

**OTFORD
PARISH
COUNCIL**

Parish Clerk:
Sharon Palmer
01959 524808

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

Email: clerk@otfordpc.co.uk

MINUTES of a MEETING of OPC FINANCE & GENERAL PURPOSES COMMITTEE

at The School House on 30 August 2016 from 09:15am

Present: Cllr J Edwards-Winser (in the Chair)
Cllr J Verrall, Cllr M Whitehead
Clerk: Mrs S Palmer

Public Forum: There were no members of the public present at the meeting.

- | | Action |
|--|-------------------------------------|
| 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 3 August 2016 were agreed as being an accurate record of the meeting. | |
| 4. Matters Arising. | |
| 4.1 Licence agreement for The Green. Confirmation that adequate insurance cover has been arranged has been received. | Completed |
| 5. Eric Dille 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 and will be replaced at the Club's expense if lost. | 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 |
| 5.3 Pitch drainage. Water runs off the top area of the Recreation Ground onto the main football pitch. Mr Thomas will be asked to arrange for a strip to be dug out, approximately 12" wide, put in a perforated pipe and shingle at the bottom of the bank to drain into the gully at the far end of the recreation ground to try and resolve this problem. Discussion with the football clubs continues. | 30/16 BT
Continuing |
| 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 Photocopying. A notice will be placed above the photocopier advising that a charge of 5p per copy will be made for non-Council business. | 31/16 Clerk
Continuing |
| 6.4 Reserves. The revised list of Reserves was circulated. | Completed |
| 6.5 Recharges. The Committee noted the current status of the recharge for Otford United Football Club. | Completed |
| 6.6 Insurance. Quotations have been received. It is RECOMMENDED that the three-year agreement from Hiscox is accepted.
The Clerk will ask the broker to identify where the personal indemnity for the Heritage Centre visitors and non-Council volunteers is included in the policy. | 48/16
Council to Consider |
| 7. Cemetery/Churchyard | |
| 7.1 Cllr Roy is carrying out Land Registry checks on ownership of all the boundary walls surrounding St Bartholomew's Church at the expense of the Parish Council. | 33/16 IR
Continuing |
| 7.2 A number of Ash trees suffering from die-back are being removed from the Cemetery. | |

8. Car Parks

- 8.1 Notification of the car park receipts were noted.
- 8.2 Hale Lane Car Park. A reserve has been put aside for resurfacing of the car park in the future. 34/16
Cllr Edwards Winsor will put up signs advising cars are left at the owner's risk. Clerk/JEW
- 8.3 A van has been left at the Hale Lane site. The Community Warden is aware.
- 8.4 Cllr Edwards-Winsor has checked the timing clocks for the lighting in the High Street car park. Completed
He has advised that the clock is running slow and this will be checked monthly.
- 8.5 Cllr Edwards-Winsor has repaired the notice above the ticket machine in the High Street Car Park.

9. Toilets

- 9.1 St Bartholomew's Church is considering the wish of the Parish Council to terminate the lease to 18/16 Clerk
the Public Toilets. Continuing
- 9.2 When a decision has been reached and if the Parish Council surrenders the lease, quotes will be 20/16 Clerk
sought to strip the toilets of all furnishings if required by St Bartholomew's Church. Continuing
- 9.3 Boarding has been placed over the doors to prevent access. Completed

10. Allotments

- 10.1 No new items were raised.

11. Recreation grounds/pond

- 11.1 Repainting the Posts around the Pond. This will take place in 2016. 38/15 BT
Continuing
- 11.2 Work to cut back and thin out the reeds at the Pond. Mr Thomas is seeking a contractor to 47/15 BT
remove 50% of the Bulrushes and also remove the carp. Continuing
- 11.3 Reflective strips will be placed on the Trim Trail and Orbits by Cllr Edwards-Winsor. 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 13/16
been asked to increase the area of mesh in this area and to put down more oak chippings. BT/Clerk
Continuing
- 11.5 Mower Garage Security Door. Darenth Valley Forge has completed the work. Completed
- 11.6 The insurance company will be approached regarding applying Bylaws to the Recreation 33/16 Clerk
Ground. Continuing
- 11.7 The contractors who mow the recreation grounds will be asked to a meeting at the Parish 35/16 Clerk
Council Office to review the mowing contract and to see if a better system can be suggested. Continuing
The Football Clubs and the Cricket Clubs will be asked for their mowing requirements.
- 11.8 It has been suggested that it would be sensible to put 8' high galvanised spikey fencing (painted 36/16 Clerk
green) around the area where the goal posts are stored to make the area more secure. The Clerk
will ask for quotes.
- 11.9 Cllr Edwards-Winsor is meeting with the football clubs in the coming week.

12. School House

- 12.1 Damp in the School House. Cllr Verrall is overseeing work to the roof and chimneys. Work 60/15 JV
started on 22 August 2016. Continuing
- 12.2 Clearing the loft in the School House of rubbish. This will be undertaken when the work on the 39/15 Clerk
chimneys of the School House is agreed. Continuing
- 12.3 Windows in the School House. Quotes have been received. It was agreed that UPVC windows 25/16 Clerk
should be installed on the first floor. The quote provided is unacceptable. The Clerk will request Continuing
that the company reconsiders their quote to bring it down to an acceptable level.
- 12.4 Window sills on the ground floor. It was agreed to accept the quote from Dalton Joinery to 46/16 Clerk
repair the window sills on the ground floor which have started to rot. All timber must be treated
and primed.

13. Chalkpit

- 13.1 Forest School. The Clerk has written to Oxford School requesting that they approach the Scouts. Completed

14. Other

- 14.1 The quotation from the specialist water hygiene company has been accepted to bring the Parish 36/16

- Council responsibilities up to date. Clerk/JV
Continuing
- 14.2 An estimate for continuing on an annual basis will be sought. 37/16 Clerk
Continuing
- 14.3 Members agreed to purchase a replacement storage bin for outside the School House. The existing bin, together with the new one, will be placed closer to the rear of the building. Completed
- 14.7 Footpaths. Gardens of England have cut back a number of footpaths. Completed
- 14.8 Two of the noticeboards have been refurbished. Completed
- 14.8 It was agreed that the Parish Council will purchase a Union Flag, pole and holster for ceremonial use. 44/16 Clerk
Continuing
- 15. Correspondence**
- 15.1 Request for a grant. Completed
- A request for a grant has been received from the Otford United Juniors FC for assistance with the purchase of a replacement flail mower. It was agreed by Council that a grant of £400 is given.
- 15.2 Old Chalk New Downs Parish Action Plan. Members noted the Parish Action Plan. It was agreed by Council that a grant of £500 is given to assist with funding. The Clerk will ask for a formal grant request to be completed prior to sending the cheque. 47/16 Clerk
- 15.3 A tree inspection report has been received for the Copper Beech tree in front of the Church. Quotations for removal of the deadwood have been received. It was agreed to accept the quotation from Tree Ability. Completed
- 15.4 Darent Valley Landscape Partnership Scheme 49/16
A letter has been received requesting an annual contribution of £1500 (per parish) towards the scheme. It is RECOMMENDED that OPC contributes £1000 per year. **Council to Consider**
- 16. Date of next meeting – Monday 3 October 2016**