

**MINUTES OF OFFHAM PARISH COUNCIL MEETING
TUESDAY 1st SEPTEMBER 2020 AT 7.30PM
HELD VIA VIDEO CONFERENCE CALL DUE TO COVID-19**

Present: Cllrs Rickett (Chairman), Williams (Vice Chairman), Dyer, Jones, Marchant and Unter, County Councillor Hohler (7.30 – 7.40), Clerk

	MINUTES	ACTION
1.	APOLOGIES RECORDED, DECLARATIONS OF INTEREST MADE: There were apologies from Cllr Taylor and Borough Councillors Kemp and Montague.	
2.	MINUTES ARISING FROM 7th JULY 2020: The minutes arising from 7 th July were agreed by all Councillors and will be signed as approved by Cllr Rickett at the next available opportunity.	SR
3.	<p>EXTERNAL REPORTS:</p> <p>a. County Councillor Hohler:</p> <ul style="list-style-type: none"> ○ Cllr Hohler was given only 24 hours to respond about the extension to the quarry at Blaise Farm due to pressure for ragstone from the Government. She asked for measures to protect the village such as no reversing beeping noises, vehicles must not through Offham and vehicles must dim their lights on site. If residents notice HGVs going through the village they should take a note of their registration number, time and logo and report them to KCC. ○ The layby on Teston Road has been blocked by cones so lorries cannot stop there. ○ The KCC budget is under consultation again. The Government has given extra funding but there is still a shortfall of £40-50million for the current financial year. ○ KCC is concentrating on economic recovery for Kent and loans are available for businesses. ○ Schools are going back today with special measures including buses only for students. KCC have a campaign to help young people to improve their level of resilience. ○ The numbers of unaccompanied asylum-seeking children in Kent has reached the limit (589 under 18s and 945 aged 18-25). KCC's appeals to other authorities have not been a success. Kent cannot take any more unaccompanied asylum-seeking children so this needs to be reviewed. ○ Allington Waste Site has been approved but it will take some time to be built. ○ The total Covid 19 cases in Tonbridge & Malling from 10th March is 381. KCC has the lowest percentage of cases in Care Homes in the South East at 29%. ○ The Blaise Liaison meeting is next week where blasting can be considered. ○ Cllr Graham Gibbins, KCC Committee Chairman, is carrying out a walk across Kent in support of the charity Porchlight. <p>Cllr Rickett thanked Cllr Hohler on behalf of the Parish Council for the detail and consideration she has given towards the extension of working hours at Blaise Farm Quarry, and how well she has dealt with it on behalf of the village.</p> <p>b. Borough Councillors Kemp and Montague: There were no reports.</p> <p>c. Police There were no reports. The new PCSO for Offham is Amy Sears.</p> <p>d. Offham Community Network: Cllr Dyer reported that the OCN is fairly quiet, work is going on but is much decreased. They are having a review meeting on 14 September.</p>	

