

**MINUTES OF THE OTHAM PARISH COUNCIL MEETING
HELD ON MONDAY, 13 NOVEMBER 2017 AT 7.45 PM
IN THE VILLAGE HALL**

PRESENT: Cllrs R. Gray (Chairman); S. Trench; V. Moon; Cllr G. Newton (PC & MB Cllr); 3 members of the public (Harald Knottley; Hugh & Susan Vaux).

1 APOLOGIES: Cllrs Drake (personal reasons); Hipkins (conflicting appointment); Gandotra & Gardner (family commitments); Cllr Cooke.

Apologies and the reasons for absence were noted and accepted.

2 COUNCILLOR VACANCY/CO-OPTION: Mr Harald Knottley expressed an interest in the vacancy. His application was considered by the council and consequently it was unanimously agreed to co-opt Mr Knottley. An acceptance of office was duly signed – further paperwork to be completed & submitted to MBC.

3 NOTIFICATION OF WHETHER ANYONE WISHES TO FILM, PHOTOGRAPH OR RECORD ANY ITEM – None received.

4 DECLARATIONS OF INTEREST: There were no declarations.

5 RECEIVE POLICE REPORT: Reports are obtained from e-watch.co
No new items to report.

It has not been possible to source any information regarding the Holly Farm Road incidents as reported by Cllr Hipkins.

It was agreed that Cllr Trench will add appropriate police reports to the website.

The meeting was adjourned for

6 QUESTIONS FROM MEMBERS OF THE PUBLIC:

The meeting was reconvened.

7 APPROVE & SIGN MINUTES OF MEETING HELD ON 11 SEPTEMBER 2017: The minutes were agreed as a true and accurate record of proceedings & were duly signed by Cllr Gray.

8 RECEIVE BOROUGH COUNCILLORS REPORT: An enforcement notice has now been served to the owner of Bramley with the instruction that the building must be dismantled. The applicant has a right to appeal against this decision within a specified time.

Cllr Newton suggested that the council may wish to consider S106 money to upgrade play equipment.

9 RECEIVE COUNTY COUNCILLOR'S REPORT: Not available.

10 COMMUNICATIONS: Cllr Trench advised the meeting that she has started rebuilding the website.

RAGSTONE: No updates. However a flyer will be circulated to all residents with details of the carols on 10 December.

NOTICEBOARDS: No response has been received from Cllr Hipkins' contact.

Following discussion of the quotation from Bespoke Woodworking Solutions (see below), acceptance of the quotation was proposed, seconded and unanimously agreed.

To sand down, strip & repaint the village hall notice board - £65.21

To manufacture and fit new board at the White Horse PH - £501.49

11 VILLAGE HALL: In response to the council's letter to Kirkwood Trust requesting that a section of land is set aside for parking, their agent has asked that the area be marked on a plan, and then returned for consideration.

It was agreed to delay a response until the community centre study has been completed.

Objections to a parking proposal have been received from 2 residents in the locality of the hall, due to unwanted activity.

12. FINANCE.

12.1 Statement of Account: Cllr Gray proposed acceptance, seconded by Cllr Newton & unanimously agreed.

RESOLVED: The council approved the following payments.

PKF Littlejohn	2016/17 Annual Audit	120.00
KCC Re. Kent	Employer/Employee Pension	
Pension	(Sept)	121.08
T. Irving	Clerk's Salary/Expenses (Sept)	408.56
HMRC	PAYE	157.40
R.B.L.	Donation - Wreath	40.00
MBC	Empty Litter Bin (July/Sept)	72.00
KCC Re. Kent	Employer/Employee Pension	
Pension	(Oct)	121.08
T. Irving	Clerk's Salary/Expenses (Oct)	391.69

Receipts

HMRC	VAT Repayment	378.30
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Balance of Current Account: £17,300.39 credit, after all cheques sent/rec'd

Balance of Business Reserve Account: £4,903.65

Total Funds: £22,204.04

12.2 2018/19 Budget Proposals: To include; seats for the green x 2; fence for the play area; new litter bin (see Item 15 for further info); 20 x litter picking sticks/hi vis vests.

12.3 Donation Request: Heart of Kent Hospice. Decision postponed in view of the suggestion to have a charitable giving policy – see below.

12.4 Other Matters to Report: The chair proposed that a charitable giving policy should be adopted. The proposal will mean that all donation requests are considered once per year. No donations will be made at other times except at the sole discretion of the council.

It was agreed that the chair will circulate a draft policy for comment, with a view to adopting the policy at the 8 January 2018 meeting.

13 PLANNING APPLICATIONS: RECEIVED/GRANTED/LOCAL PLAN:

The chair and Cllr Newton were thanked for their attendance and comments at the Planning Committee meeting in respect of Land North of Bicknor Wood.

