

**OTFORD
PARISH
COUNCIL**

Parish Clerk:
Sharon Palmer
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The School House
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Kent TN14 5PG

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Draft Minutes of the Annual Meeting of Otford Parish Council (5th Meeting) held in the Club Room, Otford Village Memorial Hall on Monday 11 May 2015 at 7.30pm

Present: Cllrs J Edwards-Winsor (in the Chair)
Mrs M Evans
N Fothergill
Mrs J Howe
Mrs J Lawrey
Mrs C Marsh
Mrs I Roy
M Whitehead

In attendance – Clerk. Three Members of the public.

Public Forum

1. ELECTION OF CHAIRMAN

Cllr J Edwards-Winsor was elected Chairman for the forthcoming year.
The Declaration of Office for Cllr Edwards-Winsor was signed and received.

2. ELECTION OF VICE CHAIRMAN

Cllr J Lawrey was elected Vice Chairman for the forthcoming year.

3. APOLOGIES FOR ABSENCE

Apologies were received from Cllr H Leicester and J Verrall

4. DECLARATIONS OF INTEREST NOT PREVIOUSLY DECLARED

None.

Councillors were requested to complete new Pecuniary and Non-Pecuniary Interests Forms.

5. APPOINT COMMITTEES AND OVERSEERS

Cllr Edwards-Winsor advised members of the combination of previous Committees. Recreation and Environment Committees will combine. Highways and Services Committee will also combine to become the Amenities Committee. The Chairman for each Committee will be elected at the first meeting of each Committee.

It was also agreed that no Overseers will be appointed for the coming year.

6. MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 13th April 2015 were approved and signed as an accurate record of the meeting.

7. MINUTES OF THE ANNUAL PARISH MEETING

The minutes of the Annual Parish Meeting held on 27 April were received.

8. MATTERS ARISING

8.1 Actions from previous meetings:

12.4 – A quote has been accepted and a start date is awaited.

Completed

8.2	7.5 – Continuing. Notice board detailing the history of the pond. This is progressing and is in the final stages.	Action 7.5 Environment Committee
8.3	10.6 – Continuing. Cllr. Mrs Ward is providing a list of disused traffic poles that need to be removed.	Action 10.6 EW
8.4	6.3 – Completed. Icy surfaces in Tudor Drive and Car Park. The Clerk has been advised that the Parish Council should not take on the responsibility for treating icy surfaces.	Completed
8.5	6.6 – Continuing. KCC is being contacted regarding kerb stones on the Shoreham Road	Clerk
8.6	6.10 – Continuing. KCC is being contacted regarding a definitive footpath map.	Clerk
8.7	6.11 – Continuing. Car Park Entrance Widening. Following a meeting with the PCC, a schematic will be provided. The entrance will be widened by approximately three feet. The hedge on the right hand side when leaving the car park needs to be lowered and trimmed back to the fence line to improve sightlines. Kent Highways will be advised that the hedge is intruding over the pavement.	1/15 J-EW/Clerk
8.8	6.12 – Continuing. Lighting and security in the Car Park is being reviewed. The Clerk will approach other Parish/Town Councils to find out best practice and legal requirements. Cllr Verrall will investigate motion activated solar powered lighting	2/15 Clerk/JV
8.9	6.13 – Continuing. Damp in the School House. The roof space will be given a further inspection and the outside of the roof will be checked. The specification will be checked to see what was missing.	3/15 All
8.10	6.14 - Continuing. Service Pipes on The Green. Identifying all services pipes on The Green is continuing.	9.c Environment Committee
8.11	6.15 – Continuing. Woodland Cemetery. A request has been made to review all aspects of the cemeteries. This will be considered after the Election in May.	9.F.5 Continuing
8.12	6.15 – Continuing. Cemetery Car Park. The Clerk will write to Beadles reminding them that regardless of their using the car park regularly, the land belongs to the Parish Council and the car park is there to serve the Cemetery. A decision on installing a gate to the car park will be referred back to Highways Committee.	4/15 Clerk/Highways Committee
8.13	6.19 – Continuing. White lines at the junction by the pond (adjacent to The Woodman) have been replaced - Completed. KCC is looking into extending the hatching to make it clearer which side of the road to take at the pond - Continuing. The fading white lines at the Station Road junction with the Pilgrims Way will be reported to KCC. A request for a zebra crossing close to Russell House School will be reported to KCC.	5/15 JE-W
8.14	6.20 – Completed. Replacement Belisha Beacons have been installed. Despite assurances that OPC would be consulted, the replacements were installed prior to any discussion.	

