

Barham Parish Council

Minutes of the meeting held on 03 May 2018

Present: Parish Councillors David Wood (Chairman), Sarah Goulden, Ernie Mullett, Patti Earl and Liz Minter. Canterbury City Cllr Simon Cook and Kent County Cllr Michael Northey (for part of the meeting). One resident. Clerk to the Council, Amanda Sparkes

1. Election of Chair and Vice Chairman

The Clerk opened the meeting explaining that this was the Annual Meeting of the Parish Council and the first item of business is to elect a Chairman and a Vice-Chairman for the year 2018-2019. Cllr Earl proposed and Cllr Goulden seconded that Cllr Wood be Chairman again. Cllr Wood accepted the position and duly signed the Acceptance of Office sheet.

2. The Clerk explained that due to other commitments, Cllr Tamsitt has advised that he will stay on the parish council for one more year to complete his last year of his four-year term, but it is his intention not to stand for re-election in May 2019. His other commitments are limiting his attendance and he is therefore not in a position to stand for vice-chairman this year. The nomination for a vice-chairman for 2018-2019 was deferred to the next meeting.

3. Cllr Wood, then as Chairman welcomed everyone to the meeting. Apologies for absence were received from Parish Cllr David Tamsitt (away), Stephanie Hollowday (unwell), and John Brooks (away).

4. There were no declarations of interest.

5. Resignation on the council

The Chairman explained that Susie Duke had resigned as a parish councillor with immediate effect on 3 May 2018, due to the pressure of family commitments. The Chairman asked that thanks be recorded to Mrs Duke. The Clerk has started the vacancy process and alerted electoral services.

6. Cllrs Responsibilities 2017-2018

Discussion of the councillor responsibilities was deferred to the next meeting.

7. The Minutes of the last full parish council meeting held 08 March 2018 were approved and accepted as a true record and the Chairman signed them.

8. RECEIVED also the Minutes from the Annual Electors' Meeting 2018 held 23 April 2018 with guest speakers from Barham Youth Football Club. (Note these Minutes are approved at the next Electors' meeting in 2019). The matters arising from the Electors' meeting Minutes were electors' questions which were answered under city and councillor reports below in these Minutes.

9. The meeting was adjourned for parishioners' questions and comments. The resident present had no questions. The meeting continued.

10. KCC Cllr Michael Northey report

Kent County Cllr Michael Northey explained that there are problems with potholes all over Kent. Kent Members are putting pressure on this issue and a government grant of £2.5m and KCC spending of £6.5m is tackling the issue. Every KCC Cllr is now receiving a weekly update on potholes – in the individual week for week ending 27 April 2018 £1,143,704 was spent on potholes, and of that the Canterbury district accounted for £92,219 with Canterbury district also having the second highest number of potholes repairs at 402 for the district (although this is not the same for acreage of potholes covered).

Cllr Northey also commented that Highways England have more money and are making progress with road repairs too. The message remains to people to continue to report potholes on the KCC portal tool. Cllr Northey advised that the Kent Highways over-arching manager Chris Maw has left – to take up a role in Canterbury City Council. His replacement is a lady called Hazel Walters.

11. CCC Cllr Simon Cook report

Cllr Cook advised that there has been a spate of fly tipping incidents around Barham recently and it is being cleared away. CCC will consider cameras in certain locations.

Regarding litter on the A2, Cllr Cook advised that CCC has crews ready and has budget allocated but the city council is waiting on Highways England to allow the crews on to the A2 to pick it. Legally, CCC

are responsible for litter collection on the A2. CCC may have to consider legal notices to enforce permission if necessary. Highways England are looking for emergency closures to carry the litter collection out well and safely. CCC crews will pick up between the tarmac edge of the road and to the boundary of the farmers' fields.

Cllr Cook advised that the charge to pick the A2 is £5-£6k for Serco manpower plus £14-£15k to Highways England for a lane closure.

