

**MINUTES of OFFHAM PARISH COUNCIL meeting**  
Held on **Tuesday 4th April 2023 at 7.30PM** in The Committee Room, Offham Village Hall

**Councillors Present:**

Cllr C Unter (Chairman)  
Cllr P Bailey  
Cllr A Marchant  
Cllr C Stephens  
Cllr S Williams

**Also in attendance:**

County Councillor Hohler (7.30-7.40pm)  
County and Borough Councillor Trudy Dean, Borough Cllrs Michelle Tatton and Roger Roud (7.30-9.10pm)  
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 Cllr Scullion and Borough Councillors Kemp and Montague.  
There were no Declarations of Interest.

2. **MINUTES** To receive and approve the Minutes of the meeting held on 7<sup>th</sup> March 2023 for signature  
It was **RESOLVED** that the minutes of 7<sup>th</sup> March be approved and signed as an accurate record.

3. **EXTERNAL REPORTS**

a) County Councillor Hohler

Cllr Unter thanked Cllr Hohler for her Annual KCC report. Cllr Hohler reported that:

- She wanted to find out what the Parish Council's view is about the two planning applications for Blaise Farm – for the Quarry and the IVC site. Cllr Unter commented that the Blaise Farm Liaison Meeting was held on 22<sup>nd</sup> March but Gallagher representatives did not mention the quarry application to trial an increase in blast size. Responses are due by 6<sup>th</sup> April. It is believed that a larger charge would mean fewer blasts, and that the larger charge should not produce significantly more sound waves or noise than the smaller ones.
- KCC is keen to find more foster parents in the county.
- KCC Shared Lives Scheme – helps if you need a carer for one day a week, or to move into your house etc
- [www.kentconnected.org](http://www.kentconnected.org) provides maps of walks and bicycle rides, train and bus times.

b) Borough Councillors Kemp and Montague

The Borough Councillors have submitted their annual report.

c) Police

The police report has been circulated with various crime reports of cable and number plate thefts.

4. **PARISH COUNCILLOR REPORTS:**

a) Blaise Farm (Liaison Meeting 22.03.23)

Cllr Unter attended. Two main issues discussed were the planning application from New Earth Solutions for the In Vessel-Composting Plant, and the fact that the Anaerobic Digestion Plant is now taking all of Kent's food waste. There have been no concerns about odours. The next meeting will be in mid-September at the quarry. The fly issue did not emanate from Blaise Farm, but they are still monitoring the situation.

i. IVC Waste Management  
There was nothing to report.

ii. AD Plant  
There was nothing to report.

b) Offham Landfill Site

The lawyers dealing with the solar farm application are in the process of s106 discussions.

- c) 2 Quarry View Cottages  
Cllr Bailey is working with the neighbours who are in contact with FCC Environment.
- d) Offham Village Hall  
Cllr Williams attended. The Committee thanked the Parish Council for their help with the Land Registry which has almost completed. The car park is being resurfaced shortly. They have arranged an NHS Health Check in the hall on 30th June, and Cllr Williams thanked Cllr Trudy Dean for pointing them in the right direction. There have been no further issues with school cars in the hall car park.
- e) Offham Primary School  
Cllr Unter stated that the Parish Council supports the owners of Village Hall, whose first priority is to their customers. The Parish Council supports the headteacher who is doing a good job.  
Cllr Stephens reported that the school are hiring out their hall for events. They have changed the car park to make school drop off and collection harder. They are making changes for safeguarding which are good.

5. **PLANNING**

- a) New applications
  - i. **23/00221/PREM** - Kentfield Estate – application for a second licence  
Cllr Roger Roud left the room while this was discussed as he is a member of TMBC Licensing and Appeals Panel and Committee.  
It was reported that about 36 responses were made to TMBC. A number of residents have also written to the Parish Council. No correspondence in support of the application has been received. This is a complex issue, with license and planning applications, some of which are on hold and some are lapsed. The Parish Council submitted a response based on representations received and Councillor discussions. This is going to the Licensing Committee on 12<sup>th</sup> April. A Parish Councillor will attend and speak.
  - ii. **TM/23/00468/FL - Godwell Oast Church Road** - Conversion of part of existing barn for use with existing dwelling incorporating external alterations and replacement windows and doors. Conversion of detached Oast to ancillary habitable room with new windows and roof. Replacement external detached store and garage  
There were **NO OBJECTIONS**.
  - iii. **TM/23/00663/TNCA -Tower Hill Cottage, Tower Hill** - Applicants ref: T1 Beech, Reduce into rounded shape (trim sides and lift) to bring in keeping with garden and for aesthetics. H6m to 5m, W2m either side to 1.5m  
There were **NO OBJECTIONS**
  - iv. **KCC/TM/0040/2023 and TM/23/00703/WAS – In-Vessel Composting Facility, Blaise Farm Quarry** – Construction of new storage bays and workshop building (part retrospective)  
There were **NO OBJECTIONS**
  - iv. **TM/88/1002/R18A – Blaise Farm Quarry** - Details of proposed trial blasts using 25kg maximum instantaneous charge (MIC) pursuant to condition 18 of planning permission TM/88/1002  
The application is for 6 blasts over 2 months from 17<sup>th</sup> April and the company Blast Log will investigate and look at the first and last blast only. It was **AGREED** not to make a formal objection but to wait for the results of the trials and for feedback from residents to provide factual evidence of the effect of the larger blasts.
- a) Approvals
  - i. **TM/23/00226/FL- Bulawayo House, Teston Road** - Construction of detached garage, reconstruction of entrance gates
- b) Refusals  
There were no refusals to report.

