

**MINUTES OF OFFHAM PARISH COUNCIL MEETING
TUESDAY 7th JANUARY 2020 AT 7.30PM
OFFHAM VILLAGE HALL COMMITTEE ROOM**

Present: Cllrs Rickett (Chairman), Williams (Vice-Chairman), Dyer, Jones, Marchant and Taylor, Clerk

MINUTES	ACTION
<p>1. APOLOGIES RECORDED, DECLARATIONS OF INTEREST MADE: There were apologies from Cllr Unter, County Councillor Hohler and Borough Councillors Kemp and Montague. Cllr Marchant declared an interest in Agenda item 6(d) about the Annual Maintenance Contract as he has submitted a quote. Cllr Dyer declared an interest in Agenda Item 4d(i) as a member of the Village Hall Committee.</p>	<p>AM CD</p>
<p>2. MINUTES ARISING FROM 3rd DECEMBER 2019: The minutes arising from 3rd December were agreed by all Councillors and signed as approved by Cllr Rickett.</p>	<p>SR</p>
<p>3. EXTERNAL REPORTS:</p> <ul style="list-style-type: none"> • County Councillor: <ul style="list-style-type: none"> ○ She has asked for the signs in Teston Road from the A20 to White Ladies to be cleaned, cleared and straightened. ○ She has ordered and paid for a large bright yellow warning backing for the sign that warns of a sharp bend by White Ladies. ○ There is no money left over to move the 30mph speed limit further away from the village to include Spadework. The Parish Council would have to raise it as part of a Highways Plan. ○ She has had the A20 road signs cleaned and the light bulbs in the central islands replaced. • Borough Councillors: There was no report. • Police: Councillors have seen a monthly crime report from the police. • Other reports: There were no other reports. 	
<p>4. PLANNING</p> <p>a. NEW APPLICATIONS:</p> <p>(i) TM/19/02918/TNCA - Land Adjacent To Bus Stop And Telephone Kiosk, Teston Road - T1 Oak to reduce by 25% all over due to size, and raise lower crown to 2.4m The application is made by Offham Parish Council. There were no objections.</p> <p>b. APPROVALS:</p> <p>(i) TM/19/02592/FL - Greengates, Teston Road - Ground floor rear extension as per previous application granted TM/19/00940/FL, with addition of front porch and room extended at front. APPROVED.</p> <p>(ii) TM/19/01505/RD - Kentfield Farm, Tower Hill - details of condition 2 (construction and Operational Management plan), 4 (operation of events/functions Management Plan) and 5 (foul water scheme) Pursuant to planning permission TM/18/01930/FL (Erection of 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. Concerns were expressed about this approval, as certain conditions in the original licence</p>	<p>Clerk</p> <p>SR</p>

