

**OTFORD
PARISH
COUNCIL**

Parish Clerk:
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Minutes of the 8th Meeting of Otford Parish Council held in the Club Room, Otford Village Memorial Hall on Monday 10 August 2015 at 7.30pm

Present: Cllrs J Edwards-Winsor (in the Chair)
P Clucas
Mrs J Lawrey
H Leicester
Mrs I Roy
N Rushby
J Verrall

In attendance – Clerk. Three Members of the public.

Public Forum

Mrs Kay Drake raised the issue of football pitch mowing. It was agreed that this will be dealt with as part of the Recreation and Environment Committee report.

Mr R Shelton advised that work on the Palace Tower was due to start due the week of 17 August. It is expected to be completed by the first week of December 2015.

Action

1. **APOLOGIES FOR ABSENCE**
Apologies were received from Cllrs M Evans, N Fothergill, J Howe, and M Whitehead.
2. **DECLARATIONS OF INTEREST NOT PREVIOUSLY DECLARED**
None.
3. **MINUTES OF PREVIOUS MEETING**
The minutes of the meeting held on 13 July 2015 were approved and signed as an accurate record of the meeting.
4. **MATTERS ARISING**
Actions from previous meetings:
 - 4.1 Car Park Entrance Widening. Continuing. Cllr Edwards-Winsor will be presenting drawings of the proposed scheme to St Bartholomew’s Church for onward transmission to the Diocese. 1/15 JE-W
 - 4.2 7.5 – Continuing. Noticeboard detailing the history of the pond. 7.5 Mrs E Ward
 - 4.3 6.10 – Completed. A list of all redundant traffic poles has been prepared. Completed
 - 4.4 3/15 – Continuing. Damp in the School House. The builders who carried out the original work will be asked to inspect the roof and interior of the building. 3/15 JE-W/JV
 - 4.5 6.14 – Continuing. The identification of Service pipes on The Green. A letter is being sent to all service providers requesting that the service pipes are marked on the map provided. 6.14 Clerk

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| 4.6 | 6.15 – Cemeteries. A review of all health and safety aspects of the cemeteries has been undertaken. | Completed |
| 4.7 | 6.19 – Continuing. Extension of hatching around the pond. SDC has considered the proposal and has not raised any objection at the present time. A formal consultation will take place on the full proposal in due course. Councillors noted that the amount of parking identified for removal outside the Chemist is in excess of one car length. | 6.19 JE-W |
| 4.8 | 7/15 – Continuing. Drain blockage to public toilets. A response from Thames Water is still awaited. | 7/15 Clerk to write again. |
| 4.9 | 8/15 – Continuing. Fenced area outside Bubblestone Cottage. A copy of the Agreement from SDC is awaited. The removal of the trees is still awaited. The Officer at SDC has advised the Agreement will be prepared when time allows. | 8/15 Clerk |
| 4.10 | 8.A.3. – Continuing. Hazard signs at the Pickmoss Step. KCC are aware of the incorrect positioning of one of the hazard signs. | 20/15 KCC |
| 4.11 | 21/15 – Continuing. Mr Thomas will be asked to check the stream running into Telston Park for rubbish. | 21/15 Clerk/BT |
| 4.12 | 22/15 – Letter to Otford Primary School asking for pupils to be reminded not to climb on the roof of the youth shelter. | Completed |
| 5. | CLERK / COUNCILLOR REPORTS | |
| 5.1 | Cllr Leicester advised that branches were overhanging the pavement at head height in a few locations in the village. Cllrs agreed to tidy up the branches. A further area of concern is outside The Bull public house. The Clerk will contact the owners. | 23/15 Clerk |
| 5.2 | Cllr Edwards-Winsler reported that he has completed building a new storage cupboard in The School House.
Cllr Edwards-Winsler has cut the hedge outside The School House. | Completed |
| 6. | DISTRICT COUNCILLOR'S REPORT | |
| 6.1 | District Councillor John Edwards-Winsler advised that the contract has been placed by SDC for the repairs to the Palace Tower.
Otford is very fortunate to get funding worth £130,000. | |
| 7. | KENT COUNTY COUNCILLOR REPORT | |
| 7.1 | A report was not received. | |
| 8. | REPORTS FROM COMMITTEES | |
| 8.A | Finance & General Purposes | |
| 8.A.1 | The Minutes of the F&GP Committee meeting held on 3 August 2015 was received and adopted. | |
| 8.A.2 | Cllr Edwards-Winsler gave a verbal report. | |
| 8.A.3 | Recommendations:
The toilets have been closed due to vandalism. The repairs are becoming too expensive on top of general maintenance which costs around £8,000 per year. There is also a need for the pipes to be descaled and to install access points to enable the pipes to be cleared. The pipework is hidden under a raised floor which will have to be removed to gain access.
Cllr Verrell outlined the terms of the lease regarding maintenance.
RESOLVED that the toilets will be closed for the foreseeable future while investigations are being carried out. | |