Cllr Cook commented that the feeling is that the bulk of the litter arises from lorry drivers. He confirmed that in fact litter is picked from the A2 laybys on a weekly basis.

Cllr Cook agreed to put together some notes of the above to send to Cllr Wood to enable Cllr Wood to go back to the residents who had made these enquiries at the Annual Electors' Meeting.

The foreign vehicles pay a £10 duty but this goes to central government directly – Cllr Northey commented that KCC has been lobbying for years for some of this levy to come back to Kent for Kent roads.

Cllr Cook also explained that a press release is being released on 3 May 2018 for a new initiative of fill up your water bottle for free – people will be able to refill water bottles at places like The Beane library, the Kings Hall, Herne Bay and other CCC facilities – this initiative is to try and reduce plastic and litter.

12. Finance

- RECEIVED the bank reconciliation and bank statements for March 2018 and RESOLVED the signature of a councillor other than the Chairman thereon.
- NOTED a bank transfer dated 10 April 2018 from Canterbury City Council of payments for the precept for 2018-2019 (made up of £36,797.77 precept and £233.21 reducing grant) and £5,003 for the capital grant for 2018-2019 towards new play equipment
- NOTED payments by cheque from Barham Allotments Association for the water bill recharge and the £50 peppercorn rent for period 1 March 2018 – 28 February 2019.
- NOTED that the Community Good Causes at Waitrose for March 2018 (towards the new play equipment project) yielded a share of the £1000 for that month of £290.
- NOTED updates to the parish council's Insurance Schedule – items added are the Street Lights Upgrade £12,040.56 and two new wooden benches £421.00. Zurich have not made any charge up to next renewal, however an additional annual charge of £57.64 plus tax will apply at renewal.
- NOTED the Internal Audit was undertaken on 16 April 2018. His invoice and report have not yet been received and will follow to the June meeting.

VAT126 Claim – new reference for the parish council TO NOTE letter received dated 10 April 2018 that the VAT126 Claim needs a new reference number for any claims made from 1 February 2018 – the parish council new unique reference number is XXV126000100212

Local government pay scales (2018/19) - The National Joint Council for Local Government Services has now reached an agreement on the pay award for two years – 2018-2020. As there are ongoing discussions between NALC and ALCC about the current National Agreement, pay profiles and hours of work, the organisations have agreed to only issue the confirmed new scales for April 2018 at this time. A further statement will be issued in the autumn addressing the more complex mapping required to implement the 2019 pay scales.

New play equipment, Brickfield Recreation Ground

Barham Parish Council has a £5003 capital grant from Canterbury City Council now. Barham Parish Council resolved their favourite quotation at the April 2018 meeting. Since then however, the Clerk submitted a grant application to a source that came to light after the meeting, for a further possible grant up to £5,000. The Trustees meet in early May for a decision. The placing of the order for the new equipment is therefore pending until their decision is known.

Improvements for Brickfield Recreation ground : The fencing has been ordered.

13. For Annual Return 2017-2018:

The Year End Bank reconciliation to 31 March 2018 – 2017-2018 year-end balance is £62,755.

The Annual Return for the financial year ended 31 March for submission to PKF Littlejohn had been circulated to all parish councillor ahead of the meeting. NOTED that Barham Parish Council has been selected this year to be one of the 5% of councils to be subjected to INTERMEDIATE reporting. The Annual Return pack also included the Statement of Variances ; Ear Marked Reserves schedule up to 31 March ; Finance Risk Assessment ; The Parish Council's Register of Fixed Assets and The Parish Council's Statement of Internal Control. And NOTED that the Internal Auditor completed Section 4 of Annual Return. There were no questions or comments from councillors on any of the documents.

14. Section 1 : the Annual Governance Statement – Cllr Minter proposed, Cllr Goulden seconded and it was RESOLVED to accept Section 1 in advance of approving Section 2. Section 1 was therefore duly signed by the Chairman at the meeting.

