

**OTFORD
PARISH
COUNCIL**

Parish Clerk:
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MINUTES of a MEETING of OPC FINANCE & GENERAL PURPOSES COMMITTEE

at The School House on 28 November 2016 from 09:15am

Present: Cllr J Edwards-Winser (in the Chair)
Cllr J Verrall, Cllr M Whitehead
Also Present: Cllr N Rushby and Mr P Fowler
Clerk: Mrs S Palmer

Public Forum: Mr Fowler spoke regarding his request to purchase a small area of The Green in front on his house, Bubblestone Farm.

Cllr J Edwards-Winser and the Clerk outlined information that had just come to light regarding the rules and regulations regarding Registered Village Greens. It was noted that the fence installed on the Green, by previous owners of Bubblestone Farm, contravened the law governing Village Greens and would have to be removed and the turf repaired. The Licence granted to Mr Fowler by the Parish Council would be cancelled.

It was noted that the fence had not been erected on The Green by Mr Fowler but by previous owners of the property.

1. Apologies for absence - Cllr J Lawrey.

2. Disclosures of Interest - None.

3. Minutes of the Previous Meeting.

The Minutes of the meeting held on 31 October 2016 were agreed as being an accurate record of the meeting.

4. Matters Arising (for items not appearing elsewhere in the Minutes).

4.1 Quotations have been received for work to trees in the Parish following a full tree survey.

It was agreed that the work will be split between the companies. The Clerk will write to each company and advise which areas they will be asked to work on.

5. Eric Dilley Pavilion/Football Pitches

5.1 It was agreed that new locks will be fitted and Licenced Keys will be obtained. Two keys will be kept at the Parish Office. Four additional keys will be signed for by OIJFC and will be replaced at the Club's expense if lost.

Licenced keys will also be obtained for the Hale Lane Pavilion.

Premier Alarms will be carrying out a survey on 2 December 2016.

5.2 Ventilation system. Money has been set aside within the Reserves to rectify the inadequate air conditioning system. Quotes will be sought for repair/replacement (Cllr Verrall will advise).

5.3 Quotes are being sought to replace the exterior doors at Hale Lane Pavilion.

5.4 The broken toilet and wash hand basin have been repaired.

6. General Financial

6.1 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.

Action

62/16

28/16 Clerk
Continuing

29/16
JV/Clerk
Continuing
66/16
Clerk/JV

6.2	New Deposit Accounts New accounts are being sought.	7/16 Clerk Continuing
6.3	Photocopying. A notice has been placed above the photocopier advising that a charge of 5p per copy will be made for non-Council business for requirements over 5 copies.	Completed Continuing
6.4	Valuation of Parish Council property. The majority of the work to the School House has been completed. Came & Company will be asked to recommend a Specialist Valuer to carry out an up to date valuation of all Parish Council property.	50/16 Clerk Continuing
6.5	The Heritage Centre will be asked to carry out a full risk assessment in order to meet the insurance requirements. A draft layout will be sent to assist them.	51/16 Clerk Continuing
6.6	CIL payment. A CIL payment of £10,312.50 has been received from SDC.	Completed
6.7	Grass Cutting. It was AGREED to accept the grass cutting costs for the coming year.	67/16 Clerk
6.8	New Playground Equipment to Replace Eibe Unit. It is RECOMMENDED that the quotation for the new Eibe unit is accepted.	68/16 Council to Consider
6.9	Budget. It is RECOMMENDED that the proposed budget is accepted.	69/16 Council to consider
7.	Cemetery/Churchyard	
7.1	Quotes are being sought to extend the footpath in the Cemetery.	63/16 BT/Clerk
8.	Car Parks	
8.1	Notification of the car park receipts were noted.	
8.2	6 Permits have been requested from Britannia to enable contractors to park in the car park while carrying out the work on the Memorial Hall. The permits will be for January and February 2017 only.	
8.3	It is planned to replace the fencing around the village car park with heavier fencing. The gates will not be changed. Cllr Verrall will do the specification.	64/16 Clerk/JV
9.	Toilets	
9.1	St Bartholomew's Church is considering the wish of the Parish Council to terminate the lease to the Public Toilets. Cllr Edwards-Winsler will speak to the Vicar.	18/16 Clerk /JE-W Continuing
9.2	When a decision has been reached and if the Parish Council surrenders the lease, quotes will be sought to strip the toilets of all furnishings if required by St Bartholomew's Church.	20/16 Clerk Continuing
10.	Allotments	
10.1	No new items were raised.	
11.	Recreation grounds/pond	
11.1	Repainting the Posts around the Pond.	Completed
11.2	Removal of the carp. This work will be undertaken when the permits have been obtained.	47/15 BT Continuing
11.3	Reflective strips will be placed on the Trim Trail and Orbits by Cllr Edwards-Winsler.	4/16 JE-W Continuing
11.4	It has been noted that the entrance to the Recreation Ground is still very muddy. Mr Thomas has been asked to increase the area of mesh in this area and to put down more oak chippings.	13/16 BT/Clerk Continuing

- 11.5 Mower Garage Security Door. Licenced keys will be obtained. A survey of requirements is being carried out on 2 December. 53/16 Clerk Continuing
- 11.6 The contractors who mow the recreation grounds will be asked to a meeting at the Parish Council Office to review the mowing contract and to see if a better system can be suggested. The Football Clubs and the Cricket Clubs will be asked for their mowing requirements. 35/16 Clerk Continuing
- 11.7 Mesh fencing next to the Mower Shed. Cllr Verrall is checking the positioning of the new fencing so that it does not interfere with the football outfield. The hedge has been cut back. Mr Thomas will be asked to cut it back further using a flail cutter. 36/16 Clerk/BT Continuing
- 12. School House**
- 12.1 It has subsequently arisen that the ceiling and walls on the landing need replacement/repair, Quotes are awaited for this work. 60/15 JV Continuing
- 12.2 Window sills on the ground floor. Dalton Joinery has been asked to carry out the repair the window sills on the ground floor which have started to rot. 61/15 Clerk Continuing
- Chalkpit**
- 13.**
No new items have arisen.
- 14. Other**
- 14.1 It was Agreed that a new vacuum cleaner will be purchased for the School House. Cost will not exceed £120.
- 14.2 Scouts – It was Agreed that painting the Scout fence will be postponed until the summer. The Parish Council will work with the Scouts and seek volunteer helpers to paint it.
- 14.3 The Clerk has been asked to sign up to use the Land Registry system. 65/16 Clerk
- 15. Correspondence**
- 15.1 Volunteer Community Wardens. Information has been received on the Volunteer Community Warden scheme. This is not something Oxford will consider as there is an existing Community Warden working in the village.
- 16. Date of next meeting – Tuesday 3 January 2017**