

**Barham Parish Council**  
**Minutes of the meeting held at 7.30pm on 09 May 2019**

Present: Parish Councillors David Wood, Liz Minter, Stephanie Hollowday, John Brooks, Stuart Eccles, and Diane Tatt. Clerk Amanda Sparkes.

Canterbury City Cllr Mike Sole (for part of the meeting).

No members of the public.

1. As this is the annual meeting of the parish council the Clerk opened the meeting and explained that although there was an uncontested Parish Council election on 02 May 2019, the ward election had been contested. Previous councillor Simon Cook has lost his seat and there is now a new city councillor Mike Sole, present and welcomed at the meeting.
2. The eight parish councillors for Barham (there is one vacancy) are all deemed elected. The Clerk gave them all an Acceptance of Office form and Declaration of Pecuniary Interests form and these were duly completed.
3. This being the Annual Meeting of the Parish Council, the Clerk explained that the first item of business is to Elect a Chairman. She invited nominations for the position. Cllr Brooks proposed Cllr Wood, and this was seconded by Cllr Minter. Cllr Wood accepted the position and duly signed the additional acceptance of office form.
4. Nominations for a Vice-Chairman for the year 2019-2020 were then sought. Cllr Hollowday proposed Cllr Minter, which was seconded by Cllr Brooks. Cllr Brooks also nominated Cllr Hollowday, which was seconded by Cllr Minter. Cllr Hollowday advised she would prefer not to be vice-chairman, and therefore Cllr Minter agreed to take on the role for one year only.
5. The Clerk advised that KALC are running a workshop in different venues in the next three months and circulated a flyer about these. The workshop is aimed at new councillors but also as a refresher for existing councillors. Cllr Minter explained she had attended a good one previously and encouraged others to attend. Cllr Tatt asked the Clerk to book her on one. The Clerk will send the dates round to all councillors. The Clerk reminded the council that there is a training budget.

6. The Chairman's opening remarks and apologies for absence:

Cllr Wood welcomed everyone to a new four year term. He also welcomed city councillor Cllr Mike Sole. He asked to record thanks to his predecessor Simon Cook for his previous four years, commenting that Simon Cook had been very supportive to both him as Chairman and to the parish council.

Apologies for absence were received and accepted from Parish Cllr Ernie Mullett (holiday) and Parish Cllr Gary Graham (holiday).

7. Declarations of Interests – None

8. Renewal of Annual subscriptions: Cllr Brooks proposed, Cllr Hollowday seconded and all councillors indicated that they were happy to renew the annual subscriptions to Kent Association of Local Councils; Campaign for the Protection of Rural England; Action for Communities in Rural Kent; The Information Commissioners Office; Kent County Playing Fields Association, and The River Group (if required)

9. To adopt the General Power of Competence (GPC)

England's local councils were given the GPC in the Localism Act 2011, sections 1-8, and the GPC (LA2011) S1 (1). *Eligible councils may use the power "to do anything that individuals may do", anywhere, for anyone, even with overlapping LGA 1972 powers.* This gives the council greater freedoms to undertake projects or take on services.

To use it, a council must meet criteria in LA2011 s8, set out in statutory instrument "Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012", namely:

- Minimum two thirds of councillors elected at the last ordinary election/by-election, contested or not.
- The Clerk holding a qualification as stipulated in the Order with Section 7 re-taken if passed CiLCA before April 2012.

A council must confirm a resolution at a full meeting and Minute eligibility. And revisit and make a new resolution at the annual meeting of the council after the ordinary election that takes place every four years.

Cllr Tatt proposed, Cllr Minter seconded and all councillors agreed and it was RESOLVED therefore that the eligibility criteria is met following the May 2019 parish elections and RESOLVED that Barham Parish

Council adopt the General Power of Competence from this meeting and until the next parish council elections due in 2023. Also TO RECORD that Cllrs must consider restrictions before exercising the power. There are statutory duties to consider: Crime and Disorder; Biodiversity; and the need to consider the provision of allotments if there is sufficient demand.

10. Minutes of the Meeting held on 04 April 2019

The Minutes of the last full parish council meeting held 04 April 2019 were approved and accepted as a true record and the Chairman signed them.

Matters arising: Cllr Brooks reported that the Parochial Church Council were very happy that the parish council has agreed to pay for the maintenance of the open churchyard for a further year. He commented however that the contractor had been to the village but not done any work on his last visit in the open churchyard, only completing work in the closed one. The Clerk confirmed she has not spoken to him about work in the open one ceasing to be contracted by the parish council and transferring to the Church. She will contact the contractor and check the situation.

