

Barham Parish Council

Minutes of the meeting held on 07 June 2018

Present: Parish Councillors David Wood (Chairman), David Tamsitt, John Brooks, Stephanie Hollowday, Sarah Goulden, Ernie Mullett, Patti Earl and Liz Minter. (One x vacancy). Canterbury City Cllr Simon Cook (for part of the meeting). One resident. Clerk to the Council, Amanda Sparkes

1. Chairman's Opening Remarks

Cllr Wood welcomed everyone to the meeting. Apologies for absence were received from Kent County Councillor Cllr Michael Northey.

2. There were no declarations of interest.

3. Election of Vice Chairman

This item had been deferred from the May meeting. There were no nominations for vice chairman or anyone willing to stand. Cllr Wood agreed to defer this to the next meeting but with the understanding that he needs support.

4. Vacancy on the council

Further to Mrs Duke resigning on 3 May 2018 the vacancy has now followed due process and the parish council may co-opt to fill the position. The Chairman has put advertising notices on the noticeboards and Cllr Hollowday has advertised on Facebook to try and attract a suitable candidate. Cllr Hollowday explained there was a possible expression of interest from one resident on Facebook. Cllr Minter commented that the parish council may have to consider what process to adopt to fill a single vacancy if more than one person does come forward.

5. Cllrs Responsibilities 2017-2018

Cllrs Minter, Mullet and Brooks and whoever will be vice-chair will be the main planning subcommittee meeting members but all councillors may attend the meetings and would be welcome to do so. Cllr Hollowday proposed and Cllr Tamsitt seconded that approach.

Cllr Wood asked if the parish council wanted lead cllrs as contact points on other main headings, such as footpaths, highways, contractor liaison, publicity and open spaces and it was felt that this is useful. Discussion of the councillor responsibilities took place and Cllr Hollowday proposed and Cllr Tamsitt seconded the decisions made. The Clerk will send an updated table round to all cllrs.

6. The Minutes of the last full parish council meeting held 03 May 2018 were approved and accepted as a true record and the Chairman signed them.

7. The meeting was adjourned for parishioners' questions and comments. A resident asked a question during item 15 in these Minutes around speeding traffic. The meeting continued.

8. KCC Cllr Michael Northey report

Kent County Cllr Michael Northey had given apologies but sent the following report: "There is little to report -- just the latest pothole mended figures. Each KCC Member now receives the weekly and cumulative totals. KCC has found an extra roughly £8 million, including a grant for £2.5 million from the government to mend the potholes. This winter's bad weather produced about twice the normal number. To week ended 1 June: Canterbury District, potholes mended 123, patching area, 73 square metres. Potholes done since March 1, 2693, patching area 1591 square metres. Canterbury District has had the second highest number of potholes mended of all 12 Kent districts since March 1, but the second lowest amount in patching area. There is not necessarily a direct correlation. Paul Carter's aim is to get all Kent done by around the middle of August. The amount spend overall so far is £2,128,691. Highways stress that any potholes found should be reported in the usual way on the website. One more thing – KCC is launching something called Big Conversation – details on the KCC website, about the future of rural transport. 97% of journeys in Kent are operated by commercial companies, so it is the 3% which receive subsidy from KCC for discussion. Various public meetings are being planned all over Kent to hear the public's views on how to provide a more personalised service at less cost."

The Clerk had previously circulated the KCC email about the Big Conversation rural transport item – Barham Parish Council did not feel this was an item for them to pursue at this time.

9. CCC Cllr Simon Cook report

Cllr Cook advised that there has now been a deep clean of litter and rubbish on the A2. He went out with the crew and the first six feet was crisp packets etc but further back had Highways England cones and signage! CCC is talking to Highways England about this and also for better co-ordination on road closures for the next one. The next clean is anticipated for early 2019.

Cllr Wood advised that several residents have noted their thanks for the litter clean up.

Cllr Cook explained that the Air Quality Action Plan consultation is still running for anyone interested. The city council has a new Mayor, Cllr Colin Spooner, and a new Sherriff, Cllr Jeanette Stockley.

Cllr Cook advised that for the Gomez site at Highland Court he had been contacted and if any Gomez lorry drivers are found to be badly parked or causing rubbish Gomez employers will follow this up with their drivers.

