

**MINUTES OF THE OTHAM PARISH COUNCIL MEETING
HELD BY ZOOM ON MONDAY, 8 MARCH 2021 AT 7.45 PM**

PRESENT: Cllrs K Hipkins (Chairman); R. Gray; S. Trench; V. Moon; H. Drake; C. Hickmott; Mrs T. Irving – Clerk; Cllr Gary Cooke – KCC; Duncan Edwards (part) MCCF..

- 1 APOLOGIES:** Cllrs Newton & Stallwood – health related.
- 2 NOTIFICATION OF WHETHER ANYONE WISHES TO FILM, PHOTOGRAPH OR RECORD ANY ITEM** – None received.
- 3 DECLARATIONS OF INTEREST:** Cllr Gray re Item 11 - The Glebe.
- 4 COUNCILLOR VACANCIES/CO-OPTION:** No updates available.
- 5 CRIME REPORT & POLICING UPDATE:** No crimes have been reported in the parish on e-watch.co.

It was noted that there has been a lot of talk on social media regarding ASB and the perception of dog thefts.

Item brought forward.

11 CHURCH ROAD DEVELOPMENT – Duncan Edwards, MCCF re PROW Agreements KM86 will be retained but there will be a completely separate cycle path along the northern end of the site. A pedestrian route and a separate cycle route will also be provided for the southern part of the site into Woolley Road. The latter will help to provide a quick route to Senacre School.

There is an agreement to put a ramp alongside the steps on the NW corner which leads to The Beams

The cycle route and pedestrian routes will be provided in accordance with National Standards.

It is understood that a figure of £100K S106 money will be allocated to improve the network on a section of Deringwood Drive/where the site connects to Church Road.

It is understood that all the conditions have to be delivered pre-occupation.

MBC will publish updated plans on the portal as they become available from the developer.

Mr Edwards was thanked for his presentation.

6 ADJOURNMENT FOR QUESTIONS FROM MEMBERS OF THE PUBLIC:

There were no questions.

The meeting was reconvened.

7 APPROVE & SIGN MINUTES OF MEETING HELD ON 11 JANUARY 2021: Following a minor amendment to Item 19 ‘...instigate...’ replaced with ‘...investigate..’ the minutes were agreed as a true and accurate record of proceedings & will be signed by Cllr Hipkins at his earliest convenience. **ACTION: KH**

8 RECEIVE BOROUGH COUNCILLORS REPORT: Not available.

9 RECEIVE COUNTY COUNCILLOR’S REPORT:

A pot hole blitz is again being instigated throughout Kent where local contractors will be carrying out find and fix repairs.

Surge testing in relation to the South African variant has not found a single positive result.

Libraries throughout the County will be reopened.

Whilst around 600 more children will be entering secondary schools this year, around 95% will have a school of their choice. Although, whilst first choice dropped from 77% to 79.7%, second choice slightly increased.

Further to a query regarding site traffic entering Church Road when construction begins, Cllr Cooke stated that there will need to be a development/construction plan for the future which will have to be signed off by KCC/MBC. In addition, Cllr Cooke stated there is no easy way to access the site, but pointed out that the Bicknor Wood site was previously accessed from White Horse Lane via the Sutton Road and there are very few houses that will be affected. He would like to keep the nuisance and disturbance to the absolute minimum for the least number of residents. Cllr Gray pointed out that there would be a road safety issue as the road is less than 3 metres wide between White Horse Lane and the development. Therefore it would not be a sensible route to send the traffic and it should be more about safety, than house numbers.

10 FINANCE.

10.1 Approve Statement of Account:

Cheques issued

Discovery Timber	Deposit Re Play Equipment	5949.00
KCC Re Kent Pension	Employer/Employee (Jan)	150.58
T. Irving	Clerk's Salary/Expenses (Jan)	413.66
HMRC	Ref. Refund of Tax Credit	44.96
Paul Waring	Grass Cutting etc Village Green	1174.26
KALC	NHP Training	72.00
T. Irving	Clerk's Salary/Expenses (Feb)	417.84
KCC Re Kent Pension	Employer/Employee (Feb)	150.66
NatWest	Safe Custody Hold	25.00

Receipts

MBC

Section 106 Payment

11,898.00

Balance of Current Account: £24,791.26 credit, after all cheques sent/rec'd

Balance of Business Reserve Account: £4,922.46

Total Funds: £29,713.70

Cllr Hipkins proposed acceptance of the accounts, seconded by Cllr Trench, unanimously agreed. **RESOLVED.**

10.2 Consider Annual Subscriptions: CPRE*, KALC*, ACRK, SLCC:

*Notice of Renewal not yet received.

ACRK – No subscription this year. **RESOLVED**

SLCC – It was proposed by Cllr Gray, seconded by Cllr Hipkins and unanimously agreed to pay 1/3 contributions towards the Clerk's membership (DPC has agreed 2/3). **RESOLVED.**

10.3 Donation Requests:

Kent, Surrey, Sussex Air Ambulance – £100 was proposed by Cllr Trench, seconded by Cllr Drake and unanimously agreed. **RESOLVED** in accordance with LGA S137.

Marie Curie: Unfortunately the Council is unable to support a grant in this financial year.

10.4 Review of Banking Procedures/Online Banking: HSBC are now accepting new Community Accounts – Clerk to progress. **ACTION: TI**

It was noted that NatWest are also providing electronic banking with 'Bankline'.

Following agreement by Members, the Clerk requested Mr Michael Bottle to authorise the cheque to Discovery Timber. Mr Bottle agreed to the request on the condition that the agreement was minuted.