15. Section 2 : the Accounting Statements – Cllr Minter proposed, Cllr Mullett seconded and it was RESOLVED to approve Section 2 – and Section 2 was then duly signed by the Chairman too.

16. Notice of the Exercise of Public Rights notice : NOTED the parish council must make arrangements for the exercise of public rights to inspect the accounts. The inspection period of 30 working days during which the public rights may be exercised must include the first 10 working days of July. PKF Littlejohn's template suggests Monday 4 June to Friday 13 July inclusive – and this template must be published on noticeboards.

NOTED all the above documents including the Exercise of Public Rights will be uploaded on to the parish council website by Sunday 3 June 2018.

17. Publicity & Communications including website

The Village Survey Action Plans – one for the Village and the one for Children and young people, and a "Completed/Achieved/Abandoned" list are on the parish council website. There is no update this month.

Removal of the Bell Cottage phone box – The residents buying the box tried to remove it but found there is still a power supply connected to it. The Clerk dealt with BT to get this capped off which may take up to 24 weeks to be done. This is still in hand.

Facebook page for Barham parish council – Cllr Hollowday has been updating the Facebook page as appropriate.

18. Rural Housing Enabler

An appointment with the Rural Housing Enabler for an informal meeting is set up for 18 June 2018. All councillors should attend if able to, to discuss the affordable housing provision options for the village. A report will come to a subsequent parish council meeting.

19. First Aid demonstration session for residents

C/fwd: The resident Community First Responder in the village will run an uncertified first aid session for up to 12 people free of charge, to cover basic first aid including resuscitation techniques. Cllr Wood is to talk to him to set up one or maybe two sessions – for a Saturday morning, hall availability permitting. There is a waiting list of interested residents – but if there are any spaces left when a date is confirmed and their attendance is known, then Cllr Hollowday will advertise the free event on Facebook.

20. Highways

Streetlighting: Deployment of 30 dimmers started on 1 February 2018. The contractor has been dimming those installed from 11pm each night to 20%. There have been no comments. The further 20 nodes to install were due by end of April. The Clerk will seek an update on the status. And also ask which lights on the network wont be dimmable as they are too far out of reach.

Royal Mail stolen post box at junction Derringstone Hill and Mill Lane

NOTED that since the last (April) meeting, the Clerk made telephone calls and emailed details of the stolen post box across to Royal Mail – requesting a replacement box be provided in the same location at the junction of these two roads. A Replacement Request form has been completed and sent to Royal Mail.

Crocus bulbs for the village? At the 08 March 2018 parish council meeting Cllr Hollowday suggested planting crocuses in the village – perhaps by the planters by The Grove and Fox Way junctions? C/fwd: Cllr Minter felt that resident volunteers may plant crocuses and offered to make enquiries.

21. Open Spaces

Litter Pick: This went ahead on Saturday 21 April 2018 from 2pm-4pm. 35 adults and children took part with 17 bags of rubbish collected. Some over-sized items were reported too and cleared after the event. The Chairman asked to record thanks to Mr and Mrs Risby, as well as the litter pickers, for their help in the village hall with teas and coffees.

Six-monthly play areas inspection: Thanks were recorded for the two play areas' 6-monthly inspections completed by Cllr Earl and Cllr Brooks (next one is due in October 2018)

Volunteer working party re minor actions from annual play area inspections reports

C/fwd: The annual play area inspections have some items that won't need a contractor such as cleaning of seats and uprights on equipment and staining of gates. In September 2017 Cllrs felt 6-8 residents may get involved in a working party (to be booked through the Clerk.) The best time for a working party would be spring 2018. Cllr Wood, Cllr Hollowday and the Clerk have met and will now organise and progress this, and set a date and advertising for it and purchase relevant materials.