For the Gomez "laybys" Cllr Cook explained that the Kent Highways view is that they are not technically breaking the law as there are no yellow lines in place and to do so would displace lorries and maybe cause a worse issue elsewhere. The issue re lorry drivers leaving rubbish is being dealt with by covert cameras. Cllr Cook explained that anyone can report an incident if they have the vehicle index number – and a ticket will be issued.

Cllr Cook explained that any new bypass timescale is all down to finance. The housing developments S106 finance can only fund highways improvements needed to mitigate that specific new development so the finance needs to come from central government. Cllr Cook explained that Government have a classification of roads that may be eligible to apply to a Major Roads Network pot of funding and CCC and businesses etc are lobbying for the A28 from Ashford to Margate to be included in this classification list. A decision may be known in Autumn 2018. But Cllr Cook cautioned that it will be a long process and probably take many years.

Cllr Wood explained that he had had a complaint that the change of rubbish collection date after a bank holiday was not on the printed sheet CCC provide to households. Cllr Cook advised that CCC are not going to do the sheets to all households in future – they will be available online, although a hard copy may be requested by telephone. This change to online information is being advertised to everyone through District Life this month.

Cllr Minter asked for any update on the Station Road West car park – Cllr Cook confirmed permission was granted and the provision of a multi-storey car park is going ahead and there will be a day rate for commuters parking.

10. Finance

- RECEIVED the bank reconciliation and bank statements for April and May 2018 and RESOLVED the signature of a councillor other than the Chairman thereon.
- NOTED that the Clerk completed a VAT Refund Claim for the period 01 January 2018 to 30 April 2018 on 18 May 2018 totalling £224.25
- RECEIVED and NOTED the Internal Auditor report of the internal audit undertaken on 16 April 2018.

For Annual Return 2017-2018 : Notice of the Exercise of Public Rights notice : The parish council has made 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 1 – 14 July inclusive. PKF Littlejohn's template suggests Monday 4 June to Friday 13 July inclusive. This template has been published on the noticeboards. And year end documents including the Exercise of Public Rights have been uploaded to the parish council website.

New play equipment – Brickfield Recreation Ground: Barham Parish Council resolved their favourite quotation at the April 2018 meeting for a new play equipment tower. The external grant application submitted in April 2018 has been successful with £5,000 being awarded. The Clerk sent a thank you letter to the Trustees on 6 June 2018. The Clerk has now placed the order for the new equipment on 6 June 2018 and a pre-installation meeting for 18 June 2018 has been set up which the Clerk and Chairman will attend. The equipment should be installed in 8 weeks all being well.

Clerk Salary: i) Spinal point rise: As per contract of employment the Clerk's salary has risen one point to Point 28 with effect from 1 April 2018 and ii) Local government pay scales (2018/19): As reported at the May 2018 meeting The National Joint Council for Local Government Services reached agreement on Clerks pay: The £34.83 gross rise per month increase covering the spinal rise and new pay levels is implemented in the June salary backdated to 1 April 2018.

11. 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. BT have finally given a date later in June for this to be capped off.

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

Cllr Hollowday advised that one post showed a photo of people having hung dog poo bags on the Brickfield nameplate street sign. Barham Parish Council felt that there is no excuse for this – there is a bin right near by on Derrington Green.

The Clerk was asked to add to the next meeting agenda the idea of hanging dog bags filled with mud on a village tree as a statement and message.

12. Rural Housing Enabler

A reminder to all councillors of the appointment with the Rural Housing Enabler for an informal meeting on 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.

13. First Aid demonstration session for residents

The Community First Responder for Barham will run an uncertified first aid session for up to 12 people free of charge, to cover basic first aid including resuscitation techniques on a Saturday in July. Cllr Wood will book the hall and remind the booking Clerk that the hall committee agreed the hall hire free of charge. The Clerk will invite those on the waiting list to attend one. 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.

14. Highways

Streetlighting: Deployment of 30 dimmers and dimming of them started on 1 February 2018. The Clerk will seek a further update from the contractor about whether all possible nodes are now installed and ask which lights on the network won't be dimmable as they are too far out of reach.