- c) Any other planning matters  
**TM/22/02873/FL and TM/22/02874/LB – Kingscot, Tower Hill** – Cllrs Unter and Bailey are meeting with the owner on Saturday 15<sup>th</sup> to discuss the application.
- 6. MATTERS ARISING**
- a) To note completion of First Registration of Village Hall  
The first registration of the Village Hall has been completed and the Clerk was thanked for the work on this. The Village Hall Committee has paid their share of the costs.
- b) Teston Road Farm Traffic and recent accident  
A resident has provided a report and photograph of a collision on 25<sup>th</sup> February between a lorry and a car. Cllr Unter will write to the Farm. The Farm does not use their own drivers, but contractors and sub contractors. It is a public road, and the Farm have a Transport Manager who encourages lorries to turn left at the top of Church Road. This is an informal agreement only, which is not supported by all residents in the village.
- c) To consider and approve Tree Management Policy  
The draft has been approved by Cllr Marchant as our Tree Surgeon, and allows the Parish Council to ensure the trees are looked after carefully and properly within Offham. The policy was **APPROVED** and adopted by the Parish Council.
- d) Annual Review: Grievance Procedure, Equal Opportunities Policy  
These were reviewed, and it was **AGREED** that no changes were needed.
- e) SGN Gas Governor – Access to Village Green  
Cllr Marchant has taped off the area where the ground has dipped. SGN want a legal agreement to have access to the Village Green to access and repair the Gas Governor. This has been passed to the Parish Council's Solicitors.
- f) Trees in the Village Competition 2023  
Cllr Williams agreed to enter this competition.  
She reported that she has been to a virtual Tree Warden Introductory meeting.  
Cllr Marchant is waiting for TMBC to confirm a TPO on a tree in the Recreation Ground.
- g) Defibrillator Training  
Cllr Williams reported that the Cricket Club have bought a defibrillator to be located outside the club opposite the village hall. Joint training could be arranged.
- h) To approve use of the Village Green for Coronation Day Tea on The Green – 07.05.23  
The Offham Society will facilitate a picnic on The Village Green on Sunday 7<sup>th</sup> May. This is not organised by the Parish Council. Cllr Marchant will carry out a risk assessment of the Village Green.
- i) To discuss the fence between Cosgrave Field and the Cricket Pitch  
The Cricket Club would like to build a small extension for equipment, which would extend about 6 or 7 feet into the field. Cllrs were happy to agree to the plans, but the cricket club must get confirmation from TMBC as to whether planning permission is needed.  
There was a discussion about the condition of the fence between the cricket ground and Cosgrave Field, which is rotten. The terms of the Lease put responsibility onto the cricket club to carry out repairs and maintenance. The Parish Council will ask them to maintain the fence.  
Cllrs are keen to keep Cosgrave Field as an accessible public space.
- j) To consider proposal for a new HGV Park at Junction 2A of the M26  
It was noted that the first application was refused.
- k) Draft Bus Agreement  
A Draft agreement has been approved by Borough Green Parish Council, representing a number of parishes, with Nu Venture. Offham Parish Council has been asked to pay about £85 to support the number 70 bus once a week through the Village for an initial six month period. KCC has agreed a grant

of £10,000 to support that bus, with a lot of assistance from Cllrs Trudy Dean and Harry Rayner, for which they were thanked.

Figures for usage of the bus in February have been circulated, and quite a few people use it regularly. Cllrs **AGREED** they were happy to support the Agreement and Cllr Unter will notify Cllr Mike Taylor of Borough Green Parish Council.

Cllr Unter will speak to Nu Venture about adding a return timetable to the bus stop sign..

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

There was a discussion about traffic calming, a new kind of speed platform being trialled on New Hythe Lane, and a new public road from Bellingham Way, Aylesford to Station Road to change the way traffic operates locally. Cllr Dean reported there will be a TMBC Local Plan meeting before the election to decide whether to delete some of the sites put into the plan, such as registered Village Greens or Estate Greens where the land owners did not give permission.

**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](http://www.kent.gov.uk/roads-and-travel/report-a-problem))

KCC repair potholes quickly when reported. We are waiting for the traffic count results.

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

There has been no further contact from the resident whose driveway is on the Village Green about the blocked drains. It is anticipated that Southern Water are investigating.

Cllr Williams planted pansies in The Pound. Cllr Marchant was thanked for agreeing to mow the Pound.

