

Barham Parish Council

Minutes of the meeting held at 7.30pm on 06 December 2018

Present: Parish Councillors David Wood (Chairman), Stephanie Hollowday (Vice Chairman), David Tamsitt, Ernie Mullett, Sarah Goulden, Patti Earl, Liz Minter and Stuart Eccles.

Canterbury City Cllr Simon Cook (for part of the meeting).

Four members of the public.

Locum Clerk to the Council, Chenice Sparkes

1. Chairman's Opening Remarks

Cllr Wood welcomed everyone to the meeting. Apologies for absence were received from the Clerk Amanda Sparkes (illness), Parish Councillor John Brooks (holiday) and KCC Cllr Michael Northey (illness).

2. Introduction of Locum Clerk

Cllr Wood introduced Chenice Sparkes, Locum Clerk, who will be recording the minutes of the meeting to cover the Clerk while she is on sick leave.

3. Declarations of Interest

Cllr Eccles declared an interest in Item 18 regarding Barham Youth Football Club's lease request as a member.

4. Minutes of the Meeting held on 04 October 2018

The Minutes of the last full parish council meeting held 04 October 2018 were approved and accepted as a true record and the Chairman signed them.

5. Actions Completed since the Last Meeting

The Minutes of the last full parish council meeting held 04 October 2018 were approved and accepted as a true record and the Chairman signed them.

- i. The Royal British Legion Commemorative poppies project for the village's street lights and poles was undertaken
- ii. The Community litter pick was held on Saturday 03 November 2018
- iii. The two play areas' visual Cllr 6-monthly inspections were undertaken in October 2018 by Cllr Brooks and Cllr Eccles
- iv. TO NOTE that the Clerk will pursue wet-pour repair quotes when she is no longer on sick leave
- v. A further Volunteer working party date to undertake minor actions from annual play area inspections reports will be picked up again when the Clerk is no longer on sick leave
- vi. The Parish Council undertook a response to the Kent County Council's 'Household Waste Recycling Centre Consultation (full detailed response is on the Clerk report)
- vii. The Parish Council undertook a response for the planning application for Land at Highland Court Farm, Coldharbour Lane, Bekesbourne, CT4 5HN (CA/18/01948) (full detailed response is on the Clerk report)

6. Update on highways improvement for the Gravel Castle area crossroads

Cllr Wood reported that the meeting with himself, Paul Leary from Kent County Council, the Clerk, Canterbury City Cllr Simon Cook and resident representatives held on 16 October 2018 went well. Mr Leary arranged for the smaller items discussed to be actioned by the area highway steward but the reversal of the one-way system on Gravel Castle Road will require on-going discussion. Due to current workload priorities, Mr Leary is not going to be able to progress the feasibility of the potential scheme until the New Year.

Mr Leary recommends that a Stage 1 Road Safety Audit is undertaken in the first instance, which will cost in the region of £1,170 (funding source to be identified) which would highlight any potential problems with the proposals. A Traffic Regulation Order would also need to be applied for and the first stage of this, including the application review and drafting of the legal order would amount to £1,965. The total cost of the Traffic Regulation Order process amounts to £3,535.

Cllr Cook had offered to incorporate the consultation part of any traffic proposal through the annual Canterbury City Council consultation for parking changes in January 2019 to minimise Kent County Council's costs. Mr Leary declined the offer as Kent County Council wish to retain ownership over the entire process due to the application relating to a moving traffic order. Cllr Cook reported that he will suggest at the next meeting with the County Council Director that Kent County Council join with Canterbury City Council in future for advertising highway applications as part of the annual parking review to save costs.

Cllr Goulden reported that the grass triangle near the junction of Gravel Castle Road and the A260 has become raised and asked whether this could be added to the list of highways improvement works. Cllr Wood agreed to look into this.

7. The meeting was adjourned for parishioners' questions and comments. One resident wished to raise a letter sent to the Clerk and Cllr Wood dated 03 December 2018 regarding providing affordable homes in the village, using nearby parish Bridge as an example where eight affordable homes were built in 2012 with 11 additional homes now proposed. The resident explained they understood there were sympathetic land owners in the village who would be willing to sell land at affordable rates to enable affordable homes to be built and questioned why the Parish Council was not involved in negotiations.

