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 3 October 2016 from 09:15am			
Presen	t: Cllr J Edwards-Winser (in the Chair) Cllr J Lawrey, 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. 2. 3.	Apologies for absence - None. Disclosures of Interest - None. Minutes of the Previous Meeting.	Action		
	The Minutes of the meeting held on 30 August 2016 were agreed as being an accurate record of the meeting.			
4.	Matters Arising.			
4.1	Licence agreement for The Green. The Licence has now been signed by OPC and a signed copy will be sent to the Licensee.	Completed		
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 OUJFC 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	29/16		
5.3	conditioning system. Quotes will be sought for repair/replacement (Cllr Verrall will advise). Pitch drainage. Otford United Junior Football Club will consider what, if anything, needs to be done regarding drainage in the future.	JV/Clerk Completed		
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	7/16 Clerk		
6.3	New accounts are being sought. Photocopying. A notice will be placed above the photocopier advising that a charge of 5p per	Continuing 31/16 Clerk		
0.5	copy will be made for non-Council business.	Continuing		
6.4	Insurance. The three-year agreement from Hiscox has been accepted. OPC approved the recommendation at the September Council meeting.	Completed		
6.5	Valuation of Parish Council property. On completion of the work in progress, a valuer will be asked to carry out an up to date valuation of all Parish Council property.	50/16 Clerk		
6.6	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		
6.7	The Annual Return has been signed by PKF Littlejohn. No action points have been raised.	Completed		
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 have been removed from the Cemetery.	Completed		

8. Car Parks

8.1 Notification of the car park receipts were noted.

		190 2 01 0
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
8.4	The clocks will be altered at the end of the month.	51/16 JE-W
9. 9.1	Toilets St Bartholomew's Church is considering the wish of the Parish Council to terminate the lease to the Public Toilets. Cllr Edwards-Winser 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. 10.1	Allotments No new items were raised.	
11. 11.1	Recreation grounds/pond 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
11.3	remove 50% of the Bulrushes and also remove the carp. Reflective strips will be placed on the Trim Trail and Orbits by Cllr Edwards-Winser.	Continuing 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. Licenced keys will be obtained.	53/16 Clerk
11.6	It was determined that Bylaws will not be introduced in the Recreation Ground due to the difficulty in enforcing them.	Completed
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	Mesh fencing next to the Mower Shed. Cllr Verrall is checking the positioning of the new	36/16 Clerk
11.9	fencing so that it does not interfere with the football outfield. Hale Lane Recreation Ground Repair. A quote has been received to replace the rotten posts	54/Clerk
	supporting the bank. The Committee is of the opinion that as the posts were not fit for their	
	original purpose. As a maximum, the costs should be borne by both parties equally, but first, the contractor should be pushed to bear all the costs. The Clerk will contact the company.	
12.	School House	
12.1	Damp in the School House. Work has almost been completed. The Committee agreed to extra work required to replace the lead flashing on the roof and some interior plasterwork to repair the damp patches in the Committee Room and the landing.	60/15 JV Continuing
12.2	Clearing the loft in the School House of rubbish. This will be undertaken before the builders	39/15 Clerk
12.3	leave. Windows in the School House. It was agreed that UPVC windows should be installed on the	Continuing 25/16
12.3	first floor. Two quotations have been received. Following negotiations with the preferred supplier a revised quotation has since been received. It is RECOMMENDED that the new	OPC to Consider
12.4	quotation is accepted. 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.	Completed
13.	Chalkpit	
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14. Other

14.1The quotation from the specialist water hygiene company has been accepted to bring the Parish
Council responsibilities up to date.36/16
Clerk/JV
Continuing
Continuing
The Clerk will check that the sprinkler system at the Eric Dilley Pavilion is included.36/16
Clerk/JV
Continuing

14.2	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
14.3	Union Flag. An order has been placed for a Union Flag, pole and holster for ceremonial use.	44/16 Clerk Continuing
14.4	Footpath Appeal. KCC has been approached regarding repairing the footpath to Shoreham that is regularly impassable during winter. KCC has agreed that if sufficient funds are forthcoming to assist with the repair, the work can be carried out before winter. The OPC share of the cost is £4,500 which needs to be forwarded to KCC by the end of October. As this repair is for the benefit of the community, the sum required will be taken from the CIL money held by the Parish Council. Any money received by the Parish Council from other Clubs/Societies towards this repair will be held to offset the original unplanned outlay. It is RECOMMENDED that OPC provides the initial cheque from CIL reserves to ensure the work is started promptly.	55/16 OPC to Consider
14.5	Scouts Firework Display. The Scouts will be asked to request permission to use the Chalkpit for their firework display and to provide sight of their insurance cover for the event. Also to ensure that the turf will be removed prior to the bonfire and replaced following the event.	56/16 Clerk
15. 15.1	Correspondence 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 formal grant request is awaited.	47/16 Clerk
15.2	Darent Valley Landscape Partnership Scheme A letter has been received requesting an annual contribution of £1500 (per parish) towards the scheme. Council agreed that OPC will contribute £1000 per year.	Completed

16. Date of next meeting – Monday 31 October 2016