

**MINUTES of OFFHAM PARISH COUNCIL meeting**  
Held on **Tuesday 14<sup>th</sup> June 2022 at 7.30PM** in The Committee Room, Offham Village Hall

**Councillors Present:**

Cllr C Unter (Chairman)  
R Taylor (Vice Chairman)  
Cllr P Bailey  
Cllr A Marchant  
Cllr M Scullion

**Also in attendance:**

County Councillor Hohler (7.30-7.40pm)  
2 members of public  
L Mackie (Clerk)

1. **APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST.** To receive apologies for absence and declarations of pecuniary and non-pecuniary interest.  
There were apologies from Borough Councillors A Kemp and P Montague. There were no Declarations of Interest.

2. **MINUTES**

- a) To receive and approve the Minutes of the Annual Parish Council meeting held on 3<sup>rd</sup> May 2022 for signature  
It was **RESOLVED** that the minutes of the Annual Parish Council Meeting held on 3<sup>rd</sup> May 2022 be approved and signed as an accurate record.
- b) To receive and approve the Minutes of the meeting held on 3<sup>rd</sup> May 2022 for signature  
It was **RESOLVED** that the minutes of 3<sup>rd</sup> May 2022 be approved and signed as an accurate record.

3. **EXTERNAL REPORTS**

- a) County Councillor Hohler  
KCC has approved their strategic plan for the next four years. They will ask residents, service users, businesses etc to share their views about the plan – “On Track”  
Ukrainian children in Kent will not get preference for school places. They will have to go through the same process to find a school as with any other child in Kent.  
The Joint Transport Board have accepted a proposal to put a Speed Limit of 40mph on a stretch of Seven Mile Lane. If it works and is successful, they can extend it towards Offham.  
Cllr Bailey reported that residents are concerned that something needs to be done to slow traffic down on Teston Road and stop speeding. Kings Hill has created a massive volume of traffic.
- b) Borough Councillors Kemp and Montague  
There was no report.
- c) Police  
There was no report.

4. **PLANNING**

- a) New applications
- i. **TM/22/00606/FL - Godwell Oast, Church Road** - Conversion of part Barn to 4 bed dwelling, addition of glazed link to existing disconnected Oast Kiln, changes to internal arrangements to existing Barn conversion to dwelling, replacement of all external window and doors, demolition of existing external store and garaging building and replacement with new external store and garaging building  
There were **NO OBJECTIONS**.
- ii. **TM/22/01130/AGN - Church Farm, Church Road** - Proposed small open fronted wooden building 18m x 6m, to be used to store agricultural machinery  
There were **NO OBJECTIONS**.

- iii. **TM/22/01164/LB - Quintain House, Teston Road** - Listed Building Application: Single storey rear extension to provide a dining room and reconfigured kitchen; including reroofing existing flat roof extension; rationalisation of drainage pipework at the rear of the house. Amendment to TM/22/00055/LB  
The Parish Council objected to the previous application relating to this property. TMBC granted permission, but the applicant now wants to amend to include a different type of roof. Grade II Listed Buildings require a lead roof but this application is for a new type of roof. Cllrs agreed that the TMBC Listed Building Officer should make the decision and had no objections to make.
  - iv. **TM/22/01197/FL - The Old Rectory, Aldon Lane** - Construction of a timber framed extension to an existing agricultural store, as well as the erection of an open-ended lean-to and toilet  
There were **NO OBJECTIONS**.
  - v. **TM/22/01198/FL - The Old Rectory, Aldon Lane** - Erection of a flat roofed wrought iron porch on the kitchen entrance  
There were **NO OBJECTIONS**.
  - vi. **TM/22/01199/LB - The Old Rectory, Aldon Lane** - Listed Building Application: erection of a flat roofed wrought iron porch on the kitchen entrance  
There were **NO OBJECTIONS**.
- b) Approvals
- i. **TM/21/03355/FL - Offham Place Cottage, Teston Road** - Demolition of existing garage and side extension and erection of two storey extension to the rear and garden room
  - ii. **TM/22/00478/FL - The Beeches, Teston Road** - Remove existing conservatory and construct proposed single storey rear extension
- c) Refusals  
There were no refusals to report.
- d) Any other planning matters
- i. **TM/22/00477/FL - Cold Store East Of The Applehouse, Aldon Lane** - Change of use of redundant cold store into 1no. dwellinghouse (**OBJECTIONS**)
  - ii. **TM/22/00887/LB - Orchard Place Cottage, Comp Lane** - Listed Building Application: Partial demolition of chimney, reconstruction and repair in lime mortar to match original (No objections)
  - iii. **TM/22/00759/LDP - Warren Wood, Seven Mile Lane** -Lawful Development Certificate Proposed: Erection of a single storey outbuilding (**NO OBJECTIONS**)
  - iv. **TM/22/00916/FL - Teston Cottage, Teston Road** - First floor rear extension incorporating a side dormer, side rooflight and Juliet balcony to rear (**NO OBJECTIONS**)
  - v. **TM/22/00917/LB - Teston Cottage, Teston Road** - Listed Building Application: First floor rear extension incorporating a side dormer, side rooflight and Juliet balcony to rear (**NO OBJECTIONS**)
  - vi. **TM/21/02217/TPOC - Cover Point, Church Road** - T1 - Scots Pine, reduce in height by approx. 6m due to decay in a large bough that snapped off in the upper crown. T2 - Scots Pine, reduce in height by approx. 3m. **APPLICATION NOT PROCEEDED WITH**
  - vii. **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. **APPLICATION WITHDRAWN**
  - viii. **Solar Park Application – Offham Landfill Site**  
The KCC Report indicates they are minded to approve the application, but it will go to a Planning Committee Meeting and to the Secretary of State for approval.  
The Parish Council had raised objections, and asked for some s106 money for the village. The report indicates that there is so little impact on the village they would not recommend a financial contribution in lieu of disruption. Cllr Unter will attend the Planning Committee meeting tomorrow, and ask for regular liaison and communication with the Parish Council and discuss the footpath that runs through the site.

