

**MINUTES OF OFFHAM PARISH COUNCIL MEETING  
TUESDAY 8<sup>th</sup> MAY 2018 AT 7.30PM  
OFFHAM VILLAGE HALL COMMITTEE ROOM**

**Present:** D Frankling (Chair), D Stretton, A Marchant, W Pierce, P Slate, W Williams, PCSO McMillan and colleague (7.30-7.50pm), Clerk, Emily John (headteacher Offham Primary School), 3 members of public

| MINUTES   | ACTION |
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| <p>1. <b>APOLOGIES RECORDED, DECLARATIONS OF INTEREST MADE AND REGISTER OF INTERESTS:</b><br/>Apologies were recorded from County Councillor Hohler and Borough Councillor Balfour.<br/>Cllr Frankling declared an interest in planning application TM/18/00691/FL (The Old Rectory) as he has had conversations with the applicant about this.</p>   |        |
| <p>2. <b>Elections 2018</b></p> <ul style="list-style-type: none"> <li>• Election of Chair and Vice-Chair for 2018-19</li> </ul> <p>Unfortunately, our Vice Chair Barry Oliver has died. Our thoughts are with Barry and his family.<br/>It was agreed that the consideration of a new councillor will be postponed until next month.<br/>Cllr Frankling was nominated for Chair by Cllr Pierce and seconded by Cllr Stretton. This was unanimously AGREED.<br/>Cllr Williams was nominated as Vice Chair by Cllr Frankling and seconded by Cllr Pierce. This was unanimously AGREED.</p> <p><b>Appointment of Representatives to External Bodies</b><br/>The following local group representatives and wardens were AGREED as follows:</p> <ul style="list-style-type: none"> <li>○ Planning – the Planning Group includes all Councillors and will meet at 7pm before the main Parish Council Meeting. The views of the group will be reported at the Parish Council Meeting.</li> <li>○ Tree Warden – Cllr Williams</li> <li>○ Landfill Liaison – Cllrs Stretton</li> <li>○ Blaise Farm Liaison – Cllr Slate</li> <li>○ Transport – Cllrs Frankling and Stretton</li> <li>○ Cosgrave Field – Cllrs Williams and Stretton.</li> <li>○ Playing Field – Cllr Williams</li> <li>○ Village Green – Cllrs Slate and Marchant</li> <li>○ Parish Partnership Panel – Cllrs Frankling or Slate will attend if something is of particular interest to the village</li> </ul> |        |
| <p>3. <b>Annual Parish Council Meeting</b></p> <ul style="list-style-type: none"> <li>• Approval of Minutes of Annual Parish Council Meeting 2017</li> </ul> <p>These were approved.</p> <ul style="list-style-type: none"> <li>• Annual Reports: Offham Parish Council Chair, County Councillor Hohler and Borough Councillors Balfour and Kemp</li> </ul> <p>Cllr Frankling provided a copy of his report to Cllrs, which will be posted on the Parish Council website together with reports from Cllrs Hohler and Balfour.</p> <ul style="list-style-type: none"> <li>• Any other reports</li> </ul> <p>There were no other reports.</p>   |        |

