

**DRAFT MINUTES OFFHAM PARISH COUNCIL MEETING
TUESDAY 7th MARCH 2017 AT 7.30PM
OFFHAM VILLAGE HALL COMMITTEE ROOM**

Present: Cllrs D Frankling (Chair 7.30-8.20pm), B Oliver (Vice-Chair), W Pierce, D Stretton and W Williams, County Councillor Hohler (7.30-7.40pm), 1 member of public (8-8.30pm), Clerk

	MINUTES	ACTION
1.	<p>APOLOGIES RECORDED, DECLARATIONS OF INTEREST MADE AND REGISTER OF INTERESTS: Apologies were recorded from Cllrs P Slate and M Begbey, Borough Councillor Balfour and PCSO Stanley.</p>	
2.	<p>MINUTES ARISING FROM 7th FEBRUARY 2017: The minutes arising from 7th February were agreed by all Councillors and signed as approved by Cllr Frankling.</p>	DF
3.	<p>PLANNING New Applications:</p> <ul style="list-style-type: none"> o TM Proposed variation of condition 18 of planning permission TM/88/1002 to allow an increase in the MIC when blasting from 10kg to 25kg at Blaise Farm Quarry – Scoping Opinion KCC/SCO/TM/0325/2016 – Scoping Opinion online at www.cloud2/atriumsoft.com/KCCePlanning OPS/searchPageLoad.do <p>The Parish Council reiterates their objection to this proposed variation, and has continuing concern about the current level of blasting. The Clerk was asked to email residents notifying them about this Scoping Opinion and encouraging residents to contact Jim Wooldridge at KCC Planning and Gallaghers with details of any issues they are experiencing related to the blasting.</p> <p>Approvals: Nothing to report.</p> <p>Refusals and Enforcements: Nothing to report.</p> <p>Any other Planning Matters:</p> <ul style="list-style-type: none"> o Malling District Scouts – Comp Wood The District Commissioner has written to the Parish Council as they would like to extend their facilities at the Campsite on Seven Mile Lane. The aim includes building an additional toilet and shower facilities and space for a District Headquarters. Cllrs had no objections or concerns and supported these aims. <p>VOSAs:</p> <ul style="list-style-type: none"> o Ashtree Farm, Teston Road – Licence Surrendered WEF 6 February 2017 	<p>Clerk</p> <p>Clerk</p>
4.	<p>EXTERNAL REPORTS:</p> <ul style="list-style-type: none"> • County Councillor: <ul style="list-style-type: none"> o The SID is going ahead with funding from County Cllr Hohlers Highways Grant. o Cllr Frankling will meet with Highways to discuss the location of the SID 	DF

Signed

Date

	<p>poles.</p> <ul style="list-style-type: none"> o She is receiving lots of emails from residents about Blaise Farm. The current application is for a Scoping Opinion and a lot of objections are expected. The Parish Council were right in their reply to the application for a scoping opinion. It was reported that a Pepingstraw resident has complained about the vibrations from today's blast. o Work to improve safety on Seven Mile Lane has now completed. o Targets to reduce waste going to landfill have been met and improved upon. o She will attend the APM on 4th April. <ul style="list-style-type: none"> • Borough Councillor: There was no report. • Police: PCSO Stanley has sent a report which Cllrs have seen. She attended the no entry sign on North Meadow but had nothing to report and will try to go again. She liaised with Neighbourhood Watch about fraudsters claiming they were police. Cllrs agreed that any warnings from Neighbourhood Watch could be sent out through the Parish Council email distribution list. 	<p>Clerk</p>
<p>5.</p>	<p>ANY MATTERS RAISED BY MEMBERS OF THE PUBLIC THAT ARE NOT ALREADY ON THE AGENDA:</p> <ul style="list-style-type: none"> o A member of public sent an email asking what the Parish Council is doing about the speed and volume of traffic through the village, and about lorries parking in the layby. The Clerk was asked to reply with information about the Environmental Enhancement Plan, Mobile SID's and Freight Action Plan. o A request has been made to take action to stop people parking cars partly on the pavement on Teston Road. The Clerk was asked to look into the rules relating to this. 	<p>Clerk</p> <p>Clerk</p>
<p>6.</p>	<p>MONTHLY TOPICS FOR DISCUSSION:</p> <ul style="list-style-type: none"> • KALC Communication and Media Conference Cllrs have seen the notes from the KALC conference. A Facebook page where comments could not be made by members of the public may be useful. It was suggested that residents be asked about this at the APM. It was suggested that in emails to residents, mention is made of the website where more information is available. • Kent Men of the Trees, Trees in the Village Competition The competition is run every year and is free to enter. A Judge visits the village and is shown around by the Tree Warden, and a report is made on the trees. It was AGREED that Cllr Williams should enter Offham into this competition. Cllr Pierce agreed to look at the new oak tree on the Green which is wobbling. 	<p>DS</p> <p>WW</p> <p>WP</p>
<p>7.</p>	<p>ONGOING PROJECTS/REPORTS:</p> <ul style="list-style-type: none"> • Environmental Enhancement Scheme – start date 30.05.17 There is nothing further to report. • Parish Council Projects A Pond Working Group has been arranged for 18th March. • Parish Land and Property and Trees: Repairs, maintenance and any other matters 	

