

**OTFORD
PARISH
COUNCIL**

Parish Clerk:
Sharon Palmer
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The School House
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Otford Sevenoaks
Kent TN14 5PG

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MINUTES of a MEETING for OPC FINANCE & GENERAL PURPOSES COMMITTEE

at The School House on 6 July 2015 from 9:15am

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

Clerk: Sharon Palmer

1. **Public Forum.**

No members of the public were present.

2. **Apologies**

Apologies were received from Cllr J Lawrey.

3. **Disclosures of Interest for items on the Agenda** – None.

4. **Minutes**

The Minutes of the previous meeting held on 1 June 2015 were agreed and signed as an accurate record of the meeting.

5. **Matters Arising**

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|-----|--|-----------------------------------|
| 5.1 | The toilet refurbishment is continuing. Estimates will be provided for deep cleaning and general repairs. JEW has a meeting arranged for this week. | 6/10 JEW
Continuing |
| 5.2 | Drain blockage. Repayment of the bill to clear the blockage is being sought. | 8/15 Clerk
Continuing |
| 5.3 | Lockable Toilet Roll Holders. Goldservice/JV are investigating alternatives. A suggestion was made to alter the door to open outwards which would make more room in the cubicle for new holders. This will be considered further when sizes of the new holders are known. | 9/15 Clerk/JV
Continuing |
| 5.4 | Removal of trees outside a property on The Green. Clerk will chase the removal. | 13/15
Clerk / BT
Continuing |
| 5.5 | Lighting. Cost estimates for solar powered lights in the Car Park. A 6 watt LED has been sourced, with a motion detector, for £400. Following a review of the existing car park lighting, it was agreed that there is sufficient light to illuminate the pay and display machines and deter vandalism. The addition of a new light will be assessed again in the event of further vandalism. | 14/15 JV
Continuing |
| 5.6 | Loan Board Query
The Clerk will speak with the Public Loan Board to find out if an increase in payments will reduce the length of the loan on the School House without incurring any penalty. | 19/15
Clerk |

5.7	Accounts and Annual Return The Council recommended approval of the Accounts and Annual Return.	Completed
5.8	Grant Policy – Council voted to adopt the Grant Policy.	Completed
5.9	Grant Request A formal request for a grant from the Petanque Club is still awaited.	16/15 Continuing
5.10	Car Park Oil Leak – the area has been treated.	Completed
5.11	Tree Pruning The Clerk has written and accepted the quotation for tree pruning in the Allotments.	Completed
5.12	Purchase of Owl Box	Completed
5.13	Roundabout – the proposed repair was agreed by Council.	Completed
5.14	Spring Seats – the spring seats have been replaced.	Completed
5.15	Gate Spring – the gate spring has been replaced.	Completed
5.16	Play Area security. Council agreed that the play area will be locked at night. Locking arrangements will be progressed.	30/15 Continuing
5.17	Ash die back inspection. A date for the inspection is awaited.	33/15 BT
5.18	Dog waste bin. This has been ordered and installation is awaited.	34/15 SDC
6.	<u>General Finance</u>	
6.1	Details of receipts and payments made since the last Council meeting were received together with details of the last bank reconciliation. Orders for payment were approved.	
6.2	Allocation of Reserves The Committee will hold a further meeting to discuss the budget and allocation of Reserves at a date to be agreed.	21/15 Clerk
6.3	Pension. It was agreed that the Clerk will join the pension scheme.	Completed
6.4	New bank signatories. The bank mandates have been requested and are awaited.	35/15 Clerk
7.	<u>Cemetery</u>	
7.1	It was agreed to recommend to Council that Sevenoaks Town is removed from the list of contiguous parishes as this area is covered by the cemetery at Greatness.	OPC to Vote
7.2	Cllr Verrall is preparing a report on health and safety and excavations in public open areas.	36/15 JV
8.	<u>Car Park</u> There were no new financial matters to discuss.	

9. **Toilets**

- 9.1 Trees growing alongside the toilets will be removed by Brian Thomas in order to gain access to enable the wall to be maintained. Once the notices have been moved, Norman Catt will be asked to paint the wall. 37/15 BT

10. **Allotments**

There were no new financial matters to discuss.

11. **Recreation Ground/Pond**

- 11.1 Arrangements will be made to paint the posts surrounding the pond white in order to make them stand out from the background. 38/15 BT

12. **School House**

12.1 Attic

Cllr Verrall will continue to search for the source of the damp. Mr Pockett will be asked to look at the roof for damage both inside and out. JV / JE-W

- 12.2 Norman Catt will be asked to clear the loft area of rubbish. A small skip may be required. 39/15 Clerk

13. **Chalkpit**

There were no new financial matters to discuss.

14. **Correspondence**

- 14.1 Unity Trust Bank has written to advise that certain Local Authorities may be eligible to be protected by the Financial Services Compensation scheme. Eligibility is dependent on the precept/budget of the local authority. Unity Trust has been advised of the precept for Offord PC.

There being no other business, the meeting closed at 11.30am.

16. **Date of Next Meeting**

3 August 2015 at The School House starting at 9:15am

Signed (Chairman) Date