11. Also RECEIVED the Minutes of the Annual Electors Meeting held on Monday 15 April 2019 (NOTE these Minutes are approved at the Annual Electors Meeting to be held in 2020.)

12. ACTIONS ARISING arising from the Annual Electors meeting:

- A dog bag dispenser had been purchased in 2018-2019 with a view to install it alongside a dog poo wormery at South Barham Road. (The bag dispenser is not yet installed anywhere). But the wormery company had not fulfilled the order and the parish council lost £179. Cllr Wood explained that he and the Clerk had looked but not found anything suitable for a commercial environment that would not need a lot of maintenance, cleaning and feeding. Cllr Tatt offered to try and source a suitable alternative to continue with the South Barham Road location. If not, a location at the recreation ground would work for just the bag dispenser.
- The residents' suggestion that the parish council could consider having hand-held litter pickers available at the village shop for walkers to use and return was discussed. The parish council felt that this was a great idea, but the litter pickers would not be able to be kept with or near food though, so a plastic container outside, perhaps something like an umbrella stand would work. Cllr Wood agreed to raise this idea at the next hall committee meeting.
- Item deferred until KCC Cllr Northey is present at a meeting: For the increase in the number of TIR lorries using the Elham Valley as a route to get to the Channel Tunnel and how the road past Breach towards Elham is totally unsuitable for them – TO INVESTIGATE asking KCC to designate the road as not suitable for lorries, which the Police can then enforce.
- Item deferred for a future month: A lot of the offending lorries seem to come from Gomez – TO FOLLOW UP the offer from the manager of Gomez to speak to all the parish councils locally after the May elections, and this could be a topic.

13. Adjournment for parishioners' questions and comments. As there were no residents present there was no adjournment and the meeting continued.

14. CCC Cllr Mike Sole report

Cllr Sole explained that he had been elected for just six days at the date of tonight's meeting. The Nailbourne ward turnout had been 53% which was not just the highest turnout of any ward in the Canterbury district, but in the whole of Kent. He also asked to acknowledge everything his predecessor Simon Cook had done and achieved in the previous four years.

There has been a change in the balance of power at CCC – 6 Liberal Democrat seats; 6 Labour; and 23 Conservative. Over half the councillors are newly elected councillors. The Conservatives have elected Cllr Robert Thomas as the new Leader of the Council.

Cllr Sole explained that he had attended a CCC meeting on 08 May, been officially signed in and had some training. More training is to follow. He is waiting to hear which committees he will be assigned to. He commented that he has already dealt with some residents' issues. Cllr Sole urged people to get in touch with him if they want to raise anything. He then left the meeting at this point to go to the Bridge Parish Council meeting.

15. New bin requests

The Clerk will now chase the request to CCC in February 2019 that the parish council will pay for a new general waste bin at the large layby opposite the junction of Derringstone Hill with South Barham Hill as there is a need for a bin here due to the long-standing known problem and issue of rubbish here including human faeces (subject to CCC agreeing this and adding to the Serco schedule to empty it).

Residents had previously requested a new bin in The Grove and previous city councillor Simon Cook had been dealing with that. Cllr Minter proposed and Cllr Hollowday seconded and it was agreed that the Clerk should now also put in a request to CCC that the parish council will pay for a bin at The Grove subject to CCC agreeing to empty it.

16. Finance - the cheques were authorised and signed.

RECEIVED the bank reconciliation and bank statements for April 2019 and RESOLVED a Cllr signature thereon other than the Chairman.

NOTED a payment made by BACS from CCC on 09 April 2019 for the precept for 2019-2020 totalling £38,763.

NOTED a payment made by BACS from CCC on 09 April 2019 for a capital grant towards six new seats at the village green, totalling £2,232.

NOTED the Information Commissioners Office (ICO) will take a direct debit of £35 on 11 June 2019 for the annual renewal of the data protection fee.

17. For Annual Return 2018-2019

The Clerk verbally presented all of the following that had been given to councillors as year-end packs prior to the meeting:

- i) The Year End Bank reconciliation to 31 March 2019; year-end balance is £64,254.16.
- ii) Finance Risk Assessment
- iii) The Parish Council's Statement of Internal Control
- iv) Breakdown of Staff Costs and All Other Payments in 2018-2019
- v) Statement of Variances proforma and the explanations of significant variances.
- vi) Ear Marked Reserves schedule up to 31 March
- vii) The Parish Council's Register of Fixed Assets at 31 March
- viii) The Annual Governance & Accountability Return (AGAR Form Part 3) for the financial year ended 31 March for submission to PKF Littlejohn:

NOTED that the Internal Auditor has completed Section 4 of this AGAR form following his internal audit appointment with the Clerk held on 25 April 2019.

