



To all members of Offham Parish Council

You are hereby summoned to attend a meeting of Offham Parish Council on **Tuesday 6th May 2025** at **7.30pm in the Committee Room, Offham Village Hall**

Lynne Mackie

Lynne Mackie, Parish Council Clerk

Date of Issue: 30th April 2025

AGENDA

1. **APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST.** To receive apologies for absence and declarations of pecuniary and non-pecuniary interest.
2. **MINUTES.** To receive and approve the Minutes of the Meeting held on 1st April 2025
3. **TO CONSIDER PARISH COUNCILLOR VACANCY AND CO-OPTION**
4. **EXTERNAL REPORTS:**
 - a. County Councillor and to receive Annual Report 2024-2025
 - b. Borough Councillors and to receive Annual Report 2024-2025
 - c. Police
 - d. Village Hall, Primary School
5. **PLANNING AND LICENSING:** (available to view at www.tmbc.gov.uk or www.kent.gov.uk)
 - a. New Applications
 - b. Approvals
 - i. **25/00338/PA - 23 Pepingstraw Close** - Lawful Development Certificate Proposed: Extension of current single dropped kerb into a double length dropped kerb to match our double garage (certified)
 - c. Refusals
 - i. **24/01676/PA** - Planning Permission (Householder)- **Deepdene, Tower Hill** - Partial demolition of existing garage and construction of new double garage, extending the first floor over to create accommodation
 - d. Any other Matters and Licensing Matters
 - i. Planning Policy Statement/Priority Statement
 - ii. To consider and approve village questionnaire
6. **MATTERS ARISING**
 - a. To consider and approve NALC Model Financial Regulations and NALC Model Standing Orders
 - b. TMBC – Parish Infrastructure Statement 2025
 - c. To consider quotes for Recreation Ground Fencing
 - d. KCC Licence To Cultivate – Gateways at Spadework and Aldon Lane
 - e. KCC Adoption of the Kent Minerals and Waste Local Plan 2024-39 - 13th March 2025
 - f. To receive any updates about Highways Improvement Plan
 - g. To approve Repeat Order for Annual Play Area Inspection
7. **PARISH COUNCILLOR REPORTS:**
 - a. Blaise Farm (Liaison Meeting tbc)
 - i. Quarry
 - ii. IVC Waste Management
 - iii. AD Plant
 - b. Offham Landfill Site (FCC Environment) and Offham Solar Park (Infinis)
 - c. To discuss Quintain repairs and maintenance (ST)
 - d. Wellbeing (FS)
 - e. Speedwatch (FS)
 - f. Community Emergency Resilience Plan
 - g. To consider Parish Council Projects (all)
8. **MONTHLY CHECK-LIST**
 - a. To consider Highways, Footpaths, Bridleways and Footways (www.kent.gov.uk/roads-and-travel/report-a-problem), <https://www.kent.gov.uk/environment-waste-and-planning/public-rights-of-way/report-a-problem-on-a-right-of-way>)

- b. To receive reports about Parish Property and Land including The Pond, Village Green, The Pound, Quintain, Cosgrave Field, Recreation Ground, Play Area, Book Box, Defibrillator, Speed Indicator Devices, Trees
- 9. EVENTS.** To receive reports on past events and to discuss events coming soon
- a. Offham Village Hall AGM – 07.04.25
 - b. KCC – Election of County Councillors – 01.05.25
 - c. May Day – 03.05.25
 - d. Offham Parish Council Annual Parish Meeting – 09.05.24
 - e. KALC EGM – 19.06.25
 - f. Offham Society Lazy Jazz in Cosgrave Field -13.07.25
- 10. OPEN FORUM** - Public Participation Session
- 11. FINANCIAL INFORMATION**
- a. To receive bank statements, consider and approve financial statements for signature and monitor budget
 - b. To consider and approve invoice payments
 - c. To approve Statement of Internal Control, Supporting Statement and Fixed Asset Register
 - d. Annual Review of Internet Banking
 - e. End of Year Audit Update (AGAR) 2024-2025
 - f. Internal Auditor – 22.05.25
 - g. The Pensions Regulator: workplace pensions re-enrolment
- 12. AGENDA ITEMS FOR NEXT MEETING**
Date of Next Monthly Meeting – **Tuesday 3rd June 2025** at 7.30pm