Tubs in the village

Cllr Wood explained that he has had a resident ask to do knitted poppies and put them up around the village tubs for 10 days or so in November to mark the WWI Centenary anniversary. Barham councillors were happy to accept this kind offer provided the knitted poppies are up for no more than 30 days. Cllr Wood will speak and follow this up with the resident.

Crocus bulbs for the village? No update as yet. Cllr Minter is to approach resident volunteers about planting of them and report back in the first instance.

Lorry Parking/Permanent Bus Stop at the Shrubbery

Cllr Minter explained that a request bus stop pull-in area at The Shrubbery was repeatedly being parked in by a lorry. She contacted KCC Cllr Northey and Kent Highways are now looking to make this a permanent bus stop and provide clearway markings.

New bench for The Shrubbery

A second new bench for the area alongside the Shrubbery could be provided by The Fifth Trust for £150 plus installation costs. It could be positioned near the request/soon to be permanent bus stop area.

Cllr Minter proposed, Cllr Mullett seconded and all councillors indicated with a show of hands that they were in favour of progressing this.

The Clerk will place an order.

15. Open Spaces

- NOTED that the ROSPA Annual Inspection for both play areas is booked and will take place July-August 2018.
- The old cricket field has been gang mowed since the last meeting in preparation for use by the Youth Football Club – and a further cut had been scheduled for the 7 June 2018 also.
- The Clerk has been asked if the baby signing group may hold a picnic on the Derrington Green green and play area in the summer holidays for a couple of hours one Wednesday morning. The parish councillors thought this was a lovely idea and had no concerns other than a request that any litter or rubbish arising be cleared up afterwards.
- New fencing at Brickfield Recreation ground : The first line of fencing and gates is now in.

Village Sign: The village sign at the village green needs cleaning and repairing etc. The uprights in the ground are very rotten and the sign is nearing the end of its life. Cllr Wood explained that Cllr Tamsitt has offered to paint the sign as a short term improvement and asked if this offer may be taken up which Cllr Tamsitt kindly agreed to do.

Cllr Wood advised the quote for a full new sign total replacement is still awaited.

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

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, and 6-8 residents may get involved in a working party (to be booked through the Clerk.) Cllr Wood, Cllr Hollowday and the Clerk will progress this for a Sunday in July and advertise it and purchase relevant materials.

New benches for the village green

The old bench outside "Greenside" was removed from the village green in 2017 - the resident would be happy to contribute to replace this. Another generous resident would also like to donate a bench in memory of 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. The Clerk will send the Chairman a photo of the style of bench for residents to see.

Concrete seats

Cllr Goulden asked about the removal or replacement of the concrete seats again. The parish council had agreed that these could form the basis of a CCC capital grant later in 2017 with any successful grant being paid next April 2019. Cllr Goulden asked that the item be put on the next meeting agenda for discussion prior to that. The unexpected £5k grant towards the play equipment has given rise to funding being available for possible other projects earlier than perhaps expected.

Flashing Speed Sign in the village

Cllr Minter felt the parish council should also revisit the provision of a vehicle activated speed limit sign. There is a problem with speeding traffic in between Out Elmstead Lane and The Shrubbery and the primary school. Speedwatch results will back up the problem at this location.

Speedwatch statistics for the village will be reported to the next meeting and the Clerk and Chairman will speak to the Community Speedwatch manager about statistics, desire for a VAS and possible locations.

The Clerk will look out the old enquiries made with Kent Highways about this idea and report back.

The Clerk reminded everyone that the 2016 parish survey had strong support from residents for a flashing speed sign but that caution must be exercised as the provision must have Kent Highways agreement.

The resident present at the meeting drew attention too to the speed of vehicles at the top of the village and coming towards Derrington Green. She commented that coming out of Derrington Street onto Derrington Hill is difficult as visibility is poor – especially with parked cars around the junction. Double Yellow Lines could be considered on the corner of Derrington Hill? There is a risk that parking will be displaced elsewhere.

Cllr Earl suggested that all councillors submit in writing their thoughts on this to the Clerk.

The Clerk will add this item to the next parish council meeting for feedback and further discussion.

Cllr Earl commented that the 30mph stretch from Out Elmstead to The Shrubbery should be 40mph. Cllr Minter and Cllr Hollowday strongly disagreed as there is no footpath here and 30mph is there for pedestrian safety.