Cosgrave Field benches need to be replaced or repaired. Cllr Bailey will look at a repair to last until replacements are purchased.

d) To discuss play area repairs and replacement plans

Cllrs Unter and Bailey have met and will visit the play area again to decide what can be done.

Someone is needed to sand down the wooden structures and put stain and preservatives on.

There may be funding from landfill or other sources available to replace old equipment.

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

a) KALC Audit Training 23.03.23 (Clerk)

The Clerk attended.

b) KALC T&M 30.03.23

No-one from the Parish Council was able to attend.

c) Offham May Day 29.04.23

Cllrs Marchant and Bailey will carry out a risk assessment of the Village Green.

d) Parish and TMBC Elections 04.05.23

This was discussed.

e) APM – 12.05.23

Cllr Unter has three speakers for the APM. Cllr Williams will purchase refreshments. Cllrs will arrive at 6.30pm to set the hall up.

f) Internal Audit 2022 – 2023 – 31.05.23

This was noted.

g) Blaise farm Quarry Site Visit 13.09.23

This is not a visit, but is a liaison meeting at the site.

- h) Mens Shed – The Kings Arms – Every Thursday  
12-15 people attend regularly. They pay about £1 each which covers around half the cost and OPC pays the balance. It is very valuable and helpful for a lot of people. Cllrs need to look at grants to enable Men's Shed to continue.
- i) 2024 Photo Competition and Calendar  
Patrick Bligh was thanked for finding sponsors for the Calendar. Cllr Williams is liaising with printers.

**10. 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.

- b) To consider and approve invoice payments

<u>Payee</u>	<u>Description</u>	<u>Amount</u>
<b>Payments – April 2023</b>		
SMLM Ltd	Kings Arms- April Men's Shed Donation	£40.00
Offham PCC	Churchyard Gardening Donation 2023	£1,000.00
KALC	Audit Training 23.03.23 (Clerk)	£48.00
MW Fencing Clerk	Play Area Fencing repairs	£550.00
Clerk	Reimbursement - DropBox	£95.88
Clerk	April 2023 Salary	£757.49
HMRC	April 2023 PAYE and NI	£179.02
Clerk	Expenses March 2023	£9.10

Cllrs Bailey and Marchant will approve the payments.

- c) To note receipt of AGAR 2022-2023 from Mazars LLP  
Noted. The papers will be ready for consideration and approval at the June meeting
- d) To consider End of Year Financial Statement for 2022-2023  
This was considered and approved and is appended to the end of the Minutes.
- e) To consider any other financial matters  
There were no other financial matters.

**11. AGENDA ITEMS FOR NEXT MEETING**

There were no matters raised.

The Meeting concluded at 9.20pm.

Date of the Annual Parish Meeting – Friday 12<sup>th</sup> May 2023

Date of the next Monthly Meeting and Annual Parish Council Meeting: Tuesday 16<sup>th</sup> May 2023 at 7.30pm

Signed .....

Dated .....

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Initials..... 

# Minutes of Offham Parish Council Meeting Cont'd

**Offham Parish Council - End of Financial Year 2022-2023**

Balances held			
Unity Trust Bank		£	29,990.12
Less: any unrepresented payments at 31 March 2023			
Date	Payee	Description	Amount
			£
			<u>29,990.12</u>
Total Receipts for Year			29,990.12
TMBC	Precept		23,519.26
Unity Trust	Bank Interest		-
Various	Other		887.50
Various	Rent and Wayleaves		65.68
Various	Village Projects		6,795.72
Inland Revenue	VAT reclaim		1,234.93
	<b>TOTAL RECEIPTS</b>		<u>32,503.09</u>
Total Payments for Year			
Clerk/HMRC	Salary, expenses, employment costs		11,454.89
KALC	Training		100.00
Various	Clerk and Clrns Expenses		201.47
Various	Consumables and Office Supplies		184.31
Various	Professional fees & Admin		933.02
Village Hall Committee	Hall Hire		180.50
Various	Play Area		2,050.16
Various	Open Spaces		6,100.00
Various	Traffic Calming		1,625.33
Various	Parish Property		2,466.66
Church	Churchyard Gardening		1,000.00
Gallagher	Insurance		1,494.98
Various	Audit		90.00
Various	Village Projects		3,141.21
Various	APM		298.70
Various	Donations		228.98
Various	Subscriptions		334.94
	<b>TOTAL PAYMENTS</b>		<u>33,612.42</u>
VAT			1,727.37
	<b>TOTAL PAYMENTS</b>		<u>35,339.79</u>
Balance carried forward	Balance B/F from 2021/22		31,117.45
	Plus receipts		32,503.09
	Less Payments		33,612.42
			<u>30,008.12</u>
<b>RESERVES</b>			
	Village Projects		9,776.55
	Play Area Sinking Fund 2019/2020		5,000.00
	Play Area Sinking Fund 2020/2021		5,000.00
	Play Area Sinking Fund 2022/2023		5,000.00
			<u>24,776.55</u>
	Balance		5,231.57
	Dedicated to Play Area		1,281.43
			400.00
		Jubilee	
		Offham Open House	