

**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 January 2016 from 9:15am

Present: Cllr J Edwards-Winsor (in the Chair)
Cllr J Verrall and Cllr M Whitehead

Clerk: Mrs S Palmer

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

1. **Apologies for absence** were received from Cllr J Lawrey. Action
2. **Disclosures of Interest** for items on the Agenda – None.
3. **Minutes of the Previous Meeting.**
The Minutes of the meeting held on 7 December 2015 were agreed and signed as being an accurate record of the meeting.
4. **Matters Arising.**
 - 4.1 Play Area Security. The Councillor Identity Cards are now complete and have been distributed to Councillors and staff. 30/15 Completed
 - 4.2 Repainting the Posts around the Pond. 38/15 BT Continuing
 - 4.3 Work to cut back the reeds at the Pond. 47/15 BT Continuing
 - 4.4 Damp in the School House. Cllr Verrall will be meeting with contractors in the near future. 60/15 JV Continuing
 - 4.5 Clearing the loft in the School House of rubbish. 39/15 Clerk Continuing
 - 4.6 Fence in front of the School House. The Clerk will approach companies to quote for new fencing, to match existing. 43/15 Clerk Continuing
 - 4.7 Accessibility Ramp. A ramp has been donated to the Parish Council. Councillors will check that it works in the required opening. 58/15 Continuing
 - 4.8 It was agreed that the clerk will initiate the appraisals for 2015. 60/15 Clerk Continuing
 - 4.9 Grant Procedures. Council approved reverting to the Grant Procedures adopted in 2011. 61/15 Completed
 - 4.10 Application for a Grant.
Sevenoaks District Council has applied for a grant to continue to run the Falls Prevention Class in Otford. This caters for people in the Otford area, not just local residents. 62/15 SDC Completed
Council supported the recommendation to give a one-off donation of £345 to cover the

Hall Hire. SDC is now looking for additional funding from surrounding Parish Councils. SDC will advise if this search for additional funding is successful at which point a cheque will be drawn for the amount OPC agreed to donate.

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| 4.11 | Public Works Loan Board. Members agreed that a CHAPS payment will be made in January 2016. | 63/15 Clerk
Continuing |
| 4.12 | Barclays Community Account. Members agreed that a transfer will be made in January 2016 to reactivate this account. | 63/15 Clerk
Continuing |
| 4.13 | 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 |
| 4.14 | A suggestion has been received for the ticket machines to supply an all-day ticket. This will be referred to the Amenities Committee. | 65/15 Clerk
Completed |
| 4.15 | A request has been received from the Oxford Village Memorial Hall to help with a donation towards cleaning costs for the toilets in the Hall. Council agreed that Oxford Village Memorial Hall will be asked to complete the Grant Application Form for assistance with cleaning costs from Dec 2015 to April 2016. | 66/15
Continuing |
| 4.16 | Council agreed to make a decision on the future of the toilets in April 2016. | 67/15
Completed |
| 4.17 | Council agreed to accept the Landscape Services quotation for a minimum grass cutting requirement. It is noted that the number of cuts in the Recreation Ground may be subject to change. | 68/15
Completed |
| 4.18 | F&GP agreed to the request from the Recreation Grounds & Environment Committee that two additional Reserve amounts are included in the 2016/17 Budget under Projects. One for a replacement safety surface (£20,000 over two years) and one for the replacement of the large wooden play equipment (£20,000 over two years). | 69/15
Completed |
| 4.19 | Quotes have been received for felling two trees that are growing sideways in the Chalkpit. The work will be undertaken at the end of January. | 71/15
Completed |
| 4.20 | Licence Agreement for Oxford Palace Field. This has been signed by OPC and sent to SDC for signature. | 72/15 Clerk
Continuing |
| 4.21 | Licence agreement for The Green. The Clerk will send a copy to the occupier once the scale drawing of the site has been completed. | 73/15 Clerk
Continuing |

5. General Financial

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| 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 | The draft budget 2016/17 was agreed and will be passed to Council for approval. | OPC to
Agree |

6. Cemetery

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| 6.1 | A proposal to install parking meters at the Cemetery Car Park will be passed to the Amenities Committee for investigation. | 1/16 Clerk |
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7. Car Park

- 7.1 The car park receipts were noted.
- 7.2 Quotes will be obtained to repaint the worn white markings in the car park and to make any modifications thought necessary. 2/16 Clerk

8. Toilets

- 8.1 It was agreed that £6000 will be entered on the 2016/17 Budget under Toilets in order to cover cleaning costs etc in the event of the Council deciding to re-open the toilets (April 2016). 3/16 Clerk
- 8.2 A quote has been received for the removal of all interior furniture in the public toilets should this work be necessary (April 2016).

9. Allotments

- 9.1 There are no new financial matters to discuss.

10. Recreation grounds/pond

- 10.1 There are no new financial matters to discuss.
- 10.2 Reflective strips will be placed on the Trim Trail and Orbits by Cllr Edwards-Winser. 4/16

11. School House

- 11.1 Costs for a fence to match existing at the front of the building are awaited. 70/15 Clerk
- 11.2 A planning application will be drawn up for the removal of the 'leaning' chimney. 5/16 Clerk

12. Chalkpit

- 12.1 There are no new financial matters to discuss.

13. Other

- 13.1 An application has been received for a grant from the Otford Twinning Association. The Clerk will request that the application is re-submitted using the pro-forma. 6/16 Clerk

15. Correspondence

- 15.1 A letter has been received from SDC regarding Town & Parish Precepts 2016/17.

16. Date of next meeting – 1 February 2016

The meeting closed at 11:10am.