

**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 6 March 2017 from 09:15am

Present: Cllr J Edwards-Winser (in the Chair)
Cllr J Lawrey, Cllr M Whitehead and Cllr J Verrall
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 6 February 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. It was AGREED that the Telston Park dog bin, in the middle of the park, will be removed and placed outside Frog Farm, by the black bin at the old bus stop. | 7/17 Clerk/BT |
| 4.2 Solar Light in the Car Park. Councillors previously considered placing a solar light above the car park ticket machine by the Recreation Ground gate. Details of a new style of lighting is now available and will be retained in case levels of vandalism increase. | 8/17 Clerk |
| 4.3 A few bricks have broken loose from the Listed Wall at The Green. Mr Shelton will be asked to identify who owns the wall so that the problem can be reported. | 9/17 Clerk |
| 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 OUFJC and will be replaced at the Club's expense if lost.
Licenced keys will also be obtained for the Hale Lane Pavilion once the new doors have been fitted.
Quotations are awaited. | 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 and advise). | 29/16
JV/Clerk
Continuing |
| 5.3 Quotes are being sought to replace the exterior doors at Hale Lane Pavilion. Cllr Verrall will prepare a specification. | 66/16 Clerk/JV |
| 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 Valuation of Parish Council property. Following discussion, it was agreed not to proceed with a specialist valuation.
It was AGREED that the valuation for the Pond Wall will be increased to £25,000 at the next insurance renewal. | 50/16 Clerk
Completed |
| 6.4 Heritage Centre Risk Assessment. A draft risk assessment has been received. Cllr Verrall has advised the Heritage Centre on amendments. | 51/16 Clerk
Continuing |
| 6.6 Cllr Nick Rushby has agreed to be an additional cheque signatory. | Completed |

- 6.7 It is RECOMMENDED that Council agrees to the proposal to increase the number of complete cuts of the Recreation Ground to 21 per year subject to agreement with OSA. If approved, this arrangement will be subject to annual review. 6/17 Council to Approve
- 7. Cemetery/Churchyard**
- 7.1 Quotes are being sought to extend the footpath in the Cemetery. Cllr Edwards-Winsor is providing a scale drawing to accompany requests for quotations. 67/16 BT
Continuing
- 7.2 Reports on the condition of the trees and the gravestones in the Churchyard have been received. St Bartholomew's will be asked when they are intending to carry out the recommended work. Cllr Edwards-Winsor will speak to the SDC Tree Officer regarding any TPOs and issues regarding the Yew trees. 11/17 Clerk /
JE-W
- 8. Car Parks**
- 8.1 Car park receipts were noted.
- 8.2 Damaged fence posts in the car park. Mr Thomas has carried out the repair. Completed
- 8.3 The fault with the ticket machine by the gate to the Recreation Ground has been reported to Britannia. Completed
- 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. 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 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-Winsor. 4/16 JE-W
Continuing
- 11.3 Mower Garage Security Door. Licenced keys will be obtained. 53/16 Clerk
Continuing
- 11.4 A meeting has been held with the contractors who mow the recreation grounds concerning revising the contract. Completed
- 11.5 Mesh fencing next to the Mower Shed. A contract has been awarded for installing the fencing. Completed
- 11.6 Mower Shed Roof. The contract to replace the mower shed roof has been awarded. Members agreed to advise the contractor that the chosen colour is Juniper Green. Completed
- 11.7 Cllr Whitehead has noticed some adult fitness equipment suitable for use in Recreation Grounds. He will forward the details to the Clerk.
- 12. School House**
- 12.1 Work to the landing ceiling and walls and decoration of the Meeting Room. Work has been completed. Completed
- 12.2 Window sills on the ground floor. Dalton Joinery has completed the work to the window sills on the ground floor. Completed
- 12.3 A list of the work remaining to be carried out at The School House will be drawn up. 10/17 Clerk
- 13. Chalkpit**
- 13.1 A quotation for the removal of two trees in the Chalk Pit has been accepted. Completed
- 13.2 Permission is awaited from SDC to carry out work on the removal of saplings around the Pilgrims Way East Retaining Wall. 5/17 Clerk/BT
- 13.3 Cllr Edwards-Winsor has advised that SDC has undertaken responsibility for work carried out in the Chalkpit. Completed

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 during the year. Completed
- 14.2 Two areas on the footpath between Tudor Drive and Otford Station where tree roots have broken through the surface and created a trip hazard have been reported to KCC Public Rights of Way. Completed
- 14.3 Cllr Lawrey will speak to the Vicar regarding a dedication of the Union Flag. 11/17 JL
- 14.4 Advertisements in the OPC Newsletter. It was AGREED that the Council will not accept any commercial advertising. It will continue to carry advertisements from Clubs and Societies within the village.

15. Correspondence

- 15.1 Council agreed that a donation for £200 has been awarded to the Sevenoaks Volunteer Transport Group. Completed
- 15.2 A request has been received for a donation from Kent Air Ambulance Service. It is RECOMMENDED a donation of £250 is awarded. 12/17 Council to Consider
- 15.3 A request has been received for a donation from West Kent Mediation Service. Members agreed not to recommend an award.

16. Date of next meeting – Monday 3 April 2017