Minutes of the Annual Meeting of Otford Parish Council held in the Club Room, Otford Village Memorial Hall on Monday 10th June 2013 at 7.30pm

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

In attendance: Clerk, 5 members of the public and a member of the press.

PUBLIC FORUM – Two members of the public reported that a culvert was blocked at the end of Rye Lane and water was coming onto the road through a manhole cover. The Clerk will contact Kent Highways. The member of the press queried whether there were additional aircraft over Otford. One member of the public had noticed this and another had observed more from Biggin Hill.

1 - APOLOGIES FOR ABSENCE
1.1 Cllr. Mrs. Ward and Cllr. Mrs Howe

2. DECLARATIONS OF INTEREST (not already declared)– None

3. MINUTES
7.1 The minutes of the meeting held on 13th May 2013 were approved and signed subject to a change in the numbering from 11C onwards and amendment to show that the next meeting was not the annual meeting.

4. MATTERS ARISING
4.1 Actions from previous meetings:
    9.11 –Deleted- The Kent Men of Trees had made some recommendations. These will be copied to Mr Thomas.
    12.9 - Continuing - The committee recommended that OUFC be billed directly for their water and electricity and it was resolved that this should be the case. The Clerk has been resolving the queries raised at the last meeting re water and electricity used by the Tennis Club and there will be an onsite meeting before organising this.
    4.3 - Completed - Cllr. Verrall reported that a front garden in Pilgrims Way East was flooded due to blocked drains. The Clerk had obtained the number of the property from Cllr. Verrall and contacted Kent Highways.
    5.1 - Completed - Cllr. Mrs Evans reported a pothole at the junction of Tudor Drive and Pilgrims Way West. The Clerk had contacted Kent Highways.
    5.2 - Completed - Cllr. Mrs Evans reported a sunken drain cover at the top of Tudor Drive. The Clerk had contacted Kent Highways.
    5.3 - Completed - Cllr. Mrs Evans reported a faulty manhole cover in the verge outside 14 Tudor Crescent. The Clerk had contacted Kent Highways.
5.4 - Continuing - Cllr. Cracknell requested that any documentation re parking permits be checked from a legal point of view.

5.5 - Continuing - The Highways committee will check the parking requirements of the cricket league.

5.6 - Continuing - The location of pay and display units will have to be determined.

5.7 - Completed - The Clerk had checked the insurance position re disclaimer notices.

5.8 - Completed - The Clerk had liaised with the Grounds Maintenance Supervisor re adapting the swings at Hale Lane for older children. Mr Thomas reported that one swing could be fitted.

5.CLERK’S REPORT

5.1 Issue no 809 of Information Service had been received from NALC

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

5.3 Various advertising brochures had been received and were available from the Clerk.

5.4 SLCC news bulletin had been received on 15.5.2013

6. OVERSEERS’ REPORTS

6.1 Cllr. Leicester reported that the footpath between the Oasthouse and Hillydeal Road on Shoreham Road was uneven. The Clerk will report this to Kent Highways.

6.2 Cllr. Leicester reported that hedges in the High Street and by the station were overgrown. The Clerk will arrange for an item in the newsletter.

6.3 Cllr. Mrs Evans reported that the footpath from the Church to the Station was overgrown with nettles. The Clerk with contact Kent County Council.

7. REPORTS FROM COMMITTEES

7.A. Planning
7.A.1 The minutes of the committee meetings held on 15th May 2013 and 29th May 2013 were received.

7.A.2 The Chairman summarised the applications and results considered at the above meetings.

7.A.3 It was recommended and resolved that £1,000 be accrued over three years starting in 2014/2015 in order to obtain access funding via the AONB/Darent Valley Landscape Partnership.

7.A.4 An email had been received from SDC re changes to permitted development.

7.B. Environment
7.B.1 The report of the environment committee meeting on 14th May 2013 was received.

7.B.2 In the absence of the committee Chairman committee members gave details of fly tipping at the Chalkpit. Cllr Edwards-Winser would approach SDC re removal on the basis that some of the waste was an environmental hazard and as OPC only have a one year rolling lease. The Clerk will write to nos 2-18 Tudor Drive and Pilgrims Oasts requesting that any fly tipping into the chalkpit ceases. Mr Thomas explained that any alterations to the gate at the chalkpit would be financed by the scouts. A member of the public asked if the grass next to the telephone box could be mowed. The Clerk will contact the contractor.

