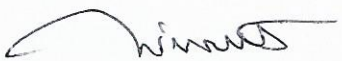


**MINUTES OF OFFHAM PARISH COUNCIL MEETING  
TUESDAY 4<sup>th</sup> FEBRUARY 2020 AT 7.30PM  
OFFHAM VILLAGE HALL COMMITTEE ROOM**

**Present:** Cllrs Rickett (Chairman), Williams (Vice-Chairman), Dyer, Jones, Marchant, Taylor and Unter, County Councillor Hohler (7.30-7.36), Borough Councillor Kemp (7.30-7.45), Clerk

	MINUTES	ACTION
1.	<b>APOLOGIES RECORDED, DECLARATIONS OF INTEREST MADE:</b> There were apologies from Borough Councillor Montague.	
2.	<b>MINUTES ARISING FROM 7<sup>th</sup> JANUARY 2020:</b> The minutes arising from 7 <sup>th</sup> January 2020 were agreed by all Councillors and signed as approved by Cllr Rickett.	<b>SR</b>
3.	<p><b>EXTERNAL REPORTS:</b></p> <ul style="list-style-type: none"> <li>• <b>County Councillor Hohler:</b> <ul style="list-style-type: none"> <li>○ The budget is being set next week. KCC have had a better settlement from government than they might have done, but it is still challenging - mainly with adult social care and children with health-related issues. The consultation on the budget received a lot of comments</li> <li>○ KCC have also been consulting on their new 5-year plan. She is pushing to bring back the Garden of England. A lot of soft fruit and salads are grown here, it would help preserve the countryside and it is also important to grow our own food rather than importing. It was noted that the 5 year plan is looking at putting more infrastructure in place before we start building more houses and that this would be a step in the right direction.</li> <li>○ She has no information about what will happen with the smart motorway. It is important that issues have been brought to their notice, and there are not enough emergency points and lay-bys.</li> <li>○ The yellow board to go behind the slippery road sign on Teston Road has not been put up yet and she will chase this.</li> <li>○ She has applied for a Traffic Regulation Order to consult about the lay-by on Teston Road.</li> </ul> </li> </ul> <p>Cllr Hohler was thanked for everything that she has done for the village, which makes a lot of difference.</p> <ul style="list-style-type: none"> <li>• <b>Borough Councillor Kemp:</b> <ul style="list-style-type: none"> <li>○ The budget is about to be discussed, and the amount received from central government is close to what TMBC have been budgeting for, although they must still find savings</li> <li>○ The Chief Executive's letter to the waste contractor seems to have had an effect and hopefully residents have seen an improvement in the last couple of weeks. One issue is that their freighters they had were too big for our roads so they have had to swap to smaller vehicles. This means food waste is collected separately and that the vehicles don't have to go to three separate places to unload.</li> <li>○ The decision on Kentfield Farm was slightly ambiguous, but the extra hours requested were not permitted. Cllr Rickett thanked Cllrs Kemp and Montague for their support.</li> <li>○ The Local Plan is still in process. The results of the consultation before Christmas have been sent to the Inspector and we are waiting for a date for the hearings. All the information is available on the TMBC website.</li> </ul> </li> <li>• <b>Police:</b> Councillors have seen a monthly crime report from the police.</li> </ul>	

