Minutes of the 3rd meeting of 2012 of Otford Parish Council held in the Club Room, Otford Village Memorial Hall on Monday 12th March 2012 at 7.30pm

Present: Cllrs J.Edwards-Winser (Chairman)
D.G Cracknell
Mrs. M. Evans
Mrs. J Howe
R. Knight
Mrs. J. Lawrey
H. Leicester
J. Verrall
Mrs. E. Ward
M. Whitehead

In attendance: Clerk, six members of the public, one member of the press and the two parish agents for the allotments. All but the Clerk stayed for only part of the meeting.

PUBLIC FORUM

The six members of the public were residents of the High Street who parked in the car park and had concerns about the current availability of car parking. They put forward their views so that they could be considered by the Council in its review of car parking. Cllr. Leicester reported that the results of the recent survey were being analysed. Cllr.Edwards-Winser explained that users of the car park would be consulted on the alternatives available. The Clerk will contact Holy Trinity Church to ascertain if its car park could be utilised by residents.

1. APOLOGIES FOR ABSENCE

1.1 Cllr. Mrs Marsh

2. DECLARATIONS OF INTEREST

2.1 None

3. MINUTES

3.1 The minutes of the meeting held on 13th February 2012 were approved subject to amendments at 7.B.1.

4. MATTERS ARISING

4.1 Actions from previous meetings:

12.1 - Completed - The committee recommended and it was resolved that an account be opened with Unity Bank ready to spread the risk when the precept is received in April 2012. A detailed resolution accepting terms and conditions would be required at the next meeting of the Council.

12.2 - Continuing - The committee recommended, and it was resolved that, subject to checking the original planning permission, the rules for part of the cemetery be changed so that graves could be embellished. Detailed rules should be drawn up and the fees for this section will be higher to reflect the fact that the mowing will be more time consuming. The Clerk will liaise with Mr Thomas re the rules. The Clerk has checked the planning permission. 12.2 Clerk

12.5 - Continuing - The Chairman and Cllr. Leicester reported on the proposed events for the Diamond Jubilee. The maze will only be feasible for a limited time due to the practicalities of mowing the whole field. It was agreed

that, subject to arrangement with Mr Clucas, the maze be put in place in May, ready for June. Mr Thomas will speak to Mr Clucas. A location has not yet been agreed upon for the beacon although a portable beacon which could be reused would be preferable.	12.5 BT
1.5 –Completed - It was recommended that a replacement tree be planted on the pond as soon as possible as the tree officer from SDC had approved the location of the planting. It was resolved that a willow tree be purchased to be planted in February and the planting be notified in the February newsletter. On 13th February the Clerk reported that the tree had been purchased but that the planting had not been advertised in the newsletter pending the shop keepers contributions to the cost of the tree being finalised. Contributions had now been received.	
2.1 – Continuing - Cllr. Cracknell requested and it was agreed that, advice be obtained from KALC to ensure that the grant of a 50 year lease to the tennis club was within the remit of the Council.	2.1 Clerk
2.2 – Continuing - Cllr. Knight explained that he had been approached by the Otford Society on the matter of the untidy area next to the telephone box at the pond and would contact them.	2.2 RK
2.3 – Completed - Cllr. Leicester requested that walks around the village be encouraged during the jubilee and the Clerk has ensured there will be an adequate supply of booklets containing walks.	2.3 Clerk
2.4 – Continuing - The excessive litter in the cemetery car park from users of MacDonalds was noted. Cllr. Mrs Marsh will contact MacDonalds and ask them to clear it regularly.	2.4 CM
2.5 – Completed - <u>It was recommended and resolved</u> that, subject to obtaining the opinions of the residents involved, a proposal be made under the community governance review that the properties in Twitton, which are currently within Shoreham Parish, be moved to the Parish of Otford. Cllrs. Mrs Lawrey and Verrall had drawn up a questionnaire and obtained the opinions of the residents of Twitton.	2.5 JL/JV
2.6 – Completed - As recommended the response to the proposals put forward under the community governance review by Sevenoaks Town Council was discussed and a form of wording was agreed subject to further information being obtained at the meeting on 17th February and to further information being obtained on the river making up the boundary on the Vestry estate. Cllrs. Mrs Marsh, Mrs Ward, Cracknell and Leicester and the Clerk had attended the meeting with Sevenoaks Town Council.	2.6 CM/ EW/DC/ HL/Clerk
2.7 – Completed - As recommended the type of beacon to be purchased for the jubilee celebrations was discussed. It was agreed that Cllr. Whitehead would research alternative beacons and that the Clerk would email details of the beacon on the official website. Both activities had been completed.	2.7 MW/Clerk
2.8 – Completed - A local craftsman had been approached for quotes for constructing planters for the jubilee.	2.8 EW/JH