Village Sign: At the April 2018 meeting Cllr Hollowday had urged action for the village sign at the village green – nothing has been done and it needs cleaning and repairing etc. Cllr Wood and Cllr Tamsitt inspected the sign and dug around to establish the state of the uprights in the ground. They are very rotten and the sign is nearing the end of its life. Cllr Tamsitt had suggested some pressure washing but Cllr Mullett felt this would destroy the sign. Cllr Wood explained that Cllr Tamsitt has offered to paint the sign as a short term improvement and this kind offer should be taken up. Cllr Wood offered to get a quote for a full new sign replacement and report back. There could be possible village grants available for a replacement?

New benches for the village green

The old teak bench outside the property "Greenside" was removed from the village green in 2017 - the resident would be happy to contribute to replace this. And Mrs Callan would also like to donate a bench in memory of Jim Callan an ex-parish councillor so there could be two new ones provided on the village green. Cllr Wood and the Clerk visited the Fifth Trust and for a high-backed style bench the cost is around £500 (plus installation on top). The Clerk and Chairman will speak to both residents about contributions and possible orders for benches.

Hedge separating the property 'Greenside' from the village green

Details were reported at the April 2018 parish council meeting. The Chairman and Cllr Tamsitt met with the resident of Greenside now and the resident's Yew Tree needs trimming in the first instance. The resident will seek conservation area consent for the work – and then when new hedging can receive light the parish council should arrange to plant some new hedging along the edge that separates the property, 'Greenside' from the village green.

Tree care for newly planted trees

The Clerk was asked to ask for the Fifth Trust to give a quote for watering trees during the summer period: for both the trees planted last year at the village green as they did last summer, plus the 20 new trees planted this year in the old cricket field.

Electricity to village green cabinet

The Clerk would like to record thanks to Cllr Wood for arranging an appointment with an electrician on 19 April 2018 to look at the next step in getting a power supply to the cabinet on the village green. However he did not turn up – and so further chasing to tie up an electrician is ongoing!

Barham Village Fete, Saturday July 7th 2018

Barham school fete is to be held on 7 July 2018 – 12-4pm on the village green. This event was booked via the Clerk on 13 April 2018. They are planning a larger event, involving many community groups, small businesses, the churches & local charity groups. Ideally they would like the mains power supply, for cups of tea, candy-floss and bouncy castles. If the green supply is not up and running then they'll need to hire more petrol generators, as in previous years

Linked to this event as the first request when the power may be connected at the green, the parish council held a discussion on whether the parish council should onwardly charge for the actual electricity usage when the cabinet is used for event hire. Cllr Goulden favoured a £25 one-off set charge per use. Cllr Minter felt the fee should be waived for the school or PTA event.

This discussion was deferred to the next meeting for all councillors' input.

Wormery provision

The provision of the wormery, with a dog bag dispenser and dog poo wormery at South Barham Road (on the National speed limit repeater pole) alongside Ford Lodge/Heaselands Barn was resolved at the March 2017 parish council meeting. (When the Nailbourne is flowing the dog bin on this repeater sign does not get emptied by Serco so this is considered an ideal location.)

A Dog Poo Wormery is a compost bin in which just dog poo in compostable bags is placed. It completely disappears producing scent-free compost after 3 - 4 months. The wormery ordered in March 2017 has now over-wintered. C/fwd: The delivery may now be arranged. The Clerk is dealing and Cllr Mullett will assist with both delivery and installation.

Christmas lighting

Cllrs would like better Christmas lighting for 2018. Cllr Wood confirmed there has not been a hall committee meeting but one is scheduled for May and he will ask about a possible power supply for the village hall tree. He felt it would need the purchase of a wire protector.

C/fwd: Cllr Minter offered to speak to resident Dr Starkey if he would be willing to run power for a tree and lights from his house to the Derrystone green opposite.

C/fwd; Cllr Minter's suggestion for everyone in the village with a suitable tree/bush in their garden to put white lights on it for Christmas has met with a lot of verbal approval. Cllr Minter offered to write an article for the magazine.