Signed

Date

	<ul style="list-style-type: none"> ○ Residents on Pepingstraw Close have indicated they do not want the hedge between the Close and the Play Area taken down. There is a hole forming, and it was agreed that this could be filled by planting Laurel sprigs. ○ A lot of heavy branches from the fir trees have fallen in Cosgrave Field. The contractor has examined the trees and suggested it would be a good idea to take them down. Cllr Williams has asked for a quote to take the two worst trees down. ○ It was reported that a resident has put a gate from her garden into Cosgrave Field. The Clerk will look through the Parish records to check if permission was requested or given for this gate. ○ The sign for the Recreation Ground was considered. The reference to the public telephone is out of date and should be replaced with a notice about the location of the defibrillator. ○ The British Heart Foundation is asking about defibrillator training sessions. Cllr Oliver will speak to Cllr Frankling about this. ○ Cllr Pierce will revisit the Play Area to check the fence which is wobbly. ○ It had been decided previously that no work is needed to the matting under the climbing frames and that the grass provides enough for safe landing. <ul style="list-style-type: none"> ● Village Hall Cllrs Williams reported that the Village Hall Committee's fund raising is doing very well. They made £483 profit at the last cinema and 51 meals were sold. The Committee are putting more electric sockets in around the hall and it is being decorated in April. Helpers are needed to form a maintenance department sub committee. Cllr Frankling may be able to ask for volunteers at the APM. ● Village Trust There is no update 	<p>WW</p> <p>WW</p> <p>Clerk</p> <p>WW</p> <p>BO, DF WP</p> <p>DF</p>
<p>8.</p>	<p>PARISH COUNCILLOR REPORTS:</p> <ul style="list-style-type: none"> ● Blaise Farm (14.03.17) This has already been discussed. Cllr Oliver is attending. ● Offham Landfill Site: Nothing to report ● JPCTCG – 30th March 2017 Cllr Frankling will attend this meeting. ● Pond – Nothing further to report ● Speedwatch - Nothing further to report ● Parish Council Quiz Night Cllr Stretton was congratulated for the Quiz Night which had been a great evening, and made about £750 profit for village projects. ● Photo Competition and 2018 Calendar The photos have been judged, a winner chosen and are being allocated to each month for the calendar. Sponsors are still needed. 	<p>BO</p> <p>DF</p>