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<p>4.</p>	<p><b>PLANNING</b></p> <p><b>a. NEW APPLICATIONS:</b></p> <p>(i) <b>TM/20/00001/FL - Woodcote Seven Mile Lane Borough Green</b> - Demolition of existing single storey portion of dwelling, and rebuild as two storey within the footprint of existing, and to aesthetically match retained two storey portion of the house</p> <p>There were <b>NO OBJECTIONS.</b></p> <p>(ii) <b>TM/19/01531/OA - Barfield House, Teston Road</b> - Outline Application: erection of 7 no. dwellings and new access to highway. Revised Site Location Plan 24.01.20.</p> <p>There were <b>NO OBJECTIONS.</b></p> <p><b>b. APPROVALS:</b></p> <p>(i) <b>TM/19/02918/TNCA - Land Adjacent To Bus Stop And Telephone Kiosk, Teston Road</b> - T1 Oak to reduce by 25% all over due to size, and raise lower crown to 2.4m</p> <p>(ii) <b>TM/19/02775/FL - North Meadow House North Meadow</b> -Double bay garage and store, kitchen/breakfast area extension, garage extension and rear extension</p> <p>(iii) <b>TM/19/02769/FL - Stocketts, Aldon Lane</b> - New two storey front residential extension</p> <p>(iv) <b>TM/19/01573/FL - Kentfield Farm Tower Hill</b> - Variation of conditions 3 (archaeology), 8 (hours of events) and 17 (cease of development) of planning permission TM/18/01930/FL (Erection of a temporary marquee on the site to be used in conjunction with the existing lapa for weddings/events; the erection of 3 holiday let units (timber pods); and utilisation of existing access from Teston Road)</p> <p>Condition 3 (archaeology) was approved. There is no need to dig into the ground for the marquee so this was removed as a condition for the wedding venue element but it was retained for the pods should they go ahead.</p> <p>Condition 8 (hours of events) – this part of the application to extend the hours was refused.</p> <p>Condition 17 (cease of development) is about the date the temporary planning permission expires. There were no objections to extending this until January 2021 as there have not been any weddings to “test” the conditions and effect on the Village.</p> <p><b>c. REFUSALS AND ENFORCEMENTS:</b></p> <p>(i) <b>Land South West of 1-4 Dutts Cottages, Teston Road</b> - Demolition of existing building and construction of a new two bedroom bungalow - TM/19/00775/FL - Planning Inspectors Ref APP/H2265/W.19/3235247 - appeal against the decision of TMBC to refuse permission for the above proposal. <b>APPEAL DISMISSED</b></p> <p><b>d. ANY OTHER PLANNING MATTERS:</b></p> <p>(i) <b>TM /20/00035/AGN - Kentfield Farm Tower Hill</b> - Prior Agricultural Notification: Replacement barn to be built in replacement to old 1950's building</p> <p><b>e. OFFICE OF THE TRAFFIC COMMISSIONER – APPLICATIONS AND DECISIONS:</b></p> <p>There was nothing to report. This will be removed as a standing Agenda item.</p>	<p>Clerk</p> <p>Clerk</p>
<p>5.</p>	<p><b>ANY MATTERS RAISED BY MEMBERS OF THE PUBLIC THAT ARE NOT ALREADY ON THE AGENDA:</b></p> <p>There were no members of public present.</p>	
<p>6.</p>	<p><b>MATTERS ARISING:</b></p> <p>a. To consider request to use of Cosgrave Field by NSPCC (14.06.20)</p> <p>This was agreed.</p> <p>b. To consider request to use the Village Green by The Offham Society (28.06.20)</p> <p>This was agreed.</p>	

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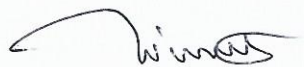
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	<p>c. TMBC Parking consultations – Aylesford, Martin Square in Larkfield, changes to fees in various locations including West Malling (09.02.20)<a href="http://www.tmbc.gov.uk/aylesfordcharges">www.tmbc.gov.uk/aylesfordcharges</a>, <a href="http://www.tmbc.gov.uk/larkfieldcharges">www.tmbc.gov.uk/larkfieldcharges</a>, <a href="http://www.tmbc.gov.uk/offstreetcharges">www.tmbc.gov.uk/offstreetcharges</a> The consultations were noted.</p> <p>d. To consider street cleansing, litter bins and refuse collection service by TMBC TMBC cleared the fly tipping from the lay-by on Teston Road and have emptied the litter bins. They have reported that they have been concentrated on sorting out the Refuse Collection Service. Cllrs noted that the roads have been swept, but this was done on a wet day and the vacuum could not lift all the accumulated debris. Every gutter on Church Road was blocked and one Councillor has tried to clear these. The Clerk was asked to contact TMBC.</p> <p>e. To receive updates about the lay-by on Teston Road This has already been discussed. Thanks were given to the Offham Society for completing a litter pick. The Clerk will contact the organiser for information to include in the Parish Council's newsletter. It was agreed that Cllr Williams would register the Parish Council to take part in The Great British Spring Clean.</p> <p>f. KCC Schools consultations – Kings Hill, Leybourne, Holborough Lakes This was noted.</p> <p>g. To note KCC's new 5 year strategy and consultation (17.02.20) This is available online.</p> <p>h. Parish Council website – update from KCC IT was noted that KCC have agreed to fund the website for the first year for those parishes, such as Offham, who use the existing KCC website provider and are moving to the new KCC website provider. The Clerk will change the photos on the website and on the Parish Council's Facebook page. The Clerk will contact the Kent Messenger about providing reports for the Village Correspondent.</p>	<p>All</p> <p>Clerk</p> <p>Clerk</p> <p>WW</p> <p>Clerk</p> <p>Clerk</p>
<p>7.</p>	<p><b>ONGOING PROJECTS:</b></p> <p>a. To receive updates There were no updates.</p> <p>b. To consider new Christmas Lights for 2020 Cllr Rickett will source new lights for The Quintain which are battery operated and with a timer. Cllr Marchant reported that the lights on The Oak Tree need replacing.</p> <p>c. To consider future Parish Council Fund Raising There was a discussion about the role of Councillors, the Parish Council and Fund Raising. Concern was expressed that the Village Hall and the Offham Society are also fund raising. Cllrs felt that a one off event such as the Race Night helped bring the village together and the calendar is popular. Councillors wanted to ensure that Parish Reserves are spent on meaningful projects. Sources of funding for a large project, such as replacing the play area equipment, were discussed.</p>	<p>SR AM</p>
<p>8.</p>	<p><b>PARISH COUNCILLOR REPORTS:</b></p> <p>a) <b>Blaise Farm:</b></p> <p>(i) Quarry There were no updates.</p> <p>(ii) IVC Waste Management (10.03.20) There were no reports.</p>	

