

**MINUTES OF THE OTHAM PARISH COUNCIL MEETING
HELD ON MONDAY, 13 MAY 2019 AT 7.45 PM
IN THE VILLAGE HALL**

PRESENT: Cllrs K Hipkins (Vice-Chairman); R. Gray; V Moon; G Newton (OPC & MBC); PCSO Turner.

In the absence of a Chairman, Cllr Hipkins officiated and welcomed everyone to the meeting

1 APOLOGIES: Cllrs Gardner, Trench and Drake (conflicting appointments); Cllr Cooke.

The apologies and 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: No declarations received.

4 COUNCILLOR VACANCY/CO-OPTION: Ongoing.

5 RECEIVE POLICE REPORT: March to April 2019
Information provided by PCSO Zoe Turner, Maidstone CSU Policing Team.

Crimes of note:

- 16.04.2019 - Criminal Damage to Cricket Club Pavilion Roof, White Horse Lane, Youths on roof throwing tiles. Outcome – Community resolution.

Anti-social behaviour and other incidents of note:

- Nuisance youths, Cobnut Avenue, youths causing a nuisance and being rowdy. Spoken to the informant, given reassurance and will monitor the area for youths. No call have been received since 14/04/2019.

Items of good work:

- Nuisance vehicles, March 2019, Bicknor Woods – Monitoring the woods on a regular basis.

It was noted that there has been a problem with bikes in the wood. A warning was given that bikes will be seized if problems continue.

PCSO Turner will carry out another speed survey when possible.

It was suggested that a working party* could be set up to address traffic related issues; 'slow' painted on the road(s), signage stating 'no HGV's except for farm access, etc. Can the parish purchase highway signage? *See also Item 18.

ACTION: ALL

6 ADJOURNMENT FOR QUESTIONS FROM MEMBERS OF THE PUBLIC: Not applicable as no members of the public were present.

7 APPROVE & SIGN MINUTES OF MEETING HELD ON 11 MARCH 2019:

The minutes were agreed as a true and accurate record of proceedings & were duly signed by Cllr Hipkins.

8 RECEIVE BOROUGH COUNCILLORS REPORT: Cllr Newton stated that he has done all he can in relation to the J1(8) Church Road proposal and he hopes that everyone has submitted comments on the outline application.

It was noted that if the application does go ahead, piling will be of concern for the Grade I listed Church as the foundations are unknown.

Members of the planning committee will need to be lobbied hard. It is expected that they will all visit the site prior to the meeting.

9 RECEIVE COUNTY COUNCILLOR'S REPORT: Not available.

10 FINANCE.

10.1 Approve Statement of Account: Cllr Newton proposed acceptance, seconded by Cllr Gray & unanimously agreed. **RESOLVED**

The council approved the following payments.

Otham with Langley PCC	Churchyard Donation	200.00
	Contribution to Clerk's	
SLCC	Membership	58.34
T. Irving	Clerk's Salary (March)	425.02
KCC Re Kent Pension	Employer/Employee Contributions	123.51
HMRC	PAYE	181.20
MBC	Play Area Fence	10232.00
KCC Re Kent Pension	Employer/Employee Contributions	126.34
T. Irving	Clerk's Salary (April)	428.52
Came & Co	Annual Insurance	317.65
KCC	White Lining of Church Road	447.50
Payments received:		
MBC	Precept 2019/20	12,268.00
MBC	Members' Grant (Cllr Newton)	250.00

Balance of Current Account: £23,204.44 credit, after all cheques sent/rec'd

Balance of Business Reserve Account: £4,909.96

Total Funds: £28,114.40

10.2 Consider Annual Subscriptions/Renewals: KALC/NALC/ACRK/CPRE:

It was **RESOLVED** to continue with membership of KALC - £251.40 and CPRE - £36. Membership for NALC and ACRK not to be undertaken this financial year.

10.3 Annual Audit: Exemption Criteria Review: With 2018/19 income/expenditure less than £25 K it was **RESOLVED** that the council will certify as exempt. The draft Certificate of Exemption was **RESOLVED**.

10.4 Consider the Annual Governance Statement: The Statement was duly considered.

10.5 Approve the Annual Governance Statement: Members unanimously **RESOLVED** to approve affirmative responses to questions 1 to 8 inclusive. Question 9 is 'not applicable'.

10.6 Consider the Accounting Statement: The Statement was duly considered.

10.7 Approve the Accounting Statement: Members unanimously **RESOLVED** to approve the Accounting Statement as prepared and circulated by the RFO/Clerk.

10.8 Annual Insurance (Policy expires 31/05/2020): Year 3 of 3 agreement with Came and Company £317.65.

10.9 Other Matters to Report: Mr Subert has kindly agreed to carry out an Internal Audit on 3 June.

11 PLANNING APPLICATIONS:

- Meeting proposal to discuss H1(8) Church Road Application. It was agreed that a presentation by the developer should be delayed until a decision on the outline application has been reached.

