

**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 4 April 2016 from 9:15am

Present: Cllr J Edwards-Winsor (in the Chair)  
Cllr J Lawrey, Cllr J Verrall

Clerk: Mrs S Palmer

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

1. **Apologies for absence** - Cllr M Whitehead. Action
2. **Disclosures of Interest** - None.
3. **Minutes of the Previous Meeting.**  
The Minutes of the meeting held on 7 March 2016 were agreed and signed as being an accurate record of the meeting.
4. **Matters Arising** (not included elsewhere in the Minutes).
  - 4.1 Staff appraisals for 2015. The appraisal for Mrs Palmer has been completed. The appraisal for Mrs Stephenson is awaited. 60/15 Clerk Continuing
  - 4.2 Licence Agreement for Otford Palace Field. This has been signed by OPC and SDC. A copy of the Licence is awaited from the solicitors. 72/15 Clerk Continuing
  - 4.3 Licence agreement for The Green. The Occupier has received a copy of the Licence Agreement for signature. 73/15 Clerk Continuing
  - 4.4 A request has been received from St Bartholomew's Church to use The Green for the Fair. This was Agreed. The Clerk will write and confirm and request a risk assessment is carried out. Completed
5. **General Financial**
  - 5.1 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.
  - 5.2 New Deposit Accounts. 7/16  
Lloyds bank has a two signature account as does Nat West. The Clerk will check with HSBC and Leeds Building Society. Continuing  
The Clerk will check the interest rates for the most beneficial account.
  - 5.3 OPC Financial Regulations have been updated. Copies have been given to Councillors. Completed
  - 5.4 The Year End Return has been completed for the Pension Scheme and returned to KCC.
  - 5.5 The papers for the Parish Council Year End Return have been received from PKF

Littlejohn.

- 5.6 Legal Topic Note LTN 31 – March 2016 on Section 137 of the Local Government Act 1972 has been received.
- 5.7 A letter of instruction to the Bank of Ireland to cancel the direct debit to PWLB was signed.
- 5.8 A letter of instruction to Unity Bank was signed.
- 5.9 The new direct debit for the photocopier was signed.
- 5.10 The Clerk advised that new rates of National Insurance will be applicable from April 2016.
- 6. Cemetery**
- 6.1 Parking at the Cemetery Car Park. Poles have been installed at the site. The notices will be erected in the near future. 1/16  
Continuing
- 6.2 Cllr Edwards-Winsor advised that the hedge on the right hand side bordering the lane to Oak Lodge needs to be cut back and the area mowed using a flail mower. Mr Thomas will be advised. 64/15  
Clerk/BT  
Continuing
- 7. Car Park**
- 7.1 The car park receipts were noted.
- 7.2 Archway has carried out painting white markings in the High Street car park. Completed
- 8. Toilets**
- 8.1 Cllr Edwards-Winsor will check the timing of the lights. 10/16 JE-W
- 9. Allotments**
- 9.1 A request has been received from Otford Allotments Association asking that the Parish Council purchases two tonnes of Type 1 Granular Material to improve the track to Mill Meadow. It is suggested that a portion of the money set aside by the Parish Council to assist with improvement to the Allotment car park is used for this work as the plans for the car park will no longer be taking place. Cllrs agreed to the proposal but will suggest that road chippings or scalplings are used as Type 1 or 2 is a clay based product. 14/16 Clerk
- 10. Recreation grounds/pond**
- 10.1 Willow Tree. Permission has been granted by Sevenoaks District Council for the Willow tree on the Pond to be felled. The work will take place on Saturday 9 April. Completed
- 10.2 Repainting the Posts around the Pond. This will take place in the Spring of 2016. 38/15 BT  
Continuing
- 10.3 Work to cut back the reeds at the Pond. This will take place in the Spring of 2016. 47/15 BT  
Continuing
- 10.4 Reflective strips will be placed on the Trim Trail and Orbits by Cllr Edwards-Winsor when the weather improves. 4/16 JE-W  
Continuing

- 10.5 It has been noted that the entrance to the Recreation Ground is still very muddy. The Clerk will ask Mr Thomas to have another look at how to help the drainage in this area. 13/16  
BT/Clerk
- 11. School House**
- 11.1 Damp in the School House. Cllr Verrall will be meeting with contractors in the near future. 60/15 JV  
Continuing
- 11.2 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
- 11.3 Fence in front of the School House. The fence has been installed. Completed
- 11.4 The Clerk has been asked to arrange for the fence to be painted to match the original. 15/16
- 11.5 A planning application has been passed to SDC to consider. Completed
- 12. Chalkpit**
- 12.1 There are no new financial matters to discuss.
- 13. Other**
- 13.1 Purchase of Planter. It was agreed that a planter, in keeping with others in the area, will be purchased for the traffic island outside The Crown. 16/16  
Asst Clerk
- 13.2 Mr Stan Willis has had to stop picking up litter on Parish Council land due to ill health. It was agreed that a replacement will be sought. This vacancy will be advertised in the Parish Magazine. It was agreed that the Parish Council will pay £9 per hour for a maximum of 10 hours per week. It is noted that fewer hours will be required in the winter. 17/16  
Asst Clerk
- 14. Correspondence**
- 14.1 Members noted that an email has been received advising an increase in the charges for Oxford Village Memorial Hall.
- 14.2 A letter has been received from SDC together with a cheque refunding in full the recent invoice for the May 2015 Election costs. Parish Councils that did not hold an election in May 2015 have had the charges waived. In future years, SDC has advised that charges will be made for relevant costs e.g. poll cards. A rough estimate will be sent to Town and Parish Councils prior to future elections.
- 14.3 A request has been made from a resident for a donation in support of her participating in the London Marathon in aid of Alzheimer's Research UK. The resident has pledged to raise £2000 in total.  
Oxford Parish Council has a grants policy for assisting groups in Oxford that benefits the village. OPC cannot support individuals supporting national charities and is unable to assist on this occasion.
- 15. Date of next meeting – Tuesday 3 May 2016**