

OTFORD	Parish Clerk:	The School House
PARISH	Sharon Palmer	21 High Street
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	Email: clerk@otfordpc.co.uk	Kent TN14 5PG

Minutes of the 4th Meeting of Otford Parish Council held in the Club Room, Otford Village Memorial Hall on Monday 10 April 2017 at 7.30pm

Present: Cllrs N Rushby (in the Chair)
M Evans
I Roy
J Verrall

In attendance - Clerk and two members of the public.

Cllr Rushby welcomed everyone to the Meeting.

Public Forum

Concern was raised about the tree work taking place in Telston Park. The Clerk and Councillors explained the process of tree inspections in the parish and how work is scheduled to be carried out. It was suggested that more notice is given to residents via the Parish Magazine and website. Work parties should also be announced.

Action

1. **APOLOGIES FOR ABSENCE**
Councillor P Clucas, J Edwards-Winser, N Fothergill, J Howe, J Lawrey, H Leicester and M Whitehead.
2. **DECLARATIONS OF INTEREST NOT PREVIOUSLY DECLARED**
None.
3. **MINUTES OF PREVIOUS MEETING**
The minutes of the meeting held on 13 March 2017 were approved and signed as an accurate record of the meeting.
4. **MATTERS ARISING - Actions from previous meetings**
 - 4.1 Noticeboard detailing the history of the pond. This is still awaited. Cllr Clucas will action this item with the assistance of Mr R Shelton. 7/15 PC/RS
Continuing
 - 4.2 The identification of Service pipes on The Green. A response has been received regarding sewage services. Completed
 - 4.3 Tractor Shed Security Doors / Hale Lane Pavilion / Eric Dilley Pavilion. Licenced keys will be fitted. A key log will be prepared. A survey of the requirements has been carried out and the report is awaited. 43/16
Clerk/JV
Continuing
 - 4.4 Replacement of exterior doors at Hale Lane Pavilion. A specification has been prepared and quotations are being sought. 27/16
Clerk/JV
Continuing
 - 4.5 Path around the perimeter of the Recreation Ground. The specification has been written and quotes are being sought to see if this project can be taken forward. 53/16
Clerk/JV
Continuing
 - 4.6 List of Clubs and Societies. Cllr Evans has started this project but is waiting for replies to emails requesting information. 55/16 ME/IR
Continuing

- 4.7 Graffiti. There are two items on the Scout fence and the Parish Noticeboard. The Parish Noticeboard will need to be repainted. Cllr Edwards-Winser will provide the paint. 6/17 Clerk/J-EW
- 4.8 The Chairman has been in contact with the Vicar at St Bartholomew's Church. A copy of the report on the condition of the trees and monuments/gravestones has been received. Discussion is taking place over the lease for the toilets. Cllr Edwards-Winser will investigate whether the toilets would be free of Business Rates if returned to the Church. 4/17 JE-W Continuing
- 4.9 A number of trees are leaning in Telston Park. These have been inspected. Remedial work is taking place. Completed
- 4.10 SDC has been reminded that the fencing in the Chalkpit is still waiting to be removed. Completed
- 5. COUNCILLORS REPORTS**
- 5.1 Volunteers are being sought to help with painting the Scout Hut Fence. A group has been suggested but access to the facilities in the Scout Hut would be required. Agreement from the Scouts will be sought before progressing further. Council AGREED with the proposal.
- 6. DISTRICT COUNCILLOR'S REPORT**
No reports were received.
- 7. KENT COUNTY COUNCILLOR'S REPORTS - Cllr Nick Chard**
- 7.1 No report was received from the County Councillor.
- 8. CHAIRMAN'S REPORT**
No report was received.
- 9. CLERK'S REPORT**
- 9.1 Fish in the Pond. It is too late in the year to remove the fish in the pond as the water lilies are growing. A new removal company is being sought.
- 9.2 Tree Surgery in the Cemetery. Several Willow trees are being pollarded on Monday 10 April.
- 9.3 Tree Surgery in Telston Park. Work to several trees is being carried out on Tuesday 11 April.
- 9.4 Fencing by the Mower Shed. Work is starting on Friday 14 April.
- 9.5 Roof for the Mower Shed. Work is expected to start during May.
- 9.6 Multi Play Unit. The new unit will be installed immediately after the Easter holiday.
- 9.7 Climbing net replacement. Work is expected to start during May.
- 10. POST AND RAIL FENCING REQUEST FOR LOWER FOOTBALL PITCH**
Further information from the Football Club regarding the items below is awaited. from OSA: 10/17 OSA Continuing
OSA:
Has a Risk Assessment been carried out? OPC requires a copy.
What material is the proposed fence made from?
Is there sufficient room between the pitch and the Pavilion to put the fence in, in accordance with the requirements of the FA.
- 11. CORRESPONDENCE**
- 11.1 An email has been received from the St Bartholomew's Church Fair Committee requesting permission from the Parish Council to hold an Archery event at the Fair on Palace Field.
Members AGREED to the proposal subject to the item being added to the Risk Assessment and insurance.
- 11.2 A letter has been received from Kent County Council announcing the launch of the 2017 Pothole Blitz. Residents are encouraged to report potholes to the online fault reporting tool available on the website www.kent.gov.uk/highways.
- 11.3 Members noted receipt of a letter of thanks from Kent, Surrey & Sussex Air Ambulance for the donation from the Parish Council.

