

**Minutes of OFFHAM PARISH COUNCIL meeting**  
Held on **Tuesday 5<sup>th</sup> April 2022** at **7.30PM** in The Committee Room, Offham Village Hall

**Councillors Present:**

Cllr C Unter (Chairman)  
Cllr R Taylor (Vice Chairman)  
Cllr B Jones  
Cllr A Marchant  
Cllr M Scullion

**Also in attendance:**

L Mackie (Clerk)

**1. APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST**

There were apologies from Cllr P Bailey (holiday), County Councillor Sarah Hohler, Borough Councillors A Kemp and P Montague. There were no Declarations of Interest.

**2. MINUTES**

It was **RESOLVED** that the minutes of **1<sup>st</sup> March 2022** be approved and signed as an accurate record.

**3. EXTERNAL REPORTS**

a) County Councillor Hohler  
There was no report.

b) Borough Councillors Kemp and Montague  
There was no report.

c) Police  
There was no report.

**4. PLANNING**

a) New applications

- i. **TM/22/00433/FL - 3 Bramble Hall Cottages, Comp Lane** - Demolition of single storey rear and side additions and garage. Erection of single storey rear extension and two storey side extension  
There were **NO OBJECTIONS**.
- ii. **TM/22/00413/FL - Teston Cottage, Teston Road** - New access form Teston Road, removal of section of Ragstone wall to form new driveway. New suds brick paving to form driveway as shown on drawings.  
There were **NO OBJECTIONS**.
- iii. **TM/22/00579/TNCA - Teston Cottage, Teston Road** - Pendula Birch- Fell, T2 Cherry & Wisteria- Prune away from property, T3 Acer- Prune by 10% (starting height 4.5m to 4m), T4 Acer- Prune by 30% (starting height 4.5m to 3m), T5 Conifer- Remove and T6 Purple Plum Reduce by 20% (starting height 6m to 5m)  
There were **NO OBJECTIONS**.
- iv. **TM/22/00678/TPOC – Ingles, Teston Road** - T1 (Eucalyptus) of Tree Preservation Order 15/00018/TPO to have the 4 lower overhanging branches removed as the reach over the neighbour's garden. T2 (Liquid amber) to be crown reduced in height from 8m to 6m, lateral spread reduced from 6m to 4m. T3 (Eucalyptus) overall crown reduction from height of 15m to 12m & 6m to 4m in lateral spread  
There were **NO OBJECTIONS**.
- v. **TM/22/00478/FL - The Beeches, Teston Road** - Remove existing conservatory and construct proposed single storey rear extension  
There were **NO OBJECTIONS**.

b) Approvals

- i. **TM/22/00053/FL - Cherry Tree Cottage, Teston Road** - Single storey rear extension and alterations to the roof to make good roof to the side extension with a new parapet to the existing brick wall
- ii. **TM/22/00017/FL - Mount Cottage, Teston Road** - Extension above ground floor study to front of house, and above and to side of bathroom to side of house

c) Refusals

There were no refusals to report.

d) Any other planning matters

- i. **TM/21/02386/FL - 3 Bramble Hall Cottages, Comp Lane** - Demolition of single storey rear and side additions and garage. Erection of single storey rear extension and two storey side extension. **WITHDRAWN.**
- ii. TMBC Local Plan – an update from TMBC has been circulated to Councillors.
- iii. **TM/22/00463/FL - Quintain Coach House, North Meadow** Remove existing flat roof to side porch and replace with a tiled pitched roof and add 2 casement windows to the side. Take down existing double garage and replace in its place an oak framed open garage structure and store with a pitched tiled roof (No objections)
- iv. TMBC Parish Infrastructure Statement – 16.06.22  
Cllrs will consider projects to be included.

**5. MATTERS ARISING**

a) To receive Parish Councillor Resignation

It was noted that Tracy Benton has resigned for personal reasons. The Parish Council wishes her well and thanks her for her service. The vacancy has been advertised.