7.B.3 There were no recommendations.
7.B.4 E-mails had been received from South East Water re Draft Water Resources Management Plan.
7.B.5 A letter had been received from KCC re Vegetation Clearance on Public Rights of Way. Cllr. Mrs Evans and Cllr. Verrall will verify the length of footpaths which KCC state they will cut in the Parish. The matter would then be considered at the next Highways Committee meeting.
7.B.6 Minutes of a liaison meeting held 16.4.13 had been received from Tarmac of Sevenoaks Quarry.
7.B.7 An E-mail had been received from Kent Downs AONB re Countryside Day to be held 23.7.13

7.C Highways
7.C.1 The committee had not met since the last meeting of the Council. The next meeting is on 17th June. There was no report from the Chairman.
7.C.2 There were no recommendations.
7.C.3 An email, newsletter and minutes of a meeting re M25 junctions 5-7 project were received.
7.C.4 An email had been received from SDC re gateway and tourism signs.
7.C.5 An email had been received from a resident re resident parking permit charging.
7.C.6 A copy of a letter was received from Sturgeon's re car park resurfacing.

7.D. Recreation
7.D.1 The report of the committee meeting held on 3rd June 2013 was received.
7.D.2 A letter had been drafted responding to OUFC requests for fencing around the floodlit pitch and the displaying of advertising and sponsors banners. It was recommended and, after discussion, agreed that this be sent to OUFC.
7.D.3 The summer 2013 newsletter had been received from the OAA.
7.D.4 A letter had been received from Wicksteed re the Annual Play Area Inspection

7.E. Services
7.E.1 The report of the Committee meeting on 4th June 2013 was received.
7.E.2 The Chairman had reported that there had been a dog fouling pick up at Hale Lane recreation ground and that Cllr. Mrs Marsh had helped arrange a litter pick by the Cub Scouts. It was hoped to obtain a new lockable notice board for the site opposite the Bull pub with the assistance of grants and donations. Cllr. Verrall had made a new sign to show the way to Pluto on the solar system walk. The purchase of a new car park clock was being considered and Cllr. Cracknell reminded the Council that the original clock was purchased in memory of the late Cllr. Weston. On 14/15th September a French group would be visiting with a trip to Chatham Dockyard and a Barn Dance being organised.
7.E.3 There were no recommendations.
7.E.4 An email had been received from SDC re the launch of the Community Plan 2013-2016 and a Family Fun Day.
7.E.5 A Community Matters newsletter had been received from VAWK.

7.F. Finance and General Purposes
7.F.1 The minutes of the meeting of the F&GP Committee on 3rd June were received.
7.F.2 The Chairman had nothing further to report.
7.F.3 It was recommended and resolved that a website and email addresses are set up on the existing facility hosted by KCC, subject to a number of queries being resolved by the Clerk.

7.F.3 It was recommended the Annual Accounting Statements of Otford Parish Council for the year to 31st March 2013 be approved by the Council and the Council resolved that they be approved.

7.F.4 It was recommended that the Annual governance statement 2012/2013, contained in the Annual Return, be approved by the Council and the Council resolved that it be approved.

7.F.4 It was recommended and resolved that the recharges for the Heritage Centre be passed to the Heritage Centre management.

7.F.5 Orders for payment were approved

7.F.6 A letter had been received from a resident re the public toilets.

7.F.7 An email had been received from Came and Company re the revised insurance renewal.

KALC/ACRK/NALC
An e-mail had been received from KALC re Local Audit and Accountability Bill
An e-mail had been received from KALC re Street Lighting
An e-mail had been received from KALC re Mobile connectivity in England
A copy of ACRK of Rural News Issue 129 had been received.

8 DATE OF NEXT MEETING
The date of the next meeting was noted as 8th July 2013 at 7.30pm
There being no other business the meeting was closed at 9.26 pm

Signed…………………………………………Chairman

Dated…………………………………………