- 8.15 **9.A.11 – Continuing.** St Bartholomew’s Church Fair 2015. 6/15
A copy of the Third Party Liability Insurance has been received. A Risk Assessment and detailed plans for the siting of pitches, toilets etc is awaited. Clerk
- 8.16 **9.A.13 – Continuing.** Drains blockage to public toilets. The bill has been sent to Thames Water. A response is awaited. 7/15
Clerk
- 8.17 **9.A.12 – Continuing.** Fenced area on The Green outside Bubblestone Cottage. Letter of Agreement from SDC is awaited. The removal of the trees is also awaited. 8/15
Clerk
- 8.18 **9.D.6 – Completed.** It was reported that roadstone has been laid at Oxenhill Wood. The Clerk will check that this has been done. 9/15
- 8.19 **9.E.7 – Continuing.** Speedwatch. The Assistant Clerk will update JE-W. 10/15 Asst. Clerk
9. **CLERK / COUNCILLOR REPORTS**
- 9.1 Various agendas, reports and press releases had been received from SDC and KCC. Details were with the Clerk.
- 9.2 9.A.4. New noticeboards have been erected including one in Tudor Drive. It has been reported that one noticeboard has already be marked with graffiti. This can be removed and repainted using Cuprinol Shades colour range. It is requested that only drawing pins should be used to attach notices. Staples should not be used. The noticeboard at the Parade should be painted green. 11/15
Services/BT
- 9.3 9.A.8. Defibrillator Training. A training session planned for prior to the June Council Meeting has been cancelled. Sevenoaks District Council is offering a free training session on a Saturday morning for anyone who is interested to attend.
- 9.4 9.C.10. Football Clubs and Cricket Clubs. A meeting with the Clubs is being arranged in the early part of June. 12/15
JE-W/Clerk
10. **DISTRICT COUNCILLOR’S REPORT**
- 10.1 District Councillor John Edwards-Winsor advised that following the elections 47 out of 54 seats were taken by Conservatives at Sevenoaks District Council. However, it is necessary to have at least one member from opposing parties on each SDC Committee. The allocation of members to each Committee has not yet been released. Both Cllr John Edwards-Winsor and Cllr Michelle Lowe were re-elected at District Councillors for Otford and Shoreham.
11. **KENT COUNTY COUNCILLOR’S REPORTS**
- 11.1 A report was not received.
12. **REPORTS FROM COMMITTEES**
- 12.A. **Highways**
- 12.A.1 The report of the Committee meeting dated 20.4.15 was received and adopted.
- 12.A.2 Cllr Howe summarised the report.
- 12.A.3 There were no recommendations.
- 12.A.4 Speedwatch is progressing.
- 12.A.5 Railway Bridge/Network Rail. The Clerk will request that the Parish Council is copied in on all communications with residents. 13/15 Clerk

12.B. Services

- 12.B.1 Cllr Lawrey advised the Council that a Quiz Evening was being held on Monday 18 May and a Barn Dance on 12 June from 7pm.
- 12.B.2 The Committee noted a copy from Kent Police and Crime Commissioner of Police and Crime Plan 2013-2017.
- 12.B.3 The Committee noted a copy of the Spring 2015 Newsletter from Hospice in the Weald.
- 12.B.4 The Committee noted a copy from KCC of a consultation on Customer Service Policy.

12.C. Finance and General Purposes

- 12.C.1 The report of the F&GP Committee meeting held on 20 April 2015 was received and adopted.
- 12.C.2 Cllr Edwards-Winsor summarised the report. Britannia will be asked to make the payments on the car park on a regular monthly basis. 14/15 Clerk
- 12.C.3 There were no recommendations.
- 12.C.4 The orders for payment were approved.
- 12.C.5 The Committee noted a letter received from Otford Village Memorial Hall regarding a review of hire charges.

12.D. Recreation

- 12.D.1 It was reported that talks are being arranged with the Football and Cricket Clubs regarding the mowing. 15/15 JEW/OSA
- 12.D.2 There were no recommendations.
- 12.D.3 A thank you note has been received following the repair of the swing in Hale Lane.
- 12.D.4 The Committee noted a copy of the OSA Minutes of their AGM held 16 April 2015.

12.E. Planning

- 12.E.1 The report of the Planning Committee meeting held on 29 April 2015 was received and adopted.
- 12.E.2 Cllr Whitehead summarised the report.
- 12.E.3 There were no recommendations.
- 12.E.4 The Committee noted a copy from CPRE of a Notice of AGM to be held on 13 June 2015.

12.F. Environment

- 12.F.1 There was no report of the Environment Committee.
- 12.F.2 There were no recommendations.
- 12.F.3 Cllr Lawrey advised that the back of the Village Sign will be painted. 16/15 E Ward
- 12.F.4 The orbits will be cut on the Recreation ground. 17/15 JEW
- 12.F.5 The grass has been cut by the shops.
- 12.F.6 A letter of thanks has been received from Mrs Elizabeth Ward for her retirement gifts from the Parish Council.
- 12.F.7 It has been noted that a property in Tudor Crescent has had work carried out on the driveway and it is not flush with the pavement. The owner will be asked to contact the workmen to repair it as it has become a hazard. 18/15 Clerk

13 KALC/ACRK/NALC

- 13.a A copy of DIS issue 856 has been received from NALC.
- 13.b A copy of NALC Legal Topic Note on Staff Pensions has been received.
- 13.c A copy of KALC Sevenoaks Area Committee Minutes – 13.3.15 has been received.

14 **DATE OF NEXT MEETING**

The date of the next meeting was noted as 8 June 2015 at 7.30pm.
The meeting closed at 9.30pm.

Signed.....Chairman

Date.....