

MINUTES of OFFHAM PARISH COUNCIL meeting
Held on Tuesday 7th February 2023 at 7.30PM in The Committee Room, Offham Village Hall

Councillors Present:

Cllr C Unter (Chairman)
Cllr P Bailey
Cllr C Stephens

Also in attendance:

Borough Councillor P Montague (7.30-7.45pm)
L Mackie (Clerk)

1. **APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST.** To receive apologies for absence and declarations of pecuniary and non-pecuniary interest.
Apologies were received from Cllrs Marchant, Scullion and Williams, County Councillor Hohler and Borough Councillor Kemp. There were no Declarations of Interest.
Cllr Unter reported that, sadly, James Barnes has resigned from the Parish Council due to work commitments. Cllrs thanked him for his time on the Parish Council. The vacancy will be advertised.
2. **MINUTES**
 - a) To receive and approve the Minutes of the meeting held on 17th January 2023 for signature
Cllr Unter noted that in 3 c) it does not make it clear that Mark Stubberfield was not at the meeting. Cllr Unter reported to the meeting about comments made by Mark Stubberfield at an event. It was **RESOLVED** that the minutes of 17th January be approved and signed as an accurate record.
3. **EXTERNAL REPORTS**
 - a) County Councillor Hohler
Cllr Hohler reported that she took part in an online meeting with the new acting Headteacher at Offham Primary School and will report at the next Parish Council meeting.
 - b) Borough Councillor Montague
 - Regarding the Kingscott planning application, he has spoken to a planning officer and passed on the Parish Council's comments and asked for it to be called to Committee. It has not been decided yet if it will go to Committee
 - There are reports of stickers being put on bins in the Tonbridge area from a company offering to empty your bin early. They are a legitimate and licensed company, but the concern is they are giving the impression they are being endorsed by TMBC, which they are not
 - TMBC have obtained funding for 2 mobile CCTV cameras which can be used for a variety of antisocial behaviour. For the same money the company have agreed to supply 4 cameras. The Parish Council were asked to consider if there are any hot spot areas to be targeted.
 - The separate day collection for the brown bin has been widely accepted as residents are pleased the collections are taking place on time
 - Following complaints about non collection on Hayes Lane a TMBC Officer met with residents, who were satisfied the matter had been dealt with. Cllr Unter thanked TMBC
 - c) Police
A Parish Newsletter has been circulated detailing two incidents in Offham on Teston Road.
4. **PARISH COUNCILLOR REPORTS:**
 - a) Blaise Farm (Liaison Meeting 22.03.23)
 - 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
The Parish Council has two filing cabinets in a storage room, but the Committee have asked for them to be moved to a different location. The Parish Council will move the cabinets but access needs to be maintained.
- d) Offham Primary School
There was an online meeting that Cllr Stephens attended. Emma Hickling is the Interim Executive Headteacher, liaising with the existing leadership team. Emily John is still employed as the Headteacher so they cannot advertise for a new Headteacher. The school has not been inspected by Ofsted since 2015.

5. **PLANNING**

- a) New applications
 - a) **TM/23/00133/FL - Godwell Oast, Church Road** - Removal of condition 6 (contamination) pursuant to planning permission TM/22/00606/FL 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**.
 - b) **TM/23/00226/FL- Bulawayo House, Teston Road** - Construction of detached garage, reconstruction of entrance gates
There were **NO OBJECTIONS**.
- b) Approvals
There were no approvals to report.
- c) Refusals
There were no refusals to report.
- d) Any other planning matters
There were no other planning matters.

6. **MATTERS ARISING**

- a) West Malling Parish Council Green Belt Petition
Cllrs agreed to support the Green Belt Petition.
- b) KALC and Offham Community Award
There was a discussion of nominations received a decision was made for the recipients of the KALC and Offham Community Awards.
- c) To approve terms of reference for Highways Working Group
Cllrs Stephens and Bailey will be involved, but the Councillor who was to lead the group has had to resign from the Parish Council. A new Parish Council lead is needed for the Group.
The Terms of Reference for the Working Group were approved with quorum of 3. That means there will be a minimum of 1 Councillor.
- d) Buses: 58 and 70
The no. 70 runs through the village three times a day but this week is the last week for that service. From 13th February KCC support for that route and many others in Kent has gone.
The Borough Green Chair has been putting together a proposal supported by a KCC grant. There will be one no. 70 bus a week for Offham. The idea is to run that until July and see what the usage is so we need to make sure as many people as possible know about it.

