Minutes of the 10th Meeting of Otford Parish Council held in the Club Room, Otford Village Memorial Hall on Monday 14th October 2013 at 7.30pm

Present: Cllrs Edwards-Winser (Chairman)
D. Cracknell
Mrs. J. Howe
Mrs. J. Lawrey
H. Leicester
Mrs Ward
M. Whitehead

In attendance: Clerk and 5 members of the public.

PUBLIC FORUM – The Parish Grounds Maintenance Supervisor reported that he had inspected the War Memorial. The moss on the bottom plinths and the overgrown shrubs would be removed before the Remembrance Day service.

1 - APOLOGIES FOR ABSENCE
1.1 Cllrs. Mrs Evans, Knight, Mrs Marsh and Verrall.

2. DECLARATIONS OF INTEREST (not already declared) – Cllr. Cracknell reported a non pecuniary interest in the planning application for 24 Warham Road.

3. MINUTES
7.1 The minutes of the meeting held on 9th September 2013 were approved and signed subject to an amendment at 7.A.1.

4. MATTERS ARISING
4.1 Actions from previous meetings:
12.9 - Completed - 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. As the matter of water end electricity for the tennis club was to be resolved between the club and OUFC this action will not be taken forward.
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
7.4 - Completed - It was recommended and resolved that two planters be acquired for the verge outside the Parade. The size of planters had been agreed with Kent Highways and One Stop and the Fete Committee would contribute towards them. The planters were now in place.
7.6 - Completed - The recommendation re car parking tariffs was discussed and the tariffs were agreed subject to certain conditions. Cllr. Leicester requested that the free parking time for Blue Badge holders be reassessed after six months.
8.7 - Completed - Kent Highways had not been able to locate the Village of the Year Sign. Cllr. Edwards-Winser pointed out that, before the sign was removed, he had requested that it be retained. The Clerk had contacted Laura...
Squires who had not been able to track down the sign and had since left Kent Highways. The Clerk had contacted Kent Highways again to request compensation.

8.9 - Continuing - Cllr. Mrs Ward reported additional litter bins were required near the station. Cllr. Edwards-Winser recommended a site meeting with SDC

8.10 - Continuing - A discussion took place re ownership of the village green and Cllr. Mrs Ward will review the documentation.

8.11 - Completed - The Clerk had arranged with the Grounds Maintenance Supervisor that he would contact the Cricket Club re the siting of the trees bordering the car park. The Grounds Maintenance Supervisor would provide a list of suitable trees. The siting of trees will be considered by the Environment Committee at its next meeting.

9.1 - Completed - Cllr. Mrs Evans reported that the outstanding work to pavements, kerbs and drains in Tudor Crescent had still not been completed and the pavement was now cracking outside no 34. The Clerk had contacted Kent Highways.

9.2 - Completed - Cllr. Leicester queried the lack of communication that resulted in the mobile police unit visiting the village in the same week that the village PCSO was holding a surgery. He had made appropriate enquiries about lack of coordination and this had been resolved.

9.3 - Completed - A resident had queried work being carried out at the Scout Hut. The Clerk had contacted the Scout leader.

9.4 - Continuing - It appears that the village of the year sign had been lost by Kent Highways who will not pay compensation. Cllrs. Cracknell and Leicester will discuss this at their meeting with Kent Highways on 17th October.

9.5 - Continuing - It was recommended and resolved that in the interests of improving observation of the existing speed limit, teams of 4 should be organised on a scheduled basis.

5. CLERK’S REPORT

5.1 Issue no 818 of Information Service had been received from NALC.
5.2 Various agendas, reports and press releases had been 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 SDC Inshape and Taking Shape magazines had been received.
5.5 The Otford Society Newsletter Autumn 2013 had been received.
5.6 SLCC news bulletin and regional conference booking confirmation had been received.

