

MINUTES of OFFHAM PARISH COUNCIL meeting
Held on **Tuesday 3rd May 2022** at **7.30PM** in The Committee Room, Offham Village Hall

Councillors Present:

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

Also in attendance:

1 member of public
L Mackie (Clerk)

1. APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST

There were apologies from Cllr C Unter (illness) 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 **5th April 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/22/00630/RD - Luna Barn, Church Road** - Details of planning condition 5 (landscaping and boundary treatment) and condition 6 (Foul Water Drainage) submitted pursuant to planning permission 21/00898/FL (Demolition of existing redundant outbuildings and erection of a new 3 bed/6 person single storey dwelling, together with a 1 bed/2 person family annex, garage accommodation and associated landscape works) – 16.05.22
There were **NO OBJECTIONS**.

ii. **TM/22/00784/FL- Offham Methodist Church, Teston Road**

Proposed change of use and remodelling of existing church to create single dwelling house (Resubmission of TM/19/01349/FL)

Concerns were expressed that this is an application to convert the property to a 5 bedroom dwelling, with no provision for parking. The car park opposite is owned by TMBC, and Pepingstraw Close already suffers from on street parking. Councillors will wait to see if there are any additional objections raised by residents to consider. The Parish Council will express reservations about the parking situation and state that off road parking should be included.

b) Approvals

- i. **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)
- ii. **TM/22/00054/FL - Quintain House, Teston Road** - Single storey rear extension to provide a dining room and reconfigured kitchen; including re-roofing existing flat roof extension; rationalisation of drainage pipework at the rear of the house
- iii. **TM/22/00055/LB - Quintain House, Teston Road** - Listed Building Application: single storey rear extension to provide a dining room and reconfigured kitchen; including re-roofing existing flat roof extension; rationalisation of drainage pipework at the rear of the house

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- iv. **TM/22/00059/LB - Quintain House, Teston Road** - Listed Building Application: Upgrade the covers to the two existing cellar hatches
- c) Refusals
There were no refusals to report.
- d) Any other planning matters
- i. **TM/22/00262/TNCA – Offham Place Cottage, Teston Road** -T1 Magnolia: Fell (becoming oversized for the garden) T2 Indian Bean (in garden of Teston cottage): Remove 2 x low limbs and reduce height by 1m and width by 1.5m (to create space in the garden and maintain the tree in line with surroundings) T3 Red Robin: Fell (client would like to make changes in the garden).
APPLICATION WITHDRAWN

5. MATTERS ARISING

- a) To consider and co-opt Parish Councillors to fill vacancies following resignation and retirement
Two residents have expressed an interest, and co-option will be dealt with at the next meeting.
- b) To discuss Queen's Jubilee Street Party 05.06.22
The Parish Council Insurance Company will cover the event if it is solely organised by the Parish Council.
Cllr Unter is liaising with the Village Hall Committee to see if they will insure the Street Party and Games on Cosgrave Field. If not, the Parish Council will make sure it is solely responsible for organising the whole event.
- A group of Councillors are meeting regularly to put the Parish Council approved plans into action and arrange help on the day
 - Cllr Scullion will check that the band have their own insurance
 - An outside bar will have to be hired for £302.40. Cllr Scullion will liaise with Cllr Unter about payment for this. The outside bar will ensure attendees do not have to cross Teston Road to buy drinks. The BBQ will be located near the outside bar for the same reason.
 - Announcements will be made about buckets to collect donations towards the cost of the event and for fund raising for the play area refurbishment
 - We need to start advertising the event and need to attract attendees from outside the village
 - The late afternoon and evening event on the Village Green can be promoted to parents attending the Street Party with their children
 - Cllr Unter is sorting out the electricity for the band
 - Cllr Scullion will arrange the roping to stop attendees going into Teston Road from the Village Green accidentally
 - Cllr Scullion will speak to Stephen Betts about the toilets used for May Day. Other than that, attendees will have to use the pub toilets
 - The pub will advertise the BBQ and bar
 - Cllr Unter is liaising with Reverend Green who will speak at the event
 - Cakes for the event or the raffle will be discussed by Councillors when they meet
 - An Agency is being used for tickets for the street party. The final sum raised will be transferred to the Parish Council. 32 children have signed up already.
 - Music from the Green should begin 4.30-5.00 to encourage families at the Street Party to move to the Village Green for the next stage of celebrations
 - Cllrs Unter and Taylor will carry out the risk assessment for the event
- c) To receive update on First Registration of Village Hall
The papers are with the Land Registry. When the final bill is paid, the division of costs between the Village Hall Committee and Parish Council can be sorted out.
- d) To receive details of repairs for The Well on The Green
Cllr Taylor tried to locate Birling Forge but they have moved. Cllr Marchant will get a cost for repairs.

