

**MINUTES OF THE OTHAM PARISH COUNCIL MEETING  
HELD ON MONDAY, 14 MARCH 2016 AT 7.45 PM  
IN THE VILLAGE HALL**

**PRESENT:** Cllrs M. Bottle; P. Aplin; R. Gray; H. Drake; R. Gardner; Trench; Moon; Gandotra; Hipkins; T. Irving (Clerk); Cllr Cooke (KCC); Cllr Newton (MBC); 5 members of the public.

**1 APOLOGIES:** PCSO Timon Gurr; Dr & Mrs Vaux.

**2 NOTIFICATION OF WHETHER ANYONE WISHES TO FILM, PHOTOGRAPH OR RECORD ANY ITEM** – None received.

**3 DECLARATIONS OF INTEREST:** None.

**4 POLICE REPORT:** 11/01/2016 to 13/03/2016.  
No Crimes reported & there were no anti-social behaviour calls.

A police chase through Otham approximately 4 weeks ago was discussed by councillors.

The meeting was adjourned for

**5 QUESTIONS FROM MEMBERS OF THE PUBLIC.**

The meeting was reconvened.

**6 APPROVE & SIGN MINUTES OF MEETING HELD ON 11 JANUARY 2016:** The minutes were agreed as a true and accurate record of proceedings & were duly signed by Cllr Bottle.

**7 BOROUGH COUNCILLOR'S REPORT:** Talks continue on planning and transport issues.

**8 COUNTY COUNCILLOR'S REPORT:** Written report provided – see Appendix 1.

**Verbal report:** Pot hole repairs will be carried out in the village. Avery Lane was noted as particularly bad.

The parish council thanked Cllr Cooke for his significant contribution towards the Village Hall floor.

Cllr Cooke reported that his budget has been cut but he will be repeating the 'You Decide' event in November with £6,500 available.

Comment from an Otham resident was raised: 'The east side of Otham Street is collapsing just north of the Green. The ruts are getting deeper and if someone goes into them, they will get stuck or could fall into the field. It seems only a matter of time before the bank collapses into the field'. Cllr Cooke reported that he had looked at the road as part of his inspection visit but 'it is not deemed sufficiently bad to repair at this point'.

**9 VILLAGE GREEN/GRASS CUTTING 2016: Resolved:** Paul Waring quotation for grass cutting - dated 08/02/16 – was accepted. MBS to be requested to quote for repairs to swings (as detailed in the Inspection Report).

## **10. FINANCE.**

### **10.1 Statement of Account**

**The council approved the following payments.**

The Institute, Otham	Floor Donation	475.00
PCC Otham with Langley	Donation	50.00
HMRC	PAYE	169.40
	Employer/Employee Pension	
KCC Re. Kent Pension	(Jan)	91.90
T. Irving	Clerk's Salary & Expenses (Jan)	369.68
NatWest	Safe Custody Hold	25.00
Paul Waring	Grass Cutting (2015)	863.82
Commercial Services	Printing Ragstone	19.26
MBC	Empty Bin (Dec/Jan & Feb/March)	96.00
Guy Davison	Fitting Reflectors to VG Posts	37.50
T. Irving	Clerk's Salary & Expenses (Feb)	455.75
	Employer/Employee Pension	
KCC Re. Kent Pension	(Feb)	91.90
KALC	Cllr Training (R. Gardner)	20.00

### **Cheques Received**

NIL

**Balance of Current Account: £8,857.86 credit, after all cheques sent/rec'd**

**Balance of Business Reserve Account: £4,901.18**

**Total Income: £13,759.04**

**10.2 KCC Pension Update:** Pension workshop attended by Clerk and Cllr Gardner.

**10.3 Annual Membership Renewals: SLCC – Resolved:** £49.68 (based on a contribution of 1/3 OPC, 2/3 DPC). **ACRK – Resolved** £50.

In the absence of renewals from **KALC & CRPE**, it was agreed to renew the subscriptions on the proviso that any increase is no more than 5%.

**10.4 Clerk's Salary Review: Resolved:** To uplift to SCP 24 with effect from 1 April 2016.

**10.5 Annual Audit: SAAA** (Smaller Authorities' Audit Appointments Ltd).

Further to the communications circulated to all councillors, it was agreed that OPC will opt-in to SAAA arrangements.

Mike Subert to be asked to perform Internal Audit. Cllr Moon to perform interim audit.

**10.6 Other Matters to Report: Resolved:** Cllrs Gardner & Trench to be added as bank signatories.

**11. PARISH QUESTIONNAIRE/ NEIGHBOURHOOD PLAN:** Information on the management of Headcorn's NP is available online. It is understood that a professional town planner assisted.