Signed

Date

<p>4.</p>	<p>PLANNING</p> <p>a. NEW APPLICATIONS:</p> <p>i. TM/20/01767/TNCA - Brackens, Teston Road - Cherry Tree T1 to be felled and replaced with a smaller Cherry in a better position https://publicaccess2.tmbc.gov.uk/online-applications/PLAN/20/01767/TNCA</p> <p>There were NO OBJECTIONS.</p> <p>b. APPROVALS: There were no approvals to report.</p> <p>c. REFUSALS:</p> <p>i. TM/20/01177/FL - Land South West Of 1-4 Dutts Cottages, Teston Road - Construction of single storey set of stables on an existing concrete slab</p> <p>d. ANY OTHER PLANNING MATTERS:</p> <p>i. TM/20/01591/FL - 1 Manor Cottages, Teston Road - Conversion of part of existing garage into a home office; move location of garden wall; and extend the width of driveway. No objections https://publicaccess2.tmbc.gov.uk/online-applications/PLAN/20/01591/FL</p> <p>ii. TM/20/01299/LB - 2 Swan Cottages, The Green - Listed Building Application: Construction of external stairwell in back garden to give access to cellar that will then have a fire door</p>	<p>Clerk</p>
<p>5.</p>	<p>MATTERS ARISING:</p> <p>a. Blaise Farm Quarry Extension of Operating Hours (approved) This has been discussed. So far there have been no complaints from residents. The cones in the layby have stopped lorries parking there. The work Cllr Hohler has done for the village has been really good.</p> <p>b. Lorries in the Village and Farm Traffic Log Cllrs Rickett and Unter have met with Stephen Betts and Andrew Howe from the farm. They discussed many questions and suggestions from residents. The response from the farm was incredibly positive. They were interested in what the Councillors had to say and were anxious to find solutions. A lot of tractors already go across the fields which reduces the number on the roads. The farm will introduce a speed limit of 20mph for all farm vehicles when travelling through the village and flashing amber lights will be turned off during the hours of darkness. It is clear that lorries are still travelling through the village the wrong way and Stephen Betts is taking these reports to the Transport Company. The discussions were positive but there is a limit as to what the farm can do. They will produce a simplified route map and give this to drivers as they leave the farm. There will be a follow up meeting to discuss progress.</p> <p>c. Allington IWMF - consultation on proposed extension (16.10.20) https://kentenviropower.fccenvironment.co.uk/peir-report/ The consultation is open for comments.</p> <p>d. Teston Road Layby This has already been discussed.</p> <p>e. To note renewal of Licence to Cultivate Village Gateway – Teston Road by Aldon Lane This was noted.</p> <p>f. To note approved diversion of Part of Public Footpath MR286 The approval was noted.</p> <p>g. To discuss Power Cuts in The Village</p>	<p>SR and CU</p> <p>Clerk</p>

Signed

Date

	<p>b. To consider General Data Protection Regulations and receive updates</p> <p>i. Consider appointing a Data Protection Officer This was discussed and it was AGREED to appoint Satswana as the Data Protection Officer.</p> <p>ii. ICO Local Council Data Protection Toolkit – Data Audits There was a discussion about GDPR. Cllrs Rickett and Dyer will meet with the Clerk to work through the first stage of the Information Commissioners Office Data Protection Toolkit and report back to the Parish Council.</p> <p>iii. Other GDPR issues Web Accessibility Regulations come into force at the end of September. The Clerk is waiting to hear back from the website provider about what measures have been taken and what steps we need to take.</p> <p>c. To receive reports about:</p> <p>i. Maintenance contract. Cllr Marchant has left the cutting of the grass on the Village Green for a week to allow it to thicken up following the hot weather and will cut it tomorrow. The Recreation Ground hedge is on the “to do” list. He is up to date with other work.</p> <p>ii. The Pond, Village Green, The Pound, Cosgrave Field, Recreation Ground and Play Area, The Book Box and Defibrillator <u>Pond</u> – David Frankling and Phil Slate have carried out work to remove irises and water lilies which were taking over the pond. <u>Village Green</u> – there are outstanding weeds which were not removed by the treatment put on the Green. Cllr Williams will speak to the contractor. Cllr Marchant will dig these up before he cuts The Green. <u>Cosgrave Field</u> – Cllr Marchant has been notified by Dick Woodham from the cricket club that a branch from the cherry tree has broken off and damaged one of their nets. This tree was not on the list to have work done to it following Cllr Marchant’s inspection. Cllrs Rickett and Unter will discuss the work to be done to the trees. The Clerk was asked to report that the litter bins by the Cricket ground on Cosgrave Field are full and need emptying and included on a regular schedule of emptying. <u>Recreation Ground</u> – being regularly checked by Cllrs Jones and Taylor. It is in good order. Social distancing on the swings has been partly respected. The Covid 19 risk assessment of the play area has been reviewed and approved. The annual inspection is due in October and Cllrs Jones or Taylor will attend. <u>Book Box</u> – Cllr Williams requests that books are not left on the floor as they get damaged by water <u>Defibrillator</u> – David Frankling is happy to continue being responsible for the defibrillator.</p> <p>iii. Trees Cllrs have read advice from the insurance company and will carry out a “Tree Audit” noting the location, type and health of each tree on Parish Council owned land. Cllr Marchant can carry out a survey. He is not able to produce a report but can give advice as a tree surgeon to show the Parish Council is actively looking after the trees. Cllr Jones will start by completing an audit of trees on the Village Green and Recreation Ground. There was a discussion about whether the Parish Council own the bank between Church Road and the field, and why the Parish Council cuts the grass here. The Clerk will make enquiries.</p> <p>iv. Any other matters relating to Parish Land and property There were no other matters.</p> <p>v. To consider Speed Indicator Devices</p>	<p>Clerk</p> <p>SR, CD, Clerk</p> <p>Clerk</p> <p>WW, AM</p> <p>SR, CU</p> <p>Clerk</p> <p>Clerk BJ, RT</p> <p>AM BJ</p> <p>Clerk</p> <p>SR</p>
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Signed

