

**MINUTES OF THE OTHAM PARISH COUNCIL MEETING  
HELD ON MONDAY, 11 SEPTEMBER 2023 AT 7.45 PM  
IN THE VILLAGE HALL**

Present: Cllrs Kevin Hipkins; Val Moon; Clint Hickmott; Gordon Newton, Sally Christodoulou; Teresa Irving – Clerk; 9 Members of the Public.

1. **APOLOGIES:** Cllr Jenny Hollingsworth - holiday.  
The apology and reason for absence was noted and accepted.
- 2 **NOTIFICATION OF WHETHER ANYONE WISHES TO FILM, PHOTOGRAPH OR RECORD ANY ITEMS** – The meeting was recorded by the Clerk for the purpose of minuting.
- 3 **CO-OPTION OF COUNCILLORS:** Vacancy ongoing.
- 4 **DECLARATIONS OF INTEREST/REQUEST FOR DISPENSATIONS:** None declared.
- 5 **CRIME REPORT & POLICING UPDATE:** Crimes reported via e-watch.co.  
  
**Goodwood Close** on Friday 11 August around 07.30. Somebody stole a dishwasher and a large pot from a residential driveway.
- 6 **ADJOURNMENT FOR QUESTIONS FROM MEMBERS OF THE PUBLIC:**  
  
The meeting reconvened.
- 7 **APPROVE & SIGN MINUTES OF MEETING HELD ON 10 July 2023:**  
The minutes were agreed as a true and accurate record of proceedings & were duly signed by Councillor Hipkins.
- 8 **RECEIVE BOROUGH COUNCILLORS REPORT:** Not available.
- 9 **RECEIVE COUNTY COUNCILLOR’S REPORT:** Not available.
- 10 **VILLAGE GREEN:**
  - **Car Park/Signage Update.** Cost of signage has been obtained but an order is currently on hold (subject to confirmation by Kirkwood Trust). The tenant farmer has confirmed that he is happy for visitors to the Village Green to park behind his barn, while he waits for contact from Kirkwood Trust
  - **Work required: Overhanging Branches/Verge Posts.** Acceptance of the quotation from Steven Waring to lift overhanging branches around the play area and on the Horse Chestnut for a maximum sum of £200 was proposed, seconded and unanimously agreed **RESOLVED.**
- 11 **FINANCE**
  - 11.1 **Approve Statement of Account:**

**Balance of Current Account bf: £ 79,089.41**

**Balance of Business Reserve bf: £198,479.59**

Cheques issued:

Waller Associates	Otham Village Hall Refurb	5,913.00
Staffing Costs	Payroll/Expenses - (July)	768.06
KALC	Training - Cllrs Hollingsworth & Christodoulou	120.00
CSP Ltd	Footpath Map for Noticeboard	164.40
The Living Forest	BWRCG Grant	2,882.40
Staffing Costs	Payroll/Expenses - (August)	786.51
Bank Charges	To 30/06/2023	3.85
Bank Charges	To 04/08/23	3.50

**Receipts:**

Transfer from Business Account (Re CAF) 85,000.00

**Balance of Current Acct: 153,447.69**

**Business Reserve Acct: 198,479.59**

NatWest Transfer (to Current Acct – CAF) 85,000.00

Interest 31.07.23 223.22

Interest 31.08.23 182.51

**Balance of Business Reserve Acct: 113,885.32**

**Total Funds = £267,333.01**

Approval of the above was proposed by Cllr Hickmott, seconded by Cllr Hipkins and unanimously agreed. **RESOLVED**

- 11.2 Grant Request BWRCG (Installation of Fencing):** Bellway Homes is currently considering a request to replace the fencing that was removed in error. If this is not agreed, the project will have a shortfall of £540.00. OPC to discuss with BH at meeting of 12.09.23.
- 11.3 Otham Village Hall Grant:** VAT element of Funding: It was clarified that the Village Hall will benefit from the VAT element of works carried out i.e. an additional £2,166 of funding. Proposed, seconded and unanimously agreed. **RESOLVED.**
- 11.4 CAF Account Update:** CAF has advised the Clerk that the application is currently being processed. Update is expected by the end of the week.
- 11.5 Consider Further Investments:** All to consider best possible use of funds.
- 11.6 Other Matters to Report: Conclusion of 2022/23 Audit.** The External Audit has been signed off by Mazars, with no issues raised.