22. Footpaths & Rights of Way

CB230 in the parish

The bridleway leading straight up from Out Elmstead Lane and near Hearts Delight had overhanging vegetation reported in January 2018. The vegetation has now been cut back. At the April 2018 parish council meeting the councillors had concerns about the three rows of barbed wire at a low height alongside the bridle path – and the Clerk was asked to make enquiries about if this is acceptable. UPDATE: KCC public right of way department has Inspected CB230 (April 2018) and noted that the landowner has cut the branches back and it is an improvement. KCC will add the path to their clearance schedule to try and keep the surface vegetation by the wood cut back. The gate has been repaired also - the hinges have been replaced so it should be working much better now.

As for barbed wire, generally this is not acceptable to have in place where it can cause injury to any users of the path included legally accompanied animals such as horses; as well as a path that has a particularly narrow width. This enquiry has been referred to another officer to deal with to contact the responsible landowner to ensure that it is replaced with plain wire and if possible provide a wider width for the bridleway.

Resident offer to replace stiles

The Clerk explained that a resident has kindly offered to replace two old stiles with a kissing gate each on the footpath from Out Elmstead towards The Street. The landowner's permission will be needed. The Clerk has logged this in the first instance with the KCC PROW department for comments.

23. External Organisations

Barham Youth FC

The parish council view earlier this year was that the cricket field is the better option going forward for a football provision and the football club is supportive of this site. Cllr Mullett and Cllr Wood will visit Mr Clough to advise of the restriction this will place on grazing therefore during the football season. Although the old cricket field has not infact had sheep on it for some time. Cllr Mullett has arranged for some preparatory work to be undertaken on the cricket field – the dead grass has been dug out. Cllr Mullett felt that the grass could be left and there be one last hay cut this season?

Cllr Wood advised the Barham Youth Football Club are to hold a recruitment event in the hall on Saturday 5 May 2018 between 4-9pm to which all parish councillors are invited .

It was felt that a formal agreement/lease would be needed for the football club use of the old cricket field – for the parish council to protect its asset and for grant purposes for the football club. Cllr Wood advised that he

had spoken to fund raisers at Rural Kent who suggested that a possible solution for any grant applications at a later date for potentially larger capital grants for facilities for example, could be joint applications with the parish council as the freeholder of the field.

Cllr Goulden and the Clerk will research possible wording for an agreement/lease which should include a termination clause if the football club ceases to exist within the 7 year period of the agreement.

Royal British Legion – poppies for 2018

Cllr Wood is now holding large commemorative poppies for the village to help mark the 2018 commemoration of the end of WWI. Barham Parish Council volunteers will put poppies up on street lights and poles etc. Proposed dates to undertake this are from Saturday 27th October to taking down on the Monday after Armistice Sunday.

Cllr Minter advised that the Friends of Barham Church are organising another trip to the battlefields which will be advertised in the village magazine.

Swingboats – The swingboats are owned by the parish council and on long term loan to the PTA. There was an initial public meeting on 16 November 2017 to discuss their future use, and issues around insurance and inspections linked to insurance. The PTA then held another public meeting on 23 April – the same date as the parish council annual meeting. The Clerk will ask for the notes from the meeting in due course.

24. Clerk report – the Clerk report had been circulated to all councillors prior to the meeting. Items are incorporated elsewhere in the Minutes.

General Data Protection Regulations

NOTED new regulations coming in on 25 May 2018 – the General Data Protection Regulations. The Chairman reminded everyone that this refers to both paper as well as digitally held files.

The Clerk had prepared a draft report for councillors at the meeting.

The Clerk is the data processor.

Each parish councillor was asked to complete a Consent Form to give explicit consent for their personal details to be used for parish council business.

There are various actions to undertake – although the need to appoint a Data Protection Officer external to the parish council at a possible £150 per year is now on hold as an Act is to go through parliament to exempt parish councils – Barham Parish Council will therefore keep this action under review at present.

