Minutes of the 8th Meeting of Otford Parish Council held in the Club Room, Otford Village Memorial Hall on Monday 11th August 2014 at 7.30pm

Present: Cllrs Edwards-Winser (Chairman)  
D. Cracknell  
Mrs. M. Evans  
N. Fothergill  
Mrs. J. Howe  
H. Leicester  
Mrs. C. Marsh  
M. Whitehead

In attendance: The Clerk and six members of the public two of whom left part way through the Highways section of the agenda and one after this section.  
There was no input to the public forum.

1 - APOLOGIES FOR ABSENCE  
1.1 Cllrs. Mrs Lawrey, Mrs Ward and Verrall

2 - DECLARATIONS OF INTEREST NOT PREVIOUSLY DECLARED  
2.1 - None

3. MINUTES  
4.1 The minutes of the meeting held on 14th July 2014 were approved and signed subject to typing corrections at 9.5 and 9.B.4.

4. MATTERS ARISING  
4.1 Actions from previous meetings:

9.5 - Completed - 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.

12.4 - Continuing - The necessary quotes for access works at the front of the Parish Office will now be obtained. Two quotes had been obtained and a further quote requested.

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.

4.4 – Continuing - Mrs Ward has 4 new dog fouling notices which will be fixed to the entrances to the recreation ground. One notice has been erected and the others will follow shortly.

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.

6.10 - Completed -The safety of the Clerks in the office during the implementation of Pay and Display was discussed. The Clerk had researched keypad entry for the door with the assistance of Cllr.Whitehead.

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

6.12 - Completed - 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 Clerk had found no information on original intentions and had liaised with the Cemetery Supervisor re capacity.

7.1 - Completed - Cllr. Whitehead reported that the road around a fire hydrant next to the pond had collapsed. The Clerk had contacted Kent Highways.

7.2 - Completed - Cllr. Mrs Ward reported a dip in Sevenoaks Road on leaving the pond. The Clerk had contacted Kent Highways.

7.3 - Continuing - A resident reported that footpath SR14 had been poorly cut back and the cuttings left on the footpath. Cllr. Mrs Ward will contact KCC.

7.4 - Continuing - Cllr. Leicester queried the use of the large stones at the pond to prevent damage by lorries. Cllr. Mrs Ward explained that the history of the stones and will put this in the next newsletter.

7.5 - Continuing - Cllr. Cracknell suggested a notice board detailing the history of the pond. This will be discussed at the next meeting of the committee.

7.6 - Completed - It was recommended that a grant be applied for re a planter to go on the traffic island outside the Crown. The Clerk had contacted Kent Highways to ascertain if this was acceptable.

7.7 - Completed - Advice had been taken re the pond willows and it was agreed that one of them be trimmed to allow the growth of the smaller willow. Advice had been sought about the condition of the Christmas Tree on the Green. The Clerk had liaised on both issues with Mr Thomas.

7.8 - Continuing - The Centenary Fields scheme was discussed and the Council asked the committee to explore this further.

5. CLERK'S REPORT

5.1 Issue Nos 838 and 839 of 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 information had been received which is available from the Clerk.

6. OVERSEERS' REPORTS

6.1 Cllr. Mrs Marsh reported that a large branch was lying on Kent Highways land adjacent to Station Road. The Clerk will contact Kent Highways.

6.2 Cllr. Mrs Evans reported that part of a damaged branch on a tree in Tudor Crescent required removal. The Clerk will contact Kent Highways.

7. DISTRICT COUNCILLOR'S REPORTS

7.1 Cllr. Edwards-Winser reported that the Gypsy and Traveller report would be considered by the Planning and Environment Committee of SDC on 3.9.2014 and by the cabinet on 11.9.2014. Contrary to recent reports SDC wished to keep its current recycling provision as they obtained 95-98% recyclability from the white bags which are processed at Allington.
8. KENT COUNTY COUNCILLOR'S REPORTS
8.1 A report was not received.

9. REPORTS FROM COMMITTEES
9.A. Recreation
9.A.1 The next meeting of the committee is on 18.08.14.
9.A.2 There were no recommendations.
9.A.3 An email had been received from a resident re Otford Recreation Ground
9.A.4 An email had been received from OSA re matters arising from meeting on 23.7.14 together with draft minutes of meeting

9.B. Planning
9.B.1 The reports of the Planning Committee meetings held on 23.07.14 and 6.08.14 were received.
9.B.2 Cllr. Whitehead summarised the reports. Cllr. Cracknell had attended a meeting of the London Green Belt Council and reported that the two major issues that impacted on the area were the proposed housing development at Ebbsfleet and the proposed resort at Swanscombe. The position re change of use at 60 High Street was clarified (SE/14/01425/PAC).
9.B.3 There were no recommendations.