Cllr Wood reported that the Clerk had responded to the letter in writing prior to the meeting to address some of the points raised. With regards to investigations into providing affordable homes, Cllr Wood assured the resident that the Parish Council is committed to providing affordable housing where possible. A meeting will be arranged between the landowner and the Rural Housing Enabler which Cllr Wood and the Clerk, if well enough, will attend. Cllr Goulden also confirmed that various land options have previously been discussed at sub-committee level.

Cllr Cook confirmed that Canterbury City Council would likely support additional affordable housing in Barham and assured the resident that the additional houses in Bridge have taken many years to come to fruition. In Bridge, Canterbury City Council was fortunate to be in a position to donate land for affordable housing and the additional 11 proposed houses are part of a larger application for a new doctor's surgery.

Another resident wished to request the Parish Council's backing to take over the maintenance of the footpath running behind The Grove up to the church as motorcycles using the footpath have become a problem. The resident proposes to ask for an agreement with the landowner, in their name not the Parish Council's, in order to install gates and fencing to prevent motorcycles being able to use the path. The ownership of the area where the proposed gate will be located is not entirely clear, it could possibly be owned by Canterbury City Council or the East Kent Housing Association. Cllr Cook agreed to make enquiries and liaise with Kent County Council as necessary with regards to making alterations to the public right of way to see what options would be available.

Cllr Wood reported that he has previously contacted the PCSO with regards to motorcycles using the adjacent field but the PCSO was informed by the landowner that the motorcyclists have been given permission. The resident reported that the landowner has since withdrawn their consent to use the field and Cllr Wood agreed to contact the PCSO to report motorcycles using the footpath and field in an anti-social way. The resident agreed to forward an email sent from the landowner confirming that permission has been withdrawn to Cllr Wood in advance of discussions with the PCSO. Cllr Tamsitt reported that there have been reports of motorcycles acting in an anti-social manner in different areas around the village and Cllr Minter reported that there have been reports of air guns being carried. Cllr Wood reported that the official advice if a firearm is spotted, including air guns and similar imitation firearms, is to report an "unknown firearm" to the Police.

Cllr Earl questioned whether the Parish Council should fund the gates and fencing to be reinstated and Cllr Minter raised concern that the motorcycles will use a different entrance further up the footpath closer to Gravel Castle Road. The resident reported that the main issue is motorcycles using the footpath alongside their property so use of the motorcycles further up will not be as much of an issue. The resident also confirmed that they would be happy to fund the gates and fencing and ongoing maintenance costs.

Cllr Earl proposed that the Parish Council support the initiative to allow the resident to take over the maintenance of the footpath and install fencing and gates, subject to landowner and Kent County Council agreement. Cllr Earl thanked Cllr Cook for agreeing to pursue the project further.

There being no further comments, the meeting continued.

8. CCC Cllr Simon Cook report

Cllr Cook advised that Canterbury City Council's budget for 2019-2020 is currently out for consultation. With costs generally increasing, the City Council are proposing to increase its share of the council tax by just under 3%, which would add an additional £6.12 a year to a Band D property. The majority of savings proposed for 2019-2020 do not have any impact on the services the council provides, they are largely proposed to come from internal reviews and efficiency savings.

Cllr Cook also reported that the annual parking review will commence in January 2019, with one change suggested in Barham involving the introduction of double yellow lines in front of The Shrubbery. Cllr Cook also reported that he attended a meeting with representatives from the football club who are looking to obtain funding towards the cost of building a pavilion.

The Highland Court application public consultation has now finished and will likely be considered in the spring by the Planning Committee unless the developer withdraws the application. Cllr Cook reported he understood that normal speaking rights would apply but as the application site involves a number of parish councils, the Planning Committee may not require representatives from all parish councils to attend. Cllr Cook agreed to check should the application be put forward to Planning Committee. Cllr Minter enquired whether there was an update on possible enforcement action over the apparent unapproved lighting installed at Highland Farm. Cllr Cook agreed to speak to enforcement and report back.

Cllr Wood reported that a neighbouring property to Aylets, subject to planning application CA/18/02376, was not consulted by Canterbury City Council despite being the closest neighbour and most likely to be affected by the proposals. Cllr Cook reported that traditionally only neighbours adjoining the property in question would be consulted as most applications involve rear extensions, however he acknowledged that as this application involved proposals to the front/side of the property this would impact the property opposite and agreed to follow this up with the planning department.

