

**OTFORD
PARISH
COUNCIL**

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

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MINUTES of a MEETING of OPC FINANCE & GENERAL PURPOSES COMMITTEE

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

Present: Cllr N Rushby (in the Chair), Cllr J Edwards-Winsor, Cllr J Lawrey, Cllr J Verrall
Clerk: Mrs S Palmer

Public Forum: No members of the public were present.

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| 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 4 September 2017 were agreed as being an accurate record of the meeting. | |
| 4. Matters Arising (for items not appearing elsewhere in the Minutes). | |
| 5. Eric Dilley Pavilion/Football Pitches | |
| 5.1 Ventilation system. Members agreed a quote from Dunn AC Ltd to provide a detailed investigation and report on the Air Handling Unit at the Eric Dilley Pavilion. | 29/16
Completed |
| 5.2 Hale Lane Pavilion Roof Repairs. Quotes were considered and it was agreed to accept the quote from Julesbury (Cllr Verrall did not vote). Due to the nature of the weather at this time of year, the Clerk will ask if the work can be done in Spring 2018 and whether the quote will still be valid. | 35/17 Clerk
Continuing |
| 5.3 It was agreed to accept the quotation from Julesbury to add closures to the metal doors at the Hale Lane Pavilion. | Completed |
| 5.4 The Clerk confirmed that the Hale Lane Pavilion has been emptied of everything unrelated to sports. | |
| 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. Cllr Verrall has spoken to Cllr Fothergill regarding completing the Assessment. | 51/16 Clerk/JV
Continuing |
| 6.4 New Heritage Boards. A response is awaited from SDC on whether they meet the requirements for CIL expenditure. Cllr Edwards-Winsor will chase SDC. | 27/17 Clerk/
J-EW
Continuing |
| 6.5 Audit. Members noted the Annual Return has been approved by PKF Littlejohn. | |
| 6.6 Reserves. The Reserves List has been approved following the sign-off of the Audit. As no changes have been made to the 2017-18 List, the Reserves does not need to be re-approved by Council. | 32/17 Clerk
Completed |
| 6.7 F&GP Members discussed items to be included in the 2018/19 Reserves List for the Budget. It was agreed that £3000 will be included for the Neighbourhood Plan. It was also agreed that £20,000 will be added as a contingency for any potential update to the toilets. | 43/17 Clerk |
| 6.8 Members noted the Annual Return 2016-17 for the charity Otford Recreation Ground has been submitted to the Charity Commission. | |

- 6.9 Members noted the Annual Return 2016-17 for the Charity of John Charman has been submitted to the Charity Commission. Members agreed that the food donation will be made at Easter instead of Christmas. 42/17 Clerk to note.
- 6.10 Insurance. Members noted that the insurance details of the driver who demolished the bus shelter on Pilgrims Way West have been passed on to the Parish Council by the Police. The Clerk will progress this. It was agreed that the replacement bus shelter will be the same as the proposed shelter for Sevenoaks Road but without any windows. 39/17 Clerk
- 6.11 Heritage Centre Recharge. It was agreed that a payment reminder will be sent. 36/17 Clerk
- 6.12 The time sheet for the stand-in Litter Picker was agreed.
- 6.13 Members noted the purchase of replacement fire extinguishers. The Clerk will arrange for recharges as necessary. 40/17 Clerk
- 6.14 A Confidentiality Agreement will be prepared. A draft will be considered at the next F&GP Meeting in November. 41/17 NR/Clerk
- 6.15 A system for accounting for the sale of Garden and Refuse Sacks was discussed.
- 6.16 Members noted the increase in the session rates for hire of the Oxford Village Memorial Hall.
- 7. Cemetery/Churchyard**
- 7.1 It was agreed by the Amenities Committee that an octagonal seating arrangement will be placed in the intersection of the pathways with room for a tree or shrub to be planted in the middle. Sufficient room must be left to allow caskets to be moved around this area. It was agreed not to put a roof on the structure. Cllr Edwards-Winser will finalise the drawing. 67/16 BT/ JE-W Continuing
- 8. Car Parks**
- 8.1 Car park receipts were noted.
- 8.2 Britannia will be asked to check that cars parking in disabled parking bays are displaying the correct blue badges. 43/17 Clerk
- 9. Toilets**
- 9.1 An updated assessment will be made of what could be sensibly done to refurbish the public toilets. In the event that the toilets can be re-opened, arrangements for cleaning will be discussed and how the vandalism suffered previously can be stopped. 18/16 Clerk /JE-W Continuing
- 9.2 Surrender of the Lease. The Diocese has passed this matter back to St Bartholomew's Church to consider. It is understood the next meeting of the Church Committee will take place at the end of September.
- 9.3 Cllr Rushby reported that St Bartholomew's Church is having an Options Study carried out on the Hall, the toilets and the strip of land beside the footpath in the car park. Any decisions on the future of the toilets may have to wait until the results of the Study are published.
- 10. Allotments**
- No issues were reported.
- 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 Quotes are still being sought for the proposed path in the High Street Recreation Ground. A revised map has been issued together with a detailed specification. 19/17 Clerk/JV Continuing
- 11.3 Extension of the car park. Cllr Verrall will look into the possibility of expanding the car park at Hale Lane. This would involve resurfacing, white lining and suitable drainage. 34/17 Clerk/JV Continuing
- 11.4 Eibe Play Equipment. Safety issues have been raised with the manufacturers. A letter has been sent to the Play Area Safety Executive. The Clerk will advise KALC of the situation. 37/17 Clerk/BT
- 12. School House**
- 12.1 A list of the work remaining to be carried out at The School House has been drawn up. Quotes are being obtained for replacing the carpet and for painting inside and outside the building. It was noted that carpet tiles should be used. These should be semi-tacked to the floor. A tapered screed will be laid to assist with wheelchairs exiting the building. 10/17 Clerk/JV Continuing

Following initial inspection, it has been noted that areas of damp have been found at the front of the building by two radiators. A heating engineer has confirmed that the heating system is not the source of the leak.

A number of stains are on the existing carpet tiles. It has been suggested that a non-porous coating is applied to the floor before the tiles are replaced. Cllr Verrall will advise.

13. Chalkpit

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| 13.1 | Ash Die-Back. A tree badly affected by Ash Die-Back is scheduled to be removed during September/October. | Completed |
| 13.2 | A noticeboard has fallen down in the Chalkpit. Mr Thomas will be informed. | 38/17 Clerk |

14. Other

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| 14.1 | Website. It was agreed that to begin with the archive material would be for 2017 only. Further years will be added later on. | |
| 14.2 | Members noted that the School House cleaner has resigned. It was agreed that a new cleaner will be sought. The payment per hour was agreed. | |
| 14.3 | Members agreed the new Complaints Procedure. It is RECOMMENDED that Council agrees the Procedure. | 44/17 Council
to Consider |
| 14.4 | A proposal has been considered for a Sustainable Tourism Working Group to be set up. It is RECOMMENDED that Council agrees the Working Group. | 45/17 Council
to Consider |

15. Correspondence

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| 15.1 | A request for a donation has been received from Knole Academy. Members agreed not to support the application. | |
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16. Date of next meeting – Monday 6 November 2017

The meeting closed at 11:30am.