Minutes of the 4th meeting of 2012 of Otford Parish Council held in the Club Room, Otford Village Memorial Hall on Monday 16th April 2012 at 7.30pm

Present: Cllrs J. Edwards-Winser (Chairman)
Mrs. M. Evans
R.Knight
Mrs. J. Lawrey
H. Leicester
Mrs C. Marsh
J. Verrall
Mrs. E. Ward
M. Whitehead

In attendance: Clerk, three members of the public and one member of the press.

1. APOLOGIES FOR ABSENCE

1.1 Cllr. Cracknell and Cllr. Mrs Howe

2. DECLARATIONS OF INTEREST

2.1 Cllr. Mrs Marsh re planning application for 30 Greenhill Road.

3. MINUTES

3.1 The minutes of the meeting held on 12th March were approved subject to amendments at 7.B.5 and 7.E.2 and signed.

4. MATTERS ARISING

4.1 Actions from previous meetings:

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 - Completed - 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 has spoken to Mr Clucas. A location has been agreed upon for the beacon and a portable beacon ordered.

2.1 – Completed - 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 2.2 RK

to the telephone box at the pond and would contact them.

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

3.1 – Completed - 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 has liaised with the Community Warden re a working party to clear this.

3.2 – Completed - 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 emailed Cllr. Edwards-Winser asking him to contact SDC who informed him that the bin was emptied weekly

3.3 – Completed - A member of the public reported that there were litter problems in Pickmoss Lane. The Clerk emailed 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. SDC informed Cllr. Edwards-Winser that there was not sufficient space in the lane to locate a bin.

3.4 – Completed - 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 followed this up at the next JTB meeting.

3.5 – Completed - A letter had been received from the Otford Allotments Association re the allotment car park. Mrs Hine, 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 has ascertained that paving slabs which were being taken up by KCC could be utilised with the permission of the contractors involved.

3.6 – Completed - 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. The Clerk has ordered the beacon.

3.7 – Continuing - 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 clocks have now been reset. The tea rooms will not be open at 7pm. Extended opening times for the Jubilee celebrations were agreed. 3.7 J-EW

5. CLERK'S REPORT

5.1 Issue No 779, 780 and 781 of Direct Information Service had been 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. These were available from the Clerk.

5.4 Inshape magazine had been received from SDC.

6. OVERSEERS' REPORTS

6.1 Cllr. Mrs. Lawrey reported graffiti on the footpath from Tudor Drive to Bubblestone Road via the Station.

7. REPORTS FROM COMMITTEES

7.A. Environment

7.A.1 The Committee had not met since the last meeting. The Chairman reported that £500 had been received for a Jubilee planter from Tarmac. Cllr. Edwards–Winser suggested that SDC be asked to donate compost from its waste site. The Clerk will email Cllr. Edwards-Winser. This would be situated at the entrance to the car park. The Committee were organising an Oxenhill Woods event on 26th May starting at 2pm. In addition a birdwatching survey may be carried out with the RSPB. Residents are to be requested, via the newsletter, to pick up litter in front of their properties. 4.1 Clerk 4.2 Clerk

7.A.2 It was recommended and resolved that the Council enter the Kent Men of Trees competition. 4.3 Clerk

7.A.3 A copy of Countryside Voice magazine Spring 2012 had been received from CPRE.

7.A.4 An email had been received from Tarmac Ltd re Sevenoaks Quarry Liaison meeting to be held on 17.4.12.

7.A.5 An email had been received from SDC re Otford Palace.

7.A.6 A grounds report had been received from FCS for March 2012.

7.B. Highways

7.B.1 The report of the Committee meeting held on 5th April 2012 was received.

7.B.2 The Chairman reported that the group which was taking forward the gateways project required a construction coordinator.

7.B.3 There were no recommendations

7.B.4 The committee had received the initial results of the car park survey from Cllr. Leicester and a meeting of the car park sub-committee would take place on 24th April 2012. Cllr. Leicester expressed concern that SDC were installing yellow lines following complaints by residents whilst there was no overall strategy for car parking in the village.

7.C Recreation

7.C.1 The report of the Committee meeting on 19th March 2012 was received.

7.C.2 The Chairman reported that there is to be a meeting with Otford United Football Club to agree contributions to the ongoing costs of the Pavilion.

