

**MINUTES OF OFFHAM PARISH COUNCIL MEETING
TUESDAY 12th JUNE 2018 AT 7.30PM
OFFHAM VILLAGE HALL COMMITTEE ROOM**

Present: D Frankling (Chair), W Williams (Vice Chair), A Marchant, P Slate (arrived 7.45), D Stretton, County Councillor Hohler (7.30-7.50) and Borough Councillor Balfour (7.30-7.50), Clerk, 1 member of public

MINUTES	ACTION
1. APOLOGIES RECORDED, DECLARATIONS OF INTEREST MADE AND REGISTER OF INTERESTS: Apologies were recorded from Cllr W Pierce.	
2. MINUTES ARISING FROM 8th MAY 2018: The minutes arising from 8 th May were agreed by all Councillors and signed as approved by Cllr Frankling.	DF
3. PLANNING New Applications: <ul style="list-style-type: none"> • TM/18/01013/OA - Land East of King Hill, West Malling - Outline Application: Demolition of existing dwellinghouse (Sportsmans' Bungalow, 124 Teston Road) and outbuildings and erection of up to 120 dwellings including 40% affordable housing, with public open space, a community orchard, landscaping and sustainable drainage system (SuDS) and vehicular access point from King Hill. All matters reserved except for means of access <p>The Parish Council strongly OBJECTS to this application:</p> <ul style="list-style-type: none"> • On the new Local Plan this is on the proposed Green Belt, and the Parish Council is surprised that the proposal was even submitted. • If approved this proposal would result in a considerable increase in traffic through the village. <ul style="list-style-type: none"> • TM/18/01007/FL - Walnut House, Teston Road - Removal of part hedge and creation of new driveway to side garden to North Meadow <p>There were NO OBJECTIONS.</p> <ul style="list-style-type: none"> • TM/18/01039 and 0140 - The Old Forge, Teston Road - Single storey kitchen extension and refurbishment (and Listed Building application) <p>The Parish Council has NO OBJECTIONS to this application in principle as it does not affect the street scene in this historic area, but Councillors are concerned about the impact the proposals will have on the next door neighbour, 1 Quintain Villas. There are windows and doors from the neighbouring property which will be affected by the proposals. The Parish Council would be very sympathetic to any concerns raised by the neighbour.</p> <ul style="list-style-type: none"> • TM/09/1888/R8H - Offham Landfill - Approval of details submitted under condition (8) of planning permission TM/09/1888 (Annual Report) <p>There were NO OBJECTIONS.</p> <ul style="list-style-type: none"> • TM/18/00691/FL - The Old Rectory, Aldon Lane - Demolition of 	<p style="text-align: center;">Clerk</p> <p style="text-align: center;">Clerk</p> <p style="text-align: center;">Clerk</p> <p style="text-align: center;">Clerk</p>