Cllr Cook reported that altered bin collection dates over Christmas and New Year have been released, with the normal Friday collections on 28 being collected on Monday 31 December, Friday 04 January being collected on Monday 07 January and Friday 11 January being collected on Saturday 12 January. Cllr Goulden enquired whether Serco will be sending out collection calendars for 2019. Cllr Cook confirmed that Serco are no longer sending calendars out to all households but copies of the calendars can be downloaded and printed online, synced with Google Calendar or residents can call Serco who will send out a hard copy free of charge. Cllr Cook agreed to obtain 20-30 copies for the Parish Council to distribute and confirmed that calendars can be copied and printed in parish magazines.

Cllr Goulden also enquired why garden collections will be stopping at Christmas and not resuming until mid-March 2019, especially as the majority of pruning is advised during this period. Cllr Cook reported that following a review of garden waste collections, it was discovered that the vast majority of waste collected is grass clippings/green material and many of the collection trucks were returning to the depot half empty. As public money pays for the collections, to ensure value for money the collections have been stopped until mid-March. Cllr Earl asked whether residents could take their garden waste to the local household waste and recycling centres instead and Cllr Cook confirmed this was the case.

One resident addressed both Cllr Cook and the Parish Council to enquire why residents in Barham appeared to be double taxed on grass cutting in certain areas of the village. Cllr Wood confirmed that the Parish Council has been paying for additional cuts in certain areas maintained by Kent County Council as the number of cuts during the year and the standard of maintenance was not considered acceptable following complaints from residents.

9. Finance - the cheques were authorised and signed.

- NOTED the bank reconciliation and bank statements for September and October 2018 have been received and signed by Cllr Brooks prior to the meeting.
- CCC Parish Council capital grant scheme for 2019-2020 – The application submitted for the removal and replacement of the concrete seats on the village green plus two further ones to match new has been approved and funding will be received in April 2019.
- NOTED a payment of £135.12 has been received from the Barham allotments association for the recharge of the water bill received
- NOTED a direct debit of £2,791.04 will be taken on 31 December 2018 for the half-yearly Public Work Loan Board payment due.
- NOTED the Internal Auditor's report for the internal audit undertaken on 09 October 2018. There are no areas of concern, except for the updating of the Clerk's contract of employment: As per the Internal Auditor's recommendation, the Clerk's contract has been revisited and a revised version was signed by the Chairman, proposed by Cllr Minter and seconded by Cllr Hollowday to reflect:
 - i) The Clerk's new home address/place of work with effect from 26 June 2015
 - ii) Note the salary incremental increases that have occurred since commencement of employment on 1 September 2013.
 - iii) The provision of a pension with effect from 01 April 2017 (so the previous gratuity clause in the previous contract has been removed.)

External Auditor Report for 2017/18

NOTED that on 10 October 2018 PKF Littlejohn LLP issued a Final External Auditor Report and Certificate and amended their interim report of 28 September: "On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR) in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met." (Additionally, there were no other matters to draw attention to.)

NOTED a "Notice of Conclusion of Audit" was posted on the noticeboard and on the parish council's website on 12 October 2018.

Concurrent Function Monitoring for 2017-2018

NOTED on 03 October 2018, the Clerk dealt with the relevant CCC Officer with regard to documents that need to be returned to Canterbury City Council for CFF Funding, as per schedule 2 of the CFF Funding Agreement.

- Spend on CFF in 2017-2018 was £15,509.01 excluding VAT
- The award in 2017-2018 was £6,728.41 so there is no underspend.

The Clerk sent copies of:

- the Annual Return form of full accounts sent to the External Auditors;
- A spreadsheet detailing the CFF spend only in full totalling the £15,509.01 (£16,482.08 including VAT);
- a copy of the Ear Marked reserves schedule for year ended 31 March 2018 and emerging sheet to 31 March 2019 (tbc) showing the CFF award as a separate line, and
- Copies of the parish council's Insurance schedule and PLI Certificate.

Copies of the Inspection Reports for both the Valley Road and Brickfield Recreation ground play areas
The Clerk confirmed that Barham Parish Council has no COSHH risk assessments; and no interaction with children and young people directly, so no safeguarding documentation.

Precept and Budget for 2019-2020

It was noted that the draft precept for 2019-2020 was discussed at a working group meeting on 19 November 2018. Cllr Goulden proposed and Cllr Minter seconded, and all councillors voted in favour, to set a precept of £38,763.40 for 2019-2020 and resolved to adopt a budget as set out in the supporting document, as a forecast of where the Parish Council plan to spend the money. The increase this year is to allow £233 for the loss of the cushioning grant and £1500 for contingencies.