Brian Jones announced his retirement from the Parish Council after 3 years. He said he has enjoyed his time on the Parish Council immensely, that there is a lot more that goes on than you think and that the village is something special. He wished everyone well. Cllr Unter thanked Brian, and said that words could not do justice to the way he had been such a fantastic Councillor. The vacancy will be advertised.

b) To discuss Postponement of Race Night with Malling Lions

It has been necessary to postpone the Race Night as there was too little time to make the necessary plans. Malling Lions have been very helpful, and the event will be re-scheduled for Saturday 17<sup>th</sup> September. Residents who have purchased tickets have been refunded.

c) To discuss Queen's Jubilee Street Party

For a number of reasons, it is necessary to reduce the scale of the event. Cllr Scullion has been helping re-plan the event. Following discussions, it was decided that:

- o The Band could perform on a flat bed truck located on The Village Green, offered free of charge from a resident. The Village Green will need to be protected from damage.
- o The resident has also offered use of an outside bar for free which The Kings Arms will run.
- o Cllr Marchant will run the BBQ near the bar for the Kings Arms Pub.
- o Cllr Scullion can offer rugs to be used by residents for their picnics on The Village Green
- o Cllr Marchant can supply the use of his van to transport chairs
- o Cllr Scullion is arranging for stakes and ropes so that people cannot run out into the road from The Village Green
- o Electricity for the band can be sourced from nearby properties, or from where the Christmas Lights are run
- o Cllr Unter has arranged the closure of Church Road from the junction with Teston Road to the junction with North Meadow for 6 hours between midday and 6pm, and has worked with Church Farm to achieve this
- o It was agreed that a 3-hour performance time is enough. Cllr Scullion is dealing with the band

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- Residents can bring their own picnics. There will be the BBQ and outside bar to purchase food and drink
- Adults will not be charged tickets for the picnic and music on the Green
- An "honesty Box" and buckets to collect donations towards Parish Council projects, including renovating and repairing the play area will be available
- The Kings Arms will pay a percentage of profits towards the cost of the band and the Parish Council will pay the difference
- Cllr Scullion has received offers of speakers for music to be played outside of the band's performance.
- Students from the Primary School could be invited to perform.
- The blessing by Reverend Green could be at 6-6.30pm with the band starting at 7.
- Cllr Scullion has spoken to a resident who will bake cakes for sale, if the ingredients are provided. Other residents who bake could be asked to provide raffle prizes
- Cllr Unter has spoken with the Village Hall Committee, members of who have agreed to assist the parish council with the street party for the Under 16s.
- The members noted will also assist with games for the children.
- Children from the Primary School will be invited.
- Cllr Taylor and Valerie Taylor will lead the sale of tickets for the street party, with the village hall treasurer assisting to deal with the sale receipts and expenses on behalf of the parish council.
- The Parish Council will market the event
- The Clerk will notify the insurance company
- A Parish Councillor needs to deal with the Risk Assessment for the event. Consideration is being given to safe lines to run electrical wires, safely locating the truck so that wires run behind, putting the BBQ and Bar at the same place so there are no road crossings.
- Raffle tickets will be sold during the event.

Cllr Unter thanked all Councillors for their ideas and support.

d) To review GDPR Action List

This was reviewed and approved.

e) To consider and adopt Grievance and Disciplinary Procedure, Equal Opportunities Policy and Travel and Expenses Policy

These were reviewed and all Councillors approved their adoption.

f) To note KCC consultation into reduction in bus service (20.04.22)

The consultation has been running since late February. The Parish Council has emailed all residents on our list and is asking the Village Hall Committee and Offham Society to share the details. The consultation is online although the questionnaire can be printed and returned by post. KCC spend £6m on bus services that need to have support because they can't run with a profit, and they don't have the money to continue this support. They need to cut this spend by £2.5m and one service they propose to cut is number 70 which runs through the village, 3 services a day. KCC are looking for people to respond so they can understand what the need is. However, the people that need the bus and should be completing the consultation may be ones who don't have the internet or access to other transport.

