

OTFORD	Parish Clerk:	The School House
PARISH	Sharon Palmer	21 High Street
COUNCIL	01959 524808	Otford Sevenoaks
	Email: clerk@otfordpc.co.uk	Kent TN14 5PG

Minutes of the 12th Meeting of Otford Parish Council held in the Club Room, Otford Village Memorial Hall on Monday 12 December 2016 at 7.30pm

Present: Cllrs J Edwards-Winsor (in the Chair)
 P Clucas
 M Evans
 N Fothergill
 J Howe
 J Lawrey
 H Leicester
 N Rushby
 J Verrall

Also Present - 4 Members of the public.
 In attendance - Clerk.

Cllr Edwards-Winsor welcomed everyone to the Meeting.

Public Forum

Mr R Shelton outlined the immediate plans for the Otford Palace as considered by The Otford Palace Conservation Trust. A Charitable Trust is being set up. A presentation is being made to residents of Otford to try to seek the support of the community for the future plans. This is being held on Saturday afternoon on 21 January 2017. Mr Shelton posed the following two questions to the Parish Council for clarification:

1. Is OPC in favour of the proposal to set up a Charitable Trust? There was no dissent but it was agreed that this is not a direct concern of the Parish Council.
2. Would OPC be prepared to select a new Board for the Trust in the event that all the existing Trustees died at the same time? Following discussion it was AGREED that the Parish Council would be prepared to select a new Board of Trustees from the community if necessary.

It was made clear to the Parish Council that the actions of the Charitable Trust would not involve the Parish Council in any financial capacity at any time either now or in the future.

Mr Shelton thanked the Parish Council for the work carried out during the year.

Action

1. **APOLOGIES FOR ABSENCE**
 Councillor I Roy and Councillor M Whitehead.
2. **DECLARATIONS OF INTEREST NOT PREVIOUSLY DECLARED**
 None.
3. **MINUTES OF PREVIOUS MEETING**
 The minutes of the meeting held on 14 November 2016 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 Damp in the School House. 3/15 (a) Continuing
 Quotes for the final repair work to damaged plasterwork on the ceiling and walls of the landing are being sought.
 - 4.3 The identification of Service pipes on The Green. A response is awaited for water and phone services. 6.14 Clerk Continuing

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| 4.4 | Fencing around the Scout Hut. The Clerk has written to the Scouts asking if the remainder of the fence can also be painted as the section that has been painted looks much better. A response has been received advising that there is not enough help for the scouts at the present time and this is something that the Scouts cannot undertake at this time. Council agreed to look at this again in the Spring. | 22/16
Completed |
| 4.5 | Tractor Shed Security Doors. Padlocks with licenced keys will be fitted. Two keys will be passed to the leaseholder. Two keys will be held in the office. A key log will be prepared. A survey of the requirements is being undertaken at the end of November. | 43/16
Clerk/JV
Continuing |
| 4.6 | Following an inspection visit to Hale Lane, it was noted that an outside door was delaminating due to insufficient protection above the doorway. Cllr Verrall will obtain quotations for steel lined exterior doors. | 27/16
Clerk/JV
Continuing |
| 4.7 | KCC has confirmed that the soft landscaping maintenance work carried out will consist of a reduction in the number of cuts and not a handover of work to the Parishes. It was agreed that the Parish will review this at the end of the coming year to see if any extra cuts are required. | 45/16
Completed |
| 4.8 | The rubbish bin at the top of the steps at Otford Station is falling off its fixings. This will be reported to Mr Cox at SDC. | 50/16
Completed |
| 4.9 | Fallen leaves are concealing the edge of the pavement at the corner of Station Road and Pilgrims Way East. This will be reported to Mr Catt at KCC Highways. | 51/16
Completed |
| 4.10 | Branches are overhanging the fence from Otford Station to Pilgrims Way East, extending to Tudor Drive. This will be reported to Mr Thomas. | 52/16 Clerk
Continuing |
| 4.11 | Path around the perimeter of the Recreation Ground. It has been confirmed that this project is a suitable subject for use of CIL receipts. The specification has been written and quotes are being sought to see if this project can be taken forward. | 53/16
Clerk/JV
Continuing |
| 4.12 | 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 |

5. COUNCILLORS REPORTS

No reports were received from Councillors.

6. DISTRICT COUNCILLOR'S REPORT

- 6.1 District Councillor Edwards-Winsor had no items to report but had noted in an SDC Housing / Homelessness report that although SDC were under an obligation to house women and children, they were not under any obligation to house men.

7. KENT COUNTY COUNCILLOR'S REPORTS - Cllr Nick Chard

- 7.1 No report was received from the County Councillor.

