

**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 3 July 2017 from 09:15am

Present: Cllr J Edwards-Winsor (in the Chair)
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 J Rushby, Cllr J Lawrey, Cllr M Whitehead. | |
| 2. Disclosures of Interest – None. | |
| 3. Minutes of the Previous Meeting.
The Minutes of the meeting held on 5 June 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 location of all the dog bins will be added to the map showing the position of the litter bins. | 7/17 Clerk
Continuing |
| 5. Eric Dilley Pavilion/Football Pitches | |
| 5.1 Licenced keys have been fitted to the Eric Dilley Pavilion
Licenced keys will also be obtained for the Hale Lane Pavilion once the new doors have been fitted. | Completed
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 |
| 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 will speak to Cllr Fothergill regarding completing the Assessment. | 51/16 Clerk/JV
Continuing |
| 6.4 Old Chalk/New Downs Grant Request. Council approved the request. A cheque has been sent to SDC. | Completed |
| 6.5 CIL. The CIL 'Wish List' was discussed and will be updated. The revised document will be sent to SDC for information. Cllrs were advised of the total of CIL available as at 1 April 2017. Cllrs noted a further amount has been received in June 2017. | 27/17 Clerk
Continuing |
| 6.6 Reserves. The Reserves List was considered and minor changes will be made. The Reserves will be considered at the next F&GP meeting for recommendation for approval by Council once the Audit has been completed. | 32/17 Clerk
Continuing |
| 7. Cemetery/Churchyard | |
| 7.1 Quotes are being sought to extend the footpath in the Cemetery. Cllr Edwards-Winsor is in the process of completing a scale drawing to accompany requests for quotations. It was agreed that the central seating arrangement will be referred to Amenities Committee for a final design. | 67/16 BT/
JE-W
Continuing |
| 7.2 Condition of the trees and the gravestones in the Churchyard. St Bartholomew's Church has arranged to have work undertaken to the trees in the churchyard. | 11/17
Completed |

8. Car Parks

8.1 Car park receipts were noted.

9. Toilets

9.1 The Clerk will write to the Diocese advising that OPC wishes to surrender the lease. 18/16 Clerk
When a decision has been reached and if the Parish Council surrenders the lease, quotes will /JE-W
be sought to strip the toilets of all furnishings if required by St Bartholomew's Church. Continuing

10. Allotments

10.1 No items have been raised regarding the Allotments.

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 Reflective strips will be placed on the Trim Trail and Orbits by Cllr Edwards-Winsor. 4/16 JE-W
Continuing

11.3 Quotes are still being sought for the proposed path. 19/17 Clerk/JV

11.4 Hale Lane Recreation Ground. A new padlock is needed for the gate. A bar needs to be 33/17
inserted so that the gate can be secured when it is open. Clerk/BT

11.5 Extension of the car park. Cllr Verrall will look into the possibility of expanding the car 34/17 Clerk/JV
park. This would involve resurfacing and white lining.

12. School House

12.1 A list of the work remaining to be carried out at The School House has been drawn up. 10/17 Clerk
Quotes are being obtained for replacing the carpet and for painting inside and outside the Continuing
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.

12.2 Fire Proof Safe. The safe will remain. It was agreed that the documents within the Trust Box Completed
will be copied and scanned.

12.3 Historical Documents. The Chairman has requested that scanned copies are taken and stored Completed
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.

13. Chalkpit

13.1 Tree Removal. Mr Thomas has been asked to mark the trees with Ash Die-Back for potential 21/17
removal. Mr Jones, the Arboricultural & Landscape Officer from SDC will be asked to Clerk/BT
approve their removal.

13.2 Oxenhill Fun Day. This fun day is centered around conservation. It was agreed at the April 23/17 Clerk
Council Meeting that a sum of £300 is available for advertising and paying for contributors. Completed
Kemsing Parish Council has contributed £100 to the event.

14. Other

14.1 A new litter collector. Advertisements have been placed. Completed

14.2 It was agreed that the fax phone line in the Parish Office will be removed. 25/17 Clerk

14.3 It was agreed that when reports of damage around the village are reported, a date when the 26/17 Clerk
damage is noted will be taken to avoid action being taken after the damage has been repaired.

14.4 A panel on the red phone box has been broken. This has been reported to BT. Completed

14.5 The Community Warden has been asked to park the van in an alternative location to free up Completed
the space beside the School House.

14.6 Proposed Picnic Tables. An order has been placed for picnic tables. Completed

14.7 Cllr Rushby will be advised that he is required as Chairman of OPC to attend the KALC 35/17
meetings held at the Sevenoaks Town Council offices on four Fridays each year – the next Clerk/NR
meeting will be on 8th Sept at 7.00pm

15. Correspondence

16. Date of next meeting – Monday 7 August 2017