been deferred from two previous meetings. Cllr Minter proposed and Cllr Hollowday seconded Cllr Tamsitt for the vice-chairman position. Cllr Tamsitt was prepared to stand.
3. Vacancy on the Council
Further to Jim Risby's resignation, the relevant notices have been posted and the council is now in a position to be able to co-opt to the vacancy. There is a potential candidate currently away on holiday.
4. Declarations of Interests – Cllr Minter declared an interest in the planning applications for The Shrubbery and Sydney House.
Cllr Hollowday advised of a new job and the need for her to update her DPI form and details held by CCC. The Clerk will send all Councillors the CCC link to the DPI forms on the CCC website and give them the electoral services email address for councillors to advise CCC of changes direct themselves (or via the Clerk if they prefer)
5. Minutes of the last meeting – The Minutes of the last meeting held on **02 June 2016** were approved and accepted as a true record of the meeting, and the Chairman duly signed them.
6. Adjournment for parishioners' questions and comments. A resident commented that the verges around the village have been cut but only the tops have been cut – as if the machinery had been set too high – leaving the grass below still really long. Cllr Mullett explained he had taken some photos and agreed to send these to KCC Cllr Michael Northey to make enquiries about the contractor.
Another resident spoke again about the need for affordable housing. After the housing Act was passed the parish council Chairman spoke to the Rural Housing Enabler. There is still a lot to determine from the Act and this item is deferred until at least Autumn 2016. The Rural Housing Enabler will come to a future meeting.
Cllr Wood explained that the write up from the housing Needs Survey is on the parish council website - it includes questions on housing in general, not just affordable housing. (Note the title page on the website is cut short as "Housing Needs Survey 2013...") The situation is not helped by 200 Redbridge borough families to be re-homed at The Barracks.

The meeting continued.
7. KCC Cllr report - KCC Cllr Michael Northey explained KCC have forecasts for school places and there are enough in the Canterbury district although the Redbridge families have put pressure on spaces. Cllr Northey explained that George Osborne the Chancellor has abandoned the austerity targets to 2020, so there may be a little less pressure on finance, although these are uncertain times.
8. Finance – The cheques were authorised and signed.

Other financial matters: Cllr Mullett proposed and Cllr Tamsitt seconded and RESOLVED a delegated authority to sign cheques through July-August as there is no parish council meeting until 1 September 2016.

NOTED the Public Works Loan repayment of £2,791.04 due on 30 June 2016 was taken by direct debit.

NOTED a payment by BACS from HMRC for the VAT refund claim for the period 01 October 2015 to 31 March 2016, totalling £1,501.03

NOTED the withdrawal of a request from the Nailbourne Community Store Association Ltd, for a grant to set up Phase 1 of the café project and create a small coffee shop in the store

Street lighting capital works

CONSIDERED the next phase of street lighting capital works: The following are the priorities against the available budget of £6,000, with the principle that the next round of works completes previously upgraded roads and finishes off whole roads where possible. Cllr Tamsitt proposed and Cllr Mullett seconded and all Cllrs RESOLVED to go ahead and place the order for these works, at an estimated cost of £527 excluding VAT per replacement lantern, and £992 excluding VAT per pole bracket replacements plus additional unknown UKPN costs of between £750 - £2000 per pole:

Crockenden Place	Back of No 13 (in car park)	One lantern left outside No 13 to upgrade to LED
Heathfield Way	Opposite Birch Court	Replace lantern with LED
	Outside No.2	Replace lantern with LED
	Outside No.10	Replace lantern with LED
	Outside No.26	Replace lantern with LED
	Outside No.38	Replace lantern with LED
Oxenden Way	Outside No.3/4	Replace lantern with LED
Railway Hill	Opposite Ford Cottage/Outside "Cornerways"	This is a pole bracket light - Replace bracket and Replace lantern with LED
	Outside Berrington Lodge	This is a pole bracket light - Replace bracket and Replace lantern with LED

The Clerk will email the latest street light inventory to all councillors for information, showing all the stock and which ones have now been upgraded.