18. Section 1 : the Annual Governance Statement

Cllr Hollowday proposed and Cllr Brooks seconded and all Cllrs RESOLVED to accept Section 1 which was then duly signed by the Chairman.

19. Section 2 : the Accounting Statements

Cllr Minter proposed and Cllr Hollowday seconded and all Cllrs RESOLVED to approve Section 2 which was also duly signed by the Chairman.

NOTED that the council will make arrangements for the exercise of public rights for the period 17 June to 26 July 2019, publishing the Notice of Public Rights and Publication of the Annual Governance & Accountability Return on both its parish noticeboard(s) and website

20. Housing and a possible Rural Exception Site

Cllr Wood explained that the Rural Housing Enabler had spoken and received a response from the landowner of land at the rear of Crookenden Place and Oxenden Way and a possible exception site could be progressed here. Cllr Wood explained that all councillors were now invited to an informal meeting to be held on 20 May 2019 and the rural housing enabler would be present to bring all councillors especially the new ones up to speed with this project. The Clerk will also invite a representative from the housing association English Rural who would take the lead if this project moves forward, at no cost to the parish council.

21. 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.

The Clerk agreed to revisit these and update them and circulate them. It was felt that a separate informal meeting of all councillors and the Clerk to revisit the actions would be the best way forward. Cllr Eccles commented that he had heard that young people would like a basketball hoop on the recreation ground. Cllr Hollowday confirmed that this had been included in the 2016 survey along with other suggestions, and could be revisited and discussed.

Facebook page for Barham parish council – Cllr Hollowday continues to monitor posts from residents. There were none relevant to the parish council this month. Cllr Hollowday will do a post reminding residents of the litter pick scheduled for 18 May 2019.

Cllr Eccles commented that lots of people have made comments about how much they like the new benches now installed on the village green.

22. Highways matters

Pending: highways improvement for the Gravel Castle area crossroads

Background: It was resolved at the 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. KCC Cllr Michael Northey agreed to fund this from his Members Grant (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. At the March 2019 parish council meeting Cllrs voiced strong concerns about a reversal and the possibility of this causing accidents and issues for tractors. Whilst the Stage 1 audit has been set in motion 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. 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 will revisit the options once the Audit results are known and decide to proceed with anything further. There will be no perfect solution.

Since the site meeting and creation of the Highways Improvement Template the dedicated Kent Highways officer has moved divisions and two new officers have been assigned. Cllr Wood and the Clerk are to meet them on 4 June 2019 so that they may familiarise themselves with the parish and the template document.

Double yellow lines proposal(s) near The Causeway and Railway Hill

Cllr Wood explained that this item is carried forward as ex-cllr Patti Earl is still to speak to some more residents in the vicinity.

23. Litter Pick - The Community Litter pick is to be held on Saturday 18 May between 2pm-4pm starting from the village hall.

24. 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 Hollowday and the Clerk will agree a date in June or July and when another date is set, Cllr Wood will advertise this in the magazine and Cllr Hollowday will advertise again on Facebook.

Wet pour repairs for the Valley Road play area

The wet-pour repairs for three items at the Valley Road play area have now been undertaken. The invoice is being adjusted to remove the charge for heras fencing which was not provided.

25. Footpaths & Rights of Way

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 is trying to make contact with the current landowner to see if he will agree to these replacements and adopt future maintenance of them.

It is understood that as the current stiles are very rickety, the PROW officer has recently revisited the area and also been to visit the landowner to request that they either be repaired or replaced.

### Overgrown PROW opposite The Shrubbery

The Clerk was asked to report (again) the PROW opposite the Shrubbery which is completely overgrown.

### 26. Village Clubs & Societies

#### Barham Youth Football Club

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 explained that a digital and paper version of the Lease agreed with Solicitors Furley Page is now with the Football Club Chairman and the parish council is awaiting any comments from them. The final document will need the parish councillors names changed as there has been a change in the make up since the May elections.

The Football Club Chairman has also emailed the Clerk asking for permission to have additional activities at the old cricket field site: A football birthday party including a picnic; a family softball tournament for the whole village in the summer; and a camping experience weekend during the summer. These will enable the Club to raise funds to maintain the grounds.

The Club would also like to seek permission for a storage container on site to house equipment.

The parish council felt that these were lovely ideas and positive activities. The Clerk was asked to reply that the parish council is supportive, provided the activities are covered under the Club's own Public Liability Insurance and for camping in particular, that this would also be covered under their PLI and have adequate facilities including toilet facilities.

