Minutes of the Annual Meeting of Otford Parish Council held in the Club Room, Otford Village Memorial Hall on Monday 8 May 2017 at 7.30pm

Present: Cllrs Cllr J Edwards Winser
M Evans
N Fothergill
J Howe
J Lawrey
H Leicester
I Roy
N Rushby
M Wh  

In attendance - Clerk and two members of the public.

Cllr Edwards-Winser welcomed everyone to the Meeting.

**Public Forum**

No items were raised in the Public Forum.

**Action**

1. **ELECTION OF CHAIRMAN FOR FORTHCOMING YEAR**
   Cllr N Rushby was elected as Chairman of Otford Parish Council for the forthcoming year. (Proposed: M Whitehead; Seconded: J Edwards-Winser)

   Cllr Rushby took the Chair as Cllr Edwards-Winser stood down from the role of Chairman.

2. **CHAIRMAN’S DECLARATION OF OFFICE**
   The Chairman’s Declaration of Office was signed and received by the Council.

3. **ELECTION OF VICE CHAIRMAN FOR FORTHCOMING YEAR**
   Cllr J Edwards-Winser was elected as Vice Chairman of Otford Parish Council for the forthcoming year. (Proposed: J Howe; Seconded: N Rushby)

   Cllr Howe proposed a vote of thanks to Cllr Edwards-Winser for all his hard work as Chairman of the Council for the past six years. All Councillors agreed.

   Cllr Rushby took The Chair.

4. **APOLOGIES FOR ABSENCE**
   Councillor P Clucas and Cllr J Verrall.

5. **DECLARATIONS OF INTEREST NOT PREVIOUSLY DECLARED**
   None.

6. **APPOINTMENT OF COMMITTEES FOR THE FORTHCOMING YEAR**
   The Following Committees and Members were AGREED:

6.1 **Finance & General Purpose Committee**
Recruitment & Environment Committee
Cllrs M Evans (Chair), P Clucas, N Fothergill, J Lawrey and I Roy.

Amenities Committee

Planning Committee
Cllrs M Whitehead (Chair), N Rushby, J Verrall, Mr R Shelton (co-opted), J Edwards-Winser attends as District Councillor.

It was agreed the list of updated Committee membership will be circulated to Councillors and added to the website.

It was agreed the list of Overseers will be updated and circulated to Councillors and added to the website.

7. MINUTES OF PREVIOUS MEETING
The minutes of the meeting held on 10 April 2017 were approved and signed as an accurate record of the meeting.

8. MATTERS ARISING - Actions from previous meetings
8.1 Noticeboard detailing the history of the pond. This is still awaited. Cllr Clucas will action this item with the assistance of Mr R Shelton. 7/15 PC/RS

8.2 Tractor Shed Security Doors. OUJFC has secured the Tractor Shed Doors. Hale Lane Pavilion. These doors will be secured with Licenced keys when they are replaced.

8.3 Replacement of exterior doors at Hale Lane Pavilion. A quote has been accepted. 53/16 Clerk/JV

8.4 Path around the perimeter of the Recreation Ground. The specification has been written and quotes are being sought to see if this project can be taken forward. The Clerk will advise OSA. 14/17 JEW

8.5 List of Clubs and Societies. Cllr Evans has started this project but is waiting for replies to emails requesting information. It was suggested an interim list is published which will be assessed. 55/16 ME/IR

8.6 Graffiti. There are two items on the Scout fence and the Parish Noticeboard. The Parish Noticeboard will need to be repainted. Cllr Edwards-Winser will provide the paint. These items have been reported to the Community Warden. 6/17 Clerk/JV

8.7 Councillor Edwards-Winser has been in contact with the Vicar at St Bartholomew’s Church. A copy of the report on the condition of the trees and monuments/gravestones has been received. Discussion is taking place over the lease for the toilets. Cllr Edwards-Winser will investigate whether the toilets would be free of Business Rates if returned to the Church. 14/17 JEW

8.8 Scout Hut Fence. Volunteers are being sought to help with painting the Scout Hut Fence. A group has been suggested but access to the facilities in the Scout Hut would be required. Agreement from the Scouts has been sought. No response has been received to date. 12/17 Clerk

9. COUNCILLORS REPORTS
9.1 The grass verges have been cut recently. Councillors noted the grass cuttings are not collected by the contractors. 14/17 JE-W

9.2 A new sign for a Commuter Bus Stop has appeared at the bus stop in Sevenoaks Road. It is not known which provider has installed the sign. 14/17 JE-W

9.3 A large sign has been installed at the new barber shop. District Cllr Edwards-Winser will ask SDC it is meets the Conservation Area planning requirements. 15/17 JE-W

9.4 SDC Parking Restrictions Review. District Councillor Edwards-Winser will advise SDC that the parking time restrictions on the Sevenoaks Road are not working. Cllr Roy will speak to the Primary School to see if amendments need to be made. Occasional problems occur on Station Road. This is being monitored. It was
suggested that yellow lines are laid on the road for four car lengths from Leonard Avenue towards the Station.

