

**OTFORD
PARISH
COUNCIL**

Parish Clerk:
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The School House
21 High Street
Otford Sevenoaks
Kent TN14 5PG

Minutes of the 5th Meeting of Otford Parish Council held in the Club Room, Otford Village Memorial Hall on Monday 9 May 2016 at 7.30pm

Present: Cllrs J Edwards-Winsor (in the Chair)
Mrs M Evans
N Fothergill
Mrs J Howe
Mrs J Lawrey
H Leicester
Mrs I Roy
N Rushby
J Verrall

In attendance – Clerk. Three members of the public.

Cllr Edwards-Winsor welcomed everyone to the Annual Meeting.

Public Forum

Mr Shelton sent an email requesting that the reeds in the pond are thinned out. Cllr Edwards-Winsor advised that this work is already planned for when the Moorhens are no longer nesting.

Action

1. **APOLOGIES FOR ABSENCE**
Cllr P Clucas and Cllr M Whitehead.
2. **ELECTION OF CHAIRMAN**
RESOLVED that John Edwards-Winsor is elected as Chairman for the forthcoming year.
3. **DECLARATION OF OFFICE**
Cllr J Edwards-Winsor signed the Declaration of Office.
4. **ELECTION OF VICE-CHAIRMAN**
A Deputy Chairman was not elected. Members were given one more month to consider standing. Cllr J Lawry will remain in post for a further month. This will be considered again at the June Parish Council meeting.
5. **APPOINT COMMITTEES**
RESOLVED that the Committees will remain as they are at present.
RESOLVED that Committee Chairmen will be appointed at the next meeting of each Committee.
6. **DECLARATIONS OF INTEREST NOT PREVIOUSLY DECLARED**
None.
7. **MINUTES OF PREVIOUS MEETING**
The minutes of the meeting held on 11 April 2016 were approved and signed as an accurate record of the meeting.

8. MATTERS ARISING

Actions from previous meetings:

8.1	Car Park Entrance Widening. A response is still awaited from St Bartholomew's Church on the proposed scheme. Cllr Edwards-Winsler will chase.	1/15 J-EW Continuing
8.2	Noticeboard detailing the history of the pond. This is still awaited. Cllr Clucas will action this item.	7.5 PC Continuing
8.3	Damp in the School House. A planning application has been submitted to SDC. A decision is awaited. Quotations for the work will be requested from up to five companies.	3/15 Continuing
8.4	The identification of Service pipes on The Green. A response has been received from Power Networks. A response is awaited for water and phone services.	6.14 Clerk Continuing
8.5	Drain blockage to public toilets. Thames Water has supplied a fault report form to be completed.	7/15 Clerk Continuing
8.6	The working group is making progress regarding the lease to the Eric Dilley Pavilion.	25/15 Continuing
8.7	Ownership of an area of land south of the bund in Oxenhill Shaw. Sevenoaks District Council has agreed to take over this small area of land within the Oxenhill Shaw. It was RESOLVED that Otford Parish Council will pay for the installation of a new fence and gate in accordance with the quote supplied by SDC.	32/15 JE-W Completed
8.8	St Bartholomew's Church has been requested to take the toilets back from the Parish Council. No response has been received to date.	Continuing
8.9	The 'keep left' reflector sign on the pedestrian safety zone by the iron bridge needs re-aligning. This has been reported to KCC Highways.	7/16 Clerk Continuing
8.10	Root damage to the footpaths between the Station and Tudor Drive and the railway crossing has been reported to KCC.	8/16 Clerk Continuing
8.11	Gullies between Twitton Meadows and Rye Lane. These gullies need flushing out. The problem has been reported to KCC.	Completed
8.12	The pothole outside The Grange has had a temporary repair. The final repair will be completed at the end of May.	Completed
8.13	Drainage issues in Telston Lane prompted an article in the newsletter highlighting items that are not suitable to be flushed down the toilet.	Completed
8.14	Public toilets. A specification has been drawn up for removing all fixtures and fittings from the public toilets and is being sent to contractors to quote for the work.	Completed
8.15	Bus Shelter. Members agreed that this will be returned to the Amenities Committee for further discussion on which shelter to recommend.	19/16 Amenities
8.16	School Buses waiting in Telston Road/Hale Lane. Cllr J Edwards-Winsler will speak to the Environmental Officer regarding noise and pollution.	20/16 JE-W Continuing

