

**OTFORD  
PARISH  
COUNCIL**

Parish Clerk:  
Sharon Palmer  
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**MINUTES of a MEETING of OPC FINANCE & GENERAL PURPOSES COMMITTEE**

at The School House on 4 September 2017 from 09:15am

Present: Cllr N Rushby (in the Chair), Cllr J Edwards-Winsler, Cllr J Lawrey, Cllr M Whitehead  
Clerk: Mrs S Palmer

Public Forum: No members of the public were present.

- |  | Action                             |
|--|------------------------------------|
| <b>1. Apologies for absence</b> - Cllr J Verrall.  |                                    |
| <b>2. Disclosures of Interest</b> – None.  |                                    |
| <b>3. Minutes of the Previous Meeting.</b><br>The Minutes of the meeting held on 7 August 2017 were agreed as being an accurate record of the meeting.   |                                    |
| <b>4. Matters Arising</b> (for items not appearing elsewhere in the Minutes).  |                                    |
| <b>5. Eric Dilley Pavilion/Football Pitches</b>  |                                    |
| 5.1 Ventilation system. Money has been set aside within the Reserves to rectify the inadequate air conditioning system. An initial inspection has been made but a more detailed investigation is required. Members agreed payment for the Engineer within the Clerk's limit.   | 29/16 Clerk<br>Continuing          |
| 5.2 Hale Lane Pavilion Roof Repairs. It was agreed that consideration of the estimates to repair the roof will be deferred until the next meeting.   | 35/17 Clerk                        |
| <b>6. General Financial</b>  |                                    |
| 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<br>New accounts are being sought.   | 7/16 Clerk<br>Continuing           |
| 6.3 Heritage Centre Risk Assessment. Cllr Verrall has spoken to Cllr Fothergill regarding completing the Assessment.   | 51/16 Clerk/JV<br>Continuing       |
| 6.4 CIL. The CIL 'Wish List' has been updated and sent to SDC for information. A further request has been sent to SDC concerning the new Heritage Boards and whether they meet the requirements for CIL expenditure. A response is still awaited. Cllr Edwards-Winsler will chase SDC.   | 27/17 Clerk/<br>J-EW<br>Continuing |
| 6.5 CIL. SDC has issued a letter regarding requests from Parish Councils for additional CIL top-up grants from SDC.  |                                    |
| 6.6 Reserves. The Reserves List has been approved by F&GP and will be submitted to the Council for approval once the Audit has been signed off.  | 32/17 Clerk<br>Continuing          |
| 6.7 Insurance. The Parish Council insurance has been renewed for a further year. The amount of insurance for the Pond Wall has been increased to £25,000.  |                                    |
| 6.8 Heritage Centre Recharge. It was agreed that a reminder will be sent at the end of September if needed.  | 36/17 Clerk                        |
| 6.9 The time sheet for the stand-in Litter Picker was agreed.  |                                    |
| <b>7. Cemetery/Churchyard</b>  |                                    |
| 7.1 It was agreed by the Amenities Committee that an octagonal seating arrangement will be placed in the intersection of the pathways with room for a tree or shrub to be planted in the middle. Sufficient room must be left to allow caskets to be moved around this area. It was agreed not to put a roof on the structure. Cllr Edwards-Winsler will finalise the drawing. | 67/16 BT/<br>JE-W<br>Continuing    |

- 7.1 Mowing. The mowing contractors have been advised that a number of monuments in the Churchyard are unsafe and they should not mow in this area. The office of St Bartholomew's Church has been advised. Completed
- 8. Car Parks**
- 8.1 Car park receipts were noted.
- 9. Toilets**
- 9.1 The Chairman has had an informal discussion with a member of the Oxford Memorial Hall Management Committee regarding concerns that have been raised over members of the public using the toilets in the Hall. 18/16 Clerk /JE-W  
Continuing
- It was agreed that an updated assessment will be made of what could be sensibly done to refurbish the public toilets. In the event that the toilets can be re-opened, arrangements for cleaning will be discussed and how the vandalism suffered previously can be stopped.
- Surrender of the Lease. The Diocese has passed this matter back to St Bartholomew's Church to consider. It is understood the next meeting of the Church Committee will take place at the end of September.
- 10. Allotments**
- 10.1 A second inspection of the Allotments has taken place. Four Notices to Quit have been issued. Completed
- 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 Quotes are still being sought for the proposed path. A revised map has been issued together with a detailed specification. 19/17 Clerk/JV  
Continuing
- 11.3 Hale Lane Recreation Ground. A new padlock is needed for the chain. Completed
- 11.4 Extension of the car park. Cllr Verrall will look into the possibility of expanding the car park. This would involve resurfacing, white lining and suitable drainage. 34/17 Clerk/JV  
Continuing
- 11.5 Investigations have taken place regarding a blockage in the pipework that feeds into the pond. *Note: Following the meeting it has been confirmed that the blockage has been removed.* Completed
- 11.6 Eibe Play Equipment. Safety issues have been raised with the manufacturers. A letter is being sent to the Play Area Safety Executive. The Clerk will advise KALC of the situation. 37/17  
Clerk/BT
- 12. School House**
- 12.1 A list of the work remaining to be carried out at The School House has been drawn up. Quotes are being obtained for replacing the carpet and for painting inside and outside the 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. 10/17 Clerk/JV  
Continuing
- Following initial inspection, it has been noted that areas of damp have been found at the front of the building by two radiators. A heating engineer has confirmed that the heating system is not the source of the leak.
- A number of water marks are on the existing carpet tiles. It has been suggested that a non-porous coating is applied to the floor before the tiles are replaced. Cllr Verrall will advise.
- 13. Chalkpit**
- 13.1 Ash Die-Back. A tree badly affected by Ash Die-Back is scheduled to be removed during September/October. Completed
- 13.2 A noticeboard has fallen down in the Chalkpit. Mr Thomas will be informed. 38/17 Clerk
- 14. Other**
- 15. Correspondence**
- 16. Date of next meeting – Monday 2 October 2017**