

**OTFORD
PARISH
COUNCIL**

Parish Clerk:
Sharon Palmer
01959 524808

The School House
21 High Street
Oxford Sevenoaks
Kent TN14 5PG

Email: clerk@otfordpc.co.uk

MINUTES of a MEETING of OPC FINANCE & GENERAL PURPOSES COMMITTEE

at The School House on 2 May 2017 from 09:15am

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

Clerk: Mrs S Palmer

Public Forum: No members of the public were present.

- | | Action |
|--|---------------------------------|
| 1. Apologies for absence - Cllr M Whitehead. | |
| 2. Disclosures of Interest – None. | |
| 3. Minutes of the Previous Meeting.
The Minutes of the meeting held on 3 April 2017 were agreed as being an accurate record of the meeting. | |
| 4. Matters Arising (for items not appearing elsewhere in the Minutes). | |
| 4.1 Dog Bins. The Telston Park dog bin has been removed and is ready for relocation to Bubblestone Road. Mr Thomas will meet with Cllr Roy regarding the location. The bin to be located outside Frog Farm has been purchased and passed to Mr Thomas for installation. It was suggested that the OPC notice board be relocated at the same time. The location of all the dog bins will be added to the map showing the position of the litter bins. | 7/17 Clerk/BT/
Continuing |
| 4.2 A few bricks have broken loose from the Listed Wall at The Green. Cllr Edwards-Winsor will speak to the Conservation Officer at SDC regarding ownership. | 9/17 Clerk/
J-EW |
| 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 OUFJC. In the event of keys being lost, new locks and keys will have to be purchased at the expense of the Club.
Licenced keys will also be obtained for the Hale Lane Pavilion once the new doors have been fitted. Quotations are awaited. | 28/16 Clerk
Continuing |
| 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). | 29/16
JV/Clerk
Continuing |
| 5.3 Exterior doors at Hale Lane Pavilion. A quote has been accepted. | Completed |
| 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. | |
| 6.2 New Deposit Accounts
New accounts are being sought. | 7/16 Clerk
Continuing |
| 6.3 Heritage Centre Risk Assessment. A draft risk assessment has been received. Cllr Verrall has advised the Heritage Centre on amendments. A second draft is awaited. | 51/16 Clerk
Continuing |
| 6.4 A copy of the insurance for the tractor used for grass cutting has been received. The Junior Football Club will be asked to issue a statement that they are insured for Public Liability with a specified insurance company and policy number. | 12/17 Clerk |
| 6.5 Statement of Internal Control 2017. This was approved at the April Council Meeting. | Completed |
| 6.6 Accountability Risk Assessment. This was approved at the April Council Meeting. | Completed |

6.7	The Appraisal and Salary Review. The recommendation to award the Clerk with one scale point was agreed at the April Council Meeting.	Completed
7.	Cemetery/Churchyard	
7.1	Quotes are being sought to extend the footpath in the Cemetery. Cllr Edwards-Winsor is in the process of completing a scale drawing to accompany requests for quotations. It has been suggested that companies quoting for the proposed Recreation Ground Path are also asked to quote for the Cemetery path.	67/16 BT Continuing
7.2	Reports on the condition of the trees and the gravestones in the Churchyard have been received. Cllr Edwards-Winsor has spoken to the SDC Tree Officer. In order to reduce the size of the trees SDC require a drawing of the site with all the trees involved marked on the drawing and written details of the proposed amount of the reduction of each tree. Most Tree Surgeons can produce this type of report. St Bartholomew's Church will be advised.	11/17 Clerk
8.	Car Parks	
8.1	Car park receipts were noted.	
9.	Toilets	
9.1	Cllr Edwards-Winsor has spoken to the Vicar concerning surrendering the Lease. A verbal response from the Vicar indicated that he will consider this request upon confirmation of any financial obligations that the Church would incur concerning business rates. 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.	18/16 Clerk /JE-W Continuing
10.	Allotments	
10.1	Work has started on filling in the potholes.	Completed
10.2	All the allotments are currently rented.	
11.	Recreation Grounds/Pond	
11.1	Removal of the carp. A new company is being sought to carry out this work.	47/15 BT Continuing
11.2	Reflective strips will be placed on the Trim Trail and Orbits by Cllr Edwards-Winsor.	4/16 JE-W Continuing
11.3	Mower Garage Security Door. Licenced keys will be obtained when work to the roof and fencing has been finished.	53/16 Clerk Continuing
11.4	Quotes are still being sought for the proposed path.	19/17 Clerk/JV
11.5	Trim Trail. It was agreed that replacements will be sought for the trim trail items that have been removed due to rot. This will be considered by the Recreations Committee.	Completed
11.6	Cllr Verrall has been asked to make two No Fishing signs for the pond.	22/17 Clerk/JV
12.	School House	
12.1	A list of the work remaining to be carried out at The School House will be drawn up.	10/17 Clerk Continuing
12.2	Fire Proof Safe. The clerk will find out the duration of fire resistance for the document safe.	17/17 Clerk
12.3	Historical Documents. The Chairman has requested that scanned copies are taken and stored of all important historical documents. This role will be undertaken by the Assistant Clerk. Documents larger than A3 will be given to JE-W to scan.	18/17 Asst Clerk
13.	Chalkpit	
13.1	The removal of two trees in the Chalk Pit has been completed.	Completed
13.2	Pilgrims Way East Retaining Wall. SDC has had a survey carried out on the retaining wall. OPC has been asked not to take any action to remove the saplings at the present time. A copy of the full report is awaited.	5/17 Clerk/BT/JEW Continuing
13.3	Tree Removal. Mr Thomas has been asked to mark the trees with Ash Die-Back for potential removal. Mr Jones, the Arboricultural & Landscape Officer from SDC will be asked to approve their removal.	21/17 Clerk/BT

13.4 Oxenhill Fun Day. This fun day is centered around conservation. It was agreed at the April Council Meeting that a sum of £300 is available for advertising and paying for contributors. Cllr Evans will be asked if this is a joint parish arrangement with Kemsing. 23/17 Clerk

14. Other

14.1 Youth Shelter. It was agreed not to the replace the window of the youth shelter damaged by vandalism.

15. Correspondence

16. Date of next meeting – Monday 5 June 2017