Power supply to village green cabinet

Since the last meeting, the Clerk and Chairman met another electrician on the village green and best connection requirements going forward were discussed and agreed. There will be six slots inside with two (isolatable) connecting ones on the outside so that the cabinet may be kept locked when items such as the Christmas tree are being powered. The electrician has now spoken to UKPN and held another site meeting with them and provision of power is progressing to the next stage.

Charging for power in future?

Once connected at the green, the parish council may wish to onwardly charge for electricity usage when the cabinet is used for event hire. Cllrs discussed this and felt that there should be an option to charge for commercial organisations and events or out of the area users, but that there should be discretion to waive any fee for voluntary organisations based in the village such as the school or PTA.

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. The supplier has confirmed delivery may now be arranged from mid-July. 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 the hall have agreed use of an external socket at the back of the shop for a Christmas tree nearby – he and the Clerk need to measure up for armoured cabling. Cllr Minter and Cllr Wood will talk about suitable connectors for the armoured cable and a qualified electrician to be consulted as there may be a need to make the installation waterproof. Cllrs Minter, Hollowday and Mullett to look into power options for Derringstone Green.

16. Footpaths & Rights of Way

For a section of very overgrown footpath between Out Elmstead Lane and The Street – Cllr Minter and the Clerk will talk outside of the meeting to get this reported to KCC PROW department.

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.

The landowner(s)' permission will be needed – they also need to agree to the future maintenance of the gates. The Clerk has sourced the necessary S147 form required for completion by the landowner and will try to progress this if the landowner(s)' details may be established.

17. External Organisations

Barham Youth FC

The parish council has agreed use of the cricket field for a football provision and the football club is supportive of this site. The football Club is now constituted.

There is a public right of way footpath over the field.

A formal agreement/lease may be needed in due course for the football club use of the old cricket field – for the parish council to protect its asset and for the football club to control the use of the field. In the first instance a letter to occupy will be drafted and sent.

The football club will want a formal lease to be able to apply for significant funding.

The Clerk explained she has tried and will continue to research possible wording for an agreement/lease and has drafted some headings. She has talked to sports development officers at CCC and KCC. A KCC Solicitor is currently drafting a model template and it was agreed that the parish council should await this KCC Solicitor template and see if it is useable or adaptable for Barham purposes. All Cllrs were asked to think of other clubs with possible lease examples and let the Clerk know.

Cllrs Wood and Goulden and the Clerk agreed to meet separately to discuss this item further.

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. from Saturday 27th October to taking down on the Monday after Armistice Sunday.

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 has circulated notes from that meeting. There are no actions for the parish council at this time.

Faster Broadband for Box 5 properties

Properties in The Street above the (Duke of Cumberland) pub, Church Lane and Rectory Lane are waiting for box 5 on the old A2 to be upgraded. KCC Broadband gave a reply in January 2018 that this cabinet 5 is the only cabinet on the Bridge exchange that has not been upgraded to provide fibre broadband.

Cllr Wood confirmed that 55 properties are affected although 200 are served by this box.

He explained that a resident has done a terrific job and secured a potential upgrade. There are new rules about broadband speed. (The new rules do not apply to the previously enabled boxes.) There is a KCC system where these 55 properties can have fast speed fibre to the door – they have to fill in a form to request this – and action needs a minimum of 30 properties to do this economically. Any upgrade should hopefully occur by the end of 2019.

The Clerk was asked to write a formal thank you on behalf of the parish council to the resident concerned for all their efforts to secure this success.

18. 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

- The Clerk sent letters to key Barham contacts on 25 May 2018 asking for their permission to hold their personal details for future contact regarding parish business.
- Replies are being collated.
- The General Privacy Notice adopted at the May 2018 parish council meeting was uploaded on 8 May 2018 to the parish council's website.
- Registration with the Information Commissioners office (ICO) for GDPR: Reference: A8363279 - NOTED Registration completed with the ICO. All parish councils are data controllers and all data controllers are required to register with the ICO. There is a 3-tier structure – a parish council with up to 10 members of staff will pay a fee of £40 (tier 1). The Clerk registered on 5 June 2018 at <https://ico.org.uk/for-organisations/register/> The Clerk selected direct debit for the fee payment as there is a £5 discount and to ensure an automatic renewal each year direct from the parish council bank account.

