Minutes of the 6th Meeting of Otford Parish Council held in the Club Room, Otford Village Memorial Hall on Monday 9th June 2014 at 7.30pm

Present: Cllrs Mrs. J. Lawrey (Acting Chairman)  
D. Cracknell  
Mrs. M Evans  
N. Fothergill  
Mrs. J. Howe  
H. Leicester  
Mrs. C. Marsh  
J. Verrall  
Mrs E.Ward  
M. Whitehead

1 - APOLOGIES FOR ABSENCE
1.1 Cllr. Edwards-Winser

2 - DECLARATIONS OF INTEREST NOT PREVIOUSLY DECLARED
2.1 - None

3. MINUTES
4.1 The minutes of the meeting held on 19th May 2014 were approved and signed.

4. MATTERS ARISING
4.1 Actions from previous meetings:

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. An update would be given to the Highways meeting on 16th June.

Assistant 9.5 Clerk

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

Action 12.4 Services Committee

2.6 – Continuing - The recommendation re a litter bin at the station was deferred pending a request to the station to put another litter bin on the down platform.

Action 2.6 EW

4.4 – Continuing - Mrs Ward has 4 new dog fouling notices which will be fixed to the entrances to the recreation ground. Backing boards had been prepared and the notices would be erected shortly.

Action 4.4 EW

4.5 – Continuing – Cllr. Cracknell requested that the services committee address the issue of ambulance response times. This was to be discussed with the first responder on his return from holiday.

Action 4.5 Services

5.1 - Continuing - Cllr. Mrs Ward would temporarily oversee the paths previously monitored by Mr Knight whilst reviewing those that she had previously monitored.

Action 5.1 EW

5.2 - Continuing - Cllr. Mrs Howe reported that a tree was causing visibility problems at a crossing point on Pilgrims Way West. Cllr. Mrs Cllrs
Ward had investigated and found that to cut back the tree would impair its shape. Other Councillors were requested to visit the site and examine the visibility position.

5.3 - Completed - Cllr Leicester would continue to address accessibility with KCC website designers. He reported that KCC were changing their website policy and both KCC and OPC were under an obligation to make their websites accessible.

5.4 - Completed - Cllr. Edwards-Winser summarised the reports. Cllr. Mrs Evans queried whether a pedestrian bridge was to be built over the railway line where there is currently a footpath. Cllr. Edwards-Winser had provided the Clerk with contact details. Network Rail had informed the Clerk that there would be no bridge built for several years. The Clerk will contact a resident who has contact details for the surveyors.

5. Clerk's Report
5.1 Issues no 835 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.

6. Overseers' Reports
6.1 Cllr. Fothergill reported that the Twitton Lane sign on Pilgrims Way West was being obscured by vegetation and that the sign at the other end of Twitton had been defaced. The Clerk will contact Kent Highways.
6.2 Cllr. Whitehead reported that vegetation at the end of Pilgrims Way East was obscuring visibility for pedestrians at the junction of Station Road. The Clerk will contact Kent Highways.
6.3 Cllr. Cracknell reported that a hedge along Sevenoaks Road between Warham Road and the Pond was impinging on the footpath. The Clerk will contact Kent Highways.
6.4 Cllr. Mrs Howe reported a pothole in Pilgrims Way West approaching the village before Great Till Close. The Clerk will contact Kent Highways.
6.5 Cllrs. Mrs Lawrey and Mrs Evans reported subsidence across the road outside 15 Tudor Crescent. The Clerk will contact Kent Highways.

7. District Councillor's Reports
7.1 A report was not received as Cllr. Edwards-Winser was absent.

8. Kent County Councillor's Reports
8.1 A report was not received.

9. Reports from Committees
9.A. Environment
9.A.1 The report of the Environment Committee meeting on 3rd June 2014 was received.
9.A.2 Cllr. Mrs Ward reported that a new path had been created at Oxenhill Shaw. The logs had been removed and SDC were cutting paths in readiness for the event on 22nd June. The head of Kent Wildlife and two experts on bugs and butterflies would be attending and Mrs Roy had organised a face painter. Posters had been put up and further posters would be erected. There was a substantial amount of litter in the recreation ground after the weekend and additional picks would be discussed at the next meeting. In addition a
request would be put to the OSA that sports teams should clear rubbish after matches and put the black sacks in the bin at the Parish Office. Cllr. Mrs Evans had found a compost bin in the middle of the chalkpit and moved it to the edge - its source is unknown.

9.A.3 It was recommended and resolved that a poster competition re litter be set up with local schools with a book token as a prize.

9.A.4 An email had been received from Kent Downs AONB re Darent Valley Landscape Partnership Scheme

9.B. Highways

9.B.1 The committee had not met since the last meeting of the Council. The next meeting was on 16th June. An additional meeting had been held on 15th May to progress the car parking contract and regulations and it was hoped that Pay and Display car parking in the car park would be in place for the beginning of September.

