Minutes of the 1st Meeting of Otford Parish Council held in the Club Room, Otford Village Memorial Hall on Monday 13th January 2014 at 7.30pm

Present: Cllrs Edwards-Winser (Chairman)
Mrs M. Evans (from 8.45pm)
Mrs. J. Howe
Mrs. J. Lawrey
Mrs C Marsh
J. Verrall
Mrs Ward

In attendance: 3 members of the public (including 1 for part only of the meeting).

PUBLIC FORUM
There was no input.

1 - APOLOGIES FOR ABSENCE
1.1 Cllrs. Cracknell, Leicester and Whitehead

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

3. MINUTES
7.1 The minutes of the meeting held on 9th December 2013 were approved and signed.

4. MATTERS ARISING

4.1 Actions from previous meetings:
5.4 - Completed - Cllr. Cracknell requested that any documentation re parking permits be checked from a legal point of view. The committee had agreed that all documentation would be reviewed by the legal dept at SDC.
5.5 - Continuing - The Highways committee will check the parking requirements of the cricket league
8.9 - Continuing - Cllr. Mrs Ward reported additional litter bins were required near the station. Cllr. Edwards-Winser recommended a site meeting with SDC. Cllr. Mrs Ward met with SDC on 18th December.
8.10 - Completed - A discussion took place re ownership of the village green and Cllr. Mrs Ward has reviewed the documentation.
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.
10.4 - Continuing - 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. Two doors had been located and Mr Catt had been asked for a quote to build the whole board. Cllr. Verrall will speak to Mr Catt.
11.2 - Continuing - Cllr. Mrs. Howe requested that a dog fouling notice be erected on the verge at Pilgrims Way West. The Clerk had sourced some notices and it was requested that notices be fixed to several telegraph poles.
11.12 - Continuing - It was agreed that Cllr. Nick Chard be invited to attend a meeting of Otford Parish Council and that Committee Chairmen first detail the points which they would like him to answer at the meeting.
11.13 - Completed - Cllr. Mrs Ward requested and it was agreed that the
Clerk write to the estate agent/owner of a property on the green which is being advertised for sale to emphasise that the front of the property is part of the village green. The Clerk had contacted the agents and the owner who had confirmed that they are aware of this.

12.1 - Completed - Cllr. Mrs Evans reported that the verge outside Beadles Garage had been badly damaged by a large vehicle. The Clerk had contacted Kent Highways.

12.2 - Completed - Cllr. Mrs Marsh reported a pothole outside the doctors’ surgery. The Clerk had ascertained that the land was not owned by Kent Highways and had written to the owner of the land and contacted the practice manager asking that she also contact the owner.

12.3 - Continuing - One of the planters outside the Parade was to be funded by One Stop and the Assistant Clerk is to obtain a plaque for it.

12.4 - Continuing - The necessary quotes for access works at the front of the Parish Office will now be obtained.

12.5 - Completed - A letter of resignation had been received from Cllr. Richard Knight. The Council requested that its appreciation for his hard work for the Council and its best wishes be minuted. The Chairman had written a letter.

5. CLERK’S REPORT

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

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

5.3 A SLCC news bulletin had been received.

6. OVERSEERS’ REPORTS

6.1 Cllr. Mrs Howe reported that the verge outside the Parade had been damaged by cars and Open Reach Vans. The Clerk will contact Kent Highways.

6.2 Cllr. Mrs Marsh reported that the triangle of land at the end of Pilgrims Way East was covered in ivy. The Clerk will contact Kent Highways.

7. DISTRICT COUNCILLOR’S REPORTS

7.1 Cllr. Edwards-Winser reported in his capacity as a District Councillor. SDC has a District Plan and Housing allocations for the next 5 years and are currently updating this. The future plan will take into account the planned 1000 houses at Fort Halstead. If the SDC plan was not in place there would be a presumption in favour of development in the Green Belt as stated in the NPPF.

8. KENT COUNTY COUNCILLOR’S REPORTS

No report was given.

9. REPORTS FROM COMMITTEES

9.A. Planning

9.A.1 The reports of the committee meetings on 11.12.2013, 18.12.13 and 8.1.14 were received.

