

**OTFORD
PARISH
COUNCIL**

Parish Clerk:
Sharon Palmer
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The School House
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Otford Sevenoaks
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Minutes of the 7th Meeting of Otford Parish Council held in the Club Room, Otford Village Memorial Hall on Monday 13 July 2015 at 7.30pm

Present: Cllrs J Edwards-Winsor (in the Chair)
P Clucas (from Item 4)
Mrs M Evans
N Fothergill
Mrs J Howe
Mrs J Lawrey
H Leicester
Mrs I Roy
N Rushby (from Item 4)
J Verrall
M Whitehead

In attendance – Clerk. Three Members of the public.

The Chairman informed the Council of the death of Mr Simon Still who did a lot of work for the Council.

Public Forum

It was reported that a number of residents from the village had attended a meeting at Sevenoaks District Council where a decision was being made on whether SDC would commit £160,000 to do repair work on the Palace. SDC agreed to allocate the funds.

Action

1. **APOLOGIES FOR ABSENCE**
No apologies were received..
2. **DECLARATIONS OF INTEREST NOT PREVIOUSLY DECLARED**
None.
3. **MINUTES OF PREVIOUS MEETING**
The minutes of the meeting held on 8 June 2015 were approved and signed as an accurate record of the meeting.
4. **APPOINTMENT OF COUNCILLORS**
RESOLVED that Mr P Clucas and Mr N Rushby be appointed as new Parish Councillors.
5. **DECLARATIONS OF ACCEPTANCE OF OFFICE**
Cllr Clucas and Cllr Rushby both signed Declarations of Acceptance of Office.
6. **MATTERS ARISING**
Actions from previous meetings:
 - 6.1 Car Park Entrance Widening. Continuing. Cllr Edwards-Winsor will be presenting drawings of the proposed scheme to St Bartholomew’s Church for onward transmission to the Diocese..

1/15 J-EW

6.2	7.5 – Continuing. Noticeboard detailing the history of the pond.	7.5 Mrs E Ward
6.3	6.10 – Continuing. List of traffic poles to be removed.	6.10 Mrs E Ward
6.4	3/15 – Continuing. Damp in the School House. A local builder will be asked to inspect the roof and interior of the building.	3/15 J-EW
6.5	6.14 – Continuing. The identification of Service pipes on The Green. A letter is being sent to all service providers requesting that the service pipes are marked on the map provided.	6.14 Clerk
6.6	6.15 – Continuing. Cemeteries. Council to consider if a review of all aspects of the cemeteries should be undertaken.	6.15 All
6.7	6.19 – Continuing. Extension of hatching around the pond. SDC has considered the proposal and has not raised any objection at the present time. A formal consultation will take place on the full proposal in due course.	6.19 J E-W
	6.19 – The Council has been advised that due to insufficient sight lines it is not possible to place a zebra crossing opposite Russell House School.	Completed
6.8	7/15 – Continuing. Drain blockage to public toilets. A response from Thames Water is still awaited.	7/15 Clerk to write again.
6.9	8/15 – Continuing. Fenced area outside Bubblestone Cottage. A copy of the Agreement from SDC is awaited. The removal of the trees is still awaited. The Officer at SDC has advised the Agreement will be prepared when time allows.	8/15 Clerk
6.10	8.A.3. – Continuing. Hazard signs at the Pickmoss Step. KCC are aware of the incorrect positioning of one of the hazard signs.	20/15 KCC
7.	CLERK / COUNCILLOR REPORTS	
7.1	Cllr Evans asked if the fence on the corner of Telston Lane and Knighton Road met planning regulations. Cllr Edwards-Winsor responded that this could be checked if required.	
7.2	Cllr Fothergill asked if Mr Thomas could check the stream running into Telston Park as a lot of rubbish is collecting in this area.	21/15
7.3	Cllr Edwards-Winsor reported that he is building cupboards in the School House for extra storage and has also mown the orbits. It was suggested that more help from other members of the Council would be appreciated.	
7.4	Twining. Cllr Lawrey reported that a successful weekend had been spent in France. The group was well entertained by their hosts. The next event is a coach trip on 26 September.	
8.	DISTRICT COUNCILLOR'S REPORT	
8.1	District Councillor John Edwards-Winsor advised that the proposed repair to the Palace Tower will be considered at SDC Cabinet. The recommendation from Cabinet will then be presented at Council for a final decision. The Parish Council thanked SDC for carrying out the report on the necessary repairs.	
8.2	Community Infrastructure Levy. A claim form is being prepared. The Council has been advised that there will be £125-200,000 collected prior to any funds being distributed.	

9. KENT COUNTY COUNCILLOR'S REPORTS

9.1 A report was not received.

10. REPORTS FROM COMMITTEES

10.A. Planning

10.A.1 The Minutes of the Planning Committee meetings held on 10 June 2015 and 8 July 2015 were received and adopted.

10.A.2 Cllr Whitehead advised that the Committee had objected to the Shinecroft application and to the Otford Railway Crossing application.

10.A.3 Cllr Whitehead commented that following a review by the Committee, it was agreed that the production of a Neighbourhood Plan would have no advantage to Otford.

10.A.4 There were no recommendations.

10.A.5 Council noted a copy of the Open Space Magazine and Annual Report from the Open Spaces Society.

10.B Recreation & Environment

10.B.1 The Minutes of the Environment and Recreation Committee meeting held on 15 June 2015 was received and adopted..

10.B.2 There were no recommendations.

10.B.3 Cllr Evans reported that the Allotments Association were holding an Open Day on the following Saturday morning. A scarecrow competition will be taking place.

10.B.4 Cllr Evans reported that the issue of grass cutting was ongoing. The Council has been asked if they would make a contribution to the cost. The OSA will be advised to ask the sports clubs to make a grant application to the Council.

10.B.5 Otford School pupils have been seen climbing on the roof of the youth shelter. 22/15 Clerk
The Clerk will write to the school and ask them to impress upon the children that this is dangerous and to stop.

The Committee will look into applying anti-vandal paint to the equipment.

10.B.6 Locks for the Play Area. Three locks are required. Two for the Play Area and one for the Tennis Court.

10.B.7 A copy of the Summer Newsletter from the Otford Allotments Association was noted.

10.C. Highways & Services

10.C.1 No meeting had taken place.

10.C.2 Cllr J Howe advised that there was nothing new to report.

10.C.4 There were no recommendations.

10.C.5 Council noted a copy of the summer issue of The Journal has been received from ICCM.

10.D Finance and General Purposes

10.D.1 The report of the F&GP Committee meeting held on 6 July 2015 was received and adopted.

10.D.2 There was one recommendation to remove Sevenoaks Town from the list of contiguous parishes in the cemetery tariff. AGREED by Council.

10.D.3 The orders for payment were approved.

10.D.4 The Council noted a letter from the Chairman of St Bartholomew's Church Fair Committee.

10.D.5 The Council noted a letter from One Stop regarding a donation for the planter maintenance.

11 KALC/ACRK/NALC

11.a A copy from ACRK of Oast to Coast magazine – summer 2015.

11.b A letter from KALC on the launch of Country Eye.

11.c A copy of Parish News – July 2015 from KALC.

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DATE OF NEXT MEETING

The date of the next meeting was noted as 10 August 2015 at 7.30pm.

The meeting closed at 9.15pm.

Signed.....Chairman

Date.....