One of the required actions is to have a Privacy Policy.

The Clerk had provided a draft for councillors at the meeting.

Cllr Goulden proposed, Cllr Mullett seconded and it was agreed to adopt this draft and review it if for example the Act changes requirements again. The Clerk will upload the privacy policy to the parish council's website.

Cllr Wood reminded everyone that at the April 2018 parish council meeting the parish council gave the Clerk full authority to go ahead and do what is necessary to ensure compliance.

The Clerk will continue with the necessary actions and report back. The work will include audit schedules, housekeeping of hard copy files and computer files; an impact assessment document and checking with the ICO tool kit for further actions.

Clerk at Coffee Stop - The Clerk usually attends a Coffee Stop on the third/fourth Tuesday of each month between 10.30 and 11.30. The Chairman is usually at each session too to take enquiries also.

25. Planning Matters

New planning applications:
CA/18/00670 - The Cottage, Derringstone Hill, Barham, CT4 6QD Proposed formation of a new access and drive.
CA/18/00833 - Sydney House, Derringstone Hill, Barham Variation of condition 01 (approved drawings) of planning permission CA//18/00331/VAR for the erection of three detached dwellings in the grounds of Sydney House, Barham; to allow alterations to outbuilding on plot B.
CA/18/00864 - Cedar House, Old Dover Road, Barham, CT4 6PW Proposed recreational tree house, decks and play equipment.

Notifications

CA/18/00211 - Barham Services, Old Dover Road, Barham, CT4 6EX

Proposed 2 no. rapid electric vehicle charging bays together with associated equipment. GRANTED

CA/18/00307 - 20 Heathfield Way, Barham, CT4 6QH

Proposed two-storey side extension and front porch following demolition of detached garage and porch. GRANTED

CA/18/00364 - Derringstone Hill House, Derringstone Hill, Barham, CT4 6QD

Application for listed building consent for replacement rear kitchen window. GRANTED

CA/18/00334 - Aylets, Gravel Castle Road, Barham, CT4 6LG

Proposed single-storey double garage together with pool and ancillary accommodation WITHDRAWN

CA/18/00401/LB - Duniston Court, Derringstone Hill, Barham, CT4 6QD

Application for listed building consent for 3 no. roof lights to rear. GRANTED

CA/18/00331- Sydney House, Derringstone Hill, Barham

Variation of condition 01 (approved drawings) of planning permission CA/17/02240/VAR for the erection of three detached dwellings in the grounds of Sydney House, Barham; to allow alterations to outbuilding on plot B. GRANTED

CA/18/00583 - Land at Out Elmstead Lane, Barham

Replacement of 7 spans of 2 wire overhead lines between SunnyDowns and 1 Parrs Cottages. NO OBJECTION TO

At 24 March 2018 – at 25 April 2018: CCC Portal states still AWAITING FORMAL NOTIFICATION OF DECISION:

CA/17/00809 - Arter Brothers, Eagle Motor Works, Old Dover Road, Barham, CT4 6EX: Proposed 10 two-storey dwellings following demolition of existing commercial buildings

Highland Court at Bridge development proposal:

There has been a recent proposal for Highland Court, Bridge – a joint venture between Quinn Estates and Highland Court to possibly create 300 holiday homes, a 150 unit retirement village, a business park and innovation centre, a leisure and artisan food and drink hub; and facilities for Canterbury Rugby Club and Canterbury Football Club. There is no update this month and no planning application submitted yet.

26. Councillors' items

None to note this month.

The meeting closed at 9.15pm.

Future meetings: Full Council: in the Grabham Room in the village hall. First Thursday of each month – 7 June, 5 July, (recess in August) 6 September, 4 October, 1 November and 6 December 2018.

(and F&GP dates *if required*: Usually 3rd Monday of each month: in the committee room – if required - 21 May, 18 June, 16 July, 20 August, 17 September, 15 October, 19 November and 17 December 2018.)

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