Signed 

Date 3/3/20

	<p>(iii) AD Plant The Plant has successfully achieved its first gas flow into the national grid which is a milestone for the project. The facility will effectively be hibernated now, with just essential systems running to keep the plant on "tick-over" until the Environmental Permit is awarded.</p> <p><b>b) Offham Landfill Site</b> A liaison meeting date is in the process of being agreed. The Clerk was asked to report that the grass verge outside the site needs cutting, ivy is growing, the trees are overrunning and the fence is broken in a few places. Vegetation is almost in the road.</p> <p><b>c) To receive reports from:</b></p> <p>(i) Kent Association of Local Councils There was nothing to report.</p> <p>(ii) Offham Village Hall The Committee continue to work extremely hard and are making a success of fund raising from their film nights. The committee are looking at putting regular savings into a roof fund. May Day made a donation of £1,000. Electrical checks have been carried out in the hall with some work undertaken. Problems with parking in the car park by the Cricket Club are being addressed.</p> <p>(iii) Wellbeing Cllr Dyer is attending a KALC conference this week.</p> <p>(iv) Annual Fire Hydrant Checks All checks have been completed and the report submitted to KFRS.</p>	<p>Clerk</p> <p>CD</p>
<p>9.</p>	<p><b>Monthly Check-List:</b></p> <p><b>a. To note any Highways and Footway problems</b> ( <a href="http://www.kent.gov.uk/roads-and-travel/report-a-problem">www.kent.gov.uk/roads-and-travel/report-a-problem</a>) There were no further reports.</p> <p><b>b. To consider Environmental Enhancement Scheme</b> Cllr Marchant raised a question about solar powered street lights so that speed ramps could be installed to slow traffic down in the Village. There was a discussion about traffic calming measures, which are often unpopular when installed, but which do slow traffic down. It was suggested that changing the gateways may have an effect. The current scheme was designed and implemented by Kent Highways and funded from s106 developer contributions. There was not a choice about what scheme the village could have. The Parish Council carried out a survey to establish what type of scheme the village would like and this was the preferred route. Any other scheme would not be funded. The survey responses showed that residents did not want speed humps, build outs or street lighting. If we went back to revisit this, we would get the same answer, and wouldn't have the funding to carry out any new scheme. The Clerk was asked to contact Leybourne and Coxheath Parish Council's to find out their experience of the traffic calming measures they have had installed.</p> <p><b>c. To consider General Data Protection Regulations and receive updates</b> There is nothing to report.</p> <p><b>d. To receive reports about:</b></p> <p>i. The Pond The silt has been scooped out and more work is needed to the rushes and the bank.</p> <p>ii. Village Green, The Pound and Cosgrave Field The checks have been completed and there is nothing to report.</p>	<p>Clerk</p>

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	<p>A resident has kindly agreed to look after The Pound. She has done some tidying but has been unable to carry out much work due to the weather. The weed killing treatment of the Village Green and Recreation Ground should start in March.</p> <p>iii. Recreation Ground and Play Area The moss growth on the play area surface will be treated soon. Cllr Marchant will carry out weed killing treatment on the area outside the play area, by the youth shelter and monkey bars. Cllrs Taylor and Jones have secured the memorial bench with hooks.</p> <p>iv. The Book Box and Defibrillator David Frankling was thanked for repairing the light in the Book Box. There is a leak in one of the panels. Cllrs Taylor and Jones agreed to mend this. Cllr Dyer is arranging a date for Defibrillator Awareness Training.</p> <p>v. Trees There are no issues to report Cllr Marchant has completed the work to the Oak Tree and will shortly carry out the work to the trees on Teston Road by the Recreation Ground.</p> <p>vi. Any other matters relating to Parish Land and property There was nothing to report.</p> <p>e. To consider Speed Indicator Devices There was nothing to report.</p>	<p>AM</p> <p>RT, BJ CD</p> <p>AM</p>
10.	<p><b>Previous Events:</b> There is nothing to report.</p> <p><b>Forthcoming Village Events</b></p> <ul style="list-style-type: none"> <li>• Race Night Saturday 22<sup>nd</sup> February 2020</li> <li>• Photo Competition and 2021 and calendar Entries are still being received.</li> <li>• To Consider Annual Parish Meeting Cllrs did not feel there were any major topics affecting the Village to discuss. It was agreed that there would not be an APM this year.</li> <li>• May Day 2<sup>nd</sup> May 2020</li> </ul> <p><b>Events for Parish Councillors</b></p> <ul style="list-style-type: none"> <li>• Thursday 6<sup>th</sup> February – Parish Partnership Panel (CU)</li> <li>• Thursday 6<sup>th</sup> February – Health and Wellbeing Conference (CD)</li> <li>• Thursday 13<sup>th</sup> February – Discover Gatwick (RT, BJ) Cllrs are unable to attend and the Clerk will cancel the booking.</li> </ul>	<p>Clerk</p>
11.	<p><b>CORRESPONDENCE AND MATTERS ARISING:</b> This will be removed as a future Agenda item.</p>	<p>Clerk</p>
12.	<p><b>FINANCIAL MATTERS:</b> a) To receive an update about change of bank It was noted that the account with Unity Trust Bank has now been opened and Cllrs have received the relevant paperwork. There was a discussion and Cllrs agreed to close the two accounts with Nat West and move the reserves to Unity Trust Bank.</p>	<p>Clerk</p>


