

**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 of OPC FINANCE & GENERAL PURPOSES COMMITTEE

at The School House on 7 August 2017 from 09:15am

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

Public Forum: No members of the public were present.

- | | Action |
|---|---------------------------------|
| 1. Apologies for absence - Cllr J Lawrey, Cllr M Whitehead. | |
| 2. Disclosures of Interest – None. | |
| 3. Minutes of the Previous Meeting.
The Minutes of the meeting held on 3 July 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 location of all the dog bins has been added to the map showing the position of the litter bins. | Completed |
| 5. Eric Dilley Pavilion/Football Pitches | |
| 5.1 The new doors have been installed at the Hale Lane Pavilion. It has been decided not to fit Licenced keys at this location as it is not economical. | Completed |
| 5.2 Ventilation system. Money has been set aside within the Reserves to rectify the inadequate air conditioning system. Engineers have been asked to quote. | 29/16 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. Cllr Verrall will speak to Cllr Fothergill regarding completing the Assessment. | 51/16 Clerk/JV
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. | 27/17 Clerk
Continuing |
| 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
Continuing |
| 7. Cemetery/Churchyard | |
| 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-Winsor will finalise the drawing. | 67/16 BT/
JE-W
Continuing |
| 8. Car Parks | |
| 8.1 Car park receipts were noted. | |

9. Toilets

- 9.1 The Clerk has written to the Diocese advising that OPC wishes to surrender the lease. The Diocese has passed this matter back to St Bartholomew's Church to consider. 18/16 Clerk /JE-W
Continuing

10. Allotments

- 10.1 A recent inspection of the Allotments has taken place. Warning letters have been sent. Notices to Quit will be issued if no action is taken by the tenants identified to clear and cultivate the plots. A further inspection will take place at the end of August. 36/17 Clerk
Continuing

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. 33/17
Clerk/BT
- 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
- 11.5 A quotation has been received for the extension of the safety surface beyond the end of the slide. This needs to be extended to meet current safety standards. It was Agreed to accept the quote. 33/17 Clerk
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 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
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 been asked to try and trace the source of the leak.

13. Chalkpit

- 13.1 Ash Die-Back. SDC has inspected the trees and advised OPC on the management of the trees. Completed
- 13.2 Oxenhill Fun Day. This event took place but unfortunately heavy rain limited the number of visitors. 23/17 Clerk
Completed

14. Other

- 14.1 A new litter collector. Advertisements have been placed. Completed
- 14.2 Fax phone line in the Parish Office. Completed
Subsequent to the decision to remove this line, it was agreed that the line will remain to support the Assistant Clerk who needs it for the occasional last minute transmission of funeral details.
- 14.3 Cllr Rushby noted that the next KALC meeting will be held at the Sevenoaks Town Council offices on 8th Sept at 7.00pm Completed

15. Correspondence

- 15.1 Members noted receipt of Legal Topic Note No. 54 on the Protection of Ownