

**OFFHAM PARISH COUNCIL MEETING**  
**TUESDAY 7<sup>th</sup> JULY 2020 AT 7.30PM**  
**HELD VIA VIDEO CONFERENCE CALL DUE TO COVID-19**

**Present:** Cllrs Rickett (Chairman), Dyer, Jones, Marchant, Taylor and Unter, County Councillor Hohler (7.30-7.45), Borough Councillor Montague (7.30-7.50), 2 members of public, Clerk

MINUTES	ACTION
1. <b>APOLOGIES RECORDED, DECLARATIONS OF INTEREST MADE:</b> There were apologies from Cllr Williams and Borough Councillor Kemp. Cllr Rickett declared an interest in <b>TM/20/01177/FL - Land South West Of 1-4 Dutts Cottages, Teston Road</b> , as he is a neighbour.	
2. <b>MINUTES ARISING FROM 2<sup>nd</sup> JUNE 2020:</b> The minutes arising from 2 <sup>nd</sup> June were agreed by all Councillors and will be signed as approved by Cllr Rickett at the next available opportunity.	<b>SR</b>
3. <b>EXTERNAL REPORTS:</b> a. <b>County Councillor Hohler:</b> <ul style="list-style-type: none"> <li>o Cllr Hohler <ul style="list-style-type: none"> <li>• KCC is discussing this years budget and will be meeting about this in September or October. There is a £50m shortfall at the moment.</li> <li>• 13<sup>th</sup> July 2020 – 12 libraries are reopening (one in each district) and you can book a slot from 7<sup>th</sup> July. Books can be ordered with a click and collect service and you can order up to 6 books over the phone. Gradually other libraries will reopen</li> <li>• She has visited the village and looked at the hedge on Teston Road which had been partly cut back but was still blocking some of the path. Cllr Rickett reported that it has now been completely cut back</li> <li>• She has chased Kent Highways who have now provided designs for the signs to be installed either side of the road near White Ladies warning of the dangerous corner and risk of skidding. These are on order and should be installed soon. She tried to get the layby on Teston Road by Spadework closed to HGVs. However, Highways have found there are lots of utilities under the surface, TMBC have concerns about their lorries accessing the layby to collect rubbish and due to these and other factors, bollards cannot be put up. She has asked for white lines with gaps to be put in to make people more aware. She suggested that residents note number plates of lorries parking there, dates and times and take photos to challenge Highways that the use is “occasional”. One suggestion was that there could be a sign to limit parking to 2 hours, although there is a question about who would enforce this and how.</li> <li>• Blaise Farm Quarry Blasts – it is good that the Clerk is keeping a comprehensive list of reports. Mereworth and Kings Hill are saying they are being affected now. Perhaps the issues are to do with the geology, as the reply back is that blasting is within limits. Cllr Hohler has spoken to Cllr Balfour about this, and suggested that a liaison meeting with the Parish Council, TMBC and KCC would help. Cllrs agreed this would be useful and Cllr Hohler will set a date.</li> <li>• Cllr Hohler was thanked for her work for the village and everything that she has achieved.</li> </ul> </li> </ul>	
b. <b>Borough Councillor Montague:</b> <ul style="list-style-type: none"> <li>o Questions have been asked about when the Saturday Freighter service will resume but there is no news yet. Urbaser have been collecting 30% more rubbish than normal, and when things are up to speed with these collections they can look at</li> </ul>	

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	<p><b>b. APPROVALS:</b></p> <ul style="list-style-type: none"> <li>i. <b>TM/20/00956/FL - 4 Manor Cottages, Teston Road</b> - Demolition of existing single storey extension and the construction of replacement single storey rear addition, loft conversion with addition of new Velux rooflights</li> <li>ii. <b>TM/20/00852/FL - Mophew House, Teston Road</b> - Demolish conservatory and erect two storey rear extension</li> </ul> <p><b>c. REFUSALS:</b> There were no refusals to report.</p> <p><b>d. ANY OTHER PLANNING MATTERS:</b> <b>TM/20/00860/PDVAR - Agricultural Land West Of Wingfield Bank Sandy Lane Ryarsh</b> - Prior Notification: Change of use of an existing agricultural building and land within its curtilage into a residential dwelling-house and associated building operations (Part 3 Class Q). <b>PRIOR APPROVAL NOT REQUIRED</b></p>	
<p>5.</p>	<p><b>MATTERS ARISING:</b></p> <ul style="list-style-type: none"> <li>a. <b>Obstructed Footpath, Teston Road</b> This has been cleared. Cllr Rickett will clear the vegetation at the top of the hedge away from the SID.</li> <li>b. <b>Volunteer Group – Village upkeep and maintenance</b> A resident has offered to set up a group of volunteers with a structured approach to maintenance within the village, such as litter picks, pruning, digging and planting. The group will let the Parish Council know what they plan to do so that Councillors can have input and agree or disagree. Cllrs agreed this was an excellent idea and were grateful for the help. More volunteers can be sought by advertising the group in our newsletter.</li> <li>c. <b>Consultation – New model Code of Conduct (17.08.20)</b> Cllrs agreed that the new model code was much clearer and easier to read than the old version.</li> <li>d. <b>M20 All Lanes Running motorway</b> Tom Tugendhat MP has replied. The M20 Smart Motorway was authorised under a previous scheme so is not covered by this review. Cllrs remained concerned that the Smart Motorway is unsafe for drivers.</li> <li>e. <b>Covid 19 Recovery Phase</b> Cllrs are reading the documents being sent through, and are aware that we must comply with the relevant rules and regulations as we move out of lockdown and carry out necessary risk assessments. The Parish Council need to think carefully and put safeguards in place before we take new steps and actions.</li> <li>f. <b>Play Area Reopening</b> Cllrs have considered all the information being sent through. Signs advising of social distancing and other safety steps are being ordered, a risk assessment has been agreed and completed, the play area has been inspected and thoroughly cleaned. When the signs have arrived and two swings have been taped off to allow for social distancing, the message will be sent out that the play area is open.</li> </ul>	
<p>6.</p>	<p><b>PARISH COUNCILLOR REPORTS:</b></p> <ul style="list-style-type: none"> <li>a) <b>Blaise Farm:</b> <ul style="list-style-type: none"> <li>(i) <b>Quarry</b> There are ongoing complaints about the effects of blasting and these are being recorded and reported to Gallagher, KCC and TMBC. The Parish Council is continuing to push for action. A site specific geological map would be helpful.</li> <li>(ii) <b>IVC Waste Management</b></li> </ul> </li> </ul>	<p><b>Clerk</b></p>

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	<p>There is nothing to report.</p> <p>(iii) AD Plant There is nothing to report.</p> <p><b>b) Offham Landfill Site</b> The Clerk has had no response from the site manager and will write one further time and if still no response, will approach senior management</p> <p><b>c) To receive reports about:</b></p> <p>(i) Offham Village Hall There was an approach from the school about using the school, but unfortunately Government said this could not be done. There are ongoing discussions about the roof and the committee are obtaining quotes. Several windows have been replaced.</p> <p>(ii) Wellbeing This has been discussed as part of the Offham Community Network.</p> <p>(iii) Footpaths</p> <ul style="list-style-type: none"> <li>• The footpath towards Mereworth Woods is overgrown</li> <li>• Under the railway bridge outside Pepingstraw woods the path is impassable.</li> </ul> <p>(iv) Parish Partnership Panel Cllr Unter was unable to attend. The Minutes of the previous meeting have not been received. The next meeting is due 3<sup>rd</sup> September.</p>	<p>Clerk</p> <p>Clerk</p> <p>CU</p>
<p>7.</p>	<p><b>Monthly Check-List:</b></p> <p><b>a. To note any Highways, Footpaths and Footway problems ( <a href="http://www.kent.gov.uk/roads-and-travel/report-a-problem">www.kent.gov.uk/roads-and-travel/report-a-problem</a> )</b> There were no issues to report.</p> <p><b>b. To consider General Data Protection Regulations and receive updates</b> There were no updates or issues to report.</p> <p><b>c. To receive reports about:</b></p> <p>i. Maintenance contract. Cllr Marchant was thanked for his work on the Village Green and Recreation Ground. He will be working on the hedge by Teston Road this month.</p> <p>ii. The Pond, Village Green, The Pound, Cosgrave Field, Recreation Ground and Play Area, The Book Box and Defibrillator Sue Williams was thanked for continuing to do a great job in The Pound. There is a lot of work needed on the trees in Cosgrave Field and Cllr Marchant has provided a quote. Cllr Rickett will meet him to discuss the work, how the tree stumps are left etc. Cllrs have cleaned the Recreation Ground in readiness for opening it and Cllr Jones has completed an inspection. There are no issues to report. A Covid-19 risk assessment has been completed and agreed by Councillors. Signs reminding users of social distancing, using a template from TMBC, will be ordered. When in place the play area can be opened.</p> <p>iii. Trees There are no further issues to discuss.</p> <p>iv. Any other matters relating to Parish Land and property Cllr Rickett has been approached by the manager of The Kings Arms. Being a small village pub, they are finding it difficult to operate with social distancing. It has been suggested that customers could buy a drink and walk over to the Village Green to consume it. The concerns are noise and disturbance into the evening and litter. The pub has offered to put</p>	<p>SR, AM</p> <p>Clerk</p>