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	<p>former livery building and erection of 2 detached dwellings, car port and stores, with associated parking and widened access road. Revised plans received 22.05.18 showing revisions to the proposed dwellings and car port and removal of proposed store building</p> <p>There was a discussion about whether the potential for gas migration from the Landfill Site should be raised with TMBC Planning. It is not known whether this is still an issue as details have not been provided from the site.</p> <p>In the past the Parish Council would have made a comment about gas on their response.</p> <p>It was agreed to remind TMBC of this issue.</p> <p>The Parish Council should find out whether gas migration continues to be an issue and to request recent readings from the monitoring equipment.</p> <p>The Parish Council has NO OBJECTIONS in principle, as per our previous response to the application. However, Councillors would like to ensure that TMBC Planning Department are aware of previous problems with gas migration from the Landfill Site and to consider whether this remains an issue or not for such a development in this location.</p> <p>Approvals:</p> <ul style="list-style-type: none"> • TM/18/00439-The Courtyard, Alexander House- Conversion of existing garage and ancillary accommodation/office to provide a 3 bedroom dwelling, with associated parking and landscaping and use of existing access to be shared with host dwelling • TM/18/00522 – White House, Teston Road – Demolition of existing garage and construction of new double storey side extension • TM/18/00455/RD – The Old Rectory, Aldon Lane – Details of cond 4 (hard surfacing & Boundary treatment) pursuant to TM/14/03366/FL (Conversion of coach house to separate two bedroom dwelling) • TM/18/00583/LDP – Warren Wood East, Seven Mile Lane – Lawful Development Certificate Proposed: Erection of a detached garage • TM/18/00657– Thistledown Barn, Comp Lane - Conversion of garage to habitable accommodation • TM/18/00763–Cottage on The Green -Conversion of existing garage to dining room & shower room • TM/18/00913-Hodges Place -Proposed replacement building, to be used as a carers annex <p>Refusals and Enforcements: There was nothing to report.</p> <p>Any other Planning Matters: There was nothing to report.</p> <p>VOSAs: There was nothing to report.</p>	<p>Clerk</p> <p>Clerk</p>
<p>4.</p>	<p>EXTERNAL REPORTS:</p> <ul style="list-style-type: none"> • County Councillor: <p>Bus companies are commercial but sometimes KCC subsidise routes. KCC want to make sure they are doing the best they can to get people around. They need to know your ideas about what would make this village feel less cut off. The "Big Conversation" is to look at innovative ideas to get people to where they want to get to from remote places. There is an event on 5th July in the evening at Borough Green Village Hall for residents to attend. During the day there is an event for Parish Councils to be held at Hadlow Manor.</p> <p>KCC spent £64.2 million last year on providing transport services or subsidising travel for bus users.</p> <p>Cllr Balfour talked about the many organisations who have buses, which for a lot of the day may not be used to their capacity. If you pull it all together and pull together people who need to get to places and join that up you can save an</p>	

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	<p>enormous amount of money and make it very efficient. It is also a way to bring the community together and for neighbours to meet each other.</p> <p>KCC are also trying to catch up on potholes. 100 have been repaired so far this week in Tonbridge & Malling. Please report any potholes.</p> <ul style="list-style-type: none"> • Borough Councillor: The big issues are the Local Plan and the renegotiation of the waste collection. Steve Humphries, Director of Planning at TMBC will be retiring later this year. • Police: There were no reports. 	
5.	<p>ANY MATTERS RAISED BY MEMBERS OF THE PUBLIC THAT ARE NOT ALREADY ON THE AGENDA: There were no questions.</p>	
6.	<p>MONTHLY TOPICS FOR DISCUSSION:</p> <ul style="list-style-type: none"> • General Data Protection Regulations Satswana have given advice that Microsoft 365 is suitable. Business Premium service is £9.40 per month + VAT and includes a domain name and all the Cllrs as users. Cllrs Agreed this would be acceptable. The Parish Council will need to set up a Direct Debit in order to pay this. Satswana also confirmed that Google Drive is a safe way to store data. Cllrs agreed to the 1TB service at £7.99 +VAT per month. Again, a Direct Debit will need to be set up in order to pay this. <p>There as a discussion about appointing a Data Protection Officer (DPO). Some Parishes have decided not to appoint a DPO. It was noted that the Standing Orders, based on the model from NALC, state that a DPO will be appointed. These will need to be amended if the PC decides not to appoint a DPO. It was agreed that Satswana should be appointed for this first year. This can be reconsidered at the end of that year, at the same time as the Standing Orders are reviewed.</p> <ul style="list-style-type: none"> • Parish Councillor Vacancy This has been advertised by TMBC and co-option can take place at the July meeting, unless an election is required. • Defibrillator training Cllr Williams’ daughter has been trained and certified and offered to carry out training in CPR and the defibrillator. It was agreed that this should take place with about 3 weeks notice, for 2 Saturday mornings and should avoid the bulky refuse lorry collection dates. The defibrillator is now 2 years old and it recommended that new batteries be installed. Cllr Frankling will check. • Financial Regulations: Consider and approve amendment to Financial Regulations – quotations for contract Councillors considered the Regulations and AGREED to amend 11(h) so that 3 estimates for a contract should only be required where the value is above £5,000. 	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>WW</p> <p>DF</p> <p>Clerk</p>