7.C.3 There were no recommendations.

7.C.4 An email had been received from SDC re the hosepipe ban restrictions for 2012.

7.C.5 A letter had been received from KCC re the Members Grant Scheme for the Hale Lane Play Area.

7.D. Services

7.D.1 The report of the committee meeting held on 26th March 2012 was

	received	
7.D.2	The Chairman reported that there was to be a dog fouling flag event between 12th and 14th June 2012 on the recreation ground and reported on the activities for the Diamond Jubilee. The signing of the Twinning Charter had gone well and thanks were conveyed to all who took part. Cllr. Verrall will investigate a mobile hearing loop which could be used in the Parish office and at meetings.	4.4 JV
7.D.3	There were no recommendations.	
7.D.4	A copy of Policing Matters March 2012 had been received form Kent Police Authority.	
7.D.5	An email had been received from Voluntary Action West Kent re a summer training programme.	
7.D.6	A copy of the Gypsy, Traveller and Travelling Showpeople Accommodation Assessment had been received from SDC.	
7.E.	**Finance and General Purposes**	
7.E.1	The report of the committee meeting held on 10th April 2012 was received	
7.E.2	The Chairman had nothing further to report.	
7.E.3	It was recommended and resolved that the draft financial regulations which had been circulated be adopted.	
7.E.4	It was recommended and resolved that the draft risk management document which had been circulated be adopted.	
7.E.5	It was recommended and resolved that both black and recycling sacks be charged for at £1 per role from 1st May 2012.	
7.E.6	It was recommended and resolved that up to £60,000 be transferred to the new Unity Trust Bank account once the first half of the precept is received.	
7.E.7	It was recommended and resolved that the schedule of receipts and payments compared with flexed budget, which had been circulated, be adopted.	
7.E.8	It was recommended and resolved that the Clerk should take the extra CiLCA module re the General Power of Competence.	
7.E.9	It was recommended and resolved that the draft standing orders, which had been circulated, be adopted.	
7.E.10	The following Councillors agreed to chair committees during the forthcoming year: Cllr. Edwards-Winser – F&GP Cllr. Mrs Ward – Environment Cllr. Knight – Recreation Cllr. Mrs Lawrey – Services Cllr. Whitehead – Highways A chairman is required for the planning committee.	
7.E.11	It was resolve that orders for payment be approved.	
7.E.12	The report of the Heritage Centre Management Committee was received.	
7.E.13	A letter from The Parade Shops re planting of new Pond Willow Tree had been received and a response sent.	
7.E.14	An e-mail had been received from SDC re Restorative Justice.	
7.E.15	A letter had been received from South East Water re Metering Programme.	
7.E.16	A letter had been received from Local Council Advisory Service re	

Seminars 2012.

7.E.17 An e-mail had been received from SDC re the Community Governance Review. It was noted that SDC did not support the proposals of Sevenoaks Town Council.

7.E.18 A letter had been received from KCC re Parish Council Legal Scheme.

7.E.19 An e-mail had been received from HMRC re VAT registering and reclaiming.

7.E.20 Letters re awarding contracts for mowing Village Green, Cemetery and Churchyard were noted.

7.E.21 An e-mail had been received from Mr I Watts re Parish Council Tax Bill 2012/13 and a response had been sent.

7.E.22 An e-mail had been received from Came & Company re insurance quotations.

7.F. Planning

7.F.1 The reports of the committee meetings held on 21st March and 4th April 2012 were received

7.F.2 The Chairman reported that there would be an additional meeting to consider the application re Elmwood, Tudor Crescent, on 25th April 2012 as there had been a delay in receiving the application details from SDC due to the Easter holidays.

7.F.3 There were no recommendations.

7.F.4 A copy of the Journal of Local Planning Spring 2012 had been received from Navigus Planning.

7.F.5 A copy from ASHTAV of the Spring 2012 magazine had been received.

7.F.6 A copy from LGBC of the minutes of the meeting held 7.3.12 had been received.

KALC/ACRK

An email had been received from KALC re 'In committee' meetings.

8 DATE OF NEXT MEETING

The date of the next meeting (the Annual Meeting) was noted as 14th May 2012 at 7.30pm

There being no other business the meeting was closed at 9.55pm

Signed……Chairman

Dated…….