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|    | <ul style="list-style-type: none"> <li>Financial Statement 2017/18<br/>This was approved.</li> </ul> <p><b>Public Question Time</b><br/>Cllr Frankling welcomed the Headteacher from Offham Primary School to the meeting.</p>  |   |
| 4. | <p><b>MINUTES ARISING FROM 3<sup>rd</sup> APRIL 2018:</b><br/>The minutes arising from 3<sup>rd</sup> April were agreed by all Councillors and signed as approved by Cllr Frankling.</p>  | <b>DF</b>   |
| 5. | <p><b><u>PLANNING</u></b><br/><b>New Applications:</b></p> <ul style="list-style-type: none"> <li><b>TM//00657/FL – Thistledown Barn, Comp Lane</b> - Conversion of garage to habitable accommodation<br/>There were <b>NO OBJECTIONS</b>.</li> <li><b>TM/18/00691/FL - The Old Rectory, Aldon Lane</b> - demolition of former livery building and erection of 2 detached dwellings, car port and stores, with associated parking and widened access road<br/>Cllr Frankling gave details of the background to this application but took no part in the decision. Cllrs noted that the build will require a lot of heavy vehicle movements and were concerned about the condition of Aldon Lane and traffic on the road. Cllrs had <b>NO OBJECTIONS</b> but wanted to comment on the condition of Aldon Lane for construction traffic during the build and its condition afterwards and their concern about traffic.</li> <li><b>TM/18/00763/FL – Cottage on The Green</b> - Conversion of existing attached garage to a dining room and shower room<br/>There were <b>NO OBJECTIONS</b> provided the materials were in keeping.</li> <li><b>TM/18/00778/FL - Braemar, Teston Road</b> - detached garage with room over</li> <li><b>TM/18/00778/FL - Braemar, Teston Road</b> - Detached garage - Revised plans showing a reduced pitch roof, deletion of room in the roof and deletion of rear dormer<br/>There were <b>NO OBJECTIONS</b>.</li> <li><b>TM/18/00896/FL - Westwood, Teston Road</b> - Proposed double storey side addition and single storey rear addition with demolition of existing conservatory<br/>There were <b>NO OBJECTIONS</b> as long as the materials were in keeping and there were no neighbour objections.</li> <li><b>TM/18/00913/FL - Hodges Place, Church Road</b> - Proposed replacement building, to be used as a carers annex<br/>There were <b>NO OBJECTIONS</b> provided it is kept within the curtilage of Hodges Place and not sold off separately.</li> <li><b>TM/18/00918/LB -The Roundels, Teston Road</b> – Listed Building Application: Installation of centralised ducted extract system, Vent Axia or equal, from the three bathrooms to central fan unit in loft and vented out through new roof flu, with vented cowl, in slate tiled roof.<br/>Installation of access ladder to loft space through existing loft opening.</li> </ul> | <p><b>Clerk</b></p> <p><b>Clerk</b></p> <p><b>Clerk</b></p> <p><b>Clerk</b></p> <p><b>Clerk</b></p> <p><b>Clerk</b></p> |

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|           | <p>The children have already taken part in litter picks.<br/>         Cllr Williams also asked if the children wanted to adopt The Pound, which is of historic interest. They could do a seasonal display, something for people to do, or make it into a lavender or herb garden.<br/>         The school want to get more involved in May Day and will speak to the organising group about this.<br/>         The Headteacher spoke of the funding crisis, and how Government funding to schools has been significantly cut in recent years but is particularly bad this year. The school is trying to think out of the box to increase their revenue coming in. They are looking at increasing premises hire in the evening, but don't want to upset the Offham community. However, there is a need to increase their money coming in so they are sustainable. They don't want to become unsustainable and close. Governors suggested a firework event from the school. Cllrs all agreed this was a good idea, and the village used to have a firework display many years ago.<br/>         The school are open to other fund-raising suggestions.<br/>         There was a discussion about the GDPR, and Offham Society would like to collaborate with the Parish Council. It is understood that the Parish Council and Offham Society will need to comply with the GDPR separately.<br/>         If there are any comments about the TMBC proposals to charge for green waste collections, these can be made as part of the consultation on the TMBC website.</p> |                     |
| <p>8.</p> | <p><b>MONTHLY TOPICS FOR DISCUSSION:</b></p> <ul style="list-style-type: none"> <li>• Annual review: Standing Orders, Financial Regulations, Bye-Laws, Media Policy, Complaints Procedure, Freedom of Information Act             <ul style="list-style-type: none"> <li>○ The new Standing Orders based on the NALC model were considered and <b>APPROVED.</b></li> <li>○ The Financial Regulations, Bye-Laws, Media Policy, Complaints Procedure and Freedom of Information Act policy were considered and no amendments were made.</li> </ul> </li> <li>• Consideration and Approval of Retention of Documents and Records Policy<br/>             The new policy was considered and <b>APPROVED.</b></li> <li>• General Data Protection Regulations: Adoption of Privacy Policies, Consent Forms, appointment of Data Protection Officer<br/>             It was confirmed that Satswana would be appointed as Data Protection Officer. The Parish Council considered and <b>AGREED</b> to adopt Privacy Policies and Consent Forms. The Consent Forms and Privacy Notices will be sent to those on the Parish Council's mailing list and displayed on the website.<br/>             Further consideration of the GDPR, data storage, email addresses and how it will affect Councillors will be made at the next meeting.</li> <li>• Parish Councillor Vacancy<br/>             This will be considered at the next meeting.</li> </ul>   | <p><b>Clerk</b></p> |
| <p>9.</p> | <p><b>ONGOING PROJECTS/REPORTS:</b></p> <ul style="list-style-type: none"> <li>• <b>Environmental Enhancement Scheme</b><br/>             There are one or two elements of remedial work required.</li> <li>• <b>Parish Council Projects</b><br/>             The Well is the next project and more maintenance work will be required for the Quintain.<br/>             Cllr Williams raised the question of restoration of the Quintain Stone and the wording which is disappearing. She will look into options to clean the</li> </ul>  | <p><b>WW</b></p>    |

