

**OTFORD
PARISH
COUNCIL**

Parish Clerk:
Sharon Palmer
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The School House
21 High Street
Otford Sevenoaks
Kent TN14 5PG

Minutes of the 6th Meeting of Otford Parish Council held in the Club Room, Otford Village Memorial Hall on Monday 8 June 2015 at 7.30pm

Present: Cllrs J Edwards-Winsor (in the Chair)
Mrs M Evans
N Fothergill
Mrs J Howe
Mrs J Lawrey
Mrs I Roy
J Verrall
M Whitehead

In attendance – Clerk. Three Members of the public.

Public Forum

No items were raised in the Public Forum.

Action

1. **APOLOGIES FOR ABSENCE**
Apologies were received from Cllr H Leicester.
2. **DECLARATIONS OF INTEREST NOT PREVIOUSLY DECLARED**
None.
Councillors were requested to complete new Pecuniary and Non-Pecuniary Interests Forms.
3. **MINUTES OF PREVIOUS MEETING**
The minutes of the meeting held on 11 May 2015 were approved and signed as an accurate record of the meeting.
4. **MATTERS ARISING**
 - 4.1 Actions from previous meetings:

Completed. The Footpaths map has been located in the Parish Office.
 - 4.2 1/15 – Continuing. Discussions concerning widening the car park entrance . 1/15 J-EW
 - 4.3 7.5 – Continuing. Noticeboard detailing the history of the pond. Mrs E Ward
 - 4.4 6.10 – Continuing. List of traffic poles to be removed. Mrs E Ward
 - 4.5 2/15- Completed. Lighting in the Car Park. Solar lights have been identified. This will not be progressed at the present time following the repair of existing lights in this area.
 - 4.6 3/15 – Continuing. Damp in the School House. A local builder will be asked to inspect the roof and interior of the building. J-EW

- 4.7 6.14 – Continuing. The identification of Service pipes on The Green. Environment
- 4.8 6.15 – Continuing. Cemeteries. Council to consider if a review of all aspects of the cemeteries should be undertaken. All
- 4.9 4/15 – Completed. Cemetery Car Park. The Clerk has visited Beadles to discuss use of the Cemetery Car Park. A letter confirming the discussion has been sent.
- 4.10 6.19 – Continuing. Extension of hatching around the pond. J E-W
6.19 – Completed. KCC has been advised of the fading white lines at the Station Road junction with Pilgrims Way.
6.19 – Completed. KCC has been advised of the need for a zebra crossing close to Russell House School.
- 4.11 6/15 – Completed. Plans for the church fair, insurance documents and risk assessment were all received prior to the event.
- 4.12 7/15 – Continuing. Drain blockage to public toilets. A response from Thames Water is still awaited. Clerk to write again.
- 4.13 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. Clerk
- 4.14 12/15 – Completed. A meeting has taken place with the Football and Cricket Clubs.
- 4.15 13/15 - Completed. Network Rail were requested to copy the Parish Office with all correspondence regarding the proposed railway bridge.
- 4.16 14/15 - Completed. Britannia has been asked to pay car park fees on a monthly basis.
- 4.17 16/15 – Completed. The back of the Village Sign has been painted.
- 4.18 17/15 – Completed. The orbits have been cut on the Recreation Ground.
- 4.19 18/15 – Completed. The homeowner has been advised about a potential trip hazard in Tudor Crescent.

5. CLERK / COUNCILLOR REPORTS

- 5.1 The Chairman, Cllr J Edwards-Winser has mowed the orbits with the help of Norman and Sue Stephenson..
- 5.2 The broken light outside the hall has been repaired. The fault was in the timer switch.
- 5.3 The cistern in the toilet has been rebuilt to enable it to work properly.

6. DISTRICT COUNCILLOR'S REPORT

- 6.1 District Councillor John Edwards-Winser advised that he will sit on the following Committees at SDC: JTB, Development Control, CIL Board and the Audit Committee.

District Councillor Michelle Lowe is a member of the Cabinet and will sit on the Housing and Health Committee and the Homeless Review Board.

7. KENT COUNTY COUNCILLOR'S REPORTS

7.1 A report was not received.

8. REPORTS FROM COMMITTEES**8.A Recreation & Environment**

8.A.1 Cllr M Evans gave a verbal report, commenting that children were using the cricket nets for football target practice.

8.A.2 There were no recommendations.

8.B. Highways & Services

8.B.1 The meeting scheduled for was not quorate. The meeting is re-scheduled for

8.A.2 Cllr J Howe gave a verbal report.

8.A.3 Pickmoss Step - the hazard signs have been erected. It was noted that when coming into the village from the west, the sign is on the wrong side of the road at the top of a pole. Cllr Edwards-Winsor will report this to the JTB.

J E-W

It was agreed that no further options will be considered by the Parish Council. Any other ideas will be put forward to Kent Highways.

8.B.4 There were no recommendations.

8.B.5 Notes from the Darent Valley Consortium Meeting held on 11.5.15 were received.

8.C. Finance and General Purposes

8.C.1 The report of the F&GP Committee meeting held on 11 May 2015 was received and adopted.

8.C.3 Cllr Edwards-Winsor thanked Sharon and Brian for their work on the Audit.

8.C.4 The orders for payment were approved.

8.C.5 The Council approved the Accounts and Annual Return.

8.C.6 The Council approved the adoption of the Grant Policy.

8.C.7 The Council approved the grant to the Twinning Association.

8.C.7 The Council approved the quotation for the repair of the roundabout.

8.C.8 The Council approved the locking of the High Street Play Area at night. A combination lock will be used. The area will be opened at 8am. Sue Stephenson will unlock during the week. Brian Thomas will open on Saturdays. A rota of Parish Councillors will be set up to lock the premises at 7pm, and to open in the morning on a Sunday. A notice stating the opening hours will be erected.

8.C.9 The Council approved the hours and salary of the new Litter Collector.

8.D. Planning

8.D.1 The reports of the Planning Committee meetings held on 13 May 2015 and 27 May 2015 were received and adopted.

8.D.2 There were no recommendations.

8.D.3 Cllr Whitehead stated that there were no contentious applications at recent meetings.

8.D.4 It was reported that Mr Alan Dyer from SDC has retired. It is hoped that future planning training presentations will be as good as the ones produced by Mr Dyer.

9. CONSULTATIONS

9.A The Boundary Commission Electoral Review of Kent
The Council supported the proposed changes.

9.B Pilot Local Warden Officer Scheme – Expression of Interest
The Council did not support the scheme.

10. PARISH CHARTER

The Council agreed not to sign up to the Parish Charter at the present time.

11 KALC/ACRK/NALC

11.a A copy from KALC of the Parish News – May 2015.

11.b A copy letter from NALC Chairman re results of local elections.

12 DATE OF NEXT MEETING

The date of the next meeting was noted as 13 July 2015 at 7.30pm.

The meeting closed at 9.15pm.

An ‘in Committee’ session followed to review the application responses from prospective Parish Councillors.

Signed.....Chairman

Date.....