Hosting and upgrading of parish council website

EiS is the company responsible for the website hosting service. In previous years, the funding to provide web and email services to parish councils was provided to EiS from central KCC budgets. Due to the ongoing financial challenges facing KCC, there is no longer the budget available to fund these services. Unfortunately this means that EiS will need to recover the costs of this service from individual councils. The cost of providing the website hosting service and the current email forwarding service will cost £240 per year. Monthly billing via direct debit will commence from 1 October 2016.

EiS will check whether the parish council wishes to continue using EiS with this website hosting service, before they upgrade the existing website. An example of the new style of website they are migrating Parishes to, can be found at <http://parish.eisdemo.co.uk>. Images and colours used on the site can be changed, and the system is flexible and adaptable according to needs. The new website service will provide a richer, more modern experience to engage with parishioners, whilst still being fully supported by a dedicated team at EiS. EiS plan to migrate all current council sites to the new system by the end of July. Free migration training workshops will be available to explain how to manage the new website.

Concurrent Function Funding Application for 2017-2021

- RECEIVED notes of the Clerk's meeting with the new Concurrent Function Funding officer at CCC and the change to a four-year funding cycle and new documentation

- RECEIVED AND RATIFIED the Concurrent Function Application for 2017-2021 of £10,312 in Year 1 and £9,200 in Years 2, 3 and 4. (The extra requested in Year 1 is for tree works and replacements following tree survey)
- NOTED that parishes are now able to retain any underspend – the amount of any underspend will be checked at the end of the four year contract and should be noted in the annual accounts. For 2015-2016 Barham Parish Council was awarded £9,290.27 and has detailed concurrent function expenditure of £9,690.87 excluding VAT – giving an overspend of £400.60 in 2015-2016.
- NOTED the need to ratify a Reserves policy – to confirm that any Concurrent Functions Funding will be kept as a restricted fund, only to be used for eligible items. The Clerk has now added this as a standing agenda item, along with the other restricted reserves.

PWLB proposals

HM Treasury is currently consulting on proposals to change the governance arrangements relating to the function of central government lending to local authorities. It proposes that the Public Works Loan Board is abolished and its functions are transferred to the Commissioners of the Treasury. Details on the consultation at

<https://www.gov.uk/government/consultations/transfer-of-functions-from-the-public-works-loan-board-new-governance-arrangements>

The proposals only affect the governance arrangements and do not change the policy or operational aspects of lending to local authorities. The provisional response position of NALC is to seek an end to the premium charged by the PWLB for early repayment of loans.

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. Queen's birthday event

The weather was unfavourable but over 80 people attended throughout the day.

11. School Fete

Cllrs had a stall as a parish council presence at the Barham Primary School fete held on Saturday 2 July 2016 from 12-3pm. The first one was attended last year. Councillors felt that in future the council would only have a stall if the parish council had something to feedback or similar.

12. A Village Survey

Cllr Wood explained this is progressing with a few more changes. There will be one more working group meeting (all councillors are welcome to attend) - 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.

13. Highways

Flower tubs for the village

The Clerk explained that the next step is to apply to KCC Highways for a cultivation licence. The application process will deal with location and requirement details. There is no charge but there is a need for insurance; which is all explained in the cultivation pack.

Cllr Wood proposed and Cllr Minter seconded that, as there is no full parish council meeting in August, if the licence is granted the provision of the tubs should be progressed in the meantime.

Flashing MPH signs Valley Road Barham

After the April 2016 meeting the Clerk made enquiries about flashing signs to slow traffic. 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 made enquiries with the ITS team manager to see if these may be considered if the parish council pay for them.

The parish council considered the two options available:

- i) The most common in Kent are Vehicle Activated Signs (VAS). These are static devices that display either a reminder of the speed limit or a hazard warning and are activated when an approaching vehicle exceeds a pre-defined speed. The approximate cost of a VAS is £4,500 - £7,000, depending on the size, power source (solar or mains) and installation costs.
- ii) The second option is a Speed Indicator Device (SID) - these devices display the actual speed of an approaching vehicle on a digital display. They are designed to be portable and moved between locations, as they are not permitted to be installed permanently at a single site. They must be relocated after a maximum of two months, although for maximum impact they should be moved every 3-4 weeks. The approximate cost of a SID is £5,000 - £6,500 which includes the device and the installation of multiple poles.