9.5 The bollard next to The Parade has been knocked over. Cllr Edwards-Winser will report this to SDC/KCC for repair.

9.6 Visitors from Otford’s Twin in France will be having tea at 5pm on 19th May in the Village Hall.

9.7 Civic Service. Cllr Fothergill volunteered to become a member of the Colour Party at the Civic Service being held in St Bartholomew’s Church.

9.8 Village Fete. It was noted that the Village Fete is short of helpers this year.

9.9 It was reported that a significant number of wasps and bees are around the bins in the Play Area. Cllr Fothergill agreed to prepare a Risk Assessment. 16/17 NF

9.10 It was reported that a number of nitrous oxide canisters and balloons had been found at the top end of Willow Park/Telston Lane. This will be reported to The Community Warden. 17/17 JE-W

10. DISTRICT COUNCILLORS’ REPORT
No reports were received.

11. KENT COUNTY COUNCILLOR’S REPORTS - Cllr Roger Gough
No report was received from the new County Councillor Roger Gough.

12. CHAIRMAN’S REPORT
No report was received.

13. CLERK’S REPORT
13.1 Fencing by the Mower Shed. Work has been completed.

13.2 Roof for the Mower Shed. Work has been completed.

13.3 Multi Play Unit. The new unit s been installed and the safety surface re-laid.

13.4 Climbing net replacement. Work is expected to be completed on 12 May.

14. POST AND RAIL FENCING REQUEST FOR LOWER FOOTBALL PITCH
Further information from the Football Club regarding the items below is awaited. from OSA once they know whether the Club is being promoted:

a) Has a Risk Assessment been carried out? OPC requires a copy.

b) What material is the proposed fence made from?

c) Is there sufficient room between the pitch and the Pavilion to put the fence in, in accordance with the requirements of the FA. 10/17 OSA Continuing

15. CORRESPONDENCE
15.1 A letter has been received from SDC regarding the Old Chalk New Downs project. In August 2016 OPC agreed to give a £500 grant to this project. OPC is now being asked to re-confirm this grant in the new financial year.

It was AGREED that the Clerk will check that work is going to be carried out in Otford before agreeing to reconfirm the grant as the specification for work to be carried out may have changed. 18/17 Clerk

15.2 Members noted a press release from SDC regarding Greater Recognition for Sevenoaks Heritage Sites.

15.3 Members noted a press release from SDC regarding the Financial Innovation Awards.

16. REPORTS FROM COMMITTEES

16.A Finance & General Purposes
16.A.1 The Minutes of the F&GP Committee Meeting held on 2 May 2017 were received and adopted.


16.A.3 The orders for payments were approved.

16.A.4 Members noted receipt of a copy of Council Matters from Came & Company.
16.B  Recreation & Environment
16.B.1 No meeting was held since the April Council Meeting.
16.B.2 Cllr Evans gave a brief report and advised that furniture has recently been dumped at the site. This has been reported to SDC. It appears that an occasional camp has been set up with car seats and a sofa. Fires are being lit. SDC and the Community Warden have been advised.
16.B.3 Fun Day at Oxenhill on 22 July. This will be based on a nature and conservation theme. A request has been made to Kemsing Parish Council to assist with meeting the costs for this event.
16.B.4 The Mount. It has been reported that a large area of land has been cleared by the bench and access cut to the Public Footpath. The Clerk will advise the Public Rights of Way Officer at KCC.
16.B.5 Members noted a copy of Countryside Voice Magazine from CPRE.
16.B.6 There were no recommendations.

16.C.  Planning
16.C.1 The Minutes of the Planning Committee Meeting held on 26 April 2017 were received and adopted.
16.C.2 Several Councillors attended a public meeting with the developers of the proposed new houses at Sidney Gardens. The Council has subsequently been advised that the developers have decided not to proceed.
16.C.3 Northern Plan Consultation. This is expected to be released on 12 May. OPC has requested a copy.
16.C.4 There were no recommendations.

16.D  Amenities (Highways & Services)
16.D.1 No meeting has taken place since the April Council Meeting.
16.D.2 Bus Shelter. The views of parishioners are being sought regarding replacing the bus shelter on the Sevenoaks Road and whether a bus shelter is required in Telston Lane.
16.D.3 Cemetery. Quotes are being sought to continue the paths in the cemetery in accordance with the planning permission. Scale drawings are being prepared.
16.D.4 There were no recommendations.

17.  KALC/NALC/SLCC
17.1 There were to items to report.

18.  DATE OF NEXT MEETING
The date of the next Parish Council Meeting was noted as 12 June 2017.

Signed…………………………………………………………Chairman
Date…………………………..