Date

	Cllr Unter raised again the possibility of a SID on Church Road. Cllr Rickett has been trying to speak to Helen Cobby from Kent Highways to discuss and will continue to pursue this. The difficulty has been getting a location that Kent Highways approve.	
8.	<p>a. To receive reports on Past Events: There are no events to report on.</p> <p>b. To discuss events coming soon</p> <p>i. Offham Steam Rally The police and insurance company have been notified. A risk assessment of the Village Green needs to be carried out before the event and Cllr Taylor has volunteered.</p> <p>ii. Parish Partnership Panel (03.09.20) Cllr Unter will attend.</p> <p>c. To note events for Parish Councillors There are no events for Parish Councillors.</p>	RT
9.	<p>FINANCIAL INFORMATION:</p> <p>a. To consider and approve Insurance Renewal due 1st October 2020 Cllrs have considered the paperwork and noted it was the last year of a three year Long Term Agreement. Councillors approved the renewal.</p> <p>b. To consider Internal Audit Report The Internal Audit Report has been completed and the auditor was able to complete the Annual Internal Audit Report for 2019-20 in the Annual Governance and Accountability Return. The Auditor did not find anything major in the financial audit and found the record keeping to be of a good standard and the Parish Council's approach to the management of risks to be sound. He answered "yes" to all the relevant questions contained in the Internal Audit Report for 2019-20. The auditor found the financial records to be accurate and up to date. He had three findings (1) in setting its budget for 2020-21 the Parish Council did not include calculations of expected income nor transfers from reserves. This will be corrected next year and the calculations included in the Minutes (2) The Parish Council cannot resolve not to hold an Annual Parish Meeting. This will be corrected next year and an Annual Parish Meeting held, even if it is before a monthly Parish meeting. (3) Delegated powers could not lawfully be given to the clerk at the EGM on 23rd March. Cllrs noted that this was an un precedented situation in which the Parish Council sought to continue working in difficult circumstances. The "delegated" powers were not used and are no longer needed. No further action is needed.</p> <p>c. To receive update about Annual Governance and Accountability Return (AGAR) 2019-2020 This has been submitted to the External Auditor.</p> <p>d. To consider Transparency Code As the Parish Council's income and expenditure for 2019-2020 was less than £25,000, The Parish Council is subject to the Transparency Code. <ul style="list-style-type: none"> o Parish Council Land Ownership As part of the Transparency Code the Parish Council must publish details of Land Ownership. This has been done but the document is being reviewed to ensure it is as accurate and contains as much information as possible. o Other matters relating to the Transparency Code Other actions required by the Code have been carried out. </p> <p>e. To receive bank statements, consider and approve financial statements (to be physically signed at the next available opportunity) These have been circulated and considered by Cllrs. The statements were approved and will be signed at the next available opportunity.</p>	<p>Clerk</p> <p>Clerk</p> <p>SR</p>

