

Barham Parish Council
Minutes of the meeting held at 7.30pm on 07 March 2019

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

1. Chairman's Opening Remarks

Cllr Wood welcomed everyone to the meeting. Apologies for absence were received from Parish Councillor Stuart Eccles (working)) and KCC Cllr Michael Northey.

2. Declarations of Interest - No new declarations of interest were declared.

3. Minutes of the Meeting held on 07 February 2019

The Minutes of the last full parish council meeting held 07 February 2019 were approved and accepted as a true record and the Chairman signed them.

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

5. CCC Cllr Simon Cook report

Cllr Cook advised that he had followed up on a question asked by Barham residents regarding food waste and green waste collections and why sometimes there are two different vehicles on the same day for the collections. The Serco lorries are split down the middle so one vehicle could collect both types of waste at the same time and segregate it, but the destinations for the waste are at Hersden for food waste and at Thanet for garden waste. So sometimes it is more economical for garden waste to be collected in both sides of the lorry to save on mileage costs.

Cllr Wood asked if CCC will make the repeat decision to suspend the green waste service from December to March again. Cllr Cook felt probably although lessons have been learned. He commented that the principle is sound as there is less garden waste through the winter.

Cllr Cook explained that CCC are looking to develop a lorry park near Brenley Corner in conjunction with Swale Borough Council, with access via the roundabout. The site is identified and Highways England and Kent Highways Service are both supportive. If this proceeds both local authorities would borrow the required funding from the government. A business case is being prepared and the lorry park should pay for itself. Cllr Cook explained that there is a benefit to a lorry park provision because CCC is unable to clamp lorries currently as there is nowhere for them to park – but once lorry parking is available CCC may apply for a power to clamp.

Cllr Earl expressed remained concern about lorry parking at Cold Harbour Lane. The problem of parking is difficult as lorry drivers run out of time on their tachograph and have to find somewhere to park. She felt that Brenley Corner is out of reach of most Gomez drivers. Cllr Cook explained that he has had a couple of meetings with Gomez who have told their drivers not to park on Cold Harbour Lane. Residents can email Gomez with vehicle plate numbers for any vehicles undertaking unsuitable parking. He also commented that the Canterbury district as a whole does have a huge amount of freight passing through it.

Cllr Cook commented on the current consultation on a Community Infrastructure Levy (more detail under planning in these Minutes.) CIL is essentially an alternative to Section 106 developer contributions. S106 is only required for developments of 6 or more units whereas CIL will apply to more applications down to single dwellings. Cllr Cook explained that CCC anticipate that CIL will generate £2m a year.

Cllr Cook advised that the Traffic Regulations Order consultation is now finished. There is one yellow line proposal for Barham – from the entrance to The Shrubbery into Greenhills. This will now go forward to the Rural Forum meeting on 11 March and then on to the Joint Transportation Board meeting for decisions on the 21 March.

Cllr Cook advised that he had been contacted by a resident about the parish council's current exploration into a reversal of the one way system around Gravel Castle and Rabbit Hole etc – the resident has expressed concern that a reversal may affect tractors and farm vehicles etc. 16 tonne tractors stopping at the top of Gravel Castle Road going uphill instead of downhill would struggle.

6. Finance - the cheques were authorised and signed.
 - RECEIVED the bank reconciliation and bank statements for February 2019 and RESOLVED a Cllr signature thereon other than the Chairman.
 - NOTED that the Clerk sent an invoice on 14 February 2019 to BAA for the £50 peppercorn rent now due for the period 1 March – 28 February 2020 – and a cheque has now been received in payment of this.
 - NOTED that on 21 February 2019 the Clerk completed and returned a signed Funding Agreement to CCC, along with a BACS form and an invoice to release the payment of the successful capital grant for 2019-2020 for £2,232.00 for new seats on the village green. The payment should be made by CCC in April 2019.
 - NOTED that on 28 February 2019 the Clerk completed and uploaded a VAT refund claim for the period 1 May 2018 to 31 January 2019 totalling £3,980.41.

Amendments to the parish council signatories

Cllr Wood explained that there is a need to update the signatories on the parish council bank mandate to remove ex-councillor James Risby and to remove Cllr David Tamsitt as he is standing down at the May elections. A formal resolution needs to be passed. Cllr Hollowday proposed and Cllr Earl seconded and all councillors RESOLVED that the authorised signatories in the current Mandate for the account detailed in section 1.3 of the Mandate amendment form be changed in accordance with section Authorised Signatories. And the current Mandate will continue as amended. It remains that all cheques must be signed by any two of the authorised signatories.