Signed

Date

	<p>had to be complied with.</p> <p>c. REFUSALS AND ENFORCEMENTS: There was nothing to report.</p> <p>d. ANY OTHER PLANNING MATTERS:</p> <p>(i) To consider TMBC Licensing Application 19/01486/PREM FULL VARIATION Offham Cricket Club (24.12.19 21.01.20) To amend the sale of alcohol to remove the break in the middle of the day – This consultation is being re-run from 24.12.2019 – 21.01.20)</p> <p>The Village Hall Committee are concerned that there are more and more problems with parking in the Hall car park which affect their hirers. They want an assurance that there will be no impact on the car park if the licence is granted. They have also asked for a person on site on all occasions to ask cars to move. It was suggested that a gate from the field where you can park into the cricket ground might help.</p> <p>After a discussion, Councillors agreed that there was likely to be little impact in practice from removing the break in the middle of the day for the sale of alcohol and that it seemed reasonable to have a licence for the whole day if you are watching a game of cricket. Councillors were not aware of any current problems with behaviour and did not think any would arise from removing the break.</p> <p>Councillors agreed that the cricket club should reach an agreement with the Village Hall Committee about the use of the car park, and keeping it free for hirers of the Hall.</p> <p>(ii) TM/19/02798/AGN - Farm Building 1 Church Farm, Church Road - Prior Agricultural Notification: Enclosed portal framed building. REQUIRES PERMISSION</p> <p>(iii) TM/19/02425/DEN - Kentfield Farm - Prior Demolition Notification: Demolition of building. PRIOR APPROVAL NOT REQUIRED</p> <p>e. OFFICE OF THE TRAFFIC COMMISSIONER – APPLICATIONS AND DECISIONS: There was nothing to report.</p>	<p>Clerk</p>
<p>5.</p>	<p>ANY MATTERS RAISED BY MEMBERS OF THE PUBLIC THAT ARE NOT ALREADY ON THE AGENDA: There were no members of public present.</p>	
<p>6.</p>	<p>MATTERS ARISING:</p> <p>a. To consider response to Environment Agency Consultation: application for a new bespoke permit from BioConstruct NewEnergy Ltd for operations at its Blaise Biogas AD Facility – responses due by Friday, 31 January 2020 https://www.gov.uk/government/publications/me19-4pn-bioconstruct-newenergy-ltd-environmental-permit-application-advertisement-eprzp3409pqa001</p> <p>Although Councillors were reassured by the recent site visit, concerns remain about possible problems when the site is operational, such as lorries through the village, noise, flies etc. The route for lorries to the plant must not be through the village and action, such as fines, could be taken to deter them. The Parish Council raised concerns before and will raise those again regarding the operation of the plant.</p> <p>b. To consider response to Consultation on the Proposed Modifications to the Early Partial Review of the Kent Minerals and Waste Local Plan 2013-30 The Parish Council had no comments on the modifications.</p> <p>c. To consider recipients of KALC and Offham Annual Awards Scheme Councillors agreed the recipients of the KALC and Offham Community Awards.</p> <p>d. To consider and appoint contractor for Annual Maintenance Contract 2020 Cllr Marchant left the room while this matter was discussed. Three quotes have been received which were considered. A treatment of the Village Green</p>	<p>Clerk</p> <p>Clerk</p>

Signed

Date

	<p>and Recreation Ground has already been approved and will improve the quality of the grass which has become in a poor condition in places. Following a discussion, it was agreed that the contract be awarded to Cllr Marchant.</p> <p>Cllr Marchant returned to the room.</p> <p>There was a discussion about the amount of leaves on the grass creating bare patches. Maintenance or seeding will be needed in the Spring.</p> <p>e. To receive updates on Annual Fire Hydrant Checks Cllrs are completing the checks and a report will be sent to KFRS. A metal detector did not find a hydrant outside the school.</p> <p>f. To consider and approve new website providing and enter into contract Cllrs approved entering into a contract with Cantium.</p>	<p>Clerk</p> <p>All</p> <p>All Clerk</p> <p>Clerk</p>
7.	<p>ONGOING PROJECTS: a. To receive updates: There was nothing to report. This will be removed as a regular Agenda item.</p>	<p>Clerk</p>
8.	<p>PARISH COUNCILLOR REPORTS: a) Blaise Farm: (i) Quarry It was noted that one resident has had an engineers' report carried out about cracks in the property. KCC Planning have said the blasting is within permitted limits. (ii) IVC Waste Management (10.03.20) There was nothing to report. (iii) AD Plant This has already been discussed. b) Offham Landfill Site A date for a January meeting has not been set yet. c) To receive reports from: (i) Kent Association of Local Councils Cllr Dyer reported that Involve, who have replaced VAWK (Voluntary Acton Within Kent) were at the KALC AGM. This is linked to the wellbeing agenda. (ii) Offham Village Hall The Committee made £363.82 at Saturday's screening. Last year in total the cinema raised £2,402.82. (iii) Offham Primary School It was agreed that regular dialogue with the school was not needed, but the Parish Council can make contact if needed.</p>	<p>Clerk</p> <p>CD</p>
9.	<p>Monthly Check-List: a. To note any Highways and Footway problems (www.kent.gov.uk/roads-and-travel/report-a-problem) Highway and Footway problems were reported:</p> <ul style="list-style-type: none"> o Footpaths by the school need sweeping. Requests for TMBC to clear fly tipping and sweep paths can be sent to waste.services@tmbc.gov.uk o Road sweeping has not been carried out since the leaves have fallen and the Clerk will find out the schedule for doing this from TMBC. o About 60-65% of drains are blocked along Teston Road. These can be reported online to Kent Highways. The gulleys are swept so infrequently that when cleared 	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