8. CHAIRMAN'S REPORT

- 8.1 Cllr Edwards-Winsor reported that the Christmas Tree outside the Parish Office had been purchased and erected.
- 8.2 It was reported that the toilet and basin in the Eric Dilley Pavilion has been repaired/replaced. It was noted that the disabled toilet was blocked. It was suggested that the football club approach Mr Guy Howe to remove the blockage.
- 8.3 It was noted that a Christmas Tree seller had set up on the corner of the road by Otford Cemetery. KCC Highways were aware of this and the seller has promised to move on within two days.

9. CLERK'S REPORT

- 9.1 SDC has reported a number of Traveller encampments in the area and has asked all Parish Councils to ensure access to public areas is secured where possible.

10. CORRESPONDENCE

- 10.1 Press release from SDC re housing service to help hospital patients return home.
- 10.2 Press release from SDC re Guardian Public Service Awards.
- 10.3 Press release from SDC re Christmas Free Parking in the District.
- 10.4 Email from SDC re Sevenoaks District Housing Study stakeholder event 11.1.17.

11. REPORTS FROM COMMITTEES**11.A Finance & General Purposes**

- 11.A.1 The Minutes of the F&GP Committee Meeting held on 28 November 2016 were received and adopted.
- 11.A.2 Cllr Edwards-Winsor gave a verbal report.
- 11.A.3 The orders for payments were approved.
- 11.A.4 Recommendation to accept the quotation for the new Eibe Play Area Equipment. This was APPROVED by Council.
- 11.A.5 Recommendation to accept the proposed Budget for the financial year 2017/18. This was APPROVED by Council.
- 11.A.6 It was agreed to keep the Precept the same as the current financial year (£145,929.00) for the financial year 2017/18. This was APPROVED by Council.
- 11.A.7 Council noted receipt of a copy of The Journal Magazine, Winter 2016 from ICCM.

11.B. Recreation & Environment

- 11.B.1 No meeting has taken place since the October 2016 meeting.
- 11.B.2 Cllr Evans gave a verbal report and commented work at Oxenhill Shaw was progressing on ride widening and clearing.
- 11.B.3 There were no recommendations.
- 11.B.4 Lease renewals. The Clerk has forwarded information to Cllr Rushby on lease preparation. 46/16
Clerk/NR/JV
Continuing
- 11.B.5 Fencing beside the mower shed. This is progressing. Revised quotes are being sought and the existing hedge is being cut back. 38/16 JV
Continuing
- 11.B.6 New dog poo bin. The Clerk will speak to SDC about installing a new dog poo bin by the Parish Council noticeboard at the entrance to the footpath in Bubblestone Road. Cllr Edwards-Winsor is checking for land ownership of an area for a new dog poo bin in the Telston Lane area. 54/16
Clerk/JE-W
- 11.B.7 Council noted receipt of a copy of the Wild Kent Magazine from Kent Wildlife Trust.
- 11.B.8 Council noted receipt of a copy of Countryside Voice Magazine, Winter 2016, from CPRE.

11.C Planning

- 11.C.1 The Minutes of the Planning Committee meetings held on 23 November and 7 December 2016 were received and adopted.
- 11.C.2 A verbal report was given by a Committee Member.
- 11.C.3 It has been agreed by SDC that Parishes will continue to be sent paper copies of the planning applications following objections by several Parish Councils to the proposed cutting of this service as part of budget cuts. The proposal to dispose of the role of Duty Planning Officer at SDC has also been overturned.
- 11.C.4 No recommendations were made.

11.D Amenities (Highways & Services)

- 11.D.1 No meeting was held since the last Parish Council meeting.
- 11.D.2 Cllr Howe gave a verbal report.
- 11.D.3 Cycle Routes. The proposed cycle path is being costed. The exact route over road junctions is being considered. 33/16 JE-W
Continuing
- 11.D.4 Cemetery. Quotes are being sought to continue the paths in the cemetery in accordance with the planning permission. 47/16
Clerk/BT
- 11.D.5 School sign by Otford Builders Merchants. This has been replaced. 35/16 Clerk
Completed
- 11.D.6 Council noted receipt of a petition from ‘Kemsing 20s Plenty’ to reduce the speed limit on Pilgrims Way East to 20mph.
- 11.D.7 Council noted receipt of the Otford Medical Practice Patient Participation Group newsletter.

12. KALC/NALC/SLCC

- 12.1 Members noted receipt of DIS Issue 895 from NALC.
- 12.2 Members noted receipt of The Parish News November 2016 newsletter from KALC.
- 12.3 Members noted receipt of an email from KALC re Kent Minerals and Waste Suite Plans consultation guidance.

13. DATE OF NEXT MEETING

The date of the next meeting was noted as 9 January 2017.

The meeting closed at 9:00pm

Signed.....Chairman

Date.....