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<p>7.</p>	<p>ONGOING PROJECTS/REPORTS:</p> <ul style="list-style-type: none"> • Environmental Enhancement Scheme Cllr Frankling is meeting Helen Cobby from KCC and will provide an update on the works. It is unfortunate that when the road was dug up for a water leak the granite setts were removed and not put back. He will ask KCC to repair this. The resurfacing will not take place until the summer, in July or August. • Parish Council Projects The Well and Quintain are the current projects. • Parish Land, Property and Trees: Repairs, maintenance and any other matters Cllr Williams reported that: <ul style="list-style-type: none"> ○ She couldn't move the table in Cosgrave Field and Cllr Marchant agreed to remove it. ○ Playdale have completed some work to the play area but need to come back to finish the job. ○ She collected the Acer tree. It cost £35, £25 of which was from the KMOTT competition winnings and the balance of £10 to be paid by the Parish Council. ○ Cllr Marchant donated £50 for the rocks which are being put around the village, and are just over a tonne in weight. ○ The Map has been removed from the Committee Room wall and is in storage. Cllrs agreed they would like this put up on another wall. ○ There has been no response from the school regarding the offer to let the children work in the Pound. ○ Work for the Parishes in Bloom which will be judged on 29th June: <ul style="list-style-type: none"> ➢ A resident has washed the sign. ➢ Weedkilling has been done. ➢ Bark chipping will be put down ➢ People have been asked to pick up rubbish and sort out the bits outside their gardens. ➢ Request to tidy the allotments. ➢ Cllr Frankling will make the Quintain look better. ➢ The bus shelter needs sorting out. ➢ Cllr Frankling will look at the piece of missing wood from the bin next to bus shelter. ➢ Request the owner next to the cherry orchard strims the nettles at the front by the speed camera. ➢ Weeds will be pulled out around the stones. ➢ Cllr Williams has removed the weeds at the Spadework end. ➢ Openreach said there is no point putting any plants near the box as whoever comes will put their equipment down on the ground. They have put topsoil and grass seed. This should be added to the maintenance contract to strim this area. ➢ Request for a spare hanging basket spare for the bus shelter ➢ Book Box needs a wash. ➢ Teenage shelter needs washing. ➢ Cllr Stretton will contact the quarry to ask them to strim the trees ○ A company has suggested that a new Quintain Stone would be £70-100. Cllrs thought it was likely to be considerably more and await a more detailed quote. A resident has said she can paint the existing words. Cllr Williams was concerned that some of the chiselled letters have worn out and painting would not look as it should however carefully it is done. 	<p>DF</p> <p>AM</p> <p>AM</p> <p>WW</p> <p>DF WW DF</p> <p>DS</p> <p>WW WW</p> <p>Clerk</p> <p>DS</p> <p>WW</p>
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	<ul style="list-style-type: none"> ○ The resident who volunteered to drive people to hospital has been told by KCC this is quite legal as long as he lets the insure company know and don't charge more than 45p per mile. It can be called a car club. ○ Calendar sales and sponsorship – She has given £165 for this month to the Clerk and is waiting for payment from the rest of the sponsors. <p>There have been several complaints about lime trees in the Recreation Ground car park. They are hanging low and nobody will park underneath. As a result cars are parking in Pepingstraw, often too close to the junction. Cllr Marchant will speak to Liz Guthrie at TMBC to find out if the trees can be removed and replaced. The Clerk will chase TMBC further to our previous request to cut the trees back.</p> <p>The Clerk was asked to send an email out to the village requesting help for a Pond Work Party on Sunday 24th June.</p> <ul style="list-style-type: none"> • Village Trust There is nothing to report 	<p>WW</p> <p>AM</p> <p>Clerk</p> <p>Clerk</p>
<p>8.</p>	<p>PARISH COUNCILLOR REPORTS:</p> <ul style="list-style-type: none"> • Blaise Farm and Quarry Liaison Meeting The Parish Council are awaiting Liaison Meeting dates. • Offham Landfill Site A request has been made to FCC Environment requesting a Liaison meeting date. In addition to the questions already raised by the PC we should ask for the latest readings from the monitors around the village. This is needed to inform our consultee role in planning applications in the village. • JPCTCG The meeting was on 21st May and Cllr Pierce attended. There was an interim meeting yesterday which Cllr Stretton attended. Tom Tugendhat MP will be at the next meeting on 26th September • KALC (10.05.18 and 04.10.18): Nothing to report. • Village Hall Cllr Williams is attending the meeting this week. A new lady has taken over Village Hall bookings. Their quiz night is on Saturday and they are involved with providing food and drink after the Armistice Day Service. It was noted that the Village Hall announced a loss at the AGM, but it is thought this is because of the purchases they have made. 	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>DS</p> <p>WW</p>
<p>9.</p>	<p>MONTHLY CHECK LIST:</p> <ul style="list-style-type: none"> • Highways: Nothing further to report. • Speed Indicator Devices There was a discussion about the unevenness of the ground for those moving the SID. A paving slab could be put down. Cllr Frankling has met Trudy Dean who was interested in viewing the Mobile SID for West Malling. • Any other matters: The Parish Partnership Panel is on 14th June and Cllr Frankling will attend. 	<p>DF</p>