A further amendment to the Mandate will be brought to a subsequent meeting to add new signatories once the parish council election result is known.

Upkeep of the active churchyard

At the last meeting on 07 February 2019 it was explained that the parish council has been paying for the grounds maintenance of the open churchyard but strictly this should be down to the PCC. (The parish council must continue to maintain the closed churchyard). The Clerk wrote to the PCC after the last meeting to advise that responsibility should pass to the PCC with effect from 1 April 2019. The parish council had asked the Clerk to make an agenda item for this meeting to consider a grant to the PCC for the upkeep of the active churchyard though.

This was discussed. Cllr Tamsitt suggested a tapering grant by 20% over 5 years. Cllr Wood explained that the Clerk had furnished costs of the current contractor to the councillors, but that the number of cuts was shown as the maximum of 12 and the contractor does only do a cut when it is needed so the number is up to 12. Perhaps a proportion of the bills paid therefore could be better than a charge to the PCC.

Cllr Hollowday asked Cllr Brooks as the church warden about the church income. Cllr Brooks confirmed that the income from burials will not cover the full maintenance requirement – a burial is charged at £400 but most of this goes to the diocese. He advised that there are already volunteers who do undertake work in the churchyard.

Cllr Goulden commented that the current contract with the contractor is with the parish council, not the church. The Clerk reminded the council that the contract was formally offered to the contractor for the season to 31 March 2020. Barham Parish Council therefore felt that this item should therefore be deferred for a year – the parish council will pay for the active churchyard to 31 March 2020 and review this arrangement for the next season, with this element then being passed to the church and a grant considered at the same time.

The Clerk will monitor the actual number of cuts and costs undertaken during the current season. She will also write to the PCC.

Cllr Earl commented that some of the parish councillors should declare an interest in this item. Cllr Brooks is a church warden and Cllr Minter explained she is the Chair of the Friends of Barham Church. Cllr Wood advised that Cllr Brooks had declared an interest previously and that neither of them has a pecuniary interest however.

7. 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 had been several posts from residents complaining about the green waste collections being suspended.

There had also been a report posted about damage to the kissing gate at the recreation ground where three of the four struts on the gate had been sawn off and the wood removed. So this appears to be both vandalism and theft. The Clerk and Chairman had authorised an emergency repair which is in hand. The Chairman explained he had also reported the incident to the PCSO and will ask for a crime number.

8. Highways matters

Update on highways improvement for the Gravel Castle area crossroads

It was resolved at the last (07 February 2019) parish council meeting, that a Stage 1 Road Safety Audit be undertaken in the first instance, at a cost of £1,170. The Clerk has progressed this request. She also contacted KCC Cllr Michael Northey to request if he would fund this from his Members Grant and he agreed to do so (but will not be able to commit any further funds if this project progresses further). So this Audit will not cost the parish council any money.

Cllr Mullett stated very strongly that he has major concerns about a reversal and is convinced that a major accident will occur, as drivers exceed the speed limit especially at the junction of Rabbit Hole/Mill Lane/ Derrington Downs. He stated that he would resign if the reversal goes ahead. Cllr Mullett also questioned if tractors will be able to turn.

Cllr Minter, Cllr Earl and Cllr Tamsitt also expressed reservations. Cllr Hollowday commented that the issue is volume and speed of traffic.

The Clerk pointed out that the Stage 1 audit has been set in motion but that a reversal is not yet decided. The Audit will highlight any potential problems and concerns with the possibility of a reversal of the one-way system and may result in it being impossible to progress. The Audit may also make suggestions and recommendations for further highways improvements so is not a waste and shows that the parish council is exploring all options. This item did get progressed as a result of residents' concerns following an accident at Gravel Castle last summer. The decision on whether or not to implement a reversal (if possible) will be revisited again anyway – as there are further costs involved to do so.

The parish council resolved that it was still right to investigate fully as it had been researched and requested by residents in 2018. The parish council will revisit the options once the Audit results are known and decide to proceed with anything further. There will be no perfect solution.

Cllr Tamsitt advised that one of the no entry signs at the junction of Gravel Castle with Mill Lane has been knocked down – the Clerk will report this.