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	<p>bins there to collect rubbish and staff will regularly walk over to clear up. Cllrs were in approval of this idea and for supporting the village pub. Most users of the pub are local and known to Cllrs and it was not anticipated that there would be any noise or nuisance, as drinkers would return to the pub in the evening as other users left. The Clerk has asked the Insurance Company if any action needs to be taken other than regular inspections of the Village Green. This is a space open to the public which can be used by anyone. This can be reviewed after a trial period.</p> <p>v. To consider Speed Indicator Devices There are no issues to report.</p>	<p>Clerk</p>
<p>8.</p>	<p><b>a. To receive reports on Past Events:</b> There are no events to report on.</p> <p><b>b. To discuss events coming soon</b> There are no events coming soon.</p> <p><b>c. To note events for Parish Councillors</b> There are no events for Parish Councillors.</p>	
<p>9.</p>	<p><b>FINANCIAL INFORMATION:</b></p> <p>a. Annual Governance Review 2019/20:</p> <ul style="list-style-type: none"> <li>o To receive the Financial Reconciliation as at 31<sup>st</sup> March 2020 for review, approval and signature The financial reconciliation has been circulated. It was <b>RESOLVED</b> that it be <b>approved</b> and signed by the Chairman. This is appended to the Minutes.</li> <li>o To note publication of Local Authority Accounts: A Summary of Your Rights and Notice of Public Rights and Publication of unaudited Annual Governance and Accountability Return It was noted that these will be published on the website and on the Notice Boards in accordance with the timescales.</li> <li>o To approve and sign the Certificate of Exemption AGAR 2019/20 Part 2 This was considered, approved and signed to certify the Parish Council as Exempt.</li> <li>o To review the system and effectiveness of the system of internal controls The system of internal control was reviewed and it was <b>RESOLVED</b> that it is effective.</li> <li>o To review the Statement of Internal Control for approval and signature The Statement was reviewed and it was <b>RESOLVED</b> that it be <b>approved</b> and signed by the Chairman and Clerk.</li> <li>o To receive the Annual Governance Statement (Section 1) for review, approval and signature The Annual Governance Statement (section 1) was reviewed and it was <b>RESOLVED</b> that all answers can be given as "yes" and it was <b>approved</b> to be signed by the Chairman and the Clerk.</li> <li>o To receive the Accounting Statements (Section 2) for review, approval and signature The Accounting Statements (Section 2) have been signed by the Clerk and considered by Councillors. It was reviewed and it was <b>RESOLVED</b> that they be <b>approved</b> and signed by the Chairman.</li> <li>o To receive the Supporting Statement and Fixed Asset Register for review, approval and signature The Supporting Statement and Fixed Asset Register were circulated and approved to be signed by the Chairman and Clerk.</li> </ul>	<p>Clerk</p>

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