9. COUNCILLORS REPORTS

- 9.1 Cllr Roy asked for two additional litter bins to be added to the Recreation Ground. One by the Pavilion and one by the stile at the top end of the rec.
- 9.2 Cllr Leicester reported a bush has encroached on the public footpath from the station to the Church. Cllr Roy will attend to this.
- 9.3 Cllr Leicester advised that the volume and speed of traffic using Shoreham Road appears to have increased and it is harder to cross the road at certain times of day. Cllr Edwards-Winsor advised that a recent speedwatch had been held at this location and a large number of people were caught speeding. Details have been sent to the Police.

10. DISTRICT COUNCILLOR'S REPORT

- 10.1 The next meeting of the KALC group considering the East Facing Slips will meet in June.
- 10.2 SDC are currently holders of a gold medal in the Investors in People scheme. The Council has been re-vetted and SDC is one of only five companies who will be awarded a platinum medal.

11. KENT COUNTY COUNCILLOR'S REPORTS

- 11.1 No report was received.

12. CHAIRMAN'S REPORT

- 12.1 Councillor Edwards-Winsor commented that the annual Meeting of Electors appeared to go well and that a similar format will be followed next year.

13. CORRESPONDENCE

- 13.1 A letter of thanks has been received from the Friends of Otford Medical Practice for the grant awarded by the Parish Council.

14. REPORTS FROM COMMITTEES

14.A Amenities (Highways & Services)

- 14.A.1 No meeting has been held since the last Parish Council meeting.
- 14.A.2 Cllr Howe gave a verbal report.
- 14.A.3 It has been commented that pedestrians are finding the sight lines around the recycle bins in the car park are dangerous. The recycle bins cannot be moved as the lorry needs access to empty them. It was noted that if the pedestrians used the footpaths there would not be a problem.
- 14.A.4 There were no recommendations.
- 14.A.5 Members noted a copy of the notes of the Darent Valley Consortium Meeting held on 13 April 2016.
- 14.A.6 Members noted a copy of a report by Ann Barnes on her term of office as Crime Commissioner.

14.B Finance & General Purposes

- 14.B.1 The Minutes of the F&GP Committee Meeting held on 3 May 2016 were received and adopted.
- 14.B.2 Cllr Edwards-Winsor gave a verbal report.
- 14.B.3 The orders for payments were approved.
- 14.B.4 Members noted that a charge is being introduced for photocopying for village residents and societies of non-Council papers. The Parish Council has to rent the copier and pay for paper as well as paying an amount per copy. A charge of 5p per copy will be made.

14.C. Recreation & Environment

14.C.1 No meeting has been held since the last Parish Council Meeting.

14.C.2 Cllr Evans gave a verbal report.

14.C.3 Cllr J Verrall requested that each time a Worm Treatment is carried out on the football pitches, the relevant certificate indicating which chemicals have been used in the treatment must be passed to the Parish Council. Only treatments that are environmentally friendly should be used.

14.C.4 The repairs to the Eibe unit in the playground and patching of the safety surface is almost completed. It is expected that the playground will re-open on Wednesday.

14.C.5 It has been reported that spoil from Tudor Drive has been dumped in the Chalkpit. This will be referred to SDC.

21/16 Clerk

14.C.6 Members noted a copy of Wild Kent Magazine, Spring 2016 has been received from Kent Wildlife Trust.

14.C.7 Members noted a copy of Countryside Voice Magazine, Spring 2016 has been received from CPRE.

14.D Planning

14.D.1 The Minutes of the Planning Committee meetings held on 13 April 2016 and 27 April 2016 were received and adopted.

14.D.2 Cllr Edwards-Winsor gave a verbal report. There were no items of concern.

14.D.3 No recommendations were made.

14.D.4 A letter has been received from Gatwick Airport Noise Abatement Management Board requesting a community representative to sit on the Airport Noise Management Board. No representative was appointed.

15. KALC/NALC/SLCC

15.1 Copy from KALC of Parish News April 2016.

16. DATE OF NEXT MEETING

The date of the next meeting was noted as 13 June 2016.

The meeting closed at 8:50pm

Signed.....Chairman

Date.....