**12 CONSIDER PLANNING APPLICATIONS: RECEIVED/GRANTED:**

**Applications Received:**

23/503083/FULL - The Oast House Green Hill

PROPOSAL: Erection of a single storey side extension and alteration to fenestration.

23/502468/LBC - Green Hill House Green Hill

PROPOSAL: Listed Building Consent for insertion of an internal Grant Fuel efficient oil condensing boiler with radiator based central heating system.

Placement of balanced flue condensing pipe on external South elevation.

23/503047/TPO

To crown lift one Oak (T3) giving a 3 metre height clearance above ground level, removing major deadwood and pruning back branches to adjacent property. Crown lift one Oak (T4) giving a 3 metre height clearance above ground level and prune back western branches by 2 metres.

**Application Refused:**

23/502410/FULL - 1 Gable Cottages Otham Street

When considered with previous extension it would overwhelm the rear elevation. Mass bulk/design would cause significant harm to the character & appearance of the countryside/Conservation Area and the dwelling itself.

- 13 HIGHWAY IMPROVEMENT PLAN:** Clerk emailed 2 x Highway Officers on 1 August to request a HIP meeting. Clerk was requested to wait for return of one Officer, due back on 11 September.

- 14 TRAFFIC CALMING/SPEEDWATCH:** Boughton Monchelsea has kindly agreed to loan their equipment on the conditions that: *'...any damage whilst using it will be covered by yourselves and that we share any cost for maintenance of the equipment.'* (Available from 1 October).

Clerk to thank BMPC and confirm agreement to the conditions. However, it was agreed that it will be beneficial for a speed survey to be carried out before Speed Watch starts.

**ACTION: Clerk**

**15 CIL PROJECTS:**

**15.1 Defibrillator Update: Consider Electrical Installation Quotation:** Quotation from Hyland Electrical in the sum of £435 ex VAT was proposed, seconded and unanimously agreed. **RESOLVED.**

**ACTION: Clerk**

**15.2 Map Board.** H & P have apologised for the delay (due to illness)The insert for the reverse of the board has been ordered and the board will be completed in the very near future.

- 16 BRIEFING RE THE COMMUNITY GOVERNANCE REVIEW – Stage 2. COMMUNITY GOVERNANCE REVIEW – Stage 2.** MBC confirmed there will be very little change for the parish, except when it comes to elections. The parish will then be split into North and South Otham.

- 17 REMEMBRANCE DAY SERVICE/CONSIDER WREATH DONATION:** Cllr Hipkins to represent OPC at the service. Cllr Newton kindly agreed for the War Memorial to be cleaned by The Stone Shop.  
A wreath donation of £50 was proposed, seconded and unanimously agreed. **RESOLVED.**
- 18 CONSIDER CHRISTMAS EVENT:** It was agreed that OPC will join BWRCG again this year. Cllr Hickmott to discuss exactly what will be required from OPC/how OPC can contribute.  
**ACTION: Cllr Hickmott**
- 19 RECEIVE REPORT OF MEETINGS AND SEMINARS ATTENDED:** None reported.
- 20 URGENT MATTERS:** None raised.
- 21 CLERK'S REPORT:** No additional items to report.
- 22 RECEIVE CORRESPONDENCE:** Various correspondence circulated by email for consideration.
- Request for a litter pick.  
Cllr Christodoulou to contact Bearsted CAN to see if they can help. ('a group of like-minded people from Bearsted who want to work together to face the Climate & Ecological Emergency').  
**ACTION: Cllr Christodoulou**
- MBC to be requested to carry out a litter pick of Church Road. **ACTION: Clerk**
- Parish Charter Review. Clerk to respond to MBC. **ACTION: Clerk**
- 23 ADDITIONAL MATTERS TO BE DISCUSSED:**  
For November's meeting: 80<sup>th</sup> Anniversary of the D-Day landings during WWII (June 6 2024).

There being no further business, the meeting closed at 9.10 pm.

**The next meeting will be held at 7.45 pm on Monday, 13 November 2023 in the Village Hall.**

Please contact the Clerk if you have items that you wish to be considered for the agenda.