Signed

Date

	<p>they sweep rubbish into the drains blocking them.</p> <p>b. To consider General Data Protection Regulations and receive updates There is nothing to report.</p> <p>c. To receive reports about:</p> <p>i. The Pond Work has not been completed yet.</p> <p>ii. Village Green, The Pound and Cosgrave Field There was a discussion about Parishes in Bloom. It was agreed that this involved a lot of work for one person to organise and there should be a group involved. An Offham in Bloom Group could be active even if the formal competition is not entered. This can be discussed at the Annual Parish Meeting. Sue Williams has kindly agreed to continue looking after The Pound. If she needs any help she should ask the Parish Council. Cllr Williams has spoken to the resident to ask whether disabled access through a gate on her property to Cosgrave Field would be possible during events, but this was refused.</p> <p>iii. Recreation Ground and Play Area Cllrs Taylor and Jones checked the area yesterday and there is nothing to report. Cllr Taylor contacted the company who supplied the wet pour who suggested a patch test. Ken Frost has agreed to carry out the patch test.</p> <p>iv. The Book Box and Defibrillator Cllr Rickett confirmed the Defibrillator is charging and working ok. The light in the Book Box is still out. He has spoken to David Frankling about this. Defibrillator training needs to be arranged. A resident has offered to check the Book Box regularly, as well as Cllr Williams.</p> <p>v. Trees There is nothing to report</p> <p>vi. Any other matters relating to Parish Land and property There was nothing to report.</p> <p>d. To consider Speed Indicator Devices This continues to be moved around.</p>	<p>All</p> <p>RT+BJ</p> <p>SR CD</p>
<p>10.</p>	<p>Previous Events:</p> <ul style="list-style-type: none"> Christmas Lighting Sunday 8th December 2019 at 6pm This was a great success. It was reported that new lights are needed for the Quintain. This should be included on the next Agenda. Carols in the Pub Friday 20th December 2019 This went well. <p>Forthcoming Village Events</p> <ul style="list-style-type: none"> Race Night Saturday 22nd February 2020 Cllr Williams will produce and sell the tickets. There will be 80 tickets at £12.50 each. Arrivals are from 7pm with racing starting at 8pm and Fish and Chips at 9pm. Raffle and Auction prizes were discussed. Cllrs Williams and Jones are involved with arranging horses and sponsorship. Photo Competition and 2021 and calendar Councillors are arranging sponsors and a number of entries have been received. To Consider Annual Parish Meeting and Annual Review 	<p>SR Clerk</p> <p>WW WW All WW, BJ</p> <p>All</p>

