

**MINUTES OF THE OTHAM PARISH COUNCIL MEETING
HELD ON MONDAY, 14 MAY 2018 AT 7.45 PM
IN THE VILLAGE HALL**

PRESENT: Cllrs R. Gray (Chairman); S. Trench; V. Moon; R. Gardner; K. Hipkins; G. Newton (OPC & MBC); H. Knottley; Cllr G. Cooke (KCC); 1 member of the public.

1 APOLOGIES: Cllrs Drake (personal reasons) & Gandotra (family commitment), PCSO Turner.

Apologies and the reasons for absence were noted and accepted.

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

3 DECLARATIONS OF INTEREST: There were no declarations.

4 RECEIVE POLICE REPORT: Reports obtained from e-watch.co

Lambert Drive – A shed at a residential property was broken into between 12.01 am and 2.22pm on Friday 27 April.

Cllr Trench reported that someone has crashed and damaged the salt bin at the junction of Honey Lane/Avery Lane.

5 ADJOURNMENT FOR QUESTIONS FROM MEMBERS OF THE PUBLIC:
See Item 8.

6 APPROVE & SIGN MINUTES OF MEETING HELD ON 8 JANUARY 2018:
The minutes were agreed as a true and accurate record of proceedings & were duly signed by Cllr Gray.

7 RECEIVE BOROUGH COUNCILLORS REPORT:
It's relatively quiet at the moment due to the elections.

An appeal has been lodged against the Enforcement Notice serviced by MBC for Bramley. Work does appear to have stopped. MBC is currently building up a portfolio to see how the building has expanded against the original layout.

8 RECEIVE COUNTY COUNCILLOR'S REPORT:
Very little can be don't about speeding on the A274.

Work on pot holes continues.

A resident enquired about a pot hole and a drain cover breaking up at the junction of Simmons Lane/Honey Lane. **ACTION: Cllr Cooke**

9 HIGHWAYS: Traffic Calming: White lining – Church Rd Speed Reduction – Sutton Rd.

A response from KHS to the request to lower the speed limit along the A274 Sutton Road has been received as follows.

‘.....we receive many requests for the implementation of improvement and safety measures on the highway, and, all requests are reviewed and prioritised. Our evidenced based approach is how we prioritise investment in Road Safety Improvements.

Through analysis of crash data my officers have established that the existing evidence does not justify any further engineering measures currently at this location. However, we will continue to monitor the safety record at this location.

We are aware of your concerns regarding the speed of traffic on the stretch of Sutton Road from The Coppice, Otham to Langley Church and I can confirm that there are plans for this to be addressed once the 750 units south of Sutton Road are built. I can also confirm that a pedestrian crossing is currently being installed which will improve accessibility to the facilities.’

Cllr Cooke confirmed that if the parish(es) were to pay for new lines on the Highway, the parish will be responsible for their maintenance. He will have to establish how long they can be expected to last. **ACTION: Cllr Cooke**

It has been noted that a survey of Church Road has been carried out by the Department of Transport. When published, the data will be made available on the DT website.

KCC are undertaking work validating traffic surveys in relation to the relief road. Completion of these works are expected by 29 March 2019.

10 COMMUNICATIONS/RAGSTONE/NOTICE BOARD:

Ragstone: Residents to be informed about the results from the survey in the next edition. Articles to be provided by all councillors and then printed/circulated as soon as possible.

The new White Horse notice board has been installed (Cllr Gardner to keep a lookout for new lettering) and the Village Hall board has been refurbished. Both are looking very smart.

Cllr Trench advised the meeting that details of Otham History Society are now on the website.

11 FINANCE.

11.1 Approve Statement of Account:

RESOLVED: The council approved the following payments.

Five Acre Wood		
School	Donation	100.00
V. Moon	Reimbursement of Survey	19.00

Expenses		
KCS	Printing of Survey	60.00
KCC	Employer/Employee Pension	121.08
T. Irving	Clerk's Salary/Expenses (March)	455.74
HMRC	PAYE	157.40
The Institute, Otham	2018/19	250.00
T. Irving	Clerk's Salary/Expenses (April)	383.72
KCC	Employer/Employee Pension	125.66
Satswana	DPO Service	180.00
Came & Company	Annual Insurance	308.40
Simon Trinkwon	Notice Boards (Replacement/Repair)	500.00
Receipts		
MBC	Precept	12,268.00

Balance of Current Account: £24,261.33 credit, after all cheques sent/rec'd

Balance of Business Reserve Account: £4,904.50

Total Funds: £29,165.83

11.2 Approve Account Y/E 31 March 2018. Councillors **RESOLVED** to approve the annual accounts.

11.3 a) Approve Section 1 – Annual Governance Statement 2017/18

Councillors unanimously **RESOLVED** to approve the affirmative responses to questions 1-8 (question 9 being not applicable).

b) Approve Section 2 – Accounting Statements 2017/18: Councillors unanimously **RESOLVED** to approve the Accounting Statement as prepared and circulated by the RFO/Clerk.

c) Complete Certificate of Exemption: Having satisfied themselves that there is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return, Councillors **RESOLVED** that a Certificate of Exemption is completed for submission to the external auditor.

