

**OTFORD
PARISH
COUNCIL**

Parish Clerk:
Sharon Palmer
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The School House
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MINUTES of a MEETING of OPC FINANCE & GENERAL PURPOSES COMMITTEE

at The School House on 3 August 2016 from 10:15am

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

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

- | | Action |
|--|---------------------------|
| 1. Apologies for absence - None. | |
| 2. Disclosures of Interest - None. | |
| 3. Minutes of the Previous Meeting.
The Minutes of the meeting held on 4 July 2016 were agreed as being an accurate record of the meeting. | |
| 4. Matters Arising. | |
| 4.1 Licence agreement for The Green. Sight of the insurance coverage is awaited. | 73/15 Clerk
Continuing |
| 5. Eric Dille Pavilion/Football Pitches | |
| 5.2 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 |
| 5.3 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 |
| 5.4 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. | 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 list of Reserves was considered following a car accident at the Pond. It was agreed that a new item for repairs will be added with £5000 relocated from General Contingency and £1000 to be added each year. | 40/16 Clerk |
| 6.5 Recharges. The Committee noted the current status of the recharge for Otford United Football Club. It has been agreed to accept partial payment with the remaining £1,400 to be paid by 31 December 2016. | 32/16 Clerk
Continuing |
| 7. Cemetery/Churchyard | |
| 7.1 Cllr Roy will be asked to carry 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 |
| 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. Cllr Edwards Winser will put up signs advising cars are left at the owner's risk. | 34/16
Clerk/JEW |

- 8.3 A van has been left at the site. The Community Warden is aware.
- 8.4 Cllr Edwards-Winsor will check the timing clocks for the lighting in the High Street car park. 41/16 JE-W
- 9. Toilets**
- 9.1 St Bartholomew's Church is considering the wish of the Parish Council to terminate the lease to the Public Toilets. 18/16 Clerk Continuing
- 9.2 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. 20/16 Clerk Continuing
- 9.3 Wood has been placed over the doors to prevent access.
- 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. It has been reported that the Bulrushes are encroaching towards the centre of the pond. Mr Thomas will be asked to cut this back to the edge. 47/15 BT Continuing
- 11.3 Reflective strips will be placed on the Trim Trail and Orbits by Cllr Edwards-Winsor when the weather improves. 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 been asked to increase the area of mesh in this area and to put down more oak chippings. 13/16 BT/Clerk Continuing
- 11.5 Mower Garage Security Door. Members agreed to RECOMMEND to Council that the quotation from Darenth Valley Forge is accepted. It was AGREED that the garage will be secured with three identical padlocks (covered) with licenced keys. Two will be kept by the Parish Council. Four will be signed for by the Football Club and replaced at their expense if lost. Council agreed to this recommendation. Completed
- 11.6 The insurance company will be approached regarding applying Bylaws to the Recreation Ground. 33/16 Clerk Continuing
- 11.7 The contractors who mow the recreation grounds will be asked to a meeting at the Parish Council Office to review the mowing contract and to see if a better system can be suggested. The Football Clubs and the Cricket Clubs will be asked for their mowing requirements. 35/16 Clerk Continuing
- 11.8 It has been suggested that it would be sensible to put 8' high galvanised spikey fencing (painted green) around the area where the goal posts are stored to make the area more secure. The Clerk will ask for quotes. 36/16 Clerk
- 12. School House**
- 12.1 Damp in the School House. Cllr Verrall will be meeting with contractors in the near future. 60/15 JV Continuing
- 12.2 Planning permission has been received for work to the chimneys and roof. A start date is awaited.
- 12.3 Clearing the loft in the School House of rubbish. This will be undertaken when the work on the chimneys of the School House is agreed. 39/15 Clerk Continuing
- 12.4 Windows in the School House. The windows in the top floor of the School House need replacing. The Clerk will obtain quotes from companies supplying both wood and UPVC windows. 25/16 Clerk Continuing
- The window sills on the ground floor will be inspected and repaired as necessary.
- 13. Chalkpit**
- 13.1 An approach has been made to the Parish Council for permission to run a Forest School in the Chalkpit. This will be discussed at the Council Meeting on Monday 8 August. Referred to Council to consider

14. Other

- 14.1 Risk Assessments. The management of Risk Assessments within the Parish Council will be considered at the next Amenities Meeting. Completed
- 14.2 Fire Drill. Amenities Committee will be asked to arrange for the necessary fire drills/practice evacuations to be carried out. Completed
- 14.3 The Clerk has written to Network Rail asking them to clean up the litter beside the track and adjoining areas. Completed
- 14.4 New Regulations regarding Water Hygiene. The Parish Council is responsible for ensuring that the new regulations regarding water hygiene are followed. It was agreed that a full review will be carried out and a company contracted to make sure all procedures are correctly followed. It was agreed to accept the quotation from a specialist company to bring the Parish Council responsibilities up to date. 36/16
Clerk/JV
An estimate for continuing on an annual basis will be sought.
- 14.5 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. 37/16 Clerk
Continuing
- 14.6 Footpaths. It was agreed that Gardens of England will be asked to cut back overgrown vegetation on the footpath from Pickmoss to The Parade, the footpath from the station to the Church and along the fencing from Tudor Drive along Pilgrims Way East to the start of the fencing. The footpaths leading from Willow Park to Telston Lane through Telson Park will also be included. 42/16 Clerk
- 14.7 It was agreed that Gardens of England will be asked to refurbish two of the noticeboards. 43/16 Clerk
- 14.8 It was agreed that the Parish Council will purchase a Union Flag, pole and holster for ceremonial use. 44/16 Clerk
- 14.9 Mr Brian Thomas has volunteered to visually inspect the play areas whilst he is working in the Recreation Grounds and will report anything he thinks the Parish Council should check. The Committee agreed to accept the generous offer.

15. Correspondence

- 15.1 Request for a grant. OPC to
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 is RECOMMENDED that a grant of £400 is given. Agree
- 15.2 Old Chalk New Downs Parish Action Plan. Members noted the Parish Action Plan. It is RECOMMENDED that OPC gives £500 to assist with funding. OPC to
Agree
- 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. 45/16 Clerk

16. Date of next meeting – Monday 5 September 2016