Poor parking at Railway Hill, Derrington Street, South Barham Road and The Causeway and resident's request for a section of yellow lines

The Clerk had provided the following background to this item in the councillor paperwork:

A resident of Railway Hill has contacted both CCC and the parish council about the increasingly frequent times that lorries, vans and cars are parking at the road junction of Railway Hill, Derrington Street, South Barham Road and The Causeway. This often means that the resident has his own access blocked and is unable to gain sufficient safe access to use his own vehicle, and he and other residents have complained about being unable to access The Causeway.

Sometimes vehicles park with a wheel on top of the water company's equipment of which one element being the “pressure relief valve” (because the mains water pressure is higher than the legal limit for home connections) which in the event of difficulties within the house would not allow the resident to turn off the water supply.

The resident advises that CCC have previously taken a one day survey of the difficulties on a

day which had no vehicles parked and decided that there wasn't a case to restrict parking. The resident states that the parking being undertaken contravenes Highway Code 242 (for obstruction – RTA 1988 Sec. 22 and CUR Reg. 103) and 250 (RVLR Reg. 24 and CUR Reg.82 (7))with regard to parking within 10m of a road junction. The former is also often repeated at the "Valley Road end" of Derringstone Street.

The City Council has no enforcement powers over illegal or poor parking of the sort referenced. These powers are currently reserved to the police.

PCSO Gavin Dodwell has advised: "From the Police side we have powers to deal with any obstructions ie roads blocked to stop traffic flow or a driveway is blocked if someone is attempting to get off their drive only. Poor parking but a clear roadway or if it makes the road a bit narrow but traffic is still moving, isn't for the Police. If vehicles are on double yellow lines then parking enforcement via the Canterbury City Council are the ones who will deal."

The resident has asked for a formal request to be considered by the parish council for double yellow lines here - or instead of a total ban on all parking - it could be restricted to house owners and a badge made available for placement on cars?

The parish council may or may not support such a proposal (it has been discussed previously, with Minutes being printed in the magazine. There was some division here. There is a concern about displacement of vehicles, and some residents contacted the Clerk after the magazine article against the idea, and the parish council did not take the request forward formally).

But an individual can ask CCC to add the suggestion/request for yellow lines to the annual consultation. The current batch is already out to consultation so it would be this time next year that the request would be put out to formal consultation. Then following consultation, all requests go to the Joint Transportation Board for a decision on whether to implement them.

Cllr Earl explained that she lived nearby. She explained this concern is not just from one resident, but is a concern shared by several residents who live near The Causeway. The Causeway is often blocked by vehicles or the access so narrowed that The Causeway cannot be accessed.

Cllr Earl commented that if drivers use The Causeway, the junction with Valley Road is safer than using Derringstone Street exit where visibility/sightlines are much more restricted. She also explained that parking by The Causeway can cause problems for emergency vehicles.

The parish council felt that a small stretch of yellow lines by The Causeway would be helpful. If yellow lines proceed then illegal parking would be enforceable. The Clerk will bring a map of the proposal to the next meeting to be ratified – and for this request to then be put forward for the public consultation by CCC at the end of 2019 and then following that be put to the Joint Transportation Board for a decision in 2020.

Trees on Valley Road

Cllr Goulden explained that some of the highways owned trees along Valley Road need some pruning urgently. The Clerk and Chairman will inspect them all so that those needing attention can be correctly and appropriately reported to KCC.

9. Open Spaces

NOTED a Way Leave Agreement since the last meeting between the parish council and UKPN for their 2020 project to convert overhead lines to underground provision, including parish council owned land at Brickfield Recreation ground.

Litter Pick - The Community Litter pick is now confirmed as 16th March 2019 from 2pm-4pm.

10. Another volunteer working party event

Another volunteer working party event will be set for the Brickfield Recreation ground to do some more staining of the wooden posts etc. Cllr Minter suggested that the PTA and The Scouts may be directly approached to take part.

Allotment theft and damage

The BAA Chairman had advised the Clerk of theft from the allotments and damage to plants and trees. He asked permission for BAA to erect six foot posts along the fence line and to run chicken wire or

strong wire between them to raise the height to try and keep people out of the allotment site. All councillors were happy with this and the Clerk will contact the BAA Chairman to advise.