11.4 Annual Subscriptions: It was **RESOLVED** to renew 2018/19 membership of KALC at a cost of ££235.74.

11.5 Annual Insurance: Year 2 of a 3 year agreement with Came & Company at £308.40.

11.6 Other Matters to Report: The PSS 2017/18 Agreement was unanimously **RESOLVED** and duly signed by the Chairman and Clerk.

12 PLANNING APPLICATIONS: RECEIVED/GRANTED:

- New Development, Bicknor Farm – Road Naming. Further to the letter from MBC in respect of a request to name the main entrance road of the above 'John Mills Way', councillors unanimously **RESOLVED** their agreement to the request.

New Applications:

18/501415/FULL – Charnwood Cottage, Honey Lane.

Demolition of existing conservatory and erection of a single storey rear extension.

The council does not wish to object to this application.

Applications Granted: N/A

Awaiting Determination by MBC

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

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)

Bearsted Football Club agreed and subsequently removed the advertising banner following contact being made by the Clerk.

13 RECEIVE REPORT OF MEETINGS AND SEMINARS ATTENDED:

- Cllr Gray/Cllr Cheesman (DPC) and the Clerk attended a meeting on 18 April with PCSO Zoe Turner.
- GDPR meeting was organised by Satswana and attended by the Clerk on 20 April (see Item 18).

14 URGENT MATTERS:

- It was noted that vegetation at the White Horse Lane/Church Road junction is becoming very overgrown. Bellway to be requested to cut back and KCC notified if it becomes a safety issue. **Action: Clerk**

- As the Clerk will be on annual leave at the time of the July meeting, Cllr Trench believes she will be available to take notes.

- Councillor Newton has established that litter bins will be provided for The Coppice following formal adoption of the roads.

- Cllr Gandotra has informed the Clerk that she does not feel that she can devote any time to OPC as she cannot commit to dates/times/meetings. She stated that she has enjoyed her time with OPC and it is with regret that she resigns.

Cllr Gandotra was thanked for her service and wished the very best of luck for the future.

15 MATTERS ARISING FROM PREVIOUS MEETING.

- **Litter Bin.** Cllr Newton has been advised that a refurbished bin IS available and this will be provided by MBC. Cllr Newton to progress this with JE.

ACTION: Cllr Newton

16 NEIGHBOURHOOD PLAN UPDATE: Lots of helpful evidence and data has been provided by MBC.

The group is currently pursuing local green spaces: well used spaces by local people. This is to prove that spaces are of value to people and they can then be protected from being built on. It is also the intention to protect views.

17 VILLAGE GREEN: Replacement Fencing & Seats.

A further quotation to be sought for the fencing.

Article to be included in the next edition of the Ragstone, asking if residents would be prepared to help refurbish the seats or donate one in memory of a loved one.

18 GDPR Compliance: A meeting with Satswana was attended by the Clerk on 20 April.

Templates to be provided in time for draft to be circulated/uploaded to the website prior to 25 May.

Concerns were raised that there is a conflict between Disclosable Pecuniary Interests (DPI)/transparency and GDPR. Satswana to investigate further and report back.

Councillors are strongly advised to have separate, dedicated email address for OPC.

ICO Registration. Satswana confirmed that 'as far as we are all aware, you must still register with the ICO and should be registered under DPA'.

It was agreed that further encryption is not considered necessary.

Clerk to investigate the purchase of a hard drive for backing up information with an estimated cost of £50. This will be password protected and the password shared with the Chairman.

19 RECEIVE CORRESPONDENCE: Various items circulated by email as received.

SIPA Parish Grant Scheme.

Otham Play Area is classed as a Strategically Important Play Area. A drafted application process has been prepared by MBC for PC's to bid for funding.

It was agreed to respond to the questions raised by MBC as follows:

Q. Is the form easy to understand and complete? If not, please provide details of where clarification is required.

A. Yes, we consider the form is easy to understand and complete.

Q. Is the evaluation criteria clear?

A. Yes

Q. Do you agree with the evaluation criteria? Or do you have any alternative suggestions?

A. Yes, we do agree. No alternative suggestions.

Q. How long would you need to submit the application?

A. As the council meets bi-monthly, we feel that a period of 3 months would be required to organise, receive and approve quotations for the work prior to submitting the application.

Q. Do you agree with the maximum £10k limit per application? Or would you support larger grants for fewer projects?

A. We agree with the maximum £10k limit per application.

20 ADDITIONAL MATTERS TO BE DISCUSSED AT NEXT MEETING (9 July 2018): 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 9.10 pm.