Minutes of the 9th Meeting of Otford Parish Council held in the Club Room, Otford Village Memorial Hall on Monday 8th September 2014 at 7.30pm

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

In attendance: Clerk

1 - APOLOGIES FOR ABSENCE
1.1 Mr Thomas and Mr and Mrs Drake

2 - DECLARATIONS OF INTEREST NOT PREVIOUSLY DECLARED
2.1 - None

3. MINUTES
4.1 The minutes of the meeting held on 11th August 2014 were approved and signed subject to amendments re attendance and at 6.2 and 9.F.3

4. MATTERS ARISING
4.1 Actions from previous meetings:
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. 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. Three notices have been erected and the remaining one will follow 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. Action 4.5 Services
6.11 - Completed - The recommendation re Hi-viz clothing was discussed and no resolution was made. Cllr. Verrall has discussed this further with OPC contractors. Action 7.3 EW
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. Action 7.3 EW
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.

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

8.1 - Completed - Cllr. Mrs Marsh reported that a large branch was lying on Kent Highways land adjacent to Station Road. The Clerk had contacted Kent Highways.

8.2 - Completed - Cllr. Mrs Evans reported that part of a damaged branch on a tree in Tudor Crescent required removal. The Clerk had contacted Kent Highways.

8.3 - Completed - 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 had been accepted. An explanation for the felling of the tree had been provided in the next newsletter.

8.4 - Completed - 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 had requested that SDC look into the installation of a new bin in that area and had been informed that there was inadequate room for a bin.

8.5 - Completed - 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 had provided the Lorrywatch coordinator's details to the member of the public.

8.6 - Completed - Cllr. Cracknell advised that free websites could be obtained for charities and he had investigated whether this scheme applied to Parish Councils and had informed the Parish office.

8.7 - Continuing - 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.

5. CLERK’S REPORT

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

5.2 Various advertising information had been received which is available from the Clerk.

6. OVERSEERS’ REPORTS

6.1 Cllr. Mrs Evans reported that the verge in front of The Parade needed mowing. The Clerk will contact Kent Highways.

6.2 Cllr. Verrall reported that there was still a large quantity of rubbish dumped into the chalkpit from Tudor Drive. Cllr. Edwards-Winser will contact SDC.

6.3 Cllr. Leicester reported that more motorists were stopping to let him cross the road when they saw his white cane. This was a pleasing development which he was keen be promoted throughout the SDC area. Cllrs. Leicester and Edwards-Winser will contact SDC.
7. DISTRICT COUNCILLOR’S REPORTS

7.1 Cllr. Edwards-Winser reported that at a recent Finance Committee meeting it had been recommended that the rise in Council tax be limited to 2%. The Environment committee had recommended that the proposed Gypsy and Traveller sites at Shoreham and Halstead be removed from the Gypsy and Traveller Plan. This had yet to be voted on by the Cabinet. There were now more available proposed sites than required. Cllr. Leicester was concerned that information about related SDC and KCC activities was buried in minutes. Cllr. Edwards-Winser explained that all agendas and minutes were available on-line.

8. KENT COUNTY COUNCILLOR’S REPORTS

8.1 A report was not received.

9. REPORTS FROM COMMITTEES

9.A. Finance and General Purposes
9.A.1 The report of the committee meeting on 26.08.14 was received.
9.A.2 Cllr. Edwards-Winser summarised the rationale for the recommendations and gave an update on discussions concerning the green cemetery. Cllr. Cracknell will contact Mr Thomas re space allocated to each burial.
9.A.3 It was recommended and resolved that a new computer loaded with office 365 be purchased and that Office 365 also be installed on the lap top in accordance with a quote provided. The Clerk will organise this.
9.A.4 It was recommended and resolved that a donation of £250 be made to the Kent, Surrey and Sussex Air Ambulance.
9.A.5 Orders for payment were approved.
9.A.6 A letter had been received from BT re Customer Account Update
9.A.7 A copy of Draft Economic Development Strategy had been received from SDC
9.A.8 A letter had been received from British Gas re improved billing system
9.A.9 A letter had been received from ICCM re Closed Churchyard
9.A.10 A letter had been received from Bank of Ireland re changes to service

9.B. Recreation
9.B.1 The report of the Recreation Committee meeting held on 18.08.14 was received.
9.B.2 Cllr. Mrs Evans summarised the report and input was given on the proposed questionnaire re the adult gym which will be included in the next newsletter. In addition further thefts of produce from the allotments were reported and the potential locking of the allotment gates will be discussed at the next meeting.
9.B.3 It was recommended and resolved that allotment rents for the year commencing October 2015 be increased to £2 per rod for both plot and hose use.
9.B.4 An email had been received from KCPFA re 'Your Park use it or lose it'
9.B.5 A copy letter to allotment tenants re water usage was received.

9.C. Planning
9.C.1 The reports of the Planning Committee meetings held on 20.08.14 and 3.09.14 were received.
9.C.2 Cllr. Whitehead summarised the reports. It was agreed that the Clerk would contact Kent Highways re cars parked on the verges outside Beadles garage.
9.C.3 There were no recommendations.
9.D. **Environment**

9.D.1 The report of the Environment Committee meeting held on 2.9.14 was received.

9.D.2 Cllr. Mrs Ward summarised the report. Cllr. Cracknell queried whether the new stiles on the footpath which crossed the railway line could have been more accessible. The Clerk will contact network rail. Cllr. Leicester will contact SDC as part of the 'Accessible Britain Challenge'. Cllr. Verrall reported that it would not be possible to use solar power to light adequate Christmas lights on the green. It was agreed that the Clerk investigate the cost of a 20ft Christmas tree to stand outside the office.

9.D.3 There were no recommendations.

9.D.4 An email from a resident re new railway crossing stiles and a response from KCC was received.

9.E. **Highways**

9.E.1 There had been no meeting of the committee. Cllr. Edwards-Winser had met a representative of Britannia Parking on 5th September and details of signage and meters had been agreed with installation taking place on 13th October and the system being operational from 14th October. The signage would all be within the limits required for planning purposes and Cllr. Edwards-Winser would liaise with the Hall manager re siting of one of the meters.

Cllr. Mrs Marsh queried the siting of the post for the SID in Shoreham Road. This is being investigated by Kent Highways.

9.E.2 There were no recommendations.

9.E.3 An email had been received re access to Pickmoss Lane. Cllr. Edwards-Winser had liaised with SDC and Kent Highways and responded.

9.E.4 Complaints had been received from 2 residents re parking outside Beadles Garage.

9.E.5 A complaint had been received from a resident re large lorries using Rye Lane. Cllr. Edwards-Winser had liaised with the resident and provided details of the lorrywatch campaign.

9.F. **Services**

9.F.1 The report of the committee meeting on 1.09.14 was received.

9.F.2 Cllr. Mrs Lawrey summarised the report. Cllr. Edwards-Winser will liaise with the SDC conservation officer re chimney works required at School House.

9.F.3 There were no recommendations

9.F.4 An email had been received from PCSO Wright re recent actions.

**KALC/ACRK/NALC**

An email had been received re The Accessible Britain Challenge

A copy of Standing Orders and Legal Topic Notes had been received from NALC

10 **DATE OF NEXT MEETING**

The date of the next meeting was noted as 13th October 2014 at 7.30pm. The meeting closed at 10.05pm.

Signed……………………………………….Chairman

Date……………………………………..