5. MATTERS ARISING

- a) To consider and co-opt Parish Councillors to fill vacancies following resignation and retirement  
There are two vacancies on the Parish Council following the resignation of Tracy Benton and the retirement of Brian Jones.

Cllr Unter introduced John Adams and James Barnes to the meeting. There was a discussion and it was **AGREED** to co-opt John and James. Cllrs Adams and Barnes were welcomed onto the Parish Council.

- b) Appointment of representatives to external bodies and wardens

Village Green Bus Shelter and Pound – Cllrs Taylor and Adams

Cosgrave Field – (Cllr Unter)

Village Hall – (Cllr Taylor)

Recreation Ground and Play Area – Cllrs Taylor and Adams

JPCTCG – (Cllr Unter)

Blaise Farm Liaison (Quarry, IVC, AD) – (Cllrs Unter and Taylor)

Offham Landfill – will become solar Park - Cllr Barnes

Parish Partnership Panel – (Cllr Unter)

Scouts and Cubs – (Cllr Taylor)

Speed Indicator Device- (Cllr Bailey)

Wellbeing – Cllr Scullion

Trees – Cllr Marchant

Book Box – Cllr Unter will work with Wendy Williams. Cllr Bailey will arrange for someone to fix the glass

Defibrillator – Cllr Scullion will work with David Frankling. The Clerk will arrange for an online manual to be sent to Cllr Scullion.

Pond – volunteers are needed to work with David Frankling and Steve Rickett. The Parish Council does not own the land but maintains it

Footpaths, Bridleways and Public Rights of Way

KALC T&M – (Cllrs Unter and Taylor)

The remainder of the posts will be postponed until the July meeting.

- c) To discuss repair of Village Sign

Maidstone Signs have provided a quote to Cllr Taylor of £1120+VAT for the sign, and £926+VAT for the post. Cllrs approved the price of £2,000 +VAT to carry out both works at the same time. Mike Rowe has a photo of the sign when it originally went up so they can see the colours.

- d) To receive details of repairs for The Well on The Green

Cllr Marchant has contacted Birling Forge who can provide a metal ring to go around the Well, but not until it has been re-pointed. Cllrs Taylor and Bailey will approach Ken Frost and work with him to re-point.

- e) To consider future funding for the Men's Shed

The Offham Community Network provided £184 to start the Men's Shed and it has been a stunning success. It has been very positive for mental health and wellbeing and good fun for those attending. Saffi and Cllr Scullion have been brilliant at getting it organised. It has not cost the attendees so far. When asked, they indicated they would be happy to pay £1-£2 a week. The cost is £20 a week for tea and biscuits, and towards costs for the King's Arms, but this does not cover the costs of staff, hire, electricity for the pub. Cllr Unter will look at charities we could get donations from. Cllr Barnes offered to fund the event, and Cllr Scullion believes it could be funded through raffle money at May Day and the Steam Rally. Cllr Unter thanked them for their generous offers. Cllrs Scullion and Barnes will meet to discuss a way forward. In the meantime, the Parish Council will fund.