- 8.A.4 The orders for payment were approved.
- 8.A.5 Now that the new dog waste bin has been installed at the entrance to Telston Park, Mr Willis will be asked to check that it is being used and people are not putting waste into the black litter bin any longer. 24/15 Clerk
- 8.A.6 The Council noted a letter received from BCL outlining recent changes.
- 8.B. **Planning**
- 8.B.1 The Minutes of the Planning Committee meetings held on 22 July 2015 and 6 August 2015 were received and adopted.
- 8.B.2 Cllr Edwards-Winsler gave a verbal report and highlighted the responses to planning applications made by the Committee.
- 8.B.3 There were no recommendations.
- 8.C **Recreation & Environment**
- 8.C.1 The Minutes of the Environment and Recreation Committee meeting held on 3 August 2015 were received and adopted.
- 8.C.2 Council agreed with the recommendation that there is no increase in allotments rents at October 2016.
- 8.C.3 Eric Dilley Pavilion Lease. It was agreed that a Working Group will be set up to review the lease. Cllr N Rushby and Cllr J Verrell will be starting members and will recruit others as necessary. NR/JV
The Clerk will speak to Mrs Darby for her recollections of how the lease was originally arranged. 25/15 Clerk
- 8.C.3 Mrs Drake referred to an arrangement she had made with Cllr Evans regarding an allocation of funds for the football pitch mowing. A sum of £384 was agreed. Councillors requested that it was noted that this one off payment does not set a precedent for future years.
- 8.C.4 Locks for the Play Area. Three locks are required. Two for the Play Area and one for the Tennis Court. BT
- 8.C.5 Orbits. Cllr Edwards-Winsler agreed to continue to mow and mark the orbits until the end of the year. Thought will be given to marking these more permanently as every time the Recreation Ground is mown, the orbits disappear and have to be done again.
Cllr Rushby provided an aerial photograph of the Recreation Ground from Google and the orbits can be seen in the photo.
- 8.C.6 A report from FCS on the Ash tree inspection was noted. The full Tree Ability report is awaited.
- 8.C.7 A copy of the News Flow magazine (Summer 2015) from DRIPS was noted.
- 8.C.8 A copy of Wild Kent magazine (Summer 2015) from Kent Wildlife Fund was noted.
- 8.D. **Amenities (Highways and Services)**
- 8.D.1 The Minutes of the Amenities meeting held on 20 July 2015 were received and adopted.
- 8.D.2 Reports on the road signage in the Conservation Area prepared by Mr Shelton and redundant posts prepared by Mrs Ward will be circulated to members and considered at the next Amenities meeting. 26/15 Clerk / Amenities Committee
- 8.D.2 There were no recommendations.
- 8.D.3 A copy of Hospice News (Summer 2015) from Hospice in the Weald was noted.
- 8.D.4 A Notice has been received from Sevenoaks District Council regarding voter registration forms.
- 8.D.5 An email has been received from SDC regarding the Sevenoaks District Community Plan Consultation was noted.
- 8.D.6 The Council noted that the bollard at the entrance to the old Sevenoaks Road appears to have been hit again. This will be reported again to KCC for repair. Clerk
- 8.D.7 Cllr Roy agreed to take on the role of co-ordinator for Speedwatch/Lorrywatch.

9. KALC/ACRK/NALC

9.a A copy from NALC of DIS Extra issue 863.

10. DATE OF NEXT MEETING

The date of the next meeting was noted as 14 September 2015 at 7.30pm.

The meeting closed at 9.30pm.

Signed.....Chairman

Date.....