Signed

Date

Minutes of Offham Parish Council Meeting Contd

	<p>f. To consider and approve invoice payments Since the last meeting the following invoices were approved for payment and the payments were authorised by Cllrs Rickett and Jones:</p> <table border="0"> <thead> <tr> <th><u>Payee</u></th> <th><u>Description</u></th> <th></th> </tr> </thead> <tbody> <tr> <td>Maidstone Signs Ltd</td> <td>Play Area Signs</td> <td align="right">£163.20</td> </tr> <tr> <td>Clerk</td> <td>Reimbursement – calendar pringing and card</td> <td align="right">£423.20</td> </tr> <tr> <td>Offham Village Hall</td> <td>Hall Hire Jan and Feb 2020</td> <td align="right">£38.00</td> </tr> <tr> <td>Clerk</td> <td>Salary, expenses, allowance July 2020</td> <td align="right">£675.35</td> </tr> <tr> <td>HMRC</td> <td>PAYE and NI July 2020</td> <td align="right">£152.88</td> </tr> <tr> <td></td> <td>TOTAL</td> <td align="right">£1,452.63</td> </tr> </tbody> </table> <p>The following invoices were approved for payment and the payments will be authorised by Cllrs Rickett and Jones</p> <table border="0"> <thead> <tr> <th><u>Payee</u></th> <th><u>Description</u></th> <th></th> </tr> </thead> <tbody> <tr> <td>Wendy Williams</td> <td>Reimbursement – photo competition</td> <td align="right">£15.43</td> </tr> <tr> <td>Lionel Robbins</td> <td>Internal Audit 2019-20</td> <td align="right">£75.00</td> </tr> <tr> <td>Viking Direct</td> <td>Office Supplies</td> <td align="right">£78.44</td> </tr> <tr> <td>Came & Co</td> <td>Insurance Renewal 01.10.20-30.09.20</td> <td align="right">£1,19.35</td> </tr> <tr> <td>Clerk</td> <td>Salary, expenses, allowance August 2020</td> <td align="right">£670.60</td> </tr> <tr> <td>HMRC</td> <td>PAYE and NI August 2020</td> <td align="right">£153.08</td> </tr> <tr> <td></td> <td>TOTAL</td> <td align="right">£2,190.90</td> </tr> </tbody> </table> <p>g. To approve setting up Direct Debit – Dropbox, ICO These are paid by Direct Debit from Nat West. New Direct Debits will be set up from Unity Trust.</p> <p>h. To receive update about Nat West banking The Nat West bank accounts have now been closed.</p> <p>i. To consider any other financial matters There were no other financial matters.</p>	<u>Payee</u>	<u>Description</u>		Maidstone Signs Ltd	Play Area Signs	£163.20	Clerk	Reimbursement – calendar pringing and card	£423.20	Offham Village Hall	Hall Hire Jan and Feb 2020	£38.00	Clerk	Salary, expenses, allowance July 2020	£675.35	HMRC	PAYE and NI July 2020	£152.88		TOTAL	£1,452.63	<u>Payee</u>	<u>Description</u>		Wendy Williams	Reimbursement – photo competition	£15.43	Lionel Robbins	Internal Audit 2019-20	£75.00	Viking Direct	Office Supplies	£78.44	Came & Co	Insurance Renewal 01.10.20-30.09.20	£1,19.35	Clerk	Salary, expenses, allowance August 2020	£670.60	HMRC	PAYE and NI August 2020	£153.08		TOTAL	£2,190.90	<p>SR, BJ</p>
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<p>a)</p>	<p>AGENDA ITEMS FOR NEXT MEETING – 6th OCTOBER 2020 AND ANY OTHER BUSINESS Village Gardening – volunteers can be sought in the next Newsletter.</p>	<p>Clerk</p>																																													

The Meeting concluded at 9.25pm.

Date of the next Parish Council meeting: **Tuesday 6th October 2020** at 7.30pm

Signed

Date

Signed

Date