- f) St Michael's Church – Mission and Pastoral Measure 2011: Draft Pastoral Scheme

We received a communication from the Diocese of Rochester saying there has been a detailed review in this area of the benefices and Church of England parishes. St Michael's in Offham is linked to West Malling and our vicar is Rev'd David Green. Ryarsh, Birling, Addington, Trottscliffe

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and Leybourne don't have a vicar. So, the Diocese is bringing all parishes together with one Vicar and a Deputy - being David Green. St Michael's Church was incredibly helpful with the Offham Community Network. Rev'd Green has said he is happy to answer any queries or questions.

g) Offham Society Lazy Sunday Jazz Sunday 26<sup>th</sup> June 2022

Cllrs AGREED that the Offham Society had permission to use Cosgrave Field for this event. Cllr Marchant has cut the grass and Cllr Unter will complete a risk assessment of the Field.

h) TMBC Planning Infrastructure Statements 16.06.22

The Parish Council has already met with Claire Venner from Kent Highways to discuss the Highways Improvement Plan and are waiting for plans. The Clerk will chase for an update. There was a discussion about a 20mph limit through the village. More places are having 20mph zone all through. One problem is people don't keep to 20mph so Highways are reluctant to put this all the way through a small village, and it would come with traffic control measures that people previously objected to.

Cllr Bailey was thanked for moving the SID.

Cllrs Bailey and Barnes are interested in working to deal with speeding on Teston Road, through a 20mph limit and Speedwatch The Clerk has had communication with Trudy Dean about achieving a 20mph limit and will forward this. The Clerk will also forward Speedwatch details.

### 6. OPEN FORUM - Public Participation Session

There were no questions.

### 7. PARISH COUNCILLOR REPORTS:

a) Blaise Farm

i. Quarry  
There was nothing to report.

ii. IVC Waste Management  
There was nothing to report.

iii. AD Plant  
There was nothing to report.

b) Offham Landfill Site

There was nothing to report.

c) Offham Village Hall

Cllr Taylor attended their monthly meeting last night. They have agreed to fund the cost of the food and drink for the tea party as a contribution to the Jubilee Event. Cllr Unter thanked the Village Hall Committee for this extremely generous contribution.

### 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))

There was a discussion about the public right of way outside White Ladies being obstructed. This can be reported to the KCC Public Rights of Way Office.

b) To receive update on Maintenance Contract

Cllr Marchant will prepare and submit the update.

c) 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.

Cllr Taylor is dealing with a broken seat on the Recreation Ground.

Cllrs Bailey and Scullion are running football training every Sunday for U13s.

The gate to Pepingstraw Close from the Recreation Ground is broken. Cllr Taylor has carried out a short term repair. This will appear on the next Agenda.

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The bin by the pond is not being emptied by TMBC. Cllr Taylor will provide an inventory of the bins in the village to send to TMBC. Any unemptied bins or dog waste bins can be reported to TMBC by phone or by emailing [waste.services@tmbc.gov.uk](mailto:waste.services@tmbc.gov.uk).

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

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

This has already been discussed.

b) TMBC Parish Partnership Panel 26.05.22

Cllr Unter could not attend this meeting, but it would be helpful if another Cllr attended the next meeting to get to know the issues

c) Queens Jubilee Street Party 05.06.22

Cllr Unter gave a huge Thank You to everyone on the Parish Council who all did their part and helped, especially Cllrs Taylor and Scullion. There has been lots of positive feedback, everyone enjoyed the event and there is a profit in the region of £1331 less some final expenses.

Cllr Taylor reported that the money raised was as follows:

Donation from Stephen Betts - £500.00

Raffle - £728.00

Mugs - £60.00

Less – cost of mugs - £501.37

Children's Street Party

Ticket sales £380.00

Ticket sales cash £10.00

Village hall refreshments, cake and drinks - £200.75

Sum Up Machine around £97.00

LESS expenses of £96.00

= £591.75 profit from the Children's Party

Picnic, Band, BBQ and Bar on The Green

Bucket Donations £138.70

Share of Bar Takings £175.89

Share of BBQ Takings minus band cost £170.00

LESS BBQ Stock £305.40

Overall profit £40.50

d) Offham Society Lazy Sunday Jazz 26.06.22

Noted. A risk assessment of Cosgrave Field will be carried out prior to the event.

e) Lawn Treatment 20.06.22

Noted.

f) Photo Competition and 2023 Calendar

Unfortunately, the calendar was not ready for the Jubilee Party but will be ready for Race Night and the Steam Rally. David Stretton, Wendy Williams and Mike Rowe worked together to compile the calendar and select the winner.