9.A.2 In the absence of the committee chairman Cllr. Edwards-Winser summarised the applications and results considered at the above meetings.
9.A.3 There were no recommendations.

9.B. Environment
9.B.1 The committee had not met since the last Council meeting. Cllr. Mrs Ward expressed concern at the recent digging in the chalkpit. The Grounds Maintenance Supervisor had filled three large sacks with broken glass which had been left on the surface where children or animals could have hurt themselves. He had also levelled the surface and put up signs explaining that digging is forbidden. Councillors were requested to keep their eyes open for people digging.
9.B.2 There were no recommendations.
9.B.3 The minutes of the Sevenoaks Quarry Liaison meeting held on 10.9.13 and a monitoring report had been received.
9.B.4 A copy of FCS ground maintenance report had been received.
9.B.5 An email from a resident re aircraft noise over Otford had been received.
9.B.6 A report had been received from FCS re OPC property/areas.

9.C Highways
9.C.1 The report of the committee meeting on 16.12.2013 was received.
9.C.2 Cllr. Mrs Howe summarised the report of the above meeting.
9.C.3 It was agreed that the idea for a bypass put forward by a resident would not be progressed as there would be no funds available.
9.C.4 Emails had been received from residents re road safety measures on the A225 Shoreham Road together with a response from KCC.
9.C.5 An email had been received from Kent Highways re cycling accidents at the Pond.
9.C.6 An email had been received from SC Roads Policing Unit re Speedwatch action day.

9.D. Recreation
9.D.1 The committee had not met since the last Council meeting. Cllr. Mrs Evans confirmed, on her arrival, that there was nothing further to report.
9.D.2 There were no recommendations.
9.D.3 An email had been received from KCC re Children’s Centres in Kent.

9.E. Services
9.E.1 The committee had not met since the last Council meeting. Cllr. Mrs Lawrey reported that the Twinning Association AGM would take place on the evening of 20th January at the Woodman Pub and that the WW1 battlefield tour would still be on 6/7/8th June 2014 as arrangements had already been made in France.
9.E.2 A copy of SDC Community Safety News Issue 9 had been received.
9.E.3 An email had been received from SDC re the Dog Warden service.
9.E.4 An email had been received from a resident re access for blind people in towns.
9.E.5 An email had been received from Kent Police re a meet the Commissioner event.

9.F. Finance and General Purposes
9.F.1 The report of the committee meeting on 6.1.2014 was received.
9.F.2 Cllr. Edwards-Winser had nothing further to add to the above report.
9.F.3 The Clerk explained the budgeting process which had been made more difficult this year by uncertainties re the SDC support grant and the
referendum position for Parishes. It was recommended and resolved that a precept of £145929 be requested resulting in a band D increase of 5% (an annual band D increase of £4.18).

9.F.4 A request had been made for a refund of a prepayment for the Green Burial area. Technically a refund is not permitted but in this case it was recommended and resolved that a reimbursement of £300 be offered (without prejudice).

9.F.5 Orders for payment were approved.

9.F.6 A letter had been received from the Lord Lieutenant of Kent re the civic service to be held on 11.3.14.

9.F.7 A copy of the ICCM Centenary Year magazine had been received.

9.F.8 An email had been received from a resident re the Pond and its Christmas decorations.

9.F.9 An email had been received from SDC re update on Council Tax Support.

9.F.10 A copy of Pension Fund Employer Results had been received from KCC.

9.F.11 An email had been received re the Scribe Licence.

9.F.12 An email had been received from RBS re year end accounts.

KALC/ACRK/NALC
A copy of Oast to Coast Winter 2013 magazine and Annual Summary had been received.
A copy of KALC Parish News issue 373 had been received.
An email had been received from KALC re the electoral commission consultation.
A copy of the ministerial statement re Local Government Finance had been received from KALC.
An email had been received from KALC re the government consultation on local authority parking strategies.

10 DATE OF NEXT MEETING
The date of the next meeting was noted as 10th February 2014 at 7.30pm.
There being no other business the meeting was closed at 8.50 pm.

Signed...........................................Chairman

Dated.............................................