

Minutes of **OFFHAM PARISH COUNCIL** meeting
Held virtually on **Tuesday 6th October 2020** at **7.30PM**

Councillors Present:

Cllr S Rickett (Chairman)
Cllr C Dyer
Cllr B Jones
Cllr A Marchant
Cllr R Taylor
Cllr C Unter

Also in attendance

L Mackie (Clerk)
County Councillor S Hohler (left at 7.40pm)

1. APOLOGIES RECORDED, DECLARATIONS OF INTEREST

There were apologies from Cllr W Williams (Vice-Chairman), Borough Councillors A Kemp and P Montague and PCSO Sears. There were no declarations of interest.

2. MINUTES ARISING FROM 1st SEPTEMBER 2020

The minutes arising from 1st September were agreed by all Councillors and will be signed as approved by Cllr Rickett at the next available opportunity.

3. EXTERNAL REPORTS

a. County Councillor Hohler

- Cllr Hohler was thanked for the new signs on Teston Road by the sharp bend near the Landfill Site, and for the words "slow" being written in the road. Cllr Hohler explained that Highways paid for this out of their budget so her Members Highways Funding was not needed. The resident who raised the issue has thanked her for arranging the signs.
- Temporary bollards in the Teston Road layby were put there as a condition of the planning permission for the Quarry for the new contract. Permanent bollards are not possible due to technical difficulties. The bollards are being moved but residents are putting them back.

b. Borough Councillors Kemp and Montague

There were no reports.

Signed

Date

c. Police

There were no reports.

d. Offham Community Network

The OCN has been closed for the time being. The key leaders in the network have agreed to resume their roles should help be needed again. Cllr Rickett thanked those involved in the OCN for their fantastic work. The whole team has made a great difference to residents in the village.

4. PLANNING

a. New applications

- i. **TM/20/01954/FL - Land Adjacent Orchard House, Pepingstraw Close -**
Demolition of the existing dwelling and the erection of four detached dwellings together with associated parking, access and landscaping on land at Orchard House, Pepingstraw Close, Offham
This is a re-application as the planning has lapsed before work has begun. The Parish Council previously objected as the access is close to the gateway to the play area, there will be an increase in traffic and this would create a precedent for back garden development. It was AGREED that for the sake of consistency the Parish Council would raise the same **OBJECTIONS** and concerns, although Councillors accepted there is little likelihood planning will be refused.
- ii. **TM/20/02024/RD - Packhouse, Aldon Manor, Aldon Lane -** Details of conditions 2 (materials), 4 (landscaping and boundary treatment) and 5 (demolition and construction) submitted pursuant to planning permission TM/19/01576/FL (Alterations and change of use to 2 no. dwelling houses)
There were **NO OBJECTIONS** although Councillors would like a clause inserted to say that construction traffic can only access the site from the A20 and along Aldon Lane, and not from Teston Road.
- iii. **TM/20/02062/FL - The Old Rectory, Aldon Lane -** Construction of timber decking cover over existing swimming pool
There were **NO OBJECTIONS**

b. Approvals

- i. **TM/88/1002/RVARA – Blaise Farm Quarry -** Request for approval of details pursuant to conditions 4, 7, 8, 12, 17 and 27 of planning permission TM/88/1002 relating to 5-year schemes of working, restoration and aftercare, prior approval for static replacement processing plant and ancillary mobile plant and equipment, amended internal road layout, replacement weighbridge and weighbridge office, wheel wash, storage and staff welfare facilities and updated schemes of blasting and blast monitoring at Blaise Farm Quarry, Blaise Quarry Road, Kings Hill, West Malling, Kent ME19 4PN.
- ii. **TM/20/01767/TNCA - Brackens, Teston Road -** Cherry Tree T1 to be felled and replaced with a smaller Cherry in a better position

Signed

Date

- iii. **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.
- iv. **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
- v. **TM/19/01531/OA - Barfield House, Teston Road** - Outline Application: erection of 7 no. dwellings and new access to highway. Revised Site Location Plan 24.01.20.

c. Refusals

There were no refusals to report.

d. Any other planning matters

- i. **TM/20/01869/TPOC - The Old Dairy, Teston Road** - Beech tree to reduce by 50% as a minimum. The Parish Council OBJECTED to this application.
- i. **TM/19/2396** (KCC/TM/0211/2019 - Application by Blaise Biogas Ltd for Temporary development of an Anaerobic Digestion plant with ancillary gas-to-grid plant and associated infrastructure (part retrospective) at **Blaise Farm Quarry**, Blaise Quarry Road – Planning Committee 16th September 2020.