Rather than stopping the service completely, perhaps it could run one or two days a week? Offham has no access to any other public transport. Use of buses may have reduced as people are still concerned about travelling on public transport compared to pre-pandemic.

g) TMBC Housing Strategy Consultation – 13.04.22

The TMBC Leader is speaking to ministers to say we are being asked to build too many houses.

h) LGBCE – final recommendations for TMBC published

Offham will be grouped with East and West Malling, instead of Ryarsh, Mereworth and Addington.

i) NALC – Small Councils Committee

If Councillors want to make any representations they should let the Clerk know.

Initials.....



j) To receive update on First Registration of Village Hall

The solicitor is submitting registration documents to the Land Registry. There were two parcels of land. The unregistered part is being registered for the first time, and the documents show this should be in the name of the Village Hall Trustees. There is a second piece of land which is already registered in the name of the Trustees, and the solicitor is updating the details of the current Trustees for the Village Hall.

The Village Hall Committee Chairman has expressed the view that she prefers the land to be registered in the name of Offham Parish Council. The Clerk was asked to find out how this could be done and what the cost is, so the Parish Council can consider what to do.

k) To approve change of date of June meeting - Tuesday 14<sup>th</sup> June 2022

Due to the Platinum Jubilee Bank Holidays, the Parish Council approved the change of date.

**6. OPEN FORUM - Public Participation Session**

There were no members of public present and no questions submitted in advance.

**7. PARISH COUNCILLOR REPORTS:**

a) Blaise Farm

i. Liaison Meeting 30.03.22

Cllr Unter attended online. No concerns have been expressed in the village about Blaise Farm and they don't report receiving any concerns. The Parish Council will continue to monitor in the village. The next meeting in September.

ii. Quarry

There was nothing to report.

iii. IVC Waste Management

There was nothing to report.

iv. AD Plant

There was nothing to report.

b) Offham Landfill Site

There was nothing to report.

c) Offham Village Hall

This has been reported already.

**8. MONTHLY CHECK-LIST**

a) To note any Highways, Footpaths and Footways problems ([www.kent.gov.uk/roads-and-travel/report-a-problem](http://www.kent.gov.uk/roads-and-travel/report-a-problem))

The Clerk was asked to provide "No Parking" notices for vehicles parking on the Village Green.

b) To receive reports about Parish Property and Land including The Pond, Village Green, The Pound, Cosgrave Field, Recreation Ground, Play Area, Book Box, Defibrillator, Speed Indicator Devices, Trees

- o Steve Rickett, David Frankling and others have been working on The Pond
- o Tracy Benton has stored the Village Sign to be restored, but this will need to be taken back by Councillors
- o Cllr Marchant has cleared up the fallen branches on Cosgrave Field and was thanked for doing this. He reported that the trees on Cosgrave Field are safe
- o Cllr Marchant was also thanked for clearing branches on the Recreation Ground following the storm. He has cut the grass again today



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- Cllr Taylor reported that repairs are needed to the slats on the multi play equipment. The cost will be £1,415 +VAT, which includes delivery and installation. Cllrs Approved the work going ahead and Cllr Taylor will place the order. Cllr Taylor and Brian Jones were thanked for their help sorting out the repairs and looking after the equipment
- The Speed Indicator Device (SID) on Teston Road near Aldon Lane has been taken away by KCC to be re-calibrated. Due to the age of the equipment, there is a chance it cannot be repaired.
- The new SID pole on Church Road is now in place and has the clips on. Cllr Bailey will install the SID when he is able
- Cllr Marchant has provided a quote to re-prune the tree opposite the pub, which he does every 7 years or so. Cllrs Agreed this work should go ahead and approved the quote
- The area re-seeded by a resident following water main works on The Village Green by Hayes Lane is gradually growing back. Cllrs will keep an eye on progress
- A resident has asked whether the Well on The Village Green can be restored. A previous Parish Council had intended this to be a project. Cllr Marchant will approach Birling Forge to obtain a quote for a new metal band.