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
There was nothing to report.

8. MONTHLY CHECK-LIST

- a) To note any Highways, Footpaths and Footways problems (www.kent.gov.uk/roads-and-travel/report-a-problem)
There were no issues raised.
- b) To receive update on Maintenance Contract
Cllr Taylor commented on how well the Village Green looked and thanked Cllr Marchant.
- 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.
It was noted that the Village Green was left very tidy following May Day, and the Clerk was asked to write to the organiser thanking them for such a good job.
Cllr Taylor reported some damage to a piece of equipment in the Recreation Ground which he has repaired temporarily. This will be sufficient until the annual inspection later in the year. The barrier around the gate is virtually rotten, and Cllr Taylor has secured this.
Cllr Bailey was thanked for moving the SID around.

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

- a) Men's Shed – The Kings Arms – Every Thursday
The numbers are really good every week, in double digits.
- b) Annual Parish Meeting 08.04.22
There was a good turnout for the event. Cllrs had a general discussion about future APM's.
- c) May Day 30.04.22
The event was very successful and busy and was a perfect day for the village. The organisers did a great job, with a diversity of stalls, and the Clerk was asked to write and congratulate them. There was an issue with a road closure being carried too far and stopping trade to Spadework, but this should be rectified next year.
- d) End of Year 2021-2022 Internal Audit – 12.05.22
This was noted.
- e) TMBC Parish Partnership Panel 26.05.22
Cllr Unter will attend and other Councillors are welcome to join.
- f) Queens Jubilee Street Party 05.06.22
This has already been discussed.
- g) Offham Society Lazy Sunday Jazz 26.06.22
Noted. A risk assessment of Cosgrave Field will be carried out prior to the event.

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- h) Lawn Treatment 30.06.22
Noted
- i) Photo Competition and 2023 Calendar
Sponsorship money is being received.

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 Taylor. 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>
	Payments since last meeting	
Playdale	Maintenance Works Play Area	£1,698.79
C Unter	Reimbursement Costs – APM and Community Awards	£154.75
B Jones	Reimbursement Costs - APM	£36.45
	Payments – April 22	
KALC	Chairmanship Networking Day 26.02.22	£60.00
KALC	Planning Webinar 19.01.22	£60.00
Waring Lawn Care	Spring Weed and Feed 20.04.22	£280.00
KCC	SID Pole and Brackets Church Road	£1,950.00
T Benton	Expenses	£25.57
St Michael's Church	Annual Donation – Churchyard Grass Cutting	£1,000.00
Clerk	April 2022 Salary, expenses, allowance	£707.37
HMRC	April 2022 PAYE and NI	£161.17

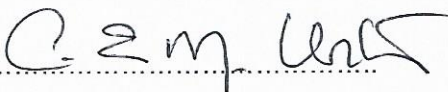
- c) To sign Unity Trust Forms to Remove Brian Jones and add Cllr Scullion as signatories
Cllrs approved the changes and Cllrs Taylor and Marchant signed the forms.
- d) To approve the Statement of Internal Control, Supporting Statement, Fixed Asset Register and Public Land 2021-2022
Cllrs considered and approved the documents which were signed by Cllr Taylor.
- e) To approve end of Year Financial Statement and Bank Reconciliation Statements 2021-2022
Cllrs considered and approved the Statements.
- f) Pension – Re-enrolment Duties as an employer Confirmed
Details have been circulated. The Clerk has completed the re-enrolment duties.
- g) To consider any other financial matters
There were no other matters.

11. AGENDA ITEMS FOR NEXT MEETING

Cllrs discussed the quote from Maidstone Signs to repair the Village Sign. This will be an Agenda item at the next meeting.

The Meeting concluded at 8.45pm.

Date of the next Parish Council meeting: Tuesday 14th June 2022 at 7.30pm

Signed 

Dated 14/6/22

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Initials..... 