

**OTFORD  
PARISH  
COUNCIL**

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

at The School House on 6 February 2017 from 09:15am

Present: Cllr J Edwards-Winser (in the Chair)  
Cllr J Lawrey, Cllr M Whitehead and Cllr J Verrall (for part of the meeting)  
Clerk: Mrs S Palmer

Public Forum: No members of the public were present.

- |  | Action                          |
|--|---------------------------------|
| <b>1. Apologies for absence</b> - Cllr J Verrall (For part of the meeting).  |                                 |
| <b>2. Disclosures of Interest</b> – None.  |                                 |
| <b>3. Minutes of the Previous Meeting.</b><br>The Minutes of the meeting held on 3 January 2017 were agreed as being an accurate record of the meeting.  |                                 |
| <b>4. Matters Arising</b> (for items not appearing elsewhere in the Minutes).<br>None.   |                                 |
| <b>5. Eric Dilley Pavilion/Football Pitches</b>  |                                 |
| 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 OUJFC and will be replaced at the Club's expense if lost.<br>Licenced keys will also be obtained for the Hale Lane Pavilion once the new doors have been fitted.<br>Quotations are awaited. | 28/16 Clerk<br>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<br>JV/Clerk<br>Continuing |
| 5.3 Quotes are being sought to replace the exterior doors at Hale Lane Pavilion.   | 66/16 Clerk/JV                  |
| <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 Valuation of Parish Council property. The majority of the work to the School House has been completed. A Specialist Valuer has been recommended. The Clerk will contact the company to find out the cost of carrying out an up to date valuation of all Parish Council property.   | 50/16 Clerk<br>Continuing       |
| 6.4 Heritage Centre Risk Assessment. A draft risk assessment has been received. Cllr Verrall will check the draft for omissions or amendments.   | 51/16 Clerk<br>Continuing       |
| 6.5 Directional signs to the Palace. The request for the signs originated from the Amenities Committee. It was agreed at the Council meeting to approve the request for the purchase. The signs are nearing completion and will be installed in February.  | 1/17 Clerk<br>Completed         |
| 6.6 It was agreed that Cllr Nick Rushby will be asked to be an additional cheque signatory.  | 4/17 Clerk                      |
| <b>7. Cemetery/Churchyard</b>  |                                 |
| 7.1 Quotes are being sought to extend the footpath in the Cemetery.  | 67/16 BT<br>Continuing          |

- 7.2 Reports on the condition of the trees and the gravestones in the Churchyard have been received.
- 8. Car Parks**
- 8.1 Car park receipts were noted.
- 8.2 It was noted that a few horizontal fence posts were damaged in the car park. Mr Thomas will be asked to replace them. 2/17 BT
- 8.3 The ticket machine by the gate to the Recreation Ground is faulty. The Clerk will report this to Britannia. 3/17 Clerk
- 8.4 Cllr Edwards-Winsler has spoken to the Vicar concerning the proposed purchase of a small strip of land at the entrance of the car park. The Vicar has verbally indicated that consideration will not be given to this request for at least another year.
- 9. Toilets**
- 9.1 Cllr Edwards-Winsler 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. 18/16 Clerk /JE-W  
Continuing  
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.
- 10. Allotments**
- 10.1 The rents for the forthcoming year have been received. There are a few half-plots still available. Completed
- 11. Recreation grounds/pond**
- 11.1 Removal of the carp. This work will be undertaken when the permits have been obtained. 47/15 BT  
Continuing
- 11.2 Reflective strips will be placed on the Trim Trail and Orbits by Cllr Edwards-Winsler. 4/16 JE-W  
Continuing
- 11.3 Mower Garage Security Door. Licenced keys will be obtained. 53/16 Clerk  
Continuing
- 11.4 The contractors who mow the recreation grounds have agreed to meet the Chairman and Clerk to review the mowing contract and to see if a better system can be suggested. 35/16 Clerk  
Continuing
- 11.5 Mesh fencing next to the Mower Shed. The area has been cleared of rubbish and quotes are being sought. 36/16 Clerk  
Continuing
- 11.6 Mower Shed Roof. It is RECOMMENDED that the quotation from Mr M J Stevens is accepted. 10/17 Council  
to approve
- 12. School House**
- 12.1 The contract has been awarded for work to the landing ceiling and walls and decoration of the Meeting Room. Work has started. Completed
- 12.2 Window sills on the ground floor. Dalton Joinery has been asked to carry out the repair the window sills on the ground floor which have started to rot. Work will start when the weather improves. 61/15 Clerk  
Continuing
- 13. Chalkpit**
- 13.1 RESOLVED that the quotation from Tree Ability for the removal of two trees in the Chalk Pit (to include traffic management) is accepted. 4/17 Clerk/BT
- 13.2 RESOLVED that the quotation from Mr Robinson for the removal of saplings around the Pilgrims Way East Retaining Wall is accepted (subject to permission from SDC to remove saplings on top of the wall). 5/17 Clerk/BT
- 13.3 Cllr Edwards-Winsler will speak to the SDC Legal Dept to clarify who has responsibility for any work carried out underground. 6/17 JE-W

**14. Other**

14.1 Footpaths. It was AGREED that Gardens of England will be asked to keep footpaths clear of weeds and leaves during the year. The Clerk will liaise with KCC Public Rights of Way Office and Cllr M Evans regarding which footpaths need clearing. 7/17 Clerk

14.2 The Clerk will speak with KCC Public Rights of Way regarding two areas on the footpath between Tudor Drive and Otford Station where tree roots have broken through the surface and created a trip hazard. 8/17 Clerk

**15. Correspondence**

15.1 A request for a donation has been received from the Sevenoaks Volunteer Transport Group. It is RECOMMENDED that a donation of £200 is given. 9/17 Council to approve.

15.2 Updates have been received for Legal Topic Note 36 – Unfair Contract Terms and Legal Topic Note 42 – Occupiers Liability.

**16. Date of next meeting – Monday 6 March 2017**