

**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 4 July 2016 from 9:15am

Present: Cllr J Edwards-Winser (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.

- | | Action |
|--|---------------------------|
| 1. Apologies for absence - Cllr J Lawrey | |
| 2. Disclosures of Interest - None. | |
| 3. Minutes of the Previous Meeting.
The Minutes of the meeting held on 6 June 2016 were agreed as being an accurate record of the meeting. | |
| 4. Matters Arising (not included elsewhere in the Minutes). | |
| 4.1 Licence agreement for The Green. The Clerk has written to the occupier requesting sight of the insurance coverage. | 73/15 Clerk
Continuing |
| 4.2 Lease for the Eric Dilley Pavilion. The Lease has been signed by the Otford United Junior Football Club and the Parish Council. | Completed |
| 5. Eric Dilley Pavilion/Football Pitches | |
| 5.1 Lease for the Eric Dilley Pavilion. The Lease has been signed by the Otford United Junior Football Club and the Parish Council. | Completed |
| 5.2 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. | 28/16 Clerk |
| 5.3 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 |
| 5.4 Pitch drainage. Water runs off the top area of the Recreation Ground onto the main football pitch. Mr Thomas will be asked to arrange for a strip to be dug out, approximately 12" wide, put in a perforated pipe and shingle at the bottom of the bank to drain into the gully at the far end of the recreation ground to try and resolve this problem. | 30/16 BT |
| 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
Continuing |
| 6.3 Photocopying. A notice will be placed above the photocopier advising that a charge of 5p per copy will be made for non-Council business. | 31/16 Clerk |
| 6.4 Annual Audit | |
| 6.4a Council AGREED the System of Internal Control. | Completed |
| 6.4b Council AGREED the Annual Governance Statement. | Completed |
| 6.4c Council AGREED the Accounting Statements. | Completed |
| 6.5 Reserves. The list of Reserves was agreed. No new items were added. | Completed |

- 6.6 Recharges. The Committee noted the current status of recharges. The Heritage Centre and Oxford Junior Football Club have paid the recharges. The recharge for Oxford United Football Club remains outstanding. The Clerk will write to the Club. 32/16 Clerk
- 7. Cemetery/Churchyard**
- 7.1 Cllr Roy will be asked to carry 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 Clerk/IR
- 8. Car Parks**
- 8.1 Notification of the car park receipts for the month have not been received yet.
- 8.2 Hale Lane Car Park. A reserve will be put aside for the 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
- 9. Toilets**
- 9.1 St Bartholomew's Church is considering the wish of the Parish Council to terminate the lease to the Public Toilets. 18/16 Clerk Continuing
- 9.2 When a decision has been reached, if required the Parish Council surrenders the lease quotes will be sought to strip the toilets of all furnishings. 20/16 Clerk Continuing
- 10. Allotments**
- 10.1 The Parish Council has agreed to purchase two tonnes of Type 1 Granular Material to improve the track to Mill Meadow. The Clerk will wait to hear from the Allotments Association regarding the purchase of this material. Completed
- 11. Recreation grounds/pond**
- 11.1 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. This will take place in 2016. 47/15 BT Continuing
- 11.3 Reflective strips will be placed on the Trim Trail and Orbits by Cllr Edwards-Winser when the weather improves. 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. Members agreed to RECOMMEND to Council that the quotation from Darenth Valley Forge is accepted. It was AGREED that the garage will be secured with three identical padlocks (covered) with licenced keys. Two will be kept by the Parish Council. Four will be signed for by the Football Club and replaced at their expense if lost. 21/16 Council to Agree
- 11.6 The Parish Council has been informed that the mower unit has broken that is used by the Football Club to mow the football pitches. Half the money has been raised for a replacement. A copy of the PC Grant Procedures and Application Form has been send to the Club. 35/16 Clerk
- 11.7 The insurance company will be approached regarding applying Bylaws to the Recreation Ground. 33/16 Clerk
- 11.8 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.

- 11.9 It has been suggested that it would be sensible to put 8' high galvanised spikey fencing (painted green) around the area where the goal posts are stored to make the area more secure.
- 12. School House**
- 12.1 Damp in the School House. Cllr Verrall will be meeting with contractors in the near future. 60/15 JV Continuing
- 12.2 Cllr Edwards-Winsor has spoken to SDC Planning concerning the work to the roof and chimneys.
- 12.3 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
- 12.4 Windows in the School House. The windows in the top floor of the School House need replacing. The Clerk will obtain quotes from companies supplying both wood and UPVC windows. 25/16 Clerk Continuing
The window sills on the ground floor will be inspected and repaired as necessary.
- 13. Chalkpit**
- 13.1 The Clerk has asked Mr Thomas to increase the number of grass cuts. Completed
- 14. Other**
- 14.1 Risk Assessments. The management of Risk Assessments within the Parish Council will be considered at the next Amenities Meeting. To Amenities
- 14.2 Fire Drill. Amenities Committee will be asked to arrange for the necessary fire drills/practice evacuations to be carried out. To Amenities
- 14.3 Purchase of Planter. The planter has been installed. Completed
- 14.4 The Clerk has been requested to write to Network Rail and ask them to clean up the litter beside the track and adjoining areas. 26/16 Clerk
- 14.5 New Regulations regarding Water Hygiene. The Parish Council is responsible for ensuring that the new regulations regarding water hygiene are followed. It was agreed that a full review will be carried out and a company contracted to make sure all procedures are correctly followed. 36/16 Clerk/JV
Once the checks and procedures have been correctly put in place, it is anticipated that the organisation of this work will be passed over to the lessee of the Eric Dilly Pavilion.
- 14.6 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.
- 15. Correspondence**
- 15.1 Request for a grant
Council agreed to a £1000 grant to help purchase a 24 hour heart/blood pressure monitor so that patients do not have to keep travelling to Pembury Hospital to borrow theirs. Completed
A letter of thanks has been received from the Oxford Medical Practice Patient Participation Group.
- 15.2 A request for a memorial bench on The Green has been refused as the policy of the Parish Council is to only consider a memorial bench for people who are from the Parish and who have actively served the village and contributed to the village society.
- 16. Date of next meeting – Monday 4 July 2016**