5. CLERK'S REPORT

5.1 Issue nos 775 and 776 of Direct Information Service received from NALC

5.2 Various agendas, reports and press releases had been received from SDC and KCC. Details are with the Clerk.

5.3 Various advertising brochures had been received. Available from the Clerk.

5.4 The Clerk gave an update on working towards becoming a Quality Parish Council.

6. OVERSEERS' REPORTS

6.1 Cllr. Mrs Evans reported that the footpath from the station to the church was now only 1ft wide due to detritus on the sides. The Clerk will liaise with the Community Warden re a working party to clear this. 3.1 Clerk

6.2 Cllr. Mrs Howe queried how often the SDC litter bin next to the Rye Lane bus shelter was emptied. It currently smelt of dog mess. The Clerk will email Cllr. Edwards-Winser requesting that he contacts SDC. 3.2 Clerk

6.3 A member of the public reported that there were litter problems in Pickmoss Lane. The Clerk will email Cllr. Edwards-Winser to ascertain if a bin could be placed near the High Street end of the lane. If budgets prevent this could a bin be sponsored. 3.3 Clerk

6.4 Cllr. Whitehead reported that KCC had stopped the works which were being carried out on footpath SR14 and the footpath surface would be reinstated.

6.5 The Clerk reported that some stiles along footpath by the river were being replaced by gates.

7. REPORTS FROM COMMITTEES

7.A. Highways

7.A.1 The committee had not met since the last meeting. The next meeting of the committee is on 5th April 2011.

7.A.2 Cllr. Knight thanked Cllr. Leicester and the volunteers for carrying out the car park survey and explained that Cllr. Whitehead will be temporarily taking over as chairman of the Highways Committee. Following a request from the committee a dropped kerb was being installed to enable easier access to the shopping parade.

7.A.3 There were no recommendations.

7.A.4 A letter from Otford Village Memorial Hall had been received re car parking problems.

7.A.5 E-mails had been received from residents re car parking problems

7.A.6 An E-mail had been received from KCC re Speed Limit A225 Sevenoaks Road, Otford explaining that there was insufficient data to justify moving the 40mph limit away from the village towards Sevenoaks. Cllr. Edwards-Winser will follow this up at the next JTB meeting. The speedwatch system was explained to the members of the public and two members of the public volunteered to help. 3.4 JE-W

7.B. Recreation

7.B.1 The committee had not met since the last meeting. The next meeting of the committee is on 19th March 2011.

7.B.2 Cllr. Knight reported that a grant of £3,000 had been awarded from the Sevenoaks Community Fund towards the new playground at the Hale Lane recreation ground.

7.B.3 There were no recommendations.

7.B.4 A copy of Newsletter Spring 2012 had been received from the Otford Allotments Association.

7.B.5 A letter had been received from the Otford Allotments Association re the allotment car park. Mrs Hind, the OPC allotment agent reported that the car park had become very muddy. Cllr. Knight explained that the Council could not fund the £800 requested to install another surface. Cllr. Edwards-Winser will ascertain whether paving slabs which were being taken up by SDC could be utilised. Mrs Hind asked whether hosepipe rents would be extended if the use of hosepipes was banned this summer and it was agreed that this would be 3.5 J-EW

the case.

7.B.5 An e-mail had been received from Mr A Fry re the car park.

7.B.6 An e-mail had been received from KCC re Try Angle Awards 2012.

7.B.7 A letter had been received from Sylvia Critcher re additional parking for Quilt Show 20th /21st April.

7.C Services

7.C.1 The committee had not met since the last meeting. The next meeting of the committee is on 26th March 2011 with an 8.30am start.

7.C.2 Cllr. Mrs Lawrey reported that Councillors had successfully cleaned the 'planets' in the solar system model. The planning for the signing of the twinning charter on 31st March was progressing and a weekend in France on 9-10th June was being organised. A decision needed to be made on the type of beacon to be ordered for the Diamond Jubilee and it was agreed that a 'Church Tower' beacon, powered by propane be ordered. 3.6 Clerk

7.C.3 A copy of Sevenoaks & District Seniors Action Forum Newsletter Feb 2012 had been received.

7.C.4 An email had been received from SDC re Paralympic Briefing notes and Volunteer Stewards.

7.C.4 A copy had been received from KCC Health Overview and Scrutiny Committee of the March 2012 Newsletter.

7.C.5 An e-mail had been received from KCC re Review of Gypsy and Traveller Allocation Policy.

7.C.6 An e-mail had been received from KCC re the Kent Placement Portfolio – Student Placement Opportunities.