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.

19. Planning Matters

New planning applications:
CA/18/00869 - Simpson Wine Estate, The Barns, Church Lane, Barham, CT4 6PB Proposed single-storey extension for wine press room. Comments: Further to a useful site meeting offered by the applicants and attended by some parish councillors, Barham Parish Council has no objections or comments to add on this planning application.
CA/18/00911 - Cariad Cottage, Out Elmstead Lane, Barham, CT4 6PG Proposed two-storey side and rear extensions, single-storey rear extensions, balcony to rear and change of rear flat roof to pitched roof, following demolition of garage.
CA/18/00891/FUL and CA/18/00892/LB - The Old Farmhouse, Derringstone Street, Barham, CT4 6QB Proposed single-storey side extension following demolition of outbuilding.

CA/18/01004 - Heaselands, South Barham Road, Barham, CT4 6QA
Retrospective application for shed.

CA//18/00975/MIN - Uppingdene House, Derringstone Hill, Barham, CT4 6QD
Non material amendment to planning permission CA/16/02851/FUL for proposed two-storey rear extension, double garage & entrance porch; **to allow** alterations to garage doors and canopy over front door.

Notifications

CA/17/01154 and 155/LB - Barham House, The Street, Barham, CT4 6PA
Proposed two single-storey rear extensions together with associated alterations and formation of car park including demolition of part of the boundary wall and the lowering of the remainder.
Amended plans/additional information received: Comments must arrive on or before 08 March 2018.
Following discussions with the agent, windows details within the proposed extension have been amended and the proposed block plan now includes appropriate visibility splays as requested by KCC Highways and supported by a speed survey carried out. The drawing further includes a front elevation of the boundary wall adjacent to the road, which is to be lowered within the visibility splays as per KCC Highways requirements. The description has also changed to now include ".....and formation of car park including demolition of part of the boundary wall and the lowering of the remainder" GRANTED by CCC

CA/18/00461- Hazel Dene, Church Lane, Barham, CT4 6QS
Single-storey rear extension, loft conversion with dormer window to rear & single-storey detached garden room to side. GRANTED by CCC

At 06 June: 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

Other Planning matters: New applications/Other Planning matters that arise before the meeting to be reported.

CCC Draft Canterbury Air Quality Action Plan 2018-2023

CCC has prepared a draft Canterbury Air Quality Action Plan 2018-2023. Comments are invited until 22 June 2018. This has been prepared in line with the Part IV of the Environment Act 1995 Local Air Quality Management.

The Canterbury Air Quality Action Plan 2018-2023 can be viewed on the council's website along with the online survey at www.canterbury.gov.uk/airquality . Alternatively, you can respond by e-mailing consultations@canterbury.gov.uk or writing to Environmental Health Team, Canterbury City Council, Military Road, Canterbury, CT1 1YW

Hard copies are available to view too, at the main council offices in Military Road, Canterbury and at Canterbury Library; Herne Bay Library; Sturry Library; Swalecliffe Library and Whitstable Library.

Green Infrastructure Strategy 2018

CCC's green infrastructure strategy is available to comment on until 22 June 2018 at http://canterbury-consult.limehouse.co.uk/portal/gi/green_infrastructure_strategy_2018

If the link appears broken, try copying the entire link into the address bar on your web browser.

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.

20. Councillors' items

Teenagers with guns in the village

There have been several reports to the Police and PCSO recently of teenagers walking in the village with guns. The Police/PCSO advice to residents is that if any residents see them they should dial 999 (not 101) and say that it is a firearms matter. However, the issue is believed to be resolved now as the PCSO has spoken to the occupants of a vehicle.

Tree works needed in Churchyard

Cllr Mullet explained he has now obtained two quotes for the dead tree works required in the Church churchyard. The parish council must do this. One is priced at £1,300. He will get another quote.

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

Cllr Tamsitt advised that a replacement box has now been provided by Royal Mail in the same location at the junction of these two roads.

The meeting closed at 9.15pm.

Future meetings: Full Council: in the Grabham Room in the village hall. First Thursday of each month – 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 - 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