Next six-monthly councillor visual inspection of the two play areas

Cllr Hollowday and Cllr Eccles will undertake the next inspection sometime in March and report back.

Wet pour repair quotes for the Valley Road play area

The Valley Road play area has three items requiring remedial action where there is shrinkage/separation of the wet pour safety surfacing giving rise to a potential trip hazard. The parish council considered quotes for wet pour repairs and resolved to proceed with Option A at £2,963.35 which will give edge band repairs for all 3 areas – a six inch band around all edges to be cut out and wet pour refilled to bond with the existing edge; Heras fencing and signage for the duration of contract (needed to allow the wet pour to dry and not get damaged) and a water bowser required for duration of the contract. The Clerk will instruct the play company to proceed with these repairs.

C/fwd: Dog Fouling Initiative

Cllr Minter and Cllr Tamsitt reported that they had not had an opportunity to progress their idea of hanging dog bags filled with mud on a village tree as a statement. Cllr Wood advised that he had several residents comment to him about this idea – that it won't work and won't look nice. The parish council resolved to abandon this idea.

CCC litter bin and dog bin review/audit

At the last meeting following a CCC review of litter and dog bins the parish council resolved to put in a request to CCC that the parish council will pay for a new general waste bin at the large layby opposite the junction of Derrington Hill with South Barham Hill. There is a need for a bin here due to the long-standing known problem and issue of rubbish here including human faeces. This area is used not just for lorry parking but also by people picnic-ing.

The Clerk explained the outcome of this request is awaited and she will chase when appropriate. (A bin provision here is subject to CCC agreeing this and adding to the Serco schedule to empty it)

Trees donated by the Kent Men of Trees

Cllr Wood explained that the Kent Men of Trees have donated 15 trees which are now planted in the old cricket field, and have promised another 10 to go in next winter. Cllr Wood will write an article for the magazine. He reminded councillors that a previous donation was given to the Kent Men of Trees for the last set of trees given to the village and the parish council discussed a further donation. Cllr Hollowday proposed and Cllr Minter seconded and all councillors were in agreement that a further £150 should be given.

13. Footpaths & Rights of Way

Cllr Minter kindly offered to report a badly damaged and dangerous stile on a footpath in the village.

C/fwd: 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 has spoken with the resident who will be the new landowner who has no objections but the transfer of ownership has not yet completed so this item cannot proceed until the new ownership is completed.

14. Village Clubs & Societies

Barham Youth Football Club lease

At the 6 December parish council meeting a formal 30 year lease was agreed for Barham Youth Football Club for use of the old cricket field. (and £5,000 has previously been agreed to be provided on the start of the lease.) Cllr Wood, Cllr Goulden and the Clerk held a meeting with Solicitors Furley Page on 22 February 2019. Cllr Wood explained that Furley Page have offered a 20% discount off their fees to draw up the lease. Costs are anticipated as £800 to £900. He advised that a draft Lease document is now in hand. He and the Clerk have signed Furley Page's Terms of Business form which will now be returned. He, Cllr Goulden and the Clerk will now finalise the Lease.

Tennis Club Lease

The previous lease agreement was taken out in 1998 and expired January 2019, so the parish council will need to do a new lease. Rent for that period was previously charged at 50 pence per year.

A new rent for the first four years was discussed. Cllr Hollowday proposed and Cllr Minter seconded and all councillors agreed that the initial four years be billed at £1 per week so £52 per year with a review every four years to tie in with the parish council elections.

Cllr Wood, Cllr Goulden and the Clerk will look to renew the lease and also look at who the Club are and their makeup in case of changes.

15. External Organisations

Cllr Wood advised he attended the KALC meeting on 5 March 2019 where Brexit was discussed.

16. 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.

17. Annual Electors Meeting for 2019

The Annual Electors Meeting is now set as Monday 15 April 2019 from 7.30pm, in order to be ahead of the parish council elections on 02 May 2019 in case the set of councillors changes. There will not be a guest speaker this year. The Clerk has sent the invite letters out and invited reports from local organisations.