New Applications

17/504910 - Tudor Cottage, Stoneacre Lane

Remove all Kent Peg tiles and worn battens on the front of the house stacking tiles safety. To apply Tyvec to front of house, re-batten using new battens and put back original Kent Peg tiles replacing any broken ones.

17/504911 /LBC for the above.

Applications Granted

17/502560/FULL - Ivy Cottage, Green Hill.

17/504554/FULL - Stoneacre Farm Cottages

17/503849/FULL - Greenhill Farmhouse, Green Hill

Residents' concerns about the removal of the existing hedge & replacement with a new one were discussed. Cllr Newton agreed to check the situation.

Awaiting Determination by MBC

17/504758 Bishops, Avery Lane.

Listed building consent for internal alterations.

No objections from the PC

17/503043 – Land South Of Avery Lane and Land South Of Sutton Road

17/501449/FULL - Land North of Bicknor Wood, Sutton Road.

16/506349/FULL - Bearsted Football Club (see Item 8)

15/509015 - Land South of Sutton Road, Langley Park.

Planning Breaches – Awaiting Action by MBC:

16/500326 - Madam Taylors

16/506074 - Bramley (see Item 8)

Cllrs Gray, Newton, Cheesman (DPC) and the Clerk will be meeting with DHA & Bellway Homes on 29 November to discuss the proposals re. Land West of Church Road. Suggestions will include what the parishes would like to see in the development and thoughts for S106 monies.

14 RECEIVE REPORT OF MEETINGS AND SEMINARS ATTENDED:

- Cllrs Gray and Newton attended a meeting with Bellway Homes & members of MBC's planning committee to discuss S106 monies re. Land North of Bicknor Wood.

It was agreed that Bellway Homes will pay £12,000 for a study to justify the need for a community facility and the best location for this facility.

The study will need to take place within 6 weeks of the S106 payment being made. (MBC agreed to start looking for experts to do the study immediately.) OPC will be involved in setting the parameters for the study and will be consulted when the study is nearing completion.

If the study concludes that a community centre is needed, then £56,000 from Bellway will be put in the fund for a community centre fund. If not, that money will be allocated either for Senacre Recreation Ground or Otham Village Green.

Providing that any facility is within 1.5 miles of the Langley Park, that developer has also agreed to contribute towards the costs.

- Cllr Gray attended MBC'S planning training and confirmed that members need to state what harm will be caused when deciding planning applications.
- Consideration needs to be given to a CIL list

15 URGENT MATTERS: Cllr Moon asked that consideration is given to providing a new litter bin for Church Road, close to the edge of Gore Court. Cllr Moon to ask Mr Barker if he's agreeable to the suggestion? Cllr Newton offered to enquire whether MBC will provide a bin from their stock?

16 MATTERS ARISING FROM PREVIOUS MEETING.

- **Repairs of Annual Competition & Wardes Challenge Cups**

It was unanimously agreed to have both trophies repaired.

The Clerk will approach Langley PC to ask if they will share costs for the annual competition cup – this is anticipated to be in the region of £75.

Repairs to the Wardes cup are expected to be approximately £100.

17 NEIGHBOURHOOD PLAN UPDATE:

It has been decided that core objectives for the plan need to be specific.

Work is progressing well, with tasks shared out between the participants.

18 CHRISTMAS CAROLS: Mr & Mrs Fisher have kindly agreed to host the event at Wardes on 10 December at 4.30 pm.

The choir has confirmed their attendance.

Flyers will be delivered w/c 3 December to all households.

19 VILLAGE GREEN: Play Area Fence/Seats: Clerk to obtain quotations for a new fence & 2 x replacement seats.

20 REMEMBRANCE DAY UPDATE: It was noted that David Marchant undertook the entire RBL collection for Otham and then retraced his steps with a thank you note to residents.

Approximately 90 people attended the Remembrance Day Service at the War Memorial, with approximately 20 to 30 staying for tea/coffee at the hall. Cllr Newton was thanked for providing the Service wreath. His offer to clean the War Memorial next year at no cost was gratefully accepted.

21 RECEIVE CORRESPONDENCE: Various correspondence circulated by email as received.

- **Reform of data protection legislation - General Data Protection Regulations & Data Protection Bill.** The EU regulation will come into force on 25 May 2018. Basic information has been circulated. Details of workshops will be shared as soon as they become available.

22 ADDITIONAL MATTERS TO BE DISCUSSED AT NEXT MEETING (14 November 2017): Please contact the Clerk if you have items that you would like to be considered for the agenda.

There being no further business, the meeting closed at 10.00 pm.