

MINUTES of OFFHAM PARISH COUNCIL meeting
Held on Tuesday 3rd October 2023 at 7.30PM in The Committee Room, Offham Village Hall

Councillors Present:

Cllr S Williams (Vice-Chairman, Chair of Meeting)
Cllr P Bailey
Cllr A Marchant
Cllr Fred Steer (arrived 7.40pm)
Cllr C Stephens
Cllr S Taylor

Also in attendance:

Borough Councillor Dean (7.30-9pm), Lynne Mackie (Clerk)

1. **APOLOGIES FOR ABSENCE AND DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTEREST.** To receive apologies for absence and declarations of pecuniary and non-pecuniary interest. There were apologies from Cllr Unter (holiday), County Councillor Hohler and Borough Councillor Tatton. There were no Declarations of Interest.
2. **MINUTES** To receive and approve the Minutes of the meeting held on 5th September 2023 for signature. It was **RESOLVED** that the minutes of meeting held on 5th September 2023 be approved and signed as an accurate record by Cllr Williams.
3. **EXTERNAL REPORTS**
 - a) County Councillor Hohler
Cllr Hohler has provided a report that has been circulated to Cllrs.
 - b) Borough Councillor Dean
Borough Councillor Dean has provided a report that has been circulated to Cllrs.
 - More than double the number of Unaccompanied Asylum-Seeking minors are being looked after by KCC than the government considers is acceptable for each Local Authority. The Government has refused to make dispersal mandatory.
 - A location for a Village feature/gateway in West Malling has been agreed
 - There is a lot of opposition to the Gallagher quarry being extended to East Malling going as far as Wateringbury Road. KCC are extending their consultation on that.
 - There was a discussion about proposals to increase charges for parking in West Malling, as well as extending the charges to 8pm and including Sundays and Bank Holidays. There are also proposals to charge at Martin Square in Larkfield and other locations. Traders are very angry and upset. There will be a consultation shortly. The Parish Council can respond as well as individuals.
 - c) Police
A report from Lisa Whitehead PC has been circulated. There were no reports for Offham.
4. **PARISH COUNCILLOR REPORTS:**
 - a) Blaise Farm (13.09.23)
 - 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
They have acquired a PA system from Spadework. The annual bazaar and breakfast will be on 22nd October.

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- d) Offham Primary School
There was nothing to report.

5. PLANNING AND LICENSING:

- a) New applications
- i. **TM/23/01907/LDP - Stocketts, Aldon Lane** - Lawful Development Certificate Proposed:
Erection of a garage and home gym incidental to the main dwelling and creation of small additional driveway to provide vehicle maneuvering
There were **no comments**.
- b) Approvals
- i. **TM/23/01456/FL - Raglands, Church Road** - Erection of a one bedroom single storey garden annexe
 - ii. **TM/23/01308/FL - Bulawayo House, Teston Road** - Construction of two storey side and front extensions, alterations to roof including dormers to front and rear, construction of single storey rear extension, and extending existing ground floor rear/side utility/garden incorporating a swimming pool/changing/plant room extension. Associated external alterations
- c) Refusals
- i. **TM/23/01307/FL - 7 Church Road** - Erection of side extension to enable snug/study and kitchen extension to be provided at ground floor level along with additional bedroom in proposed roofspace. Introduction of bi-fold doors on rear elevation of existing house
- d) Any other planning and Licensing matters
- i. **To consider a Neighbourhood Plan**
Cllr Taylor has circulated a copy of the Neighbourhood Plan from a planning consultant at the KALC meeting she attended. This can be used as a template. Cllrs will work on a draft for Offham.
 - ii. **To note Request for a Scoping Opinion – Land West of Roughetts Road (Sand Quarry)**
This was noted.

6. MATTERS ARISING

- a. Highways Working Group, Highways Improvement Plan, and Speedwatch
Cllr steer reported about Speedwatch. There are now 20 volunteers and 2 have completed the first accreditation. It is very positive and a lot of people are very keen. When more people are accredited, he will approach the police about a group meeting and agreeing sites.
Cllr Unter has made good progress with the Highways Improvement Plan and 20mph limits. We are waiting to hear back from Kent Highways about the next stage in the process.
- b. To receive update about KCC Licence to Cultivate Village Gateways
The Licence is with KCC waiting to be approved.
- c. To receive Update - Village Green Lease (SGN)
The document is with the solicitors.



- d. To consider TMBC Climate Change Strategy
Cllr Taylor has contacted Cllr Robin Betts about a template for a Climate Change Action Plan.
- e. To consider TMBC's draft Economic Development Strategy 2023-2027 (13.10.23)
This is online for Cllrs to read or respond to.
- f. To consider changing the date of the January Meeting to 9th January 2024
The change of date of the meeting was AGREED.
- g. To confirm approval for use of the Village Green for NSPCC Christmas Fayre 26.11.23
This was considered and approved. Cllr Marchant will risk assess the green.
- h. To note Spadework awarded Kent Charity of the Year 2023
They were congratulated on this award. Spadework will go forward into a national competition.

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7. OPEN FORUM - Public Participation Session

There were no members of public present.

8. MONTHLY CHECK-LIST

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

It was reported that the fence outside Bulawayo is getting worse. The Clerk was asked to write to the owner.

It was reported that the contractors working on the fibre in the road have done a great job with the footpath.