18. Planning Matters

New planning applications:
CA/19/00315 – Apple Cottage, Out Elmstead Lane, Barham, CT4 6PH Application for listed building consent for internal alterations including conversion of utility room into shower room.
Notifications CA/18/02487 - Cariad Cottage, Out Elmstead Lane, Barham, CT4 6PG Proposed two-storey side and rear extensions, single-storey rear extensions, balcony to rear elevation, integral double garage and roof alterations to rear elevation from flat to pitched following demolition of existing garage. GRANTED by CCC CA/19/00028 - Barham Bowls Club, Valley Road, Barham, CT4 6NX Proposed single-storey side extension together with replacement roof and wall finishes, following demolition of existing shed. GRANTED by CCC

Community Infrastructure Levy (CIL)

Canterbury City Council is inviting representations on a Draft CIL Charging Schedule until 5 April 2019.

The Clerk had circulated key points from the document to all councillors prior to the meeting – this information is appended to these Minutes below.

19. Councillors' items

Defibrillators for the village

Cllr Tamsitt explained the provision of defibrillators for the village has been discussed by the Shop foundation. The Kent Community Safety Team has offered Barham two defibrillators. One will go into the shop/hall, and the trustees have agreed for this. The second location is to be confirmed, and may be the Church.

Cllr Tamsitt explained that the new parish council needs to discuss the future maintenance and supplies for the defibrillators, such as replacement batteries and pads.

Barham Village Sign

Cllr Tamsitt explained that he has been unable to stain the sign as a short term improvement as the weather over winter has been too wet. He commented that it really is rotten.

The Clerk offered to research quote(s) for its total replacement and bring them to a future meeting.

Hall's 90th anniversary

Barham Village Hall is celebrating its 90th year of existence this year. The committee are planning a Celebration day and will invite societies and users of the hall to get involved, including the parish council.

20. Parish Council elections – Nomination Forms

Nomination Forms are now ready for completion. Any qualifying resident wishing to stand must get paperwork to CCC (direct or via the Clerk) by the deadline of 4pm on Wednesday 3 April 2019. For more information contact either the Clerk or the Chairman.

The meeting closed at 9.15pm.

Future meetings: Full Council: in the Grabham Room in the village hall: 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: 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

Community Infrastructure Levy (CIL) Regulations (2010) (as amended)

Publication of the Draft CIL Charging Schedule (Regulation 16) and invitation to make representations (Regulation 17)

Canterbury City Council is inviting representations on a Draft CIL Charging Schedule until 5 April 2019. Representations can be made using the Council's consultation portal at https://canterbury-consult.objective.co.uk/portal/cil_dcs where copies of the Draft CIL Charging Schedule and supporting documents are available to view and download. Copies of the statement of the representations procedure and privacy notice are also available on the consultation portal. If the link appears to be broken, please try copying the entire link into the address bar on your web browser.

Representations may also be submitted by email to planning@canterbury.gov.uk or by post to CIL Consultation, Planning Department, Canterbury City Council, Military Road, Canterbury CT1 1YW.

The Clerk has pulled the key points out of the consultation document as follows:

- The CIL is a mechanism to enable local authorities to raise funds to deliver infrastructure to support the development of their area. CIL charges are non-negotiable although there are some exceptions.
- Once adopted the CIL Charging Schedule will set out a standard rate (£ per sq.m) based on gross internal area and existing buildings, that will be payable by landowners or developers for specific types of developments.
- The purpose of introducing CIL is to provide funding to support the delivery of the Canterbury District Local Plan (CDLP) and raise monies from new development to help deliver some of the important infrastructure projects.
- CCC has prepared an Infrastructure Delivery Plan (2019) alongside the CIL Charging Schedule to detail the specific projects which will be required to support planned development and identify how CCC intends to use CIL monies. (The infrastructure list will be kept under review over the period of the CDLP). The Infrastructure Delivery Plan (2019) identifies an aggregate funding gap of over £33m which demonstrates that the introduction of the CIL is justified.
- In setting CIL charging rates, CCC has to strike a balance between the desirability of the funding infrastructure required; and the viability of development. Although the purpose of introducing the CIL is to reduce the aggregate funding gap, setting rates too high would affect the delivery of other requirement such as affordable housing, or may prevent some developments coming forward at all.
- So the draft CIL strategy has assessed the viability of different types of developments, different uses of buildings, and sets different rates for different locations/zones across the district.
- 15% of CIL funds are allocated to the area where development takes place – and where a parish council exists this 15% is allocated to the relevant parish council – and can be spent on a wider range of things:
 - infrastructure requirements, such as improvements, maintenance, provision or replacement, or
 - anything that addresses the demands the new development places on an area, such as affordable housing needs.