5. MATTERS ARISING

a. To receive updates about lorries in the Village and Farm Traffic Log

There have been successful discussions with the farm who have been very positive. Residents to the East of the junction with Church Road on Teston Road are unhappy with lorries being directed past their properties. An open letter of complaint has been received along with emails from residents.

Very few lorries are now using the wrong route through the village. The approved route was decided on decades ago by the Farm, being the most sensible option – it would affect fewer properties, there would be fewer encounters with pedestrians and cars, there are less sharp bends and turns on the route for lorries, and it is the shorter route. The farm has stressed their overriding desire to maximise and nurture a harmonious co-existence with residents.

There is nothing further that the Parish Council can achieve. The Farm has been part of the village for over 90 years, they are using public roads, and the Parish Council does not have the power to force restrictions. The Parish Council can continue to try and influence the farm into taking whatever measures seem appropriate and reasonable, and Councillors feel they have achieved that. The problem of the traffic won't go away and there is not a solution.

Cllr Rickett will alert the farm about damage to the railings outside the Village Hall. It was reported that the Village Hall are putting ragstone in front of the fence to protect it and prevent lorries and tractors passing at this point. Concern was expressed that this is the only safe passing place so may create a problem if vehicles cannot pass at this point.

Cllr Rickett will also discuss with the farm the implication on traffic of the new building which they have permission for.

Signed

Date

There was a discussion about tractors using the route across the field from the farm to Fartherwell and Teston Road. The Farm have mentioned problems with this route which was prohibitively expensive.

Cllrs will continue regular meetings with the Farm, but feel that the Parish Council cannot achieve any more than it has done.

b. To consider request by Offham Cricket Club to use Cosgrave Field

Councillors asked for more information before this can be considered. Concern was expressed about the burden this will place on the Village Hall for parking, when the priority for parking is given to Village Hall users.

c. To consider damage to Cricket Club Nets and Fencing

During high winds, the branch of a tree fell causing some damage to the fence and to mobile cricket nets. The Clerk has taken advice from the Insurance Company which Cllrs approved.

d. KALC Community Award

The recipient of the KALC Community Award has confirmed he would rather wait until a suitable event next year for the presentation to be made.

e. To discuss Remembrance Day Service

A wreath has been ordered from RBLI, with a donation of £25.00.

f. To consider Fixed Asset Register

Cllrs are providing information to the Clerk to complete this.

g. TMBC – Economic Regeneration Strategy Consultation (08.10.20)

This was noted.

h. Regulation 26 - Adoption of the Kent Mineral Sites Plan and Early Partial Review of the KMWLP

It was noted that this does not include the proposed West Malling Sandpit at Ryarsh.

6. PARISH COUNCILLOR REPORTS

a) Blaise Farm

(i) Quarry

Gallagher have had independent meetings with Kings Hill Parish Council and others. Cllrs Rickett and Jones will visit site on 30th October 2020 to talk about the impact of quarry blasting on the village and to see if anything can be done. West Malling Parish Council have met with Gallagher and independent monitoring equipment is being put in.

(ii) IVC Waste Management

Cllrs Rickett and Jones attended an online liaison meeting on 8 September. The IVC site is suffering as it is not receiving food waste as it did before. This has had a significant impact on their business.

Signed

Date

(iii) AD Plant

There is no news from the Environment Agency about Planning Consents being granted. The Offham Society have circulated a message about malodours in the Village. Cllr Rickett will make contact with the AD plant about this.

b) Offham Landfill Site

Cllr Jones will contact the site about damage to the fencing and a hole in the ground near their fence. He will also ask if other issues requiring attention such as hedges and trees can be repaired.

c) To receive reports about

(i) Offham Village Hall

The Village Hall Committee have projects planned to encourage funding support for the roof repairs.

(ii) Wellbeing

There was nothing to report.

(iv) Parish Partnership Panel

Cllr Unter attended on 3rd September via Teams:

- Cllrs have seen the letter from Nic Heslop at TMBC about the planning white paper and increase in houses to be built
- There is a recurrent problem in Borough Green with sewers regularly flooding local houses.
- The bin collections are working better with fewer complaints made to TMBC
- The new PCSO at Kings Hill is Amy Sears

(v) JPCTCG (24.09.20)

Cllr Unter attended online. Matters discussed include:

- Kings Hill Phase 3 is being built with 350 homes agreed for Phase 5 (subject to appeal) which will result in a lot more traffic locally
- J5 slips is ongoing
- Kent Rail Consultation was discussed
- Ongoing work around Air Quality from traffic

7. MONTHLY CHECK-LIST

a. To note any Highways, Footpaths and Footway problems

The footpath from Pepingstraw to the Farm and Church has low hanging branches which need cutting back. This should be the landowners responsibility. The Clerk will report to KCC Public Rights of Way.

b. To consider General Data Protection Regulations and receive updates

i. Appointment of Data Protection Officer

Satswana has been appointed as the Data Protection Officer.