- b) 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

- Work to Hayes Lane where damage has been caused by parking is on hold due to lack of funds. There was a discussion about alternatives to concrete. Cllr Bailey will see if it is possible to fill in and level out the hole that is there.
- Cllrs Stephens, Williams and Taylor were thanked along with everyone who helped out with the Recreation Ground clean up
- Improvements to access to the Recreation Ground can be included in modernisation plans
- The park looks amazing after the Clean Up. Another day has been arranged on 29th October. Mrs Regan from Church Farm was thanked for supplying the water, and has offered this again. Villagers who worked for the farm also helped out and were fantastic.
- The slats on the benches could be unbolted and turned over as they look good underneath.
- Cllrs Unter and Taylor and the Clerk met with the TMBC Senior Development Obligations Officer in charge of s106 money. We have a provisional pledge for money for the Recreation Ground, which can cover anything we can identify that is for outdoor sports. Cllr Taylor will send her an itemised list of works we want to undertake and is meeting her again on 30th October. Cllr Taylor has prices from 4 suppliers for suitable items to be covered under this offer from TMBC.
- Cllr Bailey will obtain a price for tarmacking the circular track.
- Regeneration of the recreation ground will potentially be phased. Phase 1 – the Outer recreation ground to allow for enhancement of adult fitness, upgrading the circular track and potentially a football shelter. Phase 2 of the works would be to renovate the enclosed play park. Including replacing the surface and play equipment. With the second phase we are hoping to obtain match funding. Offham Open House have made a generous donation and the Parish Council has reserves set aside. Other identified sources will be approached for funding/donations, once we have the results of the survey.
- Cllr Taylor has prepared a survey. She has spoken to the school, who are happy to run the consultation with the pupils in computer study classes. The survey can be circulated to other groups in the village. Cllr Taylor is also in contact with the PTFA who have agreed to circulate an adult version of the survey to parents and is able to present to the School Council and whole School if we wanted.
- Cllr Bailey discussed the revised quote from Playdale for essential works that need doing, while waiting for funding for modernisation works. Cllrs ACCEPTED the new quote and agreed that the work should go ahead.

- c) To receive maintenance contract update

Cllr Marchant will provide an update. He has cut the grass today.

- d) To discuss play area repairs and replacement plans

This has already been discussed.

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

- a) Play Area Clean Up 01.10.23

This has been discussed. There was agreement for another working party to be set up with the help of the football parents to finish the circular path edging and tidying on Sunday 29th October. Cllr Bailey and Taylor to liaise.

- b) Steam Rally

This is likely to take place on Sunday 22nd October. Cllr Marchant will complete a Risk Assessment of the Village Green.

- c) Remembrance Service and Wreath Laying 12.11.23
Cllr Unter is laying the wreath.
- d) NSPCC Christmas Fayre – Village Green – 26.11.23
This has been discussed.
- e) Annual Play Area Safety Inspection – due November
The Clerk is arranging an agreed date for the inspection.
- f) Christmas Lights 03.12.23
This has been discussed. Cllr Marchant will complete a risk assessment.
- g) Carols in the Pub 21.12.23
This was noted.
- h) Mens Shed – The Kings Arms – Every Thursday
The price was put up to a discretionary £1.50. There was a discussion about increasing this to a figure that will cover the whole cost. This can be look at as part of the budget discussions.
For the last couple of weeks there were only 6-8 people attending
- i) 2024 Calendar
Cllrs AGREED to a calendar again next year and Cllr Williams will prepare a poster.
- j) To consider Fund Raising Event (race night) 2024
Cllr Williams offered to organise this and will look for a suitable date in March.

11. FINANCIAL INFORMATION

- a) To receive the Annual Governance and Accountability Return for 2022-2023- audited by Mazars
The external audit has been completed, with no issues to raise or matters to report. The Parish Council has received the papers and accepted the audit Resolving there was no further action to take.
The Clerk has published the AGAR on the website.
- b) Notice of Conclusion of the Audit – Annual Return for the year ended 31st March 2023
The formal notice has been put up on Notice Boards and published on the website.
- c) 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 Williams.
- d) To approve adding Cllr Fred Steer as a signatory to Unity Trust Bank
Cllr Steer was Approved as being a signatory and given access to the Unity Trust Bank Account.
- e) To consider and approve invoice payments

<u>Payee</u>	<u>Description</u>	<u>Amount</u>
Payments since the last meeting		
Satswana	Annual DPO Fee	£90.00
Stewart Biggs	Reimbursement – materials for the Well	£23.96
KALC	Clerks Conference – Half Share of Fee	£42.00
Sue Williams	Reimbursement – materials for maintenance	£41.00
Unity Trust	Quarterly Service Charge	£18.00
Payments – October 2023		
SMLM Ltd	Kings Arms- October Men's Shed	£16.50
Netwise	Annual Payment Website	£330.00
Vision ICT	Hosted Email Accounts	£172.80
Vision ICT	Biennial Fee for domain renewal fee	£108.00

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SMLM Ltd	Kings Arms – refreshments Christmas Lights and Carols	£100.00
Clerk	Reimbursement Poppy Wreath	£28.99
Clerk	October 2023 Salary	£757.49
HMRC	October 2023 PAYE and NI	£179.02
Clerk	Expenses September 2023	£18.20

Cllrs Marchant and Bailey will approve the payments.

Cllr Bailey has provided an invoice to be reimbursed for materials for works to The Well. It was reported that the Offham Society have paid for the flowers and plants in The Well, and Rob and Sarah will kindly maintain.

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

12. AGENDA ITEMS FOR NEXT MEETING

There were no items.

There is no meeting in November. The next meeting is Tuesday 5th December 2023.

The meeting closed at 9.05pm

Signed

C. E. M. U. N. S.

Dated

5/12/23

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C. E. M.