- 11.4 Members noted the press release from SDC regarding the Council of the Year award.
- 11.5 Members noted the press release from SDC regarding the Council investments in more offices.
- 11.6 Members noted a letter from KCC regarding Great British Spring Clean events.

12. REPORTS FROM COMMITTEES

12.A Finance & General Purposes

- 12.A.1 The Minutes of the F&GP Committee Meeting held on 3 April 2017 were received and adopted.
- 12.A.2 Cllr Verrall gave a verbal report.
- 12.A.3 The orders for payments were approved.
- 12.A.4 Members AGREED the recommendation to approve the Statement of Internal Control 2017.
- 12.A.5 Members AGREED the recommendation to approve the Accountability Risk Assessment.
- 12.A.6 Members AGREED the recommendation to approve one scale point increase to the Clerk.

12.B Recreation & Environment

- 12.B.1 The Minutes of the Recreation & Environment Committee Meeting held on 27 March 2017 were received and adopted.
- 12.B.2 Cllr Evans gave a brief report and advised the Oxenhill Management Meeting had taken place and that further funding applications are being made to enable further improvements to be made to the area.
- 12.B.3 Cllr Evans advised that a Fun Day is planned to be held at Oxenhill on 22 July. This will be based on a nature and conservation theme.
Cllr Evans asked the Council for a grant of £300 to be put towards paying for publicity and exhibitors.
Council AGREED to this grant.
- 12.B.4 The burnt out car at Oxenhill has been removed.
- 12.B.5 It was reported that a stack of Metro newspapers has been found smouldering in the Chalkpit. Otford Station will be asked to remove any remaining papers at the end of the day. The incident has been reported to the Community Warden.
- 12.B.6 Members noted a copy of Wild Kent Magazine Spring 2017 from Kent Wildlife Trust.
- 12.B.7 Members noted a copy of Open Space Magazine Spring/Cummer 2017 from Open Spaces Society.
- 12.B.8 Members noted a letter from DRIPS regarding the appointment of River Wardens.
- 12.B.9 Members noted a copy of Kent Voice Magazine Spring/Summer 2017 from CPRE.
- 12.B.10 There were no recommendations.

12.C. Planning

- 12.C.1 The Minutes of the Planning Committee Meeting held on 15 March 2017 were received and adopted.
- 12.C.2 It was noted that a public meeting is being held with the developers of the proposed new houses at Sidney Gardens. Councillors are encouraged to attend.
- 12.C.3 There were no recommendations.

12.D Amenities (Highways & Services)

- 12.D.1 The Minutes of the Amenities Committee Meeting held on 20 March 2017 were received and adopted.
- 12.D.2 No new items were raised.
- 12.D.3 Cemetery. Quotes are being sought to continue the paths in the cemetery in accordance with the planning permission. Drawings have been prepared.
- 12.D.4 There were no recommendations.

47/16 Clerk
/BT/JE-W
Continuing

13. KALC/NALC/SLCC

13.1 There were to items to report.

14. DATE OF NEXT MEETING

The date of the next Parish Council Meeting was noted as 8 May 2017.

Signed.....Chairman

Date.....