The council's objections to the outline proposal have been submitted together with a request that an EIA screening is carried out.

Members of the planning committee to be lobbied when a date for the meeting is known.

- CIL Funding is payable within 60 days of work commencing. 25% Uncapped is payable to a PC with a NHP. 15% Capped at £100/dwelling is payable to a PC without a NHP. Payments are made twice per year (annual report required for this option), or MBC will hold the payments until required.

The money must be spent within 5 years of being received and it must be spent on:

The provision, improvement, replacement, operation or maintenance of infrastructure;

or

Anything else that is concerned with addressing the demands that development places on an area.

Applications Granted:

TPO 19/500121 – Bearsted FC. Sports Ground, Honey Lane.

Application to fell 3 black poplar trees.

Subject to the following conditions:

No tree work should commence on site until the local planning authority has been given at least [5] working days' advance notice in writing of the commencement date of the work hereby permitted so that an officer of the Council may attend to agree which 3 trees of the 4 Poplars present will be felled, unless this is agreed in writing prior to the day of felling.

Reason: For the avoidance of doubt

(2) Three (3) replacement trees selected from the following list of suitable species shall be planted on or near the land on which the felled trees stood during the planting season (October to February) in which the tree work hereby permitted is

substantially completed or, if the work is undertaken outside of this period, the season immediately following, except where an alternative proposal has been submitted to and approved in writing by the local planning authority one month prior to the end of the relevant planting season. The replacement trees shall be of not less than Nursery STD size (8-10cm girth, 2.753m height), conforming to the specification of the current edition of BS 3936, planted in Mr David Long The Barn Charton Manor Farm Farningham Dartford Kent DA4 0JT accordance with the current edition of BS 4428 and maintained until securely rooted and able to thrive with minimal intervention;

Species: *Tilia platyphyllos* (Lime), *Pinus sylvestris* (Scots Pine)

Reason: To safeguard the amenity and nature conservation value of the tree/s that has/have been removed and to maintain and enhance the character and appearance of the local area

(3) Any tree planted in accordance with the conditions attached to this permission, or in replacement for such a tree, which within a period of five years from the date of the planting is removed, uprooted, destroyed, dies, or becomes, in the opinion of the local planning authority, seriously damaged or defective, shall, in the same location, be replaced during the next planting season (October to February) by another tree of the same species and size as that originally planted, except where an alternative proposal has been submitted to and approved in writing by the local planning authority prior to that planting season;

Reason: To safeguard the amenity and nature conservation value of the tree/s that has/have been removed and to maintain and enhance the character and appearance of the local area

PENDING:

15/505596 & 16/506074 – Bramley

Action awaited by owner.

12 RAGSTONE: Advertising. It was **RESOLVED** that future editions of the Ragstone will not contain advertisements.

13 RECEIVE REPORT OF MEETINGS AND SEMINARS ATTENDED:

KCC re I-Connect Training Session of 4 April - Clerk.

HMRC PAYE Webinar of 8 April – Clerk.

14 URGENT MATTERS: The white lines requested for Church Road were painted a couple of days ago but the road was not swept beforehand. The outcome of this is that when the soil was blown/moved by cars travelling over them, gaps have appeared in the lines of up to 1 foot long.

Clerk to request this is resolved by KHS.

ACTION: Clerk

15 DATA PROTECTION OFFICER/CONSIDER SATSWANA RENEWAL:

In view of the changes introduced by the ICO that a DPO for parish councils is now optional, it was unanimously agreed not to renew the Satswana contract for 2019/20.

16 NEIGHBOURHOOD PLAN UPDATE: Currently being redrafted and going very well. MBC has been very helpful.

After a final redraft, the document will be ready to be published.

Cllr Gray was requested to contact a family member to enquire about typesetting.

ACTION: Cllr Gray

Landowners to be contacted to advise what the hoped for designation will be, what a local green space is, and how it might affect them as an owner.

ACTION: Clerk

17 VILLAGE GREEN/PLAY AREA: Play Equipment. Cllr Newton was thanked for the £250 from his Members' Grant towards play equipment. Due to additional work being required, the refurbishment quote from MBC is much higher than originally expected at £2,128.50. It was **RESOLVED** to accept the quotation.

A quotation has been received from Playdale for a Basket Swing and Trim Trail in the sum of £10,511.90. Two further quotations to be obtained as a comparison.

ACTION: Clerk

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

Dr. Mike Speight: Objections/Comments regarding site H1(8) Church Road in the Local Plan.

KALC Re Kent County Council Highways and Transportation regarding Highway Improvement Plans. It was agreed that a working party will be set up to decide improvements - see also Item 5.

19 ADDITIONAL MATTERS TO BE DISCUSSED AT NEXT MEETING ON 8 JULY 2019: Highway Improvement Plans.

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 9.20 pm.