

**OTFORD
PARISH
COUNCIL**

Parish Clerk:
Sharon Palmer
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The School House
21 High Street
Oxford Sevenoaks
Kent TN14 5PG

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MINUTES of a MEETING for OPC FINANCE & GENERAL PURPOSES COMMITTEE

at The School House on 1 June 2015 from 9:15am

Present: Cllr J Edwards-Winser (in the Chair)
Cllrs J Verrall and M Whitehead

Clerk: Sharon Palmer

1. **Election of Chairman and Vice Chairman of the Committee**

Cllr J Edwards-Winser was elected Chairman.
Cllr J Lawrey was elected Vice-Chairman.

2. **Apologies**

Apologies were received from Cllr J Lawrey.

3. **Disclosures of Interest for items on the Agenda** – None.

4. **Minutes**

The Minutes of the previous meeting held on 20 April 2015 were agreed and signed as an accurate record of the meeting.

5. **Matters Arising**

- | | | |
|-----|---|-----------------------------------|
| 5.1 | Work to front entrance of PC Office building. Work has now started. | 11/15
Completed |
| 5.2 | The toilet refurbishment is continuing. Estimates will be provided for deep cleaning and general repairs. | 6/10 JEW
Continuing |
| 5.3 | Anomalies in the cash flow spreadsheet have been resolved. | 5/15
Completed |
| 5.4 | Faulty lights on the Village Hall. The problem has been found with the time switch. This has been resolved. | 6/15
Completed |
| 5.5 | Drain blockage. Repayment of the bill to clear the blockage is being sought. | 8/15 Clerk
Continuing |
| 5.6 | Lockable Toilet Roll Holders. Goldservice/JV are investigating alternatives. | 9/15 Clerk/JV
Continuing |
| .7 | Removal of trees outside a property on The Green. Clerk will chase the removal. | 13/15
Clerk / BT
Continuing |
| 5.8 | Lighting. Cost estimates for solar powered lights in the Car Park. | 14/15 JV
Continuing |
| 5.9 | Mowing in the Recreation Ground. | Completed |

6. **General Finance**
- 6.1 Details of receipts and payments made since the last Council meeting were received together with details of the last bank reconciliation. Orders for payment were approved.
- 6.2 **Loan Board Query**
It was agreed the Clerk will speak with the Public Loan Board to find out if an increase in payments will reduce the length of the loan on the School House without incurring any penalty. 19/15 Clerk
- 6.2 **Accounts and Annual Return**
It was agreed to recommend to Council that the Accounts and Annual Return is approved. 20/15 Council to Vote
- 6.3 **Allocation of Reserves**
The Committee discussed how to allocate the Reserves. The Clerk will prepare a final allocation for consideration at the next F&GP meeting. 21/15 Clerk
- 6.4 **Grant Policy**
Members agreed to recommend to Council that the draft Grant Policy is adopted (following minor amendments). 16/15 Council to Vote
- 6.5 **Grant Requests**
- 6.5a A request for a grant in the sum of £300 has been received from the Twinning Association. It was agreed that a recommendation will be made to Council to grant this request. 23/5 Council to Vote
- 6.5b A request for a grant in the sum of £1800 (or proportion) has been received from the Petanque Club. It was agreed that this will be returned with a request for further costing detail. 16/15 Clerk Continuing
7. **Cemetery**
There were no financial matters relating to the Cemetery to be considered.
8. **Car Park**
- 8.1 **Oil Leak**
Following an oil leak from a broken down car in the car park, Cllr Verrall will try and clear the oil from the tarmac. 24/15 JV
9. **Toilets**
Several minor repairs have been made to the lighting and plumbing.
10. **Allotments**
- 10.1 **Tree Pruning**
It was agreed the Clerk will write and accept a quotation to prune the apple trees on the allotments. 25/15 Clerk
- 10.2 **Owl Box**
It was agreed that Mr Thomas will be authorised by the Clerk to purchase an Owl nesting box up to a value of £100 to replace the damaged box. 26/15 Clerk/BT
11. **Recreation Ground/Pond**
- 11.1 **Roundabout**
It was agreed to recommend to Council that the quotation for £1800 27/15

- obtained by Mr Thomas for replacement of the bearings and other minor works on the roundabout is accepted. Council to Vote
- 11.2 Spring Seats
Mr Thomas has repaired the spring seats. It was agreed that these will be returned to the Recreation Ground as many young children use them. 28/15 BT
- 11.3 Gate Spring
Mr Thomas has advised that the gate spring has been vandalised. It was agreed that Mr Thomas is asked to replace it. 29/15 BT
- 11.4 Play Area
Following vandalism of items in the play area, it is recommended that the gate is locked every evening and unlocked every morning. Combination locks will be used. It is suggested that Councillors have a rota system to lock and unlock on a weekly basis. 30/15 Council to Vote
- 11.5 Litter Collector
It was agreed that the position of Litter Collector is filled by Mr Willis. The Clerk will provide Mr Willis with a job description. It was agreed that the hours will be 6 per week in winter and 8 per week in the summer (June-September inclusive). Salary to be agreed at Council. 31/15 Clerk Council to Vote
12. School House
- 12.1 Replacement Cleaner
It was agreed that Mrs Hopkins will take over from Mrs Hollands-Parsons following her resignation. 32/15
13. Chalkpit
Mr Thomas has made the Council aware of a problem with Ash die-back in the Parish, with a number of problem areas including the Chalkpit. Mr Thomas suggested a report is made by a specialist during July/August when any problems will be most obvious. The Committee agreed to a report being undertaken at an estimated cost of £2-300. 33/15 BT
14. Other
- 14.1 Dog Waste Bin
It was agreed that SDC will be asked to purchase and install a dog waste bin (Fido 35 metal bin). This will be located on the footpath at the exit into Willow Park from Telston Park next to the littler bin. 34/15 Clerk
15. Correspondence
- 15.1 Citizens Advice Bureau
A letter has been received from Sevenoaks Citizens Advice Bureau thanking the Parish Council for the continuing support that enables CAB to hold a weekly surgery in Oxford.
- 15.2
A letter has been received from KALC asking for donations to provide an Economic Benefits Study on the installation of East Facing Slips on the M25 in the vicinity of Junction 5. Members agreed that a donation would not be given at this time.
- 15.3
A letter has been received from Unity Trust Bank enclosing new Terms and Conditions and Service Tariff.

There being no other business, the meeting closed at 11.30am.

- 16 **Date of Next Meeting**
6 July 2015 at The School House starting at 9:15am

Signed (Chairman) Date