6. OVERSEEERS’ REPORTS

6.1 Cllr. Cracknell reported that a lock on a gate on the footpath to Shoreham was broken. The Clerk will contact Kent PROW.
6.2 Cllr. Howe reported that the metal gates on the footpaths to Shoreham were as a result of requests by Mr Armitage.
6.3 Cllrs. Cracknell and Whitehead reported that the paving in the High Street was a trip hazard. The Clerk will contact Kent Highways.
6.4 Cllr. Cracknell reported that there was a trip hazard on the pavement side of the car park gulley. The Clerk will contact Kent Highways.
6.5 Cllr. Mrs Ward reported that further bricks on the end of the car park wall had been knocked off.
6.6 A member of the public reported that the wooden footpath sign on the green had been broken. It was hoped that the Otford Society would finance a new one so that it was not replaced with a metal sign.

7. REPORTS FROM COMMITTEES

7.A. Recreation
7.A.1 The report of the committee meeting on 23.9.2013 was received.
7.A.2 It was reported that there had recently been a substantial increase in dog fouling on the recreation ground. The subject of adult exercise equipment in the recreation ground would be on the agenda for the next committee meeting.
7.A.3 An email had been received from Young Kent re a Youth Clinic to be held on 15.10.2013.
7.A.4 A copy of the Autumn 2013 newsletter had been received from the Otford Allotments Association.
7.A.5 A notice had been received from KCC of the Sevenoaks YAG meeting to be held on 24.10.2013.

7.B. Services
7.B.1 The report of the Services committee meeting on 24.9.2013 was received.
7.B.2 Cllr. Mrs Lawrey gave an overview of the above meeting.
7.B.3 It was recommended that the dropped kerb in front of the office be extended, the front hedge and shrubs nearest the drive be removed and brick pavement be laid up to the current path. After discussion this was referred back to the committee for further consideration and quotes. Cllr. Edwards-Winser will contact KCC re the quote given for the dropped kerb which appeared excessive.
7.B.4 It was recommended and resolved in principle that a new lockable board be built to replace the current board in front of the church hall. Quotes are to be obtained.
7.B.5 It was recommended and resolved that a replacement clock, as detailed in the report be obtained for the village hall. A resident will kindly make a donation towards this. The Clerk will order the clock.  
7.B.6 E-mails had been received from KCC and OPC re Bus stop wheelchair access and road crossings.
7.B.7 An email had been received from NHS re NHS 111 phone service.
7.B.8 An email to SDC was received re funding sources for accessible information provision.
7.B.9 An email had been received from Network Rail re OPC complaint re old signal box land litter and dog mess.
7.B.10 An agenda for Otford Fete Committee AGM held 30.9.13 had been received.
7.B.11 A notice of AGM to be held 17.10.13 had been received from Sevenoaks District Arts Council.
7.B.12 An email had been received from KCC Highways re missing Village of the Year Sign.
7.B.13 An email had been received from VAWK re Be Our Buddy scheme.
7.B.14 An email had been received from Kent Police re Remembrance Day Parades. The fact that this road closure was free, while the Village Fete had been quoted £6k for road closure for a procession was noted.

7.C Finance and General Purposes
7.C.1 The Committee Chairman had nothing further to add to the written report.
Cllr. Cracknell requested that the bench which had been moved from the cemetery be replaced. An item will be put in the newsletter asking if anyone would like to donate a bench. If a bench is not forthcoming it will be budgeted for in the coming year. The Chairman confirmed that the Council's external audit had been completed.

7.C.2 It was recommended and resolved that the items below are included as an Annex to the OPC Financial Regulations:
1 – Council tax and utilities to be paid by Direct Debit
2 – Essential cheques may be signed mid month
3 – Convene an emergency meeting for approval of expenditure greater than £1000.

7.C.3 Orders for payment were approved.
7.C.4 A copy of fees and charges had been received from RBS RIALTAS.
7.C.5 Emails had been received from KCC re Employer Liaison Consultant Appointment and Pension Estimates.
7.C.6 A copy of Sevenoaks Re-organisation of Community Governance Order 2013 had been received from SDC.
7.C.7 A copy of Employer Bulletin had been received from HM Revenue & Customs.
7.C.8 An email had been received from KCC re LGPS 2013 Regulations.
7.C.9 A copy of the Annual Energy Statement re car Park Light had been received from EDF.
7.C.10 An email had been received from RSA Insurance re reimbursement for Pond Damage.
7.C.11 An email had been received from Skinners re Sir Thomas Smythe's Charity.
7.C.12 A copy of news update for September had been received from Unity Trust bank.