All parish councillors favoured a permanent one. Before a device is installed there needs to be an assessment and in order to obtain a more specific estimate for any work, a site visit needs to be undertaken to assess the suitability of the site(s). The VAS is not permitted to be attached to existing street furniture, such as lamp columns or signs. It is not always possible to install a sign due to constraints with power requirements, site access, road geometry, road space or underground/overhead services.

The Clerk will progress this project with a site visit and the parish council will consider this as a budget item to install in April 2017.

Slow down stickers for wheelie bins

Some areas have 30mph stickers on their wheelie bins to try and slow traffic. Barham Parish Council would like to progress stickers through the main access roads – Derringstone Hill, Valley Road, Derringstone Downs and Church Lane. The Clerk will do a magazine article and text for the KM Column correspondent. Cllr Minter, Hollowday and Tamsitt offered to door knock for their roads; the Clerk will prepare an explanatory letter for households. The Clerk was also asked to let Mrs Higgins, the primary school head teacher what the council is doing, so that children and parents may also be told.

KCC Highways annual survey

In Autumn 2015, parishes received the KCC Highways and Transportation Tracker Survey. The Report is now available to view <http://www.kent.gov.uk/about-the-council/strategies-and-policies/transport-and-highways-policies/highways-transportation-and-waste-tracker-survey-report>

14. Open Spaces

Cllr Brooks is now the parish footpath warden. Cllr Hollowday mentioned a dangerous stile and will send him a photo to see if anything may be addressed.

Elham Valley Walking Festival

The Clerk received a letter dated 22 June 2016 that gave feedback on the Walking Festival which ran 4 and 5 June 2016. Supported by the parish councils through the valley, including Barham Parish Council, the festival was considered a success with over 220 walkers joining the 10 walks over the two days. Many of the walks were prebooked showing that the website worked well. Walkers' voluntary contributions came to just over £300. Another festival is planned for 2017. The website will be updated in the near future www.elhamvalleywalkingfestival.co.uk

Play area inspections

NOTED that the Clerk has booked the annual safety inspections for the Brickfield Recreation Ground and Valley Road play areas –these will be undertaken in July.

Wording on the new concurrent function funding application form includes the need to state how often visual inspections of the play areas takes place. This led the Clerk to make

enquiries with the parish council's insurance company. They replied that they expect an annual inspection completed by a qualified person (this doesn't have to be ROSPA but similar).

They also expect equipment to be visually checked regularly. This does not have to be done by a qualified person and the frequency is up to the Council and should be based on the use of the equipment. There needs to be a log of these checks to be stored with a risk assessment which will be requested in the event of a claim.

The councillors discussed this and ratified an annual qualified inspection of play areas to continue and that as the play areas are not widely used, to do a visual inspection on a minimum of a six monthly basis. This will be done a rota basis with different councillors taking turns, and the Clerk will make this a standing agenda item to facilitate this.

The Clerk will draw up a play area inspection template checklist for each play area. She was also asked to get small plaques made up for each play area, to ask members of the public to report any damage or problems.

Dog bag dispensers

The Clerk had sourced examples of dog bag dispenser machines for consideration, but the item was deferred to the next meeting because of ongoing costs considerations. The Clerk will find out the costs of the bags. Possible locations are outside Heaselands Barn, South Barham Road; at the gate to Brickfield Recreation Ground and another at the bottom entrance, and two on Valley Road – perhaps by the village green and by the village hall.

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. Cllr Mullett has a meeting on 11 July and will learn more about the timescale for removal and refurbishment. Possible future uses were discussed – a defibrillator, tourist information kiosk, a book exchange, or sell it. There was no clear favourite. The removal was therefore deferred to enable a question on the village survey to ask residents' views on its future use.

