

**OTFORD  
PARISH  
COUNCIL**

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

at The School House on 2 November 2015 from 9:15am

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

Also Present: Mrs S Palmer (Clerk)

Public Forum – No members of the public were present.

		Action
1.	<b>Apologies for Absence.</b> Apologies were received from Cllr J Lawrey.	
2.	<b>Disclosures of interest for Items on the Agenda</b> – None.	
3.	<b>Minutes of the Previous Meeting</b> The Minutes of the meeting held on 5 October 2015 were agreed and signed as an accurate record of the meeting.	
4.	<b>Matters arising.</b>	
4.1	Drain blockage. Repayment of the bill to clear the blockage of the toilet drain is still being sought.	44/15 Clerk Continuing
4.2	Removal of trees outside a property on The Green.	Completed
4.3	Play Area Security. The Councillor identity cards are in the process of being produced.	30/15 JE-W Continuing
4.4	Income from CIL. This item has been added to the accounting system.	Completed
4.5	Tree Work at the Cemetery. The quote from Prestige Trees has been accepted.	Completed
4.6	Alteration of the timing for the lighting outside the toilets. Members agreed at the meeting that the lighting will be set to come on at 4pm and off at 11pm.	51/15 J-EW Completed
4.7	Re-painting the posts around the pond.	38/15 BT Continuing
4.8	Work to cut back the reeds in the pond.	47/15 BT Continuing
4.9	Damp in the School House. Cllr Verrall will be meeting with contractors in the near future.	60/15 JV Continuing
4.10	Clearing the loft at the School House of rubbish.	39/15 Clerk Continuing

- 4.11 Removal of the hedge and old metal railings in front of the School House. Fence to match existing. 43/15 Clerk Continuing

## **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 and orders for payment were approved.
- 5.2 Members agreed that repairs to the air conditioning system at the Pavilion should be included in the 2016 budget at a cost estimate of £10,000. 52/15 Clerk

Repairs to the roof (identified in the Reserves) should be increased to £20,000.

- 5.3 Members agreed to a request for a donation for the Oxford Christmas Sunday opening event of £200. The Clerk will write and state that the donation from the Parish Council should be spend on costs relating to entertainers and free consumables. 53/15 Clerk
- 5.4 Members noted the savings on the new gas and electricity contracts fixed for one year and congratulated the Clerk for her efforts.
- 5.5 Members agreed to update the CIL List to include the refurbishment of the School House (painting the outside and refreshing the flooring) and the School House roof. 54/15 Clerk
- Members also agreed to add dropping two kerb stones at the entrance to the School House to improve access.

## **6. Cemetery**

- 6.1 There were no new financial matters to discuss.
- 6.2 Members to note that car park metering at the Cemetery is still under investigation.

## **7. Car Park**

- 7.1 There were no new financial matters to discuss.
- 7.2 Members noted the latest figures from Britannia. Members noted that resolution of ticket machine faults is still being sought.

## **8. Toilets**

- 8.1 There were no new financial matters to discuss. Members noted that no response has been received as yet from St Bartholomew's Church as to whether they wish to take back the toilets from the Parish Council.

## **9. Allotments**

- 9.1 There were no new financial matters to discuss.

## **10. Recreation grounds/pond**

- 10.1 Oxenhill Shaw – The Committee approved the maintenance costs for the bund (£325).

## **11. School House**

- 11.1 Big Community Funding for improved access.  
A BACS payment has been received from SDC in the sum of £965.99.
- 11.2 Members agreed to have a Christmas tree installed outside the office. 56/15 JE-W  
Cllr Edwards-Winsor will select a tree at Stonepits.

## **12. Chalkpit**

- 12.1 It was agreed that the area of the Chalk Pit used by the Scouts to hold their fireworks display will be checked for repairs. It is hoped that the repair will take place quicker than last year. 57/15 BT

Brian Thomas will be asked to check the condition of the trees in the area for any damage caused by the large bonfire.

**13. Other**

- 13.1 A wedge identified as being a suitable ramp to improve accessibility to the School House may prove to be too heavy for people to lift in and out of the building. Alternatives will be sought. 58/15 JV

**14. Correspondence**

- 14.1 Members noted the letter received from Mr C Ward regarding the public toilets. The Clerk will respond to Mr Ward advising that no decision has been made and the Parish Council is still investigating various options. 59/15 Clerk

There being no further business the meeting closed at 11:15am

**15. Date of next meeting – 7 December 2015**