Signed

Date

- ii. To receive report about ICO Local Council Data Protection Toolkit – Data Audits
The Data Audit has been circulated to Councillors who considered and approved it. The Parish Council holds data which needs to be suitably protected but we do not hold sensitive data.
- iii. To consider ICO Local Council Data Protection Toolkit: Using your own email address or device for Council business
Cllr Rickett and the Clerk are meeting with the Chairman of Ryarsh Parish Council for the next stage of the ICO toolkit and will report back at the next meeting.
- iv. Other GDPR issues
There were no other issues.
- c. To discuss Web Accessibility Regulations
The Parish Council’s website is been provided by Cantium and we had signed up with them for a new site from them which would be compliant with the Web Accessibility Regulations. Cantium have now told us, after the Regulations have come into force, that they are unable to provide a new website. KALC and KCC are discussing this and Offham are not the only Parish involved.
The Clerk has contacted other parishes and Netwise have been recommended. This was discussed. It was Agreed that the Clerk contact Netwise to set up a website for the Parish Council.
The Clerk is attending an online Training course to make documents on the website compliant for the Web Accessibility Regulations.
- d. To receive reports about
 - i. Maintenance contract.
Cllr Marchant reported he is up to date with the contract. He has dug out weeds on the green that were not killed by the weed treatment. He will be cutting back the Pepingsraw Hedge this month, which is obscuring the No Entry sign next to the car park.
The Clerk will email the contractor to find out when the next grass treatment is due.
 - ii. The Pond, Village Green, The Pound, Cosgrave Field, Recreation Ground and Play Area, The Book Box and Defibrillator
Pond – There was nothing to report.

Village Green – Cllrs Rickett and Marchant will investigate the loose post for the village sign.

Cosgrave Field – This has already been discussed.

Recreation Ground – The Annual Inspection is Friday 9th October and Cllrs Jones and Taylor will accompany the Inspector.

Signed

Date

The Clerk will provide details of companies who can replace equipment or provide new equipment. Cllrs want to make sure the equipment is what the children want to use. Outside gym equipment can also be considered.

Book Box – There was nothing to report.

Defibrillator – There was nothing to report.

- iii. Trees
A resident has reported that trees in Cosgrave Field are blocking the signal for his satellite dish.
- iv. Any other matters relating to Parish Land and property
Enquiries are being made about the ownership of the bank on Church Road.
- v. To consider Speed Indicator Devices
The Highways Steward has been contacted to find out who we need to deal with about siting more poles for the SID, ideally in Church Road.

8. EVENTS

- a. To receive reports on Past Events
There are no events to report on.
- b. To discuss events coming soon
 - i. Offham Steam Rally
It is highly unlikely this will take place. The Village Hall will not be open and will not provide refreshments. Cllr Taylor will carry out a risk assessment of the Village Green in case some vehicles turn up.
- c. To note events for Parish Councillors
 - i. Annual Play Area Inspection - 9th October 2020

9. FINANCIAL INFORMATION

- a. To confirm Insurance Renewal 1st October 2020
This was noted.
- b. 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.
- c. To consider and approve invoice payments

Signed

Date

Since the last meeting the following invoices were approved for payment and the payments were authorised by Cllrs Williams and Jones:

Payee	Description	Amount £
Satswana	Data Protection Officers Fee	£90.00

The following invoices were approved for payment and the payments will be authorised by Cllrs Rickett and Jones

Payee	Description	Amount £
Unity Trust	Service Charge	£18.00
Clerk	September 2020 Salary, expenses, allowance	£670.80
HMRC	September 2020 PAYE + NI	£152.88

d. To consider any other financial matters

There were no other financial matters.

10. CLERK'S SALARY AND NALC PAY AWARD

It was AGREED that the Clerk be awarded the new hourly rate in the NALC Pay Award for 2020-2021, to be back dated to April.

11. AGENDA ITEMS FOR NEXT MEETING – 3rd NOVEMBER 2020 AND ANY OTHER BUSINESS

There were no other matters raised.

The Meeting concluded at 9.25pm. Date of the next Parish Council meeting: **Tuesday 3rd November 2020** at 7.30pm

Signed

Date