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.

The Clerk advised she had spoken to the Kentish Stour Countryside Project who will provide a tree planting labour team at a cost of £240 per day.

Cllr Goulden asked that a site meeting be arranged with a Kent Highways officer regarding the tree gaps in the village.

New Allotment provision at Brickfield Recreation Ground

The Clerk prepared a planning application, to include one communal shed only. This was taken with the payment to Canterbury City Council on 6 June 2016. CCC asked for further information and produced to scale. The Clerk has dealt with this and taken everything necessary to CCC on 7 July 2016. Permission is anticipated in six weeks' time.

For fencing - the parish council will pay for stock style fencing only on the two internal perimeters. The allotment association have decided not to upgrade to rabbit proof style fencing on any perimeters at their own expense. Two quotations were discussed at the meeting, and Cllr Goulden proposed and Cllr Hollowday seconded that the cheaper one be awarded once planning permission is in place.

Signage for Brickfield Recreation Ground

The signage has been ordered. The Clerk has signed the artwork off on 7 July 2016.

17. Clerk report

Bin collections and frequency

The Clerk was also asked at the June 2016 parish council meeting to contact Serco to find out what the collection frequency and cycle for the waste bin and dog bins in the village is. An email was sent on 4 June 2016.

The Lord Mayor's Award

Each year people are asked to nominate someone for an award to recognise their service to the community. The Lord Mayor's Award is aimed at people who quietly 'work behind the scenes' to help others and who are often overlooked as they do not seek publicity or thanks for their efforts. This year's award launched on 1 June with a closing date of 13 July. Information about the Award and leaflets from the Lord Mayor's office on 01227 862 080 or email lordmayor@canterbury.gov.uk . Visit <https://www.canterbury.gov.uk/lordmayor>.

Queen's 90th birthday medals – feedback from Barham school PTA

RECEIVED: "The PTA would like to thank the Parish council for the idea and the assistance in purchasing the Queens Medal. It is wonderful for the children to be able to commemorate the event with a souvenir.

One child was very excited at the thought of a £90 coin!

"We were at the Celebration Assembly this afternoon and handed out the medals to the children as they left the hall.

They've had a great day, picnic lunch, games organised by year 6 and they all looked great in their red, white and blue outfits." - Annabel Wilshaw.

Thanks again, and we look forward to working with the Parish Council again in future."

Introducing a better quality transport service

The NHS Canterbury and Coastal Clinical Commissioning Group have launched a new and improved patient transport service across Kent and Medway. New measures to raise standards are being introduced, with greater emphasis on customer care and getting patients home from hospital promptly.

The service, which is for people who cannot get to their NHS funded hospital or clinic appointment in any other way because of their medical or physical condition, is provided by G4S. (who tookover from NSL whose contract expired on 30 June 2016).

G4S's performance will be measured against a Patient Charter, developed by people who use patient transport services in Kent and Medway. There are tighter timescale targets for picking up and dropping off patients, and for how long they spend in transit.

Patients have been involved in preparations for the start of the new service and in making it easier for the PTS eligibility criteria to be applied in a completely fair and consistent way.

The bookings line number is 0800 096 0211 - a freephone number open 24 hours a day, seven days a week.

For further information about patient transport in Kent and Medway, including alternatives for people who are not eligible for patient transport, please visit www.km-pts.co.uk

18. External organisations

Cllr Wood advised he attended the RAMP meeting in the Guildhall which considered the local connection report. (more below).

19. Cllrs Items

The village hall now has wifi connected in the main hall and Grabham room. The supply has piggybacked off the shop. Cllr Wood is to try and see if the committee room gets a reception.

Planning applications**New planning applications:****CA/16/00743/FUL – The Bungalow, Palmstead Road**

Retention of agricultural building. The parish council has no comment on this application.

KCC/CA/0118/2016 – Barham C of E primary school, Valley Road

Renewal of planning permission for a mobile classroom unit. The parish council has no comment on this application.

