

**OTFORD
PARISH
COUNCIL**

Parish Clerk:
Sharon Palmer
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The School House
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Kent TN14 5PG

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MINUTES of a MEETING of OPC FINANCE & GENERAL PURPOSES COMMITTEE

at The School House on 3 April 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 |
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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 6 March 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 Pilgrims Way West. Cllr Edwards Winsor will be asked to provide a map with the new location marked, to be sent to KCC for permission to relocate the bin onto their land. | 7/17 Clerk/BT/
JE-W |
| 4.2 Mr Thomas has been asked to speak to Cllr Roy regarding the location to be used in Bubblestone Road for the new dog bin and the relocation of the noticeboard. Members agreed to purchase the Bubblestone Road dog bin. | 22/17
Clerk/BT |
| 4.3 Solar Light in the Car Park. Councillors previously considered placing a solar light above the car park ticket machine by the Recreation Ground gate. Details of a new style of lighting is now available and will be retained in case levels of vandalism increase. | Completed |
| 4.4 A few bricks have broken loose from the Listed Wall at The Green. Mr Shelton will be asked to identify who owns the wall so that the problem can be reported. 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 OIJFC and will be replaced at the Club's expense if lost.
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 Quotes are being sought to replace the exterior doors at Hale Lane Pavilion. Cllr Verrall has prepared a specification. | 66/16 Clerk/JV |
| 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. | 51/16 Clerk
Continuing |

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| 6.4 | Mowing in the Recreation Ground. The recommendation to Council to agree to a proposal to increase the number of complete cuts of the Recreation Ground to 21 per year was rejected by Council following discussion with OSA.
OSA will be asked to provide copies of the insurance cover for the Football Clubs and the Cricket Club, including the Terms and Conditions. | Completed

12/17 Clerk |
| 6.5 | It is RECOMMENDED that Council approves the Statement of Internal Control 2017. | 13/17 Council
to Approve |
| 6.6 | It is RECOMMENDED that Council approves the Accountability Risk Assessment. | 14/17 Council
to Approve |
| 6.7 | The End of Year Pension Return has been completed and returned to KCC. | |
| 6.8 | The Appraisal and Salary Review has been completed. It is RECOMMENDED that the Clerk is awarded one scale point. | 15/17 Council
to Approve |
| 7. Cemetery/Churchyard | | |
| 7.1 | Quotes are being sought to extend the footpath in the Cemetery. Cllr Edwards-Winsor has completed 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. The Clerk has written to St Bartholomew's to ask when they are intending to carry out the recommended work. Cllr Edwards-Winsor will speak to the SDC Tree Officer regarding any TPOs and issues regarding the Yew trees. | 11/17 Clerk /
JE-W |
| 8. Car Parks | | |
| 8.1 | Car park receipts were noted. | |
| 8.2 | Britannia has advised that 56 Penalty Notices have been issued to date. | |
| 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. This work will be undertaken when the permits have been obtained. | 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 | Cllr Whitehead has noticed some adult fitness equipment suitable for use in Recreation Ground. Details have been forwarded to the Clerk for future consideration. | Completed |
| 11.5 | Quotes are still being sought for the proposed path. | 19/17 Clerk/JV |
| 11.6 | Trim Trail. It was agreed that replacements will be sought for the trim trail items that have been removed due to rot. | 20/17
Clerk/BT |
| 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 Continuing
- 13.3 Tree Removal. It was agreed that Mr Thomas will be 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
- 14. Other**
- 14.3 It has been agreed that the Union Flag will be dedicated at the Civic Service. Completed
- 14.4 Advertisements in the OPC Newsletter. It was AGREED that the Council will not accept any commercial advertising. It will continue to carry advertisements from Clubs and Societies within the village. The Deputy Clerk has been advised. Completed
- 15. Correspondence**
- 16. Date of next meeting – Tuesday 2 May 2017**