**10. THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2021-2022 PART TWO FOR AN EXEMPT COUNCIL**

a) To receive and consider Internal Auditor's Report 2021-2022

The report was received and considered by Councillors. It was RESOLVED that there was no action required.

b) To review the effectiveness of the system of Internal Control. Councillors are asked to consider the Statement of Internal Control in support of the Annual Governance Statement

## Minutes of Offham Parish Council Meeting Cont'd

Councillors considered and approved the Statement of Internal Control for the year ending 31 March 2022 at the May meeting and this was signed by the Chairman and Clerk on behalf of the Parish Council.

- c) To approve the Annual Governance Statement for 2021-2022, Section 1 of the AGAR for the year ending 31 March 2022.  
The Council considered and approved the Annual Governance Statement for 2021-2022. The Chairman and Clerk signed and dated the Statement on behalf of the Parish Council.
- d) To approve the Accounting Statements for 2021-2022, Section 2 of the AGAR for the year ending 31 March 2022 and the supporting Bank Reconciliation as at 31 March 2022  
The Council considered and approved the Accounting Statements and the supporting Bank Reconciliation as at 31 March 2022 as provided by the Responsible Financial Officer who had prior to the meeting signed and dated Section 2 of the AGAR for 2021-2022. The Chairman signed and dated the Accounting Statement on behalf of the Parish Council.
- e) To confirm that the Parish Council meets the criteria for exemption for 2021-2022 and can certify itself as exempted from the "limited assurance review"  
The Parish Council considered itself "exempt" from the limited assurance review. The Chairman and Responsible Financial Officer signed and dated the Certificate of Exemption on behalf of the Council.
- f) To note the proposed dates for the Exercise of Public Rights as selected by the Parish Council's Responsible Financial Officer (20.06.22- 29.07.22)  
The Council notes the period for the Exercise of Public Rights from Monday 20<sup>th</sup> June to Friday 29<sup>th</sup> July 2022.

### 11. FINANCIAL INFORMATION

- a) To receive bank statements, consider and approve financial statements 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.
- b) To consider and approve invoice payments  
The following invoices were approved for payment and will be authorised by Cllrs Unter and Taylor:

<u>Payee</u>	<u>Description</u>	<u>Amount</u>
	<b>Payments since last meeting</b>	
Kings Arms Clerk	12 weeks Men's Shed 10.03-26.05 Reimbursement Costs – purchase of Jubilee Mugs	£240.00 £601.64
City Kegs Ltd	Keg – Jubilee Event	£302.40
	<b>Payments – June 2022</b>	
Lionel Robbins	Independent Internal audit	£90.00
Surrey Hills Solicitors	Registration of Village Hall Title	£330.00
King's Arms Clerk	5 Week's Men's Shed 02.06-30.06 May 2022 Salary, expenses, allowance	£100.00 £707.17
HMRC Clerk	May 2022 PAYE and NI	£161.37
HMRC Clerk	June 2022 Salary, expenses, allowance	693.52
HMRC	June 2022 PAYE and NI	161.37

Following advice from the Internal Auditor, payments are going to be shown in the month in which they are paid rather than the month in which they are invoiced. This is to keep the accounts as receipts and payments. The Clerk's salary has previously been paid in arrears and accounted for in the month for which it was due. Going forward it was agreed that the Clerk's salary will be paid in the month in which it is due. This alteration means that this month there are two payments to the Clerk, one for May and one for June 2022.

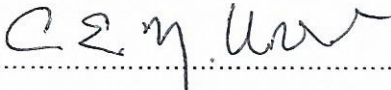
- c) To consider any other financial matters  
There were no other matters.

**12. AGENDA ITEMS FOR NEXT MEETING**

The Race Night is on 17<sup>th</sup> September and Wendy Williams has agreed to organise. She will be attending the next meeting and other Councillors are needed to assist

The Meeting concluded at 9.15pm.

Date of the next Parish Council meeting: Tuesday 5<sup>th</sup> July 2022 at 7.30pm

Signed .....  .....

Dated ..... 6/9/22 .....