7.D. Planning
7.D.1 The reports of the committee meetings on 18.9.2103 and 2.10.2013 were received.
7.D.2 The Committee Chairman summarised the applications and results considered at the above meetings. A member of the public expressed concern that SDC had not adopted the revised Village Design Statement. Cllr. Edwards-Winser explained that the person dealing with it at SDC had been on maternity leave.
7.D.3 The committee recommended adoption of the draft terms of reference for the committee. After discussion the draft terms of reference were approved.
7.D.4 A copy of the Autumn magazine had been received from ASHTAV.
7.D.5 An email had been received from SDC re Sevenoaks Town Council Neighbourhood Area Designation Consultation.

7.E. Environment
7.E.1 The report of the on site meeting on 17th September was received. Since that meeting members of the Committee had tidied each notice board in the village, removing all business adverts relating to other villages. A request should be put in the newsletter that staples should not be used on the notice boards. Seventy five staples had been removed from the Twitton Meadow notice board. There is graffiti inside the Rye Lane bus shelter. Kent Highways will be contacted to remove the sawn off posts on the traffic island at the end of the High Street. There had recently been a site meeting of the Oxenhill Shaw management committee. SDC had received a forestry commission grant of £751 to cut the grass and rides. Vehicle access from

Assistant Clerk 10.7
Assistant Clerk 10.8
Dynes Road would be prevented by placing a large log in the entrance. Seating had been made in a clearing from the remains of a chestnut tree. There will be a nature event on 22nd June 2014 as part of the Sevenoaks Festival and a stall at the coffee morning on 30th November to advertise this. Notification should be given in the Newsletter. The Grounds Maintenance Supervisor reported that SDC had given permission for the diseased tree near One Stop to be felled.

7.E.2 There were no recommendations.
7.E.3 A copy Summer magazine 2013 had been received from the National Fruit Collection.
7.E.4 An email had been received from Open Spaces Society re OSS news.
7.E.5 A copy of a letter to a resident re an overhanging tree was received.

7.F. Highways
7.F.1 The committee had not met since the last Council meeting and would meet again on 23rd October. Legal advice was awaited on Pay and Display charges.
7.F.2 There were no recommendations.
7.F.3 The requirement for and funding of a VAS/SID on Shoreham Road was discussed. Residents are liaising with Kent Highways re which device would be most effective and the associated costs.
7.F.4 A copy of the Road Closure Order for Remembrance Day 10.11.13 had been received from SDC.
7.F.5 An email had been received from SDC re the car park re-cycling site.
7.F.6 An email had been received from business re proposed pay & display in the car park.
7.F.7 A complimentary email had been received from a resident re car park resurfacing / one way system.
7.F.8 An email had been received from a resident re the village car park one-way system.
7.F.9 A copy of the response to the pre-application planning enquiry re pay & display ticket machines had been received from SDC.
7.F.10 A copy of Managed Motorways junctions 5 to 7 M25 issue 2 had been received from the Highways Agency.

KALC/ACRK/NALC
A copy of Oast to Coast Magazine Autumn 2013 had been received from ACRK.
A copy of Parish News August 2013 had been received from KALC.
A notice from ACRK of AGM to be held 17.10.13 had been received from ACRK.
A copy of the Good Councillors Guide had been received from KALC.
A notice of Finance Conference to be held 2.11.13 had been received from KALC.
A copy of Sevenoaks Area AGM minutes held 13.9.13 had been received from KALC.
An email had been received from KALC re KCC Freight Gateway. The source and quality of Sat Nav data supporting this facility was questioned.
An email had been received from KALC re Neighbourhood Planning and Guide ‘You’ve got the Power.
An email had been received from KALC re DCLG Consultation.

DATE OF NEXT MEETING
The date of the next meeting was noted as 11th November 2013 at 7.30pm
There being no other business the meeting was closed at 9.39 pm

Signed…………………………………………Chairman

Dated…………………………………………