### 9. **EVENTS.** To receive reports on past events and to discuss events coming soon

#### a) Men's Shed – The Kings Arms – Every Thursday

Cllr Unter passed on huge thanks to Cllrs Scullion and Taylor and to Brian Jones. This has been very successful with at least a dozen people attending each week and more people talking about it. There is funding left for another 6 weeks or so. The Parish Council will then consider how to fund it going forward, whether to ask for a small contribution from attendees or whether to approach the May Day Committee for funding.

#### b) JPCTCG 31.03.22

Norman Kemp from Nu Venture took part and there was a lot of discussion about the proposed changes to bus services.

#### c) Annual Parish Meeting 08.04.22

The Agenda was discussed and plans to set up the hall and provide for social distancing were made.

#### d) St Michael's Church – Holy Week and Easter w/c 11.04.22

Cllr Robin Taylor and Brian Jones will complete the Risk Assessment of the Village Green.

#### e) May Day 30.04.22

Cllr Taylor will carry out the risk assessment of the Village Green.

#### f) End of Year 2021-2022 Internal Audit – 12.05.22

This was noted.

#### g) TMBC Parish Partnership Panel 26.05.22

Cllr Unter will attend and other Councillors are welcome to join.

#### h) Queens Jubilee Street Party 05.06.22

This has been discussed.

#### i) Photo Competition and 2023 Calendar

Mike Rowe and David Stretton have agreed to collect entries, judge and compile the calendar.

### 10. **FINANCIAL INFORMATION**

#### a) To receive bank statements, consider and approve financial statements (to be physically signed at the next available opportunity) and to monitor budget

These have been circulated and considered by Cllrs. The statements were approved and were signed by Cllr Unter. There were no budget issues to be reported.

Initials.....



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b) To consider and approve invoice payments

The following invoices were approved for payment and will be authorised by Cllrs Unter and Taylor:

<b>Payee</b>	<b>Description</b>	<b>Amount</b>
	<b>Payments since last meeting</b>	
P Bligh	Refund – Race Night Tickets	£130.00
J McBride	Refund – Race Night Tickets	£25.00
Offham PCC	Annual Donation	£100.00
Offham Lunch Club	Annual Donation	£100.00
Offham Society	Contribution Towards Welcome Pack	£50.00
Unity Trust	Quarterly Service Charge	£18.00
	<b>Payments – March 22</b>	
Clerk	March 2022 Salary, expenses, allowance	£936.65
HMRC	March 2022 PAYE and NI	£312.95
Surrey Hills Solicitors	Registration of Village Hall	£1,276.00

c) To re-consider Financial Donations for 2021-2022

It is understood that West Malling Scouts are leaving Offham Village Hall and it was decided not to make a donation.

d) To note 2021-2022 National Salary Award (National Joint Council for Local Government Services)

Cllrs have seen the NALC agreed National Salary Scale Increases and agreed to increase the Clerks salary in accordance with these.

The Clerk's claim for overtime was approved.

e) Pension – Re-enrolment Duties as an employer

Details have been circulated. The Clerk will re-enrol.

f) 2021/2022 End of year Audit (AGAR and selection for intermediate Review)

The Parish Council has not been selected for intermediate review. The Clerk is carrying out work for the End of Year Audit.

g) To consider any other financial matters


There were no other matters.

### 11. AGENDA ITEMS FOR NEXT MEETING

There were no Agenda items.

The Meeting concluded at 9.35pm.

Date of the Annual Parish Council meeting and next monthly Parish Council meeting: Tuesday 3<sup>rd</sup> May at 7.30pm

Signed ..... 

Dated ..... 3. 5. 2022 .....