Barham Allotments Rent Review

BAA Lease agreement signed 08 November 2016 states: "Rent will be subject to a review every two years on the anniversary of this agreement and any increase will not be more than the rate of inflation current at the time." The Parish Council considered a review of the current £50 a year rent and it was unanimously agreed to keep the rent the same for 2019.

10. 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.

Facebook page for Barham parish council – Cllr Hollowday reported that there have been a few reports of intimidation from motorcyclists raised which has already been discussed under “Adjournment”.

11. Rural Housing Enabler

It was reported at the July 2018 parish council meeting that a meeting with the Rural Housing Enabler from Action with Communities in Rural Kent was held on 18 June 2018. Details of that meeting were published in the July 2018 parish council meeting Minutes. The parish council resolved at the July 2018 meeting to revisit the possible sites for rural housing development in the village again with CCC Planners if possible, and that a working group explore this item in more detail. The working group meeting was held on 11 September 2018 with Cllr Wood, Cllr Goulden and the Clerk present. There is no further update following previous discussions.

12. Highways

Crocus Bulbs – Cllr Minter reported that the bulbs have now been planted and wished to thank residents who donated the bulbs. Cllr Minter expressed that any volunteers who would like to arrange the floral displays in the tubs would be most welcome.

The commencement of KCC Highways groundworks since the last meeting re the Aylesham development A2 Junction/Roundabout improvements was noted.

16. Open Spaces

Christmas Lights 2018 – Cllr Minter reported that the Christmas trees would be arriving tomorrow (7th December 2018) and that volunteers from the church have agreed to help decorate with lights. Cllr Wood reported that lights have been obtained to be located outside the village hall on a six hour timer which will be installed in the next few days. Cllr Minter commented how lovely it is to drive through the village with so many residents placing decorations outside their homes.

Cllr Minter reported that she has been contacted by residents in The Shrubbery requesting permission to purchase lights for a communal tree. The Parish Council had no objections.

Dog Fouling Initiative – Cllr Minter and Cllr Tamsitt reported that they had had a meeting and would be introducing the initiative of hanging dog bags filled with mud on a village tree as a statement in the spring.

Trees – Cllr Wood and Cllr Goulden had a meeting with a representative from Men of Trees to discuss finishing off the line of trees on the new football ground. Men of Trees have also agreed to provide five cherry trees to complete the line of trees on the village green. Cllr Goulden confirmed that the Parish Council will need to supply protective cages and supporting canes and suggested placing the order imminently to ensure they are ready for the delivery of the trees. Cllr Mullett proposed waiting until January 2019 to order as the company who providing cages and canes previously will be able to supply the order in a short timeframe. The Parish Council agreed to wait until January 2019 and it was agreed that Cllr Goulden and Cllr Mullett liaise to place the order when required.

Cllr Goulden suggested that Kent County Council be approached to request beech trees be planted to fill in gaps along the tree line by The Manor. Cllr Goulden also reported that the trees along the highway in cages require pruning. Cllr Wood agreed to discuss with the Clerk and contact Kent County Council.

17. Footpaths & Rights of Way

Resident offer to replace stiles – A resident has kindly offered to replace the three old stiles with a self-closing pedestrian gate each on the footpaths CB227 and CB228 heading from Out Elmstead towards The Street. The Clerk contacted the KCC PROW department who are happy for this to proceed. KCC will supply the gates at a reduced rate. Cllr Eccles reported that he has spoken with the landowner who has no objections.

Cllr Wood reported that he has received a request from the British Horse Society for the Parish Council to object to gates erected across a public right of way at Dane Hill. Cllr Minter reported that the gates have been in-situ for 20 years. It was unanimously decided not to comment and leave it up to Kent County Council experts to decide whether the gates need to be removed.

18. Village Clubs & Societies

The Chairman of Barham Youth Football Club has confirmed that they have had meetings with Sport Kent (part of Sport England), who have made it clear that funding would not be available for any situation that had less than a 28 year lease. Barham Youth FC has held pre planning meetings and are formulating a scheme based on minimum and maximum requirements. Their Chairman has also met with Simon Cavalier regarding incorporating the tennis club into their plans for the Sports club structure.

Cllr Goulden proposed formally offering a 30 year lease to Barham Youth Football Club to enable them to continue negotiations with some security and clarity. £5,000 has previously been agreed to be provided on the start of the lease. Once the length of the lease has been agreed, Cllr Goulden agreed to seek professional legal advice in the New Year.