With the majority of Otham residents wishing the village to remain as it is, thought to be given to the next step. It was agreed that at least one local farmer will be required to assist with the plan. Communications meeting to be held prior to May's PC meeting to allow an informed decision to be made.

## **12 PLANNING:**

### **New Applications.**

14/506264/FULL - Revised details concerning Application – Land at Bicknor Farm, Sutton Rd. Residential development of 272 dwellings.

An extension has been requested to allow time for comments.

### **Ongoing Applications.**

16/500326/FULL **Madam Taylors** Cottages Otham Street.

Retrospective application for the installation of 4 No velux roof lights, an external stair and a gable window to existing garage

Comments required prior to 24 March.

**White Horse Cottage.** A new application was submitted and subsequently refused (no objection OPC). Application called in to the planning committee.

**Bramleys.** Enforcement to be requested to check that the work being carried out is as per the drawing/permission granted.

**Regulation 19 Local Plan.** It was agreed to adopt the JPG template & email to residents on the database/post a copy on the website for use by residents.

**Enquiry about use of land adjacent to Trojan Meadow.** Owner to be invited to submit more information with exact site location details (Ordnance Survey ref). PC willing to discuss further with the owner at May's meeting, but MBC are unlikely to be open to development that is not already listed in the Local Plan.

## **13 FOOTBALL GROUND (Report from meeting 23.01.16):**

Cllrs Bottle & Trench attended a very constructive meeting. BFC now has exclusive use of the site and confirmed they will adhere to the site rules.

**14 OTHAM/LANGLEY 2016 COMPETITION:** News awaited from LPC (meeting being held on 15 March).

**15 UPDATE: White Lines on Carriageway:** A job has been raised for the Otham Street lining as per location plan (KHS contactor has 12 weeks to deliver the job). Checks being carried out on Holly Farm Road and Honey Lane to see if they are suitable for white lining.

**White Horse Lane Ditch:** It was noted that a good job has been carried out.

## **16 REPORT OF MEETINGS AND SEMINARS ATTENDED:**

**LGPS Workshop** - Cllr Gardner/Clerk on 26 February.

**KALC Area Committee Meeting 24.02.16** – Cllr Gardner Parishes were asked to contribute towards the legal costs of challenging the housing.

A presentation was given by the Post Office on outreach PO's in local halls or public houses.

**JPG** – Cllrs Trench & Gandotra reported that the meeting of 2 March was well attended. Local Plan: It was noted that MBC has not spoken to neighbouring councils.

**River Len & Tributaries** – Attended by Clerk on 10 March. It is hoped that Boxley Warren by-laws can be adopted for the R. Len. Deterioration reported in the number of fish, but species should be encourage back by the improvement in water quality.

**17 URGENT MATTERS:** Cllrs are requested to give some thought to the PC's requirement of 4 members being Village Hall trustees, prior to May's meeting (trustees only meet twice per year).

**18 'CLEAN FOR THE QUEEN' REPORT:** A very good turnout with more people taking part than expected. Cllr Gardner to liaise with Mr Betts to determine if another litter pick can take place later in the year. New litter pick sticks x 12 to be purchased.

**19 DATES FOR ANNUAL PARISH MEETING** – Monday, 25 April at 7.30 pm.  
**ANNUAL GENERAL MEETING** – Monday, 9 May at 9.45 pm.  
**CHRISTMAS CAROLS:** To be decided at May's meeting.

**20 CORRESPONDENCE:** Various correspondence circulated by email as received.

Dr & Mrs Vaux to thank the retiring chairman, Cllr Mike Bottle, for all his hard work. 'We are sure the village will miss his wise guidance'.

**MBC. Saturday Freighter Service** to end. The last visit to Otham will be Saturday 7 May.

**Local Government Boundary Commission.** Review is now complete (a summary can be found on the commission's website).

**Tower Mint:** Sample QEII 90<sup>th</sup> Birthday Commemorative Medal.

**21 RESIGNATION OF EXISTING CHAIRMAN/APPOINT NEW CHAIRMAN:** Cllr Mike Bottle was thanked for his all work on the community's behalf during his ten years' service. Following his formal resignation, Cllr Paul Aplin was appointed Chairman, with Cllr Robin Gardner as Vice Chairman.

**22 ADDITIONAL MATTERS TO BE DISCUSSED AT NEXT MEETING:** Please contact the Clerk if you have items that you would like to be considered for the agenda.

There being no further business the meeting closed at 10.30 pm.

**Date of next meeting: Monday, 9 May 2016 at 7.45 pm to be followed by the Annual General Meeting at 9.45 pm.**

**Otham Parish Meeting will be held at 7.30 pm on Monday 25 April.**