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|            | <p>inscription or replace it.</p> <ul style="list-style-type: none"> <li>• <b>Parish Land, Property and Trees: Repairs, maintenance and any other matters</b></li> </ul> <p>Cllr Williams reported that:</p> <ul style="list-style-type: none"> <li>○ The acer is on order but will be more expensive than the £25 provided by KMOTT.</li> <li>○ Following a complaint about a buddleia overgrowing the footpath into the woods from Pepingstraw she has cut it back.</li> <li>○ The hedge by the playing field now been planted by Cllr Marchant and she has been watering it.</li> <li>○ She been unable to have a bonfire with the wood on Cosgrave Field yet.</li> <li>○ She ordered a new platform from Playdale as the existing one has broken and was able to save £100 on delivery.</li> <li>○ She will draft a letter for the school, churches and local groups about Parishes in Bloom. A Working Party will also be needed.</li> <li>○ She will speak to the resident about tidying the hedge by the Village Green.</li> </ul> <p>Cllr Frankling reported 2 lots of ducklings in the pond. Unfortunately, one of the mother ducks was run over.<br/>The road is eroding and will need some repair work.<br/>Cllr Marchant agreed to put a stake by the Cherry Tree.<br/>Cllr Williams will look at the flowering Cherry Tree towards Aldon Lane.</p> <ul style="list-style-type: none"> <li>• <b>Village Calendar</b></li> </ul> <p>The Calendars are now available for purchase and were favourably received at May Day on Saturday.</p> <ul style="list-style-type: none"> <li>• <b>Village Trust</b> There is nothing to report</li> </ul> | <p><b>WW</b></p> <p><b>DF<br/>AM<br/>WW</b></p>                                 |
| <p>10.</p> | <p><b>PARISH COUNCILLOR REPORTS:</b></p> <ul style="list-style-type: none"> <li>• <b>Blaise Farm and Quarry Liaison Meeting</b></li> </ul> <p>Jim Wooldridge from KCC has offered to contact Gallagher Aggregates again about arranging a Quarry Liaison Meeting if this would assist. Cllrs agreed they would welcome such a meeting.</p> <ul style="list-style-type: none"> <li>• <b>Offham Landfill Site</b></li> </ul> <p>There has been no response to requests for a Landfill Site Liaison meeting. The Clerk was asked to keep chasing for a reply.</p> <ul style="list-style-type: none"> <li>• <b>JPCTCG</b></li> </ul> <p>The meeting is on 21<sup>st</sup> May and Cllrs Williams and Marchant are attending.</p> <ul style="list-style-type: none"> <li>• <b>KALC (10.05.18 and 04.10.18)</b></li> </ul> <ul style="list-style-type: none"> <li>• <b>Village Hall</b></li> </ul> <p>There was a discussion about ownership of the Village Hall. The Clerk has been collating documents for First Registration of the Village Hall and suggested that solicitors advice should be sought about the application before submitting it. Cllrs congratulated the Committee as they have worked very hard. It was reported that the Committee are preparing a new constitution as the old one is very outdated.</p> <ul style="list-style-type: none"> <li>• <b>Annual Parish Meeting 13<sup>th</sup> May 2018</b></li> </ul>  | <p><b>Clerk</b></p> <p><b>Clerk</b></p> <p><b>WW+AM</b></p> <p><b>Clerk</b></p> |