10.5 Other Matters to Report: None.

12 CONSIDER PLANNING APPLICATIONS: RECEIVED/GRANTED

- **TPO 5003/2021 Otham Glebe** - The Council is grateful to Councillors Newton and Gray for their swift action when operatives arrived to remove saplings. Cllr Newton has arranged for a 6 month TPO for the site.

The Council strongly supports the TPO and would like it to be a permanent basis.

New Applications:

21/500100/FULL - Graynoth Place Otham Street

PROPOSAL: Conversion of integrated double garage into habitable space, including window replacement to main house and conversion of stable outbuildings into summer house/games/kitchenette room incidental to main dwelling.

The Council does not wish to object.

13 VILLAGE GREEN

- **Update Car Park:** Cllrs Hipkins, Gray and the Clerk met with 3 contractors with a view to obtaining quotations.

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The approach road would go between 2 trees which will mean that 2 boughs will need to be removed, for which permission will be required.

- **Memorial Request(s)** – Another request for a memorial bench has been received. It was agreed that a protocol is required to regulate requests:

Cllrs Hipkins, Trench and Hickmott to prepare.

ACTION: KH, ST, CH

Clerk to advise Mrs Donn that a policy is being prepared and will be shared with her, once available. Note: It was subsequently agreed that an existing bench could be considered for replacement.

ACTION: TI

- **GRASS CUTTING 2021/22:** It was noted that Mr Waring does a really good job and is very reputable. On the basis of a minimal increase for the forthcoming year, it was proposed, seconded and **RESOLVED** to request Mr Waring to continue with the grass cutting.

- **Update re Play Equipment:** Discovery Timber has advised that they will incur unexpected costs (£960) due to the length of time taken from their original quotation to an order/installation and wondered if the Council will be willing to share the additional costs? Following discussion, a contribution of £200 was proposed, seconded and **RESOLVED** as a gesture of goodwill on the condition that the installation goes ahead on the agreed start date.

13 NEIGHBOURHOOD PLAN: Provide update. The examiner's report was received on 4 March. A total of 11 modifications have been raised.

It was **RESOLVED** that the PC are happy to accept the modifications. This will now proceed to the Borough Council for approval. It was also agreed that the PC are happy to wait for the BC to meet in 5 weeks, rather than the stipulated 4 weeks.

Cllr Gray to convey the agreement to the BC.

ACTION: RG

14 LITTER PICK: It was noted that quite a few people are collecting litter in the parish. However, the Clerk advised the meeting that the Borough are not currently providing equipment for organised litter picks.

Following concerns that groups of people should not congregate until the Government's road map allows, and in order to follow regulations, it was agreed that by the time restrictions are eased it will be too late for a litter pick. Therefore it was agreed not to proceed. However, a note is to be added to social media/the website thanking residents that have already collected litter and encouraging everyone to litter pick around their own areas.

ACTION: ST/VM/TI

15 UPDATE Re COMMUNITY RIGHT TO BID/ASSET(S) OF COMMUNITY VALUE:

Cllr Trench has been unable to progress this further but hopes to provide information at the next meeting.

ACTION: CLLR TRENCH

16 FLOODING – WHITE HORSE LANE: The Clerk has progressed with Highways and asked when the ditches are cleared if that will resolve the flooding issue? No response received to date.

All are requested to take photos and submit flooding reports to KCC's website/through the Contact Centre.

ACTION: ALL

17 RECEIVE REPORT OF MEETINGS AND SEMINARS ATTENDED:

- Flood Warden Training 24 February – Cllr Hickmott reported that the training was beneficial and slides from the meeting are expected to be circulated.

18 NOTICE BOARDS: Cllrs Trench and Stallwood to meet and discuss as soon as possible. It was noted that the White Horse board may need maintenance/modifications in the future and therefore this could be replaced with a new, larger board sited close to the footpath entrance? **ACTION ST/KS**

19 APM: It was agreed that due to the current regulations, the APM will be held by Zoom on 26 April.

AGM: It was agreed that this will take place 15 minutes prior to the next PC meeting

20 URGENT MATTERS: No urgent matters to report.

21 RECEIVE CORRESPONDENCE: Various correspondence circulated by email.

- **U3a** - It was agreed for the group's flyers to be displayed on notice boards.
- **Thurnham Parish Council** has contacted Cllr Gray to advise that OPC and Chapman Avenue Residents Association '...have been jointly selected to receive Thurnham PCs Heritage Award for 2021 in recognition of the enormous local effort to save the heritage assets in Otham, principally the Grade 1 listed Church of St. Nicholas and adjacent listed buildings in the Conservation Area.'
The award is returned each year and then goes to a new recipient.
Cllr Gray was nominated to receive the award on the PCs behalf. **ACTION: RG**

- The email from Mr Riches was discussed in which he asks the Borough Council to screen the Church Road development with trees. It was agreed that councillors feel this proposal is too late in the day and do not wish to comment. As requested by Mr Riches, the Clerk has already confirmed receipt of the email.

22 ADDITIONAL MATTERS TO BE DISCUSSED AT NEXT MEETING ON 10* MAY 2021:
Please contact the Clerk if you have items that you wish to be considered for the agenda.

*Due to Government restrictions, the date of the next meeting was changed and will be held by Zoom at **7.45 pm on Thursday 6 May**. This will be preceded by the **AGM at 7.30 pm**

There being no further business, the meeting closed at 9.45 pm.