

**OTFORD
PARISH
COUNCIL**

Parish Clerk:
Sharon Palmer
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The School House
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MINUTES of a MEETING of OPC FINANCE & GENERAL PURPOSES COMMITTEE

at The School House on 1 February 2016 from 9:15am

Present: Cllr J Edwards-Winsor (in the Chair)
Cllr J Lawrey and Cllr M Whitehead

Clerk: Mrs S Palmer

Public Forum: There were no members of the public present at the meeting.

1. **Apologies for absence** were received from Cllr J Verrall. Action
2. **Disclosures of Interest** for items on the Agenda – None.
3. **Minutes of the Previous Meeting.**
The Minutes of the meeting held on 4 January 2015 were agreed and signed as being an accurate record of the meeting.
4. **Matters Arising**
 - 4.1 Repainting the Posts around the Pond. 38/15 BT
Continuing
 - 4.2 Work to cut back the reeds at the Pond. 47/15 BT
Continuing
 - 4.3 Damp in the School House. Cllr Verrall will be meeting with contractors in the near future. 60/15 JV
Continuing
 - 4.4 Clearing the loft in the School House of rubbish. 39/15 Clerk
Continuing
 - 4.5 Fence in front of the School House. The Clerk has approached a number of companies for quotes. 43/15 Clerk
Continuing
 - 4.6 Accessibility Ramp. A ramp has been donated to the Parish Council by Cllr Leicester. A notice will be placed in the window advising that it is available if needed. 58/15
Continuing
 - 4.7 Staff appraisals for 2015. 60/15 Clerk
Continuing
 - 4.8 Application for a Grant.
Sevenoaks District Council has applied for a grant to continue to run the Falls Prevention Class in Otford. This caters for people in the Otford area, not just local residents.
SDC has sourced additional funding. OPC will now draw a cheque for £345 to cover the cost of the Hall Hire as agreed. Completed
 - 4.9 Public Works Loan Board. A CHAPS payment has been made to complete payment of the loan on The School House. Completed

- 4.10 Barclays Community Account. A transfer has been made to reactivate this account. Completed
- 4.11 Cllr Edwards-Winsor advised that the hedge on the right hand side bordering the lane to Oak Lodge needs to be cut back and the area mowed using a flail mower. Mr Thomas will be advised. 64/15 Clerk/BT Continuing
- 4.12 A request has been received from the Oxford Village Memorial Hall to help with a donation towards cleaning costs for the toilets in the Hall. A grant application form has now been received with supporting documentation as requested and it is RECOMMENDED that OPC agrees to a one-off payment of £1000. 66/15 OPC to approve
- 4.13 Licence Agreement for Oxford Palace Field. This has been signed by OPC and sent to SDC for signature. 72/15 Clerk Continuing
- 4.14 Licence agreement for The Green. The Clerk will send a copy to the occupier once the scale drawing of the site has been completed. 73/15 Clerk Continuing
- 4.15 The draft budget 2016/17 and proposed precept was agreed by Council and has been forwarded to SDC. Completed
- 4.16 A proposal to install parking meters at the Cemetery Car Park will be passed to the Amenities Committee for investigation. 1/16 Clerk Continuing
- 4.17 Quotes will be obtained to repaint the worn white markings in the car park and to make any modifications thought necessary. 2/16 Clerk Continuing
- 4.18 It was agreed that £6000 will be entered on the 2016/17 Budget under Toilets in order to cover cleaning costs etc in the event of the Council deciding to re-open the toilets (April 2016). Completed
- 4.19 A quote has been received for the removal of all interior furniture in the public toilets should this work be necessary (April 2016). Completed
- 4.20 Reflective strips will be placed on the Trim Trail and Orbits by Cllr Edwards-Winsor when the weather improves. 4/16 JE-W Continuing
- 4.21 Costs for a fence to match existing at the front of the building are awaited. 70/15 Clerk Continuing
- 4.22 A planning application will be drawn up for the removal of the 'leaning' chimney when diagrams of the completed project have been prepared. 5/16 Clerk/ JE-W
- 4.23 An application has been received for a grant from the Oxford Twinning Association. The Clerk has requested that the application is re-submitted using the pro-forma. 6/16 Clerk Completed
- 4.24 The leaning trees have been removed from The Chalk Pit. Completed
- 5. General Financial**
- 5.1 Details of receipts and payments made since the last Council meeting together with details of the last bank reconciliation were received. Orders for payment were approved.
- 5.2 Audit Procurement
An email has been received from KALC informing Parish and Town Councils with an

income of less than £6.5m that a Sector Led Body is being established to procure audit contracts and management of these contracts for a period of 5 years.

The Local Audit and Accountability Act 2014 requires that from 2017, smaller authorities will appoint auditors through a ‘sector led body’ or opt out of such arrangements and appoint auditors locally.

Smaller authorities who wish to participate in the Sector Led Body will be automatically opted into the new body and will have an auditor procured for them.

RESOLVED that OPC will be automatically opted into the new body.

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| 5.3 | It is RECOMMENDED that a new deposit account is opened with Santander. Amounts will be transferred from the Bank of Ireland and Unity Trust to minimise the risk for unprotected money in bank accounts. | 7/16 Clerk
OPC to
Approve |
| 5.4 | It is RECOMMENDED that new signatory mandates are drawn up for The Bank of Ireland, Unity Trust Bank and Barclays Bank. Cllr Verrall and the Clerk will be added. | 8/16 Clerk
OPC to
Approve |
| 5.5 | NALC has reported that the government is not proposing to extend referendum principles to parish and town councils. The principles currently apply to primary councils that intend to increase their part of council tax above 2%. | |
| 6. Cemetery | | |
| 6.1 | Cllr Edwards-Winser is looking into parking restrictions with Britannia. | 9/16 JE-W |
| 7. Car Park | | |
| 7.1 | The car park receipts were noted. | |
| 7.2 | A letter has been received from a resident regarding special parking fees/arrangements for family visitors. Unfortunately due to the regulations within the Equalities Act the Parish Council is unable to agree to the request. | |
| 8. Toilets | | |
| 8.1 | Cllr Edwards-Winser will check the timing of the lights. | 10/16 JE-W |
| 9. Allotments | | |
| 9.1 | There are no new financial matters to discuss. | |
| 10. Recreation grounds/pond | | |
| 10.1 | Willow Tree. Following an inspection of the tree, it has been recommended that it is felled as soon as possible. Quotes have been requested. Tree Ability is progressing the planning application, using their inspection report as the basis for the application. | 10/16 |
| 11. School House | | |
| | There are no new financial matters to discuss. | |
| 12. Chalkpit | | |
| 12.1 | There are no new financial matters to discuss. | |
| 13. Other | | |
| 13.1 | Donation Request
A letter has been received from Sevenoaks Volunteer Transport Group seeking a donation towards their operating costs. Oxford has a strong link with the group with residents acting as both volunteer drivers and customers. It is RECOMMENDED that | OPC to
approve |

a donation of £100 is given.

14. Correspondence

41.1 NALC has issued the following Legal Briefings and Updates

- . Public Contracts Regulations 2015
- . Procurement
- . Health & Safety
- . Equality Act 2010.

15. Date of next meeting – 7 March 2016

The meeting closed at 10.50am.