Signed 

Date 3/3/20

	<p>Following the complaint about a data breach by Nat West, it was reported that the Information Commissioners Office deals with personal data and not business. Cllrs agreed not to pursue this matter any further.</p> <p><b>b) To receive bank statements, consider and approve financial statements, approve and sign cheques</b></p> <p>The following invoices were approved for payment and the cheques signed by Cllrs Rickett and Williams. The cheque for Cllr Rickett was signed by Cllrs Marchant and Williams and the cheque for Cllr Marchant was signed by Cllr Rickett and Cllr Williams.</p> <table border="1"> <thead> <tr> <th><u>Cheque</u></th> <th><u>Payee</u></th> <th><u>Description</u></th> <th></th> </tr> </thead> <tbody> <tr> <td>1710</td> <td>Maidstone Signs</td> <td>2 x "No dog" signs</td> <td>£50.40</td> </tr> <tr> <td>1711</td> <td>A Marchant</td> <td>Work to Oak Tree</td> <td>£600.00</td> </tr> <tr> <td>1712</td> <td>S Rickett</td> <td>Reimbursement – SID battery</td> <td>£119.20</td> </tr> <tr> <td>1713</td> <td>D Frankling</td> <td>Reimbursement – SID battery</td> <td>£119.20</td> </tr> <tr> <td>1714</td> <td>Clerk</td> <td>Reimbursement – postage, office supplies</td> <td>£118.44</td> </tr> <tr> <td>1715</td> <td>Clerk</td> <td>January 2020 salary, allowance and expenses</td> <td>£737.56</td> </tr> <tr> <td>1716</td> <td>HMRC</td> <td>January 2020 PAYE and NI</td> <td>£104.17</td> </tr> <tr> <td colspan="3" style="text-align: right;"><b>TOTAL</b></td> <td><b>£1,848.97</b></td> </tr> </tbody> </table> <p>The Reconciliation for January was not available as the bank statements have not been received.</p> <p><b>c) To consider Parish Council donations 2019/20</b> Following a discussion, it was agreed to donate £100 to the Lunch Club and St Michael's Church.</p> <p><b>d) To consider any other financial matters</b> A cheque for £200 has been received from May Day for Parishes in Bloom last year.</p>	<u>Cheque</u>	<u>Payee</u>	<u>Description</u>		1710	Maidstone Signs	2 x "No dog" signs	£50.40	1711	A Marchant	Work to Oak Tree	£600.00	1712	S Rickett	Reimbursement – SID battery	£119.20	1713	D Frankling	Reimbursement – SID battery	£119.20	1714	Clerk	Reimbursement – postage, office supplies	£118.44	1715	Clerk	January 2020 salary, allowance and expenses	£737.56	1716	HMRC	January 2020 PAYE and NI	£104.17	<b>TOTAL</b>			<b>£1,848.97</b>	<p>Clerk</p> <p>WW</p>
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13.	<p><b>AGENDA ITEMS FOR NEXT MEETING – 3<sup>rd</sup> March 2020</b> There was nothing further to add.</p>																																					
14.	<p><b>Clerk's hours of work and overtime</b> It was noted that there has been an increased workload for the Clerk. It was AGREED that she would be paid overtime for the extra hours worked. Overtime will be paid on a monthly basis, if needed, and Councillors will review the hours worked in a few months' time. Councillors will consider how to reduce the workload. The Clerk has accrued holiday from the previous year which should be taken.</p>																																					
15.	<p><b>ANY OTHER BUSINESS</b> There was no other business.</p>																																					

The Meeting concluded at 9.35pm.

Date of the next Parish Council meeting: **Tuesday 3<sup>rd</sup> March 2020** at 7.30pm

Signed  .....

Date 3/3/20 .....