

**OTFORD  
PARISH  
COUNCIL**

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

at The School House on 3 January 2017 from 09:15am

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

Public Forum: No members of the public were present.

- |  | Action                          |
|--|---------------------------------|
| <b>1. Apologies for absence</b> - None.  |                                 |
| <b>2. Disclosures of Interest</b> – Cllr J Verrall disclosed in interest in item 5.3 and item 10 and did not participate in the decisions.   |                                 |
| <b>3. Minutes of the Previous Meeting.</b><br>The Minutes of the meeting held on 28 November 2016 were agreed as being an accurate record of the meeting.  |                                 |
| <b>4. Matters Arising</b> (for items not appearing elsewhere in the Minutes).  |                                 |
| 4.1 Work to trees in the Parish. The Clerk will write to each company and advise which areas they will be asked to work on.  | Completed                       |
| <b>5. Eric Dille Pavilion/Football Pitches</b>   |                                 |
| 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 OUIFC and will be replaced at the Club's expense if lost.<br>Licenced keys will also be obtained for the Hale Lane Pavilion.<br>Quotations are awaited. | 28/16 Clerk<br>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<br>JV/Clerk<br>Continuing |
| 5.3 Quotes are being sought to replace the exterior doors at Hale Lane Pavilion.   | 66/16<br>Clerk/JV               |
| <b>6. General Financial</b>  |                                 |
| 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<br>New accounts are being sought.   | 7/16 Clerk<br>Continuing        |
| 6.3 Valuation of Parish Council property. The majority of the work to the School House has been completed. A Specialist Valuer has been recommended. The Clerk will contact the company to find out the cost of carrying out an up to date valuation of all Parish Council property.   | 50/16 Clerk<br>Continuing       |
| 6.4 The Heritage Centre will be asked to carry out a full risk assessment in order to meet the insurance requirements. A draft layout will be sent to assist them.   | 51/16 Clerk<br>Continuing       |
| 6.5 Grass Cutting. It was AGREED to accept the grass cutting costs for the coming year.  | Completed                       |
| 6.6 New Playground Equipment to Replace Eibe Unit. Council agreed to accept the quotation for the new Eibe unit.   | Completed                       |
| 6.7 Budget. Council agreed to accept the proposed budget for 2017/18.  | Completed                       |
| 6.8 Consideration was given to a request by the Otford Palace Conservation Trust to provide two directional signs to the Palace. It was agreed at the December 2016 Council Meeting that the Parish Council would not be financially involved with the Trust and the Clerk will write to the Trust and remind them of this.        | 1/17 Clerk                      |

- 7. Cemetery/Churchyard**
- 7.1 Quotes are being sought to extend the footpath in the Cemetery. Completed
- 8. Car Parks**
- 8.1 Car park receipts were noted.
- 8.2 6 Permits have been received from Britannia to enable contractors to park in the car park while carrying out the work on the Memorial Hall. The permits will be for January and February 2017 only. Completed
- 8.3 Fencing around the village car park. Fencing rails and posts will be replaced as required. Completed
- 9. Toilets**
- 9.1 St Bartholomew's Church is considering the wish of the Parish Council to terminate the lease to the Public Toilets. Cllr Edwards-Winsor will speak to the Vicar. 18/16 Clerk /JE-W  
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 if required by St Bartholomew's Church. 20/16 Clerk  
Continuing
- 10. Allotments**
- 10.1 The rents for the forthcoming year have been received.
- 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 The area of mesh inside the gate to the Recreation Ground has been increased and more oak chippings have been put down. Completed
- 11.4 Mower Garage Security Door. Licenced keys will be obtained. 53/16 Clerk  
Continuing
- 11.5 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
- 11.6 Mesh fencing next to the Mower Shed. The Football Club and Cricket Club will be asked to clear rubbish from the area by the Mower Shed so that correct measurements can be taken and quotations given. 36/16 Clerk  
Continuing
- 12. School House**
- 12.1 It has subsequently arisen that the ceiling and walls on the landing need replacement/repair, Quotes have been received. Following discussion, it was agreed that the choice between two of the companies will be determined by which company can carry out the work first. 60/15 JV  
Continuing
- 12.2 Window sills on the ground floor. Dalton Joinery has been asked to carry out the repair the window sills on the ground floor which have started to rot. The Clerk will remind the company that no start date has been received. 61/15 Clerk  
Continuing
- 13. Chalkpit**
- No new items have arisen.
- 14. Other**
- 14.1 It was Agreed that a new vacuum cleaner will be purchased for the School House. Cost will not exceed £120. Completed
- 14.2 Scouts – It was Agreed that painting the Scout fence will be postponed until the summer. The Parish Council will work with the Scouts and seek volunteer helpers to paint it. Completed
- 14.3 The Clerk has been asked to sign up to use the Land Registry system. Completed
- 15. Correspondence**
- 15.1 Legal Topic Notes 13 – Policing Your Area, 44 – Trespass to Land and the Criminal Justice and Public Order Act 1994, and 55 – Adverse Possession Claims were received from NALC.
- 16. Date of next meeting – Monday 6 February 2017**