CA/16/01382/VAR – Variation of condition 02 (approved drawings) of permission

CA/15/00685/FUL for three detached dwellings in the grounds of Sydney House – to allow rear extension to plot C. The parish council has no comment on this application.

CA/16/01293/FUL – Sydney House, Derringstone Hill**Creation of a new access.**

Sydney House already has an access point. This application has come in as a separate application to the earlier application for the building of a new house. Access should have been considered with that one, the parish council felt. This proposal proposes an access on the hill at a different location. Barham Parish Council have concerns about safety and adequate sight lines and would like Kent Highways officers to give an assurance on the safety of this proposal, prior to it being determined. Comments may be linked to another current planning application CA/16/01120/FUL (Derringstone Hill Farm, Derringstone Hill) which also proposes a second access being created on Derringstone Hill - the accumulative effect on safety of both new accesses may be best determined with both proposals being considered.

CA/16/01120/FUL - Derringstone Hill Farm, Derringstone Hill**Demolition of farm outbuilding and erection of two-storey dwelling**

Barham Parish Council thought that the outbuildings were of some heritage value, attached to the Farmhouse. Will this proposal cause some loss of heritage value? The parish council also has some concern over the increased density of the site. There is an additional concern over a proposed second access and its associated safety (or lack of it). Comments may be linked to another current planning application CA/16/01293/FUL (Sydney House) which also proposes a second access being created on Derringstone Hill - the accumulative effect on safety of both new accesses may be best determined with both proposals being considered.

CA/16/01339/FUL – 3 The Shrubbery**Replacement of front door, erection of porch and installation of balustrading to first-floor balcony.**

Barham Parish Council received two direct representations from nearby residents (who have each given their comments direct to CCC). When The Shrubbery was developed a Covenant was created that there should be no external alterations to the external appearances. Thus far there have been no changes to the frontages of any of the homes. This is the first proposal for a front elevation change. There is some concern by residents of a lack of symmetry generated by the proposal.

Barham Parish Council will draw attention to the Covenant in their response to CCC about this application, and leave the determination of it to CCC as the planning authority.

Notifications**CA/16/00087/FUL – Helios House, The Street**

Proposed two storey dwelling – GRANTED by CCC

CA/16/00646/FUL – Nailbourne, Derringstone Street – First floor extension to rear - GRANTED**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 – The Planning Inspectorate dismissed the Appeal and the applicant had until 26 June 2016, to reinstate the access bank and hedgerow. The gate has been removed and the gap filled with mud. The hedgerow still needs reinstating.

Other Planning matters

Elham Valley Caravan Site Elham Valley Road

Y16/0431/SH | Siting of a static caravan for use by warden (for security and operational reasons)

There is a planning application for the above caravan site to introduce a static caravan to the site for a warden's use. The Action Group and local residents have concerns about this caravan site and suggest that Shepway District Council have not been effective with communication with local residents. There has been a suggestion that an officer from SDC attend the Parish Council meetings of both Elham and Barham, initially on a monthly basis, to provide updates on planning applications and enforcement matters arising from this site, and/or provide a report on a monthly basis.

Caravans should not park for longer than 21 days – Shepway officials need to ensure this is being complied with. It was decided that a Chairman's letter copied to both MPs of Shepway and Canterbury be prepared (Cllr Goulden kindly agreed to draft this). The Clerk will speak to the Elham Clerk about making the letter a joint parish letter.

Local connection

Chestfield Parish Council led a call which Barham Parish Council supported along with a total of 19 parishes in the district - *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.*

A report went to the Rural Area Member Panel on 20 June 2016. The Clerk has circulated a copy of the report to all the parish councillors. Disappointingly, it advises that the rural connection preference was deemed unfair and this element was removed from the Housing Allocations Scheme Policy in September 2013. Consultation results suggested the majority of respondents preferred the homes to go to those in greatest need instead. The report suggests that to change the Allocations Policy would raise issues of fairness and this could cause discrimination and the city council could be challenged legally. To introduce rural and town preference would also limit mobility.

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 9.20pm.

Future meetings of the Full Council: in the village hall: 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