For a storage container the Club will need to do a formal planning application to Canterbury City Council as the planning authority.

#### Renewal of Tennis Club Lease

The previous Lease agreement between Barham Parish Council and the Barham Tennis Club, for the land at the Brickfield recreation ground occupied by the tennis club, was signed on 21 October 1998 and ran for a period of 21 years to January 2019. The current Tennis Club Secretary and Tennis Club Treasurer have now agreed and signed to renew the Lease and roll it over for the same period of 21 years with effect from 1 January 2019, subject to the following:

- a) A Revised Rent – Barham Parish Council resolved at the 7 March 2019 full parish council meeting that a revised rent be set at £52 per annum payable on 1<sup>st</sup> June 2019 and every anniversary of that date and
- b) A Rent Review – A rent review to be built in starting on 1 June 2023 and every fourth anniversary of that date (to tie in with the parish council 4-yearly elections)

Section 5.5.2, which refers to insurance, requires any insurance to be obtained in joint names, i.e. the Club and the Parish Council. However up to 2019 Barham Tennis Club has obtained their insurance in the Tennis Club's name only through the Lawn Tennis Association as an affiliated Club, however the last renewal was obtained independently, again, only as a Club.

Given that the facility is clearly defined, secured, independently maintained and mutually exclusive to the rest of Brickfields Recreation Ground, Cllr Brooks proposed, Cllr Hollowday seconded and all Cllrs RESOLVED that the insurance for the tennis courts be secured by and be specific to the Tennis Club and in their sole name only.

NOTED also that the Clerk requested a copy of the Tennis Courts Insurance Schedule and a copy of this has been received (running for the period 29 August 2018 to 28 August 2019).

### 27. Clerk Report

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

### 28. Planning Matters

| New planning applications: |                                                                                                                                    |
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| 01.                        | <b>CA/19/00708 - T.P.O. no 1, 1951 - Beech tree to fell.<br/>Land opposite Aylets Cottage, Gravel Castle Road, Barham, CT4 6LG</b> |

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| 02. | <p>The parish council has no comments or objection to this.</p> <p><b>CA/19/00712 - Roundabout Junction A260 with A260 Adisham Road, Barham,CT46PW<br/>Erection and display of 3 no. non-illuminated pole mounted signs.</b></p> <p>The following comment prepared by the Clerk based on Cllrs' feedback on this application was agreed and will be uploaded to the Canterbury City Council's Planning Portal:</p> <p>Having reviewed the planning application in full and carried out further research online Barham Parish Council has no formal objection to the proposal but would like a condition imposed around implementation timescale.</p> <p>Roundabout sponsorship is fairly common in the Canterbury district but this is a new roundabout not yet fully constructed so the application seems premature.</p> <p>The roads around this particular roundabout suffer from traffic chaos at rush hours. Also the roundabout is very close to the slip road on to A2 which has a very short run in. Drivers need to concentrate.</p> <p>Barham Parish Council feels that advertising immediately after it has been built when drivers are trying to get used to a new road system is positively the wrong time to place advertising signs that make people take their eyes off the road. Initially signs on and around the roundabout and its associated road junctions should be for direction and instruction only. On safety grounds, the parish council would like to request a condition that if CCC is minded to grant this application, that any advertising must be delayed for, say, 6 months after the roundabout is complete to avoid any initial distraction.</p> |
|     | <p><b>Notifications</b><br/>CA//18/02602/FUL - Derrington Hill Farm, Derrington Hill, Barham, CT4 6QD<br/>Proposed conversion of farm building to ancillary accommodation. GRANTED by CCC</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

29. Councillors' items

Memorial bench donation

Cllrs noted a resident's offer to provide a memorial bench and plaque in memory of Cllr Jim Risby in the Valley Road play area (at no expense to the parish council) and had no objection to this.

Village Hall rep

Cllr Wood explained that Cllr Mullett has been a trustee on the village hall committee as the parish council representative for many years but he wishes to relinquish this role. The meetings are bi-monthly. A new parish councillor to act as the parish council representative is therefore sought. The Clerk will add this and to revisit the councillors' responsibilities in general to the next meeting agenda.

Compaction of Tree roots at The Shrubbery

Cllr Wood advised that Horticultural Society members are concerned about compaction of tree roots at The Shrubbery caused by cars parking by the trees and over their roots. The Clerk was asked to add to the next meeting agenda an item to discuss extending the line of bollards in Valley Road.

The meeting closed at 9.40pm.

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