9.B.2 There were no recommendations.

9.B.3 An email had been received from KCC re meeting with Kent Highways officers.

9.B.4 An email had been received from a resident re VAS Shoreham Road.

9.C Recreation

9.C.1 The committee had not met since the last meeting of the Council. The next meeting was on 23rd June.

9.C.2 There were no recommendations.

9.C.3 The email from Kent Cricket Board re Primary School event on Recreation ground 27.6.14 was discussed. The organiser had assured the Clerk that it would not impact on peak times in the car park, that soft balls would be used and that the play would be no nearer the car park than at normal Colts practices. The risk assessment and insurance details were awaited.

9.C.4 An email had been received from Play Place re Otford Youth provision.

9.D. Services

9.D.1 The report of the committee meeting on 27th May 2014 was received.

9.D.2 The Chairman summarised the report. The work on the guttering would commence on 28th June and that on the chimney at the beginning of the school holidays. The access via the school had been agreed with the school caretaker. Cllr. Verrall will examine the waste bins at the village hall to ascertain if they can be repaired. The twinning association had a successful trip to France over the weekend and a strong bond was being built. There would be a visit to Otford on 13/14th September and a coach trip to France in October. Cllr. Leicester queried whether there was any formal EU link-up for the UK and Cllr. Mrs Lawrey confirmed that there was not. The outstanding risk assessment for the allotments would be dealt with at the next meeting of the recreation committee. It was hoped that the 'Lights Out' initiative would be supported by the village on 4th August. The safety of the Clerks in the office during the implementation of Pay and Display was discussed. The Clerk is researching keypad entry for the door.

9.D.3 The recommendation re Hi-viz clothing was discussed and no resolution was made. Cllr. Verrall will discuss this further with OPC contractors.

9.D.4 A copy of SDC Community Safety News had been received.

9.D.5 An email had been received from a resident re out of control dogs on Recreation ground.

9.D.6 An email had been received from KCC re new bus services in Otford.
9.D.7 An email had been received from PCSO Wright re recent actions
9.D.8 An email had been received from SDC re update on KCC facing the challenge - libraries
9.D.9 An email had been received from SDC re 'Lights Out' WW1 reflection
9.D.10 An email had been received from Age UK re Dementia Awareness Programme

9.E. Finance and General Purposes
9.E.1 The report of the F&GP committee meeting on 2nd June 2014 was received.
9.E.2 In the absence of Cllr. Edwards-Winser the Clerk summarised the report. A discussion took place on restricting burials in the green burial area to Otford residents and those of contiguous parishes. It was agreed that information on capacity and the intentions for use on set up be ascertained. The Council expressed its thanks to all who ran the cemetery. It was noted that St Bartholomews Church wished to enter into discussions re responsibilities for the churchyard. A meeting is being arranged.
9.E.3 It was recommended that the Accounting Statements 2013/2014 of Otford Parish Council be approved and the Council resolved that they be approved.
9.E.4 It was recommended that the Annual Governance Statement 2013/2014 contained in the Annual Return be approved by the Council and the Council resolved that it be approved. It was resolved that Mr Beacom be formally thanked for carrying out the role of internal auditor.
9.E.5 It was recommended and resolved that the previous support of the Darent Valley Landscape Partnership Scheme be extended from £1000 for three years to £1000 for 5 years. The Clerk will advise the scheme.
9.E.6 Orders for payment were approved.
9.E.7 A recommendation to accept a quote for new computer equipment for the Assistant Clerk was considered. Cllr. Whitehead queried details of the proposed equipment and will liaise with the Clerk.
9.E.8 A letter had been received from SDC re Flood Support Schemes
9.E.9 The Journal Summer issue had been received from ICCM.
9.E.10 A Summer Newsletter had been received from RBS.
9.E.11 An email had been received from KCC re updates on estimates and policies.
9.E.12 A copy from of the results of the European Parliamentary Election 2014 had been received from SDC.
9.E.13 An email had been received from Dunton Green PC re Reception to be held 26.6.14. The Clerk would attend and attendance of a Councillor was requested.

9.F. Planning
9.F.1 The report of the planning committee meeting on 28th May was received.
9.F.2 Cllr. Whitehead summarised the report. The Clerk would contact the SDC tree officer for progress re a TPO on poplar trees in Sevenoaks Road. Cllr. Whitehead would represent the Council at the Development Control Committee on 11th June re two applications where the SDC input was not consistent or in accordance with the Village Design Statement.
9.F.3 There were no recommendations.
9.F.4 A copy of Newsletter Spring 14 had been received from ASHTAV.
KALC/ACRK/NALC
A copy of Parish News May/June 2014 had been received.

10 DATE OF NEXT MEETING
The date of the next meeting was noted as 14th July 2014 at 7.30pm.

The meeting closed at 9.36pm.

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

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