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|     | <p>About 39 villagers attended. The presentation will be available on the website.</p> <ul style="list-style-type: none"> <li>• <b>May Day 5<sup>th</sup> May 2018</b><br/>This was a super event. The Clerk was asked to send an email to the organising group thanking them for their hard work.<br/>It was noted that the Village Green looked very nice for the event.</li> </ul>  | <b>Clerk</b>                           |
| 11. | <p><b>MONTHLY CHECK LIST:</b></p> <ul style="list-style-type: none"> <li>• <b>Highways:</b><br/>Cllr Frankling will contact Highways about the problems with North Meadow traffic and the One Way system.</li> <li>• <b>Speed Indicator Devices</b><br/>The group moving the mobile SID were thanked.</li> <li>• <b>Any other matters:</b> There were no other matters.<br/>It was agreed that a resident on The Green was able to remove the existing lavender, as long as it was replaced with new lavender.</li> </ul>  | <b>DF</b><br><br><br><br><br><b>PS</b> |
| 12. | <p><b>Up and Coming Events:</b><br/>4<sup>th</sup> June - Spadework open meeting to discuss the new site. Cllrs Williams and Stretton will attend and Cllr Frankling will meet them on a different date.</p>   | <b>WW+DS</b>                           |
| 13. | <p><b>CORRESPONDENCE AND MATTERS ARISING:</b></p> <ul style="list-style-type: none"> <li>○ <b>Methodist church</b> - thank you for donation</li> </ul>   |  |
| 14. | <p><b>FINANCIAL MATTERS:</b></p> <ul style="list-style-type: none"> <li>• Annual Governance Review 2017/18: <ul style="list-style-type: none"> <li>○ To review the system and effectiveness of the system of internal controls<br/>The system of internal control was reviewed and it was <b>RESOLVED</b> that it be approved.</li> <li>○ To review the Statement on Internal Control for approval and signature<br/>The Statement of Internal Control was reviewed and it was <b>RESOLVED</b> that it be <b>approved</b> and signed by the Chairman and the Clerk.</li> <li>○ To receive the Annual Governance Statement (Section 1) for review, approval and signature<br/>The Annual Governance Statement (section 1) was reviewed and it was <b>RESOLVED</b> that it be <b>approved</b> and signed by the Chairman and the Clerk</li> </ul> </li> <li>• Year end Audit 2017/18 <ul style="list-style-type: none"> <li>○ To receive the Accounting Statements (Section 2) for review, approval and signature<br/>The Accounting Statements (Section 2) were reviewed and it was <b>RESOLVED</b> that they be <b>approved</b> and signed by the Chairman and Clerk.</li> <li>○ To receive the Financial Reconciliation as at 31<sup>st</sup> March 2018 for review, approval and signature<br/>The Financial Reconciliation was circulated and approved. The Chairman signed the form.</li> <li>○ To receive the Supporting Statement and Fixed Asset Register for review, approval and signature<br/>The Supporting Statement and Fixed Asset Register were circulated and</li> </ul> </li> </ul> |  |

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approved.

- To receive the Certificate of Exemption from a limited assurance review for consideration, approval and signature

The Certificate of Exemption was considered and **approved** and signed by the Chairman and Clerk.

- To note Annual Internal Audit Report booked

- **Financial Statement, invoices for approval and Cheques for Signature:**

The following invoices were approved for payment and the cheques signed by Cllrs Pierce and Marchant. The Financial Reconciliations for March and April were signed by Cllrs Frankling and Pierce.

| <b>Cheque</b> | <b>Payee</b>           | <b>Description</b>                |                   |
|---------------|------------------------|-----------------------------------|-------------------|
| 1560          | KCC                    | Mobile SID                        | £8,351.15         |
| 1561          | Playdale               | Replacement Parts Play Area       | £653.53           |
| 1562          | Offham PCC             | Contribution Churchyard Gardening | £1,000.00         |
| 1563          | Village Hall Committee | Contribution                      | £1,000.00         |
| 1564          | Village Hall Committee | Hall Hire APM                     | £47.25            |
| 1565          | Village Hall Committee | Hall Hire Race Night              | £82.50            |
| 1566          | KALC                   | Annual Subscription               | £342.74           |
| 1567          | KALC                   | ½ share Encryption Workshop       | £30.00            |
| 1568          | Viking                 | Office Supplies                   | £129.23           |
| 1569          | Green Thumb            | Village Green Treatment           | £255.50           |
| 1570          | D Stretton             | Reimbursement – APM costs         | £45.95            |
| 1571          | Clerk                  | Reimbursement – calendar          | £421.20           |
| 1572          | Clerk                  | Salary & Expenses April 18        | £724.24           |
| 1573          | HMRC                   | PAYE+NI April 18                  | £101.43           |
| 1574          | W Williams             | Reimbursement – APM costs         | £16.68            |
| 1575          | SE Young               | Car Park Gardening                | £15.00            |
| 1576          | D Frankling            | Reimbursement – APM costs         | £84.16            |
|               |                        | <b>TOTAL</b>                      | <b>£13,300.56</b> |

- **Any other financial matters**

There were no other financial matters.

**15. AGENDA ITEMS FOR NEXT MEETING**

Training for defibrillator

**16. ANY OTHER BUSINESS**

There was no other business

The Meeting concluded at 9.10pm. Date of the next Parish Council meeting **Tuesday 5<sup>th</sup> June 2018** at 7.30pm

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