9.C Environment
9.C.1 A committee meeting had not been held since the last meeting.
9.C.2 There were no recommendations.
9.C.3 The Council Grounds Maintenance Supervisor provided an update on the condition of the Christmas tree on the Green and recommended that due to its size and condition it be felled. It was resolved that the felling take place and that the quote provided by Mr Robinson for this work be accepted. An explanation for the felling of the tree is to be provided in the next newsletter. Alternative arrangements will be considered for a Christmas tree and lights.
9.C.4 A copy from Kent Wildlife Trust of Wild Kent Magazine and notice of AGM to be held 27.9.14 had been received.
9.C.5 A letter had been received from a resident re Darent Valley Landscape Partnership Scheme.
9.C.6 A copy of Countryside Voice Magazine Summer 2014 had been received from CPRE.
9.C.7 A quote from Treeability re tree work on the Village Green.

9.D. Highways
9.D.1 The report of the Highways Committee meeting held 4.8.14 was received.
9.D.2 Cllr. Mrs Howe gave a summary of the rationale for Pay and Display parking in the village car park and the consultation that had taken place. A member of the public explained that they considered £225 for annual permits to park two cars was too expensive and asked if CCTV would be installed with funds raised by the parking fees as tools had been stolen from their van in the car park. Cllr. Edwards-Winser explained that there were no plans for CCTV and that signage explained that all cars were parked at the owner's risk. The recommendations at 9.D.6 and 9.D.7 below were then considered.
9.D.3 A member of the public reported that there was additional rubbish in the Pickmoss area due to the opening of the new bakery. Cllr. Edwards-Winser will request that SDC look into the installation of a new bin in that area. A
member of the public requested further details on the Lorrywatch scheme. Increasingly large lorries are accessing OBM in the High Street and frequently mount the kerb opposite. The Clerk will provide the Lorrywatch coordinator's details to the member of the public.

9.D.4 A member of the public asked if Speedwatch locations were approved by the police, noting that the location at the junction of Coombe Road appeared to be dangerous, and if notice was given further along the road that Speedwatch was in progress. Both these points were confirmed by Cllr. Edwards-Winser.

9.D.5 Cllr. Cracknell wished it recorded that Kent Highways had confirmed that they would not take any action re the narrow pavement outside Pickmoss in the High Street and that any solution would have to be found by Otford Parish Council.

9.D.6 Cllr. Cracknell had proposed an amendment to a motion i.e. The Highways Committee be asked to reconsider its proposal to issue sports permits, taking fully into account in particular the information provided by the cricket league and any views held by Otford United Football Club. This was discussed and the amendment was not carried.

9.D.7 It was recommended and resolved that:
1. The contract and regulations before the council in regard to Pay and Display be accepted subject to final approval by the operator and by Sevenoaks District Council legal department. This to replace any previous resolutions.
2. That Pay and Display to be operative from mid October subject to the Operator installing equipment and notices.

Two abstentions were noted.

9.E. Services
9.E.1 The report of the Services committee meeting on 21.07.2014 was received.
9.E.2 The chairman of the committee was absent and no report was given.
9.E.3 There were no recommendations.
9.E.4 A copy of SDC of Community Safety News issue 13 had been received.
9.E.5 A copy of a newsletter from Sevenoaks District Senior Action Forum had been received.
9.E.6 An email had been received from West Kent Extra re an apprenticeship opportunities Open day.
9.E.7 An email had been received from South Eastern re WW1 commemoration.

9.F. Finance and General Purposes
9.F.1 The report of the committee meeting on 22.07.14 was received.
9.F.2 The Chairman of the Committee had nothing further to add to the report. Cllr. Cracknell advised that free websites can be obtained for charities and he will investigate whether this scheme applies to Parish Councils. A member of the public sought clarification on additional security measures to protect the Clerks when Pay and Display parking is implemented.

9.F.3 It was recommended and resolved that the current Financial Regulations be amended to take account of on-line banking and direct debit payments and that other minor amendments. The amended regulations as circulated had been drawn up by the committee and were adopted.

9.F.4 It was recommended and resolved that the pension policy be accepted.
9.F.5 The recommendation that only Otford residents and contiguous parishes, excluding Sevenoaks Town be allowed burial in the Otford Parish Council Green Cemetery was discussed. As the proposals had a financial impact it
was decided to defer a decision pending further information being obtained by the F&GP committee.

9.F.6 Orders for payment were approved.

9.F.7 A letter had been received from KALC re east facing slips on M25 requesting a donation to economic benefits study. This will be discussed at the next F&GP meeting.

9.F.8 A letter had been received from Kent, Surrey and Sussex Air Ambulance requesting a donation.

9.F.9 An email had been received from KCC re Pension - Period of Absence

**KALC/ACRK/NALC**

A copy of minutes of Sevenoaks Area Committee meeting held 11.7.14 had been received from KALC.

An email had been received from KALC re new local policing model.

A copy of newsletter July 2014 had been received from ACRE.

A letter had been from KALC re Police Crime Commissioners Event held 9.7.14.

10 **DATE OF NEXT MEETING**

The date of the next meeting was noted as 8th September 2014 at 7.30pm.

The meeting closed at 9.35pm.

Signed…………………………………………Chairman

Dated…………………………………………