

**OTFORD
PARISH
COUNCIL**

Parish Clerk:
Sharon Palmer
01959 524808

The School House
21 High Street
Oxford Sevenoaks
Kent TN14 5PG

Email: clerk@otfordpc.co.uk

MINUTES of a MEETING of OPC FINANCE & GENERAL PURPOSES COMMITTEE

at The School House on 5 June 2017 from 09:15am

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

Public Forum: No members of the public were present.

- | | Action |
|---|---|
| 1. Apologies for absence - None. | |
| 2. Disclosures of Interest – None. | |
| 3. Minutes of the Previous Meeting.
The Minutes of the meeting held on 2 May 2017 were agreed as being an accurate record of the meeting. | |
| 4. Matters Arising (for items not appearing elsewhere in the Minutes). | |
| 4.1 Dog Bins. The Telston Park dog bin has been removed and installed in Bubblestone Road. A new dog bin has been installed outside Frog Farm. SDC have been advised for emptying. The location of all the dog bins will be added to the map showing the position of the litter bins. | Completed
7/17 Clerk/BT/
Continuing |
| 4.2 A few bricks have broken loose from the Listed Wall at The Green. The owner of the Listed Wall has been advised and will get it repaired. | 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 OUIFC. In the event of keys being lost, new locks and keys will have to be purchased at the expense of the Club.
Licenced keys will also be obtained for the Hale Lane Pavilion once the new doors have been fitted.
A quotation has been received and will be reviewed. | 28/16 Clerk
Continuing |
| 5.2 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
Continuing |
| 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 Clerk
Continuing |
| 6.3 Heritage Centre Risk Assessment. The second draft has been received. Cllr Verrall will review it and report. | 51/16 Clerk/JV
Continuing |
| 6.4 A copy of the insurance for the tractor used for grass cutting has been received. The Junior Football Club will be asked to issue a statement that they are insured for Public Liability with a specified insurance company and policy number. | Completed |
| 6.5 CIL. The Clerk has been asked to review the items on the CIL 'Wish List' to check the proposed footpath around the Recreation Ground has been included. The Clerk will also check how much has already been spent. | 27/17 Clerk |

- 6.6 Old Chalk/New Downs Grant Request. It was agreed to recommend to Council that the grant request for £500 is approved. 31/17 Clerk
Council to Approve
- 6.7 Reserves. The Reserves List was considered and minor changes will be made. The Reserves will be considered at the next F&GP meeting for recommendation for approval by Council once the Audit has been completed. 32/17 Clerk
- 7. Cemetery/Churchyard**
- 7.1 Quotes are being sought to extend the footpath in the Cemetery. Cllr Edwards-Winsor is in the process of completing a scale drawing to accompany requests for quotations. It has been suggested that companies quoting for the proposed Recreation Ground Path are also asked to quote for the Cemetery path. 67/16 BT
Continuing
- 7.2 Reports on the condition of the trees and the gravestones in the Churchyard have been received. Cllr Edwards-Winsor has spoken to the SDC Tree Officer. In order to reduce the size of the trees SDC require a drawing of the site with all the trees involved marked on the drawing and written details of the proposed amount of the reduction of each tree. Most Tree Surgeons can produce this type of report. St Bartholomew's Church will be advised. A risk assessment will be produced. 11/17 Clerk
- 8. Car Parks**
- 8.1 Car park receipts were noted.
- 9. Toilets**
- 9.1 Cllr Edwards-Winsor has spoken to the Vicar concerning surrendering the Lease. A verbal response from the Vicar indicated that he will consider this request upon confirmation of any financial obligations that the Church would incur concerning business rates. Discussions have been held with the Rating Officers. The Clerk will write to the Diocese advising that OPC wishes to surrender the lease. 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. 18/16 Clerk
/JE-W
Continuing
- 10. Allotments**
- 10.1 All the allotments are currently rented.
- 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 Reflective strips will be placed on the Trim Trail and Orbits by Cllr Edwards-Winsor. 4/16 JE-W
Continuing
- 11.3 Mower Garage Security Door. The football club has secured the door. Work to the roof and fencing has been completed. Completed
- 11.4 Quotes are still being sought for the proposed path. 19/17 Clerk/JV
- 11.5 Trim Trail. It was agreed that replacements will be sought for the trim trail items that have been removed due to rot. Recommendations will be made by the Recreations Committee. Completed
- 11.6 Cllr Verrall has been asked to make a No Fishing sign for the pond. Completed
- 12. School House**
- 12.1 A list of the work remaining to be carried out at The School House has been drawn up. Quotes will be obtained for replacing the carpet and for painting inside and outside the building. 10/17 Clerk
Continuing
- 12.2 Fire Proof Safe. The safe will remain. It was agreed that the documents within the Trust Box will be copied and scanned. 17/17
Clerk/Asst
Clerk
- 12.3 Historical Documents. The Chairman has requested that scanned copies are taken and stored of all important historical documents. This role will be undertaken by the Assistant Clerk. Documents larger than A3 will be given to JE-W to scan. 18/17 Asst
Clerk

13. Chalkpit

- 13.1 Pilgrims Way East Retaining Wall. SDC has provided a copy of the survey report. OPC has been requested not to carry out any tree work in the area of the wall. Completed
- 13.2 Tree Removal. Mr Thomas has been asked to mark the trees with Ash Die-Back for potential removal. Mr Jones, the Arboricultural & Landscape Officer from SDC will be asked to approve their removal. 21/17 Clerk/BT
- 13.4 Oxenhill Fun Day. This fun day is centered around conservation. It was agreed at the April Council Meeting that a sum of £300 is available for advertising and paying for contributors. Kensing Parish Council has been asked if they would like to contribute to the event. No response has been received. 23/17 Clerk

14. Other

- 14.1 A new litter collector is needed. The position will be advertised in the Newsletter. 24/17 Clerk
- 14.2 It was agreed that the fax phone line in the Parish Office will be removed. 25/17 Clerk
- 14.3 It was agreed that when reports of damage around the village is reported, a date when the damage is noted will be taken to avoid action being taken after the damage has been repaired. 26/17 Clerk
- 14.4 A panel on the red phone box has been broken. This will be reported to BT. 28/17 Clerk
- 14.5 The Community Warden will be asked to park the van in an alternative location to free up the space beside the School House. 29/17 Clerk
- 14.6 Proposed Picnic Tables. Cllr Roy will be asked to obtain quotes for concrete and steel options as well as the recycled plastic tables. 30/17 Clerk

15. Correspondence

- 15.1 A request has been received by Mr Cracknell for confirmation by OPC that it would support the KCC suggestions for changes to the footway/highway by the Pickmoss Step. Mr Cracknell advised that the Equality and Human Rights Commission is looking at the situation.
F&GP wishes Mr Cracknell to be advised that the Parish Council has considered this proposal and it does not support the proposal. The proposal is not within the remit of the Parish Council. The financial commitment required by the Parish Council to proceed with the proposal is not within the budget restraints of the Parish Council.
Under the Equalities Act any action that is taken must not be disproportionate. Any attempt to widen the pavement or other measures would affect 66,000 drivers per week (2011 figures) that use the High Street by increasing problems in an already congested area of the village.

16. Date of next meeting – Monday 3 July 2017