There was a discussion about advertising the bus service in Offham. Cllr Unter passed route details to attendees at the Men's' Shed, some residents at Underwood and it has been circulated through the Parish Council and Offham Society Mailing Lists.

Offham Open House have said they will visit every house with a members leaflet and have agreed to also deliver something about the buses sometime in the next month. We will also include something about the Men's' Shed.

- e) Gas Works on the Village Green
The works have been completed. A company put the Green into a good condition. However, now some of the works are standing proud of the surface and more topsoil and grass seed need to be put down. Cllr Unter will contact the company about this and get advice from Cllr Marchant.
- f) Defibrillator Training
This will be discussed at the next meeting.
- g) 2023 Calendar Sales
Cllr Unter thanked everyone who has sold the calendar.

6. OPEN FORUM - Public Participation Session

There were no members of public.

8. MONTHLY CHECK-LIST

- a) GDPR Updates
There was nothing to report.
 - b) To note any Highways, Footpaths and Footways problems (www.kent.gov.uk/roads-and-travel/report-a-problem)
There was nothing to report.
 - 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
The oak tree on the Recreation Ground hangs over part of Pepingstraw. At the request of the son of the owner, the Parish Council carried out a lot of work to cut back the tree and did additional work thinning it out. We have now had another request to cut back the tree that is overhanging the house even further. The Clerk will investigate further and this will be discussed at the next meeting.
 - d) To discuss play area repairs and replacement plans
Cllr Unter will meet Cllr Bailey. Cllr Bailey is completing the regular inspections and has been carrying out regular maintenance work as needed.
Cllr Bailey moved the goals and cut the grass by hand with his lawnmower. He will liaise with Cllr Williams about this.
Cllr Bailey asked for permission to mark a white chalk lined pitch out on the Recreation Ground. This request was approved.
- 9. EVENTS.** To receive reports on past events and to discuss events coming soon
- a) TMBC Parish Partnership Panel 09.02.23
Cllr Stephens will attend with Cllr Unter.
 - b) Offham May Day 29.04.23
Cllrs Marchant and Bailey will carry out a risk assessment of the Village Green before the event.
 - c) APM – 12.05.23
Ideas for the meeting were discussed.
 - d) 2024 Photo Competition and Calendar
Cllr Williams is running this. Cllr Stephens has offered any help or support.
A new format for the calendar was discussed with space to write on.
 - e) Men's' Shed – The Kings Arms – Every Thursday

We are getting just over half the cost back by donations.

10. FINANCIAL INFORMATION

- a) To receive update on Parish Councillor Signatories with Unity Trust.
James Barnes will be removed as a signatory. Cllr Scullion has been added as a signatory. Cllr Stephens will provide information to be added as a signatory.
- b) 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.
- c) To consider and approve invoice payments
Cllrs approved a donation of £200 for Malling Lions for Race Night, being about 10% of profit. The following invoices were approved for payment and will be authorised by Councillors Unter and Bailey.

<u>Payee</u>	<u>Description</u>	<u>Amount</u>
Payments – February 2023		
W Williams	Race Night Food	£575.78
Malling Lions	Donation – Race Night	£200.00
SMLM Ltd	Kings Arms February– Mens Shed Donation	£37.00
Clerk	Reimbursement - DropBox	£95.88
Clerk	February 2023 Salary	£757.49
HMRC	January 2023 PAYE and NI	£179.02
Clerk	Expenses – December 22	£4.55
Waring Lawn Care	Winter Treatment	£280.00

- d) To consider any other financial matters
It was AGREED to spend up to £30 for flowers for the Annual Parish Meeting.

11. AGENDA ITEMS FOR NEXT MEETING

Due to the Parish and Borough Councils, the May Meeting and Annual Parish Council meeting were moved to Tuesday 16th May 2023.

The Clerk was asked to contact FCC environment about 2 Quarry View Cottages which they own. It is in a very poor condition, boarded up, and affects the attached neighbouring property.

The KALC Civility and Respect pledge will be added to the next Agenda.

The Meeting concluded at 9.25pm.

Date of the next Parish Council meeting: Tuesday 7th March 2023 at 7.30pm

Signed *A E M Unter*

Dated *7/3/23*