Signed

Date

9.	<p>MONTHLY CHECK LIST:</p> <ul style="list-style-type: none"> • Highways: The new KCC Highways Steward, Adam Starbuck, has sent details about landowners responsibility to cut back vegetation, asking for projects for highways to help out as volunteers and offered to meet in the parish to discuss any issues. • Any other matters: There were no other matters. 	DF,BO WW																												
10.	<p>Up and Coming Events:</p> <ul style="list-style-type: none"> • Offham Society – Jazz Event 18th June 2017 Cosgrave Field A risk assessment of Cosgrave Field will be needed before the event. • Annual Parish Meeting – 4th April 2017 Cllr Frankling will prepare an Agenda and presentations covering: <ul style="list-style-type: none"> o Village Update o Blaise Farm o Speedwatch and moveable SIDs o Environmental Enhancement Plan Update o Village Hall Funding o KALC and Village Community Awards o Neighbourhood Watch o TMBC Local Plan update o St Michael’s Church – Rev’d Green has been invited to speak o May Day – Clare Innes was invited to speak o Q&A with Cllr Balfour <p>There will be a display of photos from May Day over the years, and a display from Spadework about their plans. Refreshments will be available in the break.</p> • May Day 29th April 2017 Clare Innes provided an update on plans for May Day and made a presentation to Cllr Pierce thanking him for his longstanding support for the event. Cllr Oliver will complete a risk assessment of the Green before the event. 	DF BO																												
11.	<p>CORRESPONDENCE AND MATTERS ARISING: Age Concern and Offham Methodist Church have thanked the Parish Council for their donation. Rev’d Green has also thanked the Parish Council on behalf of Offham PCC and asked if Cllrs had a particular “destination” in mind for the money. It was agreed the money should go towards the Quinquennial Repair Project. The donation towards the churchyard gardening will follow in the new financial year.</p>	Clerk																												
12.	<p>FINANCIAL MATTERS:</p> <ul style="list-style-type: none"> • Financial Statement and cheques for signature The following invoices were approved for payment and the cheques signed and signed and the statement for February was signed: <table border="1" data-bbox="225 1666 1315 1912"> <thead> <tr> <th>Cheque</th> <th>Payee</th> <th>Description</th> <th></th> </tr> </thead> <tbody> <tr> <td>1473</td> <td>Clerk</td> <td>Salary & Expenses February 2017</td> <td>£696.36</td> </tr> <tr> <td>1474</td> <td>HMRC</td> <td>PAYE & NI February 2017</td> <td>£71.98</td> </tr> <tr> <td>1475</td> <td>Viking Direct</td> <td>Stationary</td> <td>£55.31</td> </tr> <tr> <td>1476</td> <td>D Frankling</td> <td>Reimbursement Costs – Quiz and Christmas Lights</td> <td>£285.28</td> </tr> <tr> <td>1477</td> <td>Offham Society</td> <td>Use of PA at Quiz Night</td> <td>£10.00</td> </tr> <tr> <td colspan="3">TOTAL</td> <td>£1,118.93</td> </tr> </tbody> </table>	Cheque	Payee	Description		1473	Clerk	Salary & Expenses February 2017	£696.36	1474	HMRC	PAYE & NI February 2017	£71.98	1475	Viking Direct	Stationary	£55.31	1476	D Frankling	Reimbursement Costs – Quiz and Christmas Lights	£285.28	1477	Offham Society	Use of PA at Quiz Night	£10.00	TOTAL			£1,118.93	DF
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	<ul style="list-style-type: none"> • Transparency Code and Transparency Code Claim The application for funding under the Transparency Fund for Smaller Authorities has been successful and a cheque for £224.97 received. • Any other financial matters Cllrs approved the expenses for running the Quiz, and for gifts to two residents for providing electricity for the Christmas Lights. 	
13.	AGENDA ITEMS FOR NEXT MEETING Review of APM	
14.	ANY OTHER BUSINESS: There was no other business.	
15.	Clerk's Salary Review It was AGREED that the Clerk be moved up to Spinal Column Point 29 on the NALC scale. The Chair will hold an appraisal with the Clerk.	

The Meeting concluded at 9.20pm

Date of Annual Parish Meeting: **Tuesday 4th April 2017**

Date of next meeting: **Tuesday 11th April 2017** at 7.30pm

DRAFT

Signed

Date