Cllr Minter expressed concern that the £5,000 would be lost should the football club dissolve before the end of the lease. Cllr Goulden reported that provision would be made in the lease should the club dissolve, along with a clause preventing the football club joining with another club. Cllr Minter proposed and Cllr Earl seconded, with all councillors in favour that a 30 year lease be formally offered to Barham Youth Football Club.

19. External Organisations

A consultation started on 21 November 2018 on the draft Kent County Council Libraries, Registration and Archives strategy for the next three years, including a proposal to tier libraries and review library opening hours. Kent County Council is looking at the future direction of Library, Registration and Archive services so that they can build a sustainable service for the future that maximises the positive benefits it can deliver.

The draft strategy and the consultation questionnaire can be found at www.kent.gov.uk/lrastrategy or paper copies are available in all Kent Libraries, Register Offices & Gateways. Kent County Council will also be running 20 drop-in sessions across the county in libraries where people can come and speak to their team about the proposals. You will find all the dates and times of these online. The public consultation will run to 29 January 2019.

Cllr Wood suggested that councillors respond individually rather than submit a collective response on behalf of the Parish Council. If councillors or residents have any specific questions about the proposal, they are encouraged to email lraconsultation@kent.gov.uk or call 03000 413131.

20. Clerk Report

The Clerk report had been circulated to all councillors prior to the meeting. Most items are incorporated elsewhere in the Minutes, or in the appendix to these Minutes.

21. Planning Matters

New planning applications:
CA/18/01054 - The Grey Bungalow, Valley Road, Barham, CT4 6PL Proposed detached two-storey dwelling with accommodation in the roof space and detached garage with associated access, following demolition of dwelling and outbuilding. Amended plans/additional information received - <i>for changes to the design</i> . The Parish Council has no objections.
CA/18/02298 - Wesley House, Derringstone Hill, Barham, CT4 6QD Second floor roof extension to rear elevation with Juliet balcony and 3 no. conservation style rooflights. The Parish Council has no objections.
CA/18/02376 - Proposed single-storey double garage, amenity space with pool and storage. Aylets, Gravel Castle Road, Barham, CT4 6LG A letter from a neighbouring property was received objecting to the proposals which was circulated to all councillors. A similar application (CA/18/00334) was withdrawn in April 2018 which the Parish Council objected to. The Parish

Council unanimously agreed to submit a letter of concern to Canterbury City Council against the current application due to the scale of the proposals and the noise levels likely to result from the pool.

Notifications

CA/18/01464 - 16 Fox Way, Barham, CT4 6QJ

Change of use from chiropractic clinic to dwelling. GRANTED

CA/18/01663 - Broome Quarry House, Canterbury Road, Barham, CT4 6QU

Proposed two-storey side extension and single-storey rear extension with balcony following demolition of existing single-storey side extension. GRANTED

CA/18/01800 - The Cottage, Rectory Lane, Barham, CT4 6PD

Proposed single-storey side extension. GRANTED

CA/18/01917/FUL and CA/18/01918/LB - Broome Cottage, Derringstone Street, Barham, CT4 6QB

Installation of 2 no dormer windows to rear elevation and replacement doors and windows with timber to match existing. GRANTED

CA/18/01898/FUL - 20 Heathfield Way, Barham, CT4 6QH

Variation of condition 02 (approved drawings) of planning permission CA//18/00307/FUL for the proposed two-storey side extension and front porch following demolition of detached garage and porch; **to allow** alteration to rear dormer. GRANTED

CA/18/01054 - The Grey Bungalow, Valley Road, Barham, CT4 6PL

Proposed detached two-storey dwelling with accommodation in the roof space and detached garage with associated access, following demolition of dwelling and outbuilding. GRANTED

22. Councillors' items

None

The meeting closed at 8.53pm.

Future meetings: Full Council: in the Grabham Room in the village hall: No meeting in January, 07 February 2019, 07 March 2019, 04 April 2019, 09 May 2019 (Changed to a later Thursday than usual because of the parish council election on the first Thursday); 06 June 2019, 04 July 2019, No meeting in August, 05 September 2019, 03 October 2019, 07 November 2019 and December 2019

And F&GP meeting dates *should these be required*: in the committee room: 21 January, 18 February, 18 March, 15 April, 20 May, 17 June, 15 July, 19 August, 16 September, 21 October, 18 November and 16 December 2019.

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