Signed

Date

	<p>It was agreed that an Annual Review would not be needed as there is now a monthly update sent out by the Parish Council. Possible dates for the APM were discussed and these need to be checked with the Offham Society. Cllr Williams will contact the Village Hall Committee to arrange a booking.</p> <p>Events for Parish Councillors</p> <ul style="list-style-type: none"> Thursday 16th January – Discover Gatwick (SR, CU) Cllr Unter is unable to attend and Cllr Williams will attend instead. Thursday 6th February – Parish Partnership Panel (CU) Thursday 6th February – Health and Wellbeing Conference (CD) Thursday 13th February – Discover Gatwick (RT, BJ) 	<p>WW</p> <p>SR, WW</p>																																																		
<p>11.</p>	<p>CORRESPONDENCE AND MATTERS ARISING: Details have been circulated to Councillors. This will be removed as a future Agenda item.</p>	<p>Clerk</p>																																																		
<p>12.</p>	<p>FINANCIAL MATTERS:</p> <p>a) To receive an update about change of bank Cllrs have read the paperwork and resolved and acknowledged as required that the Parish Council is bound by the terms and conditions of the bank's accounts, have read and understood the FSCS information sheet, agree to the resolution in the account opening form, agree to their telephone and internet banking declaration and the declaration in their account opening form. Councillors signed the relevant forms.</p> <p>b) To receive bank statements, consider and approve financial statements, approve and sign cheques The following invoices were approved for payment and the cheques signed by Cllrs Rickett and Marchant:</p> <table border="1" data-bbox="225 1070 1310 1496"> <thead> <tr> <th><u>Cheque</u></th> <th><u>Payee</u></th> <th><u>Description</u></th> <th></th> </tr> </thead> <tbody> <tr> <td>1703</td> <td>KALC</td> <td>Health & Wellbeing Conference</td> <td>£72.00</td> </tr> <tr> <td>1704</td> <td>Clerk</td> <td>December 2019 salary, allowance and expenses</td> <td>£725.86</td> </tr> <tr> <td>1705</td> <td>HMRC</td> <td>December 2019 PAYE and NI</td> <td>£104.17</td> </tr> <tr> <td>1706</td> <td>Offham Parish Council</td> <td>Unity Trust Bank Account Opening</td> <td>£500.00</td> </tr> <tr> <td>1707</td> <td>Offham Village Hall</td> <td>Hall Hire July-Dec 2019</td> <td>£114.00</td> </tr> <tr> <td>1708</td> <td>Clerk</td> <td>Reimbursement – Office Supplies, Staples</td> <td>£111.04</td> </tr> <tr> <td>1709</td> <td>Wrotham Computer Care Limited</td> <td>Supply and Install Avast Antivirus</td> <td>£43.74</td> </tr> <tr> <td colspan="3">TOTAL</td> <td>£1,670.81</td> </tr> </tbody> </table> <p>The Reconciliations for November and December were approved and signed by Cllrs Rickett and Marchant.</p> <p>c) To consider and approve budget and precept request for 2020/21 There was a discussion and the budget for 2020-2021 was agreed as follows:</p> <table border="1" data-bbox="403 1711 1131 1933"> <tbody> <tr> <td>Employment Costs</td> <td>£11,907</td> </tr> <tr> <td>Training</td> <td>£500</td> </tr> <tr> <td>Councillor's Expenses</td> <td>£250</td> </tr> <tr> <td>Office Administration</td> <td>£600</td> </tr> <tr> <td>Hire of Hall</td> <td>£300</td> </tr> <tr> <td>Village Hall Donation</td> <td>£1,000</td> </tr> <tr> <td>Churchyard Gardening</td> <td>£1,000</td> </tr> </tbody> </table>	<u>Cheque</u>	<u>Payee</u>	<u>Description</u>		1703	KALC	Health & Wellbeing Conference	£72.00	1704	Clerk	December 2019 salary, allowance and expenses	£725.86	1705	HMRC	December 2019 PAYE and NI	£104.17	1706	Offham Parish Council	Unity Trust Bank Account Opening	£500.00	1707	Offham Village Hall	Hall Hire July-Dec 2019	£114.00	1708	Clerk	Reimbursement – Office Supplies, Staples	£111.04	1709	Wrotham Computer Care Limited	Supply and Install Avast Antivirus	£43.74	TOTAL			£1,670.81	Employment Costs	£11,907	Training	£500	Councillor's Expenses	£250	Office Administration	£600	Hire of Hall	£300	Village Hall Donation	£1,000	Churchyard Gardening	£1,000	<p>Clerk</p> <p>All</p>
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Signed

Date

Minutes of Offham Parish Council Meeting Contd

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	<p>Councillors agreed to putting £5,000 a year into a sinking fund towards future play area modernisation. The precept request will be £55.41 per Band D household which is the same as last year. This will result in a total precept of £21,592 which is £177 more than last year. The balance of the budget will be funded from Parish Reserves.</p> <p>d) To consider any other financial matters There were no other matters.</p>																							
13.	<p>AGENDA ITEMS FOR NEXT MEETING – 4th February 2020</p> <ul style="list-style-type: none"> ○ Fund raising ○ Confidential item – Clerk’s salary, hours and overtime ○ Refuse collection ○ Footpaths and footways ○ APM ○ Wellbeing 	Clerk																						
13.	<p>ANY OTHER BUSINESS</p> <p>The January newsletter should provide residents with details about how to report problems with bins not being collected and refuse. A Councillor reported incidences of rats, and this should be raised with TMBC and included in the newsletter, asking residents to be mindful when they dispose of waste.</p>	Clerk Clerk																						

The Meeting concluded at 9.53pm.

Date of the next Parish Council meeting: **Tuesday 4th February 2020** at 7.30pm

Signed

Date