Signed

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10.	Up and Coming Events: <ul style="list-style-type: none"> ○ Parishes in bloom 																																					
11.	CORRESPONDENCE AND MATTERS ARISING: <ul style="list-style-type: none"> ○ Heart of Kent Hospice - thank you for donation 																																					
12.	<p>FINANCIAL MATTERS:</p> <ul style="list-style-type: none"> • Financial Statement, invoices for approval and Cheques for Signature: The following invoices were approved for payment and the cheques signed by Cllrs Williams and Stretton. The cheque for Cllr Williams was signed by Cllrs Frankling and Stretton. The Financial Reconciliation for May was signed by Cllrs Frankling and Williams. <table border="1"> <thead> <tr> <th>Cheque</th> <th>Payee</th> <th>Description</th> <th></th> </tr> </thead> <tbody> <tr> <td>1576</td> <td>Cheque not used</td> <td></td> <td></td> </tr> <tr> <td>1577</td> <td>Lionel Robbins</td> <td>Internal Audit</td> <td>£75.00</td> </tr> <tr> <td>1578</td> <td>D Frankling</td> <td>APM Costs</td> <td>£77.63</td> </tr> <tr> <td>1579</td> <td>W Williams</td> <td>Tree and Compost</td> <td>£31.00</td> </tr> <tr> <td>1580</td> <td>Cheque not used</td> <td></td> <td></td> </tr> <tr> <td>1581</td> <td>HMRC</td> <td>PAYE&NI May 2018</td> <td>£101.43</td> </tr> <tr> <td>1582</td> <td>Clerk</td> <td>Salary & Expenses May 2018</td> <td>£719.04</td> </tr> <tr> <td></td> <td></td> <td>TOTAL</td> <td>£1004.10</td> </tr> </tbody> </table> <ul style="list-style-type: none"> • Internal Audit 2017/18 The Parish Council considered the Internal Audit Report 2017/18 and RESOLVED that there was no action to take. • Any other financial matters: There were no other financial matters. 	Cheque	Payee	Description		1576	Cheque not used			1577	Lionel Robbins	Internal Audit	£75.00	1578	D Frankling	APM Costs	£77.63	1579	W Williams	Tree and Compost	£31.00	1580	Cheque not used			1581	HMRC	PAYE&NI May 2018	£101.43	1582	Clerk	Salary & Expenses May 2018	£719.04			TOTAL	£1004.10	
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13.	AGENDA ITEMS FOR NEXT MEETING <ul style="list-style-type: none"> ○ Co-option of new Councillor 																																					
14.	ANY OTHER BUSINESS There was no other business																																					

The Meeting concluded at 8.50pm. Date of the next Parish Council meeting **Tuesday 3rd July 2018** at 7.30pm

Signed

Date