7.D. Finance & General Purposes

7.D.1 The minutes of the F&GP committee meeting of 5th March were received. Cllr. Cracknell suggested that note 6.1 of the minutes be amended so that they did not indicate that the toilets in the local pubs were available when the public toilets are closed in the evenings. Notices detailing opening times will be put on the doors of the public toilets. Summer evening opening times will be extended to 7pm. The pubs and tea rooms will be approached to ascertain if their toilets are available after this time. Extended opening times during the Diamond Jubilee celebrations are to be considered at the next meeting. 3.7 JE-W
Cllr. Mrs Howe queried whether the Councillors were covered by the equivalent of 'trustees insurance' and the Clerk will investigate this. 3.8 Clerk

7.D.2 The Chairman of the committee had nothing further to report.

7.D.3 It was recommended that the draft financial regulations be accepted by the Council. Council members requested sight of the draft regulations and these will be circulated before the next meeting.

7.D.4 <u>It was recommended and resolved that</u> the following resolution be approved by the Council.

1 - We wish to open an account with Unity Trust Bank plc ('The Bank') and produced to the meeting a copy of the Bank's terms and conditions for operating an account

2 - The Bank's terms and conditions are approved and we appoint the Bank as it's bankers

3 - The Bank's terms and conditions may vary from time to time and we agree to be bound by them

4 - The Mandate for the operation of the bank account, payment instructions and banking services be provided to the Bank by persons authorised to do so in accordance with the Bank's procedures

5 - The Bank is entitled to rely upon this mandate until it receives a later mandate amending it.

7.D.5 It was recommended and resolved that the signatories for the new bank account be the same as existing signatories – viz any two from:- Cllrs.Edwards-Winser, Cracknell, Whitehead and Cllr.Mrs Lawrey, along with that of the RFO.

7.D.6 Orders for payment were approved.

7.D.7 The Heritage Centre Management Committee had not met. It was noted that the renovation of the Heritage Centre was proceeding well.

7.D.8 A copy of the final response of Sevenoaks Town Council re the Community Governance Review had been received indirectly and not from STC. The Clerk will respond again on the basis that OPC is not in agreement with their proposals. 3.9 Clerk

7.D.9 A copy of a letter had been received from Mr. C. Ward re the Community Governance Review.

7.D.10 A draft response from Sevenoaks Town Council re the Community Governance Review had been received (see 7.D.8 above).

7.D.11 A copy from Charity Commission of News February 2012 had been received.

7.D.12 An application to Locality was discussed and it was resolved that this be made. 3.10 DC

7.E. Planning

7.E.1 The minutes of the Planning Committee meetings on 22.2.12 and 7.3.12 were received.

7.E.2 Cllr. Whitehead reported that the matter of the portacabin on land next to Station Road had gone to appeal. The committee had not objected to an application at 40 High Street and were surprised that it had been turned down.

7.E.3 There were no recommendations.

7.E.4 A copy of the Agenda re LGBC Meeting on 7.3.12 had been received.

7.E.5 Copy from SDC of Planning Policy Briefing notes and Community Infrastructure Levy introduction notes from meeting held 29.2.12 had been received and Cllr. Whitehead had produced notes thereon.

7.F. Environment

7.F.1 The minutes of the Environment Committee meeting on 6th March 2012 were received.

7.F.2 Cllr. Mrs Ward reported that she had erected 7 notices re dog fouling around the recreation ground. Mr Catt would be asked to remove an old obsolete fence at Telston Park. 3.11 Clerk

7.F.3 It was recommended that planters be ordered from Harrod Horticultural if Tarmac Ltd agreed to fund them. Other providers who had been asked to quote would be informed.

7.F.4 A letter had been received from South East Water re Drought Plan.

7.F.5 A letter had been received from CPRE re AGM to be held 9.6.12.

7.F.6 A letter had been received from Kent Men of The Trees re Competition 2012

7.F.7 A copy of Open Space Magazine Spring 2012 had been received.

7.F.8 A letter from Cllr. Mrs Ward to Tarmac Ltd re Commemorative planters for the village was noted (see 7.F.3 above).

7.F.9 A copy of FCS Grounds Maintenance Report February 2012 had been received.

KALC/ACRK

A letter to KALC re legal input Tennis Club Lease was noted.

A notice from ACRK re Rural Community of the Year and Village Hall of The

Year had been received.
An e-mail from KALC re Learning & Development Update had been received.
A copy from KALC of Parish News Jan/Feb 2012 had been received.

8 DATE OF NEXT MEETING

The date of the next meeting was noted as 16th April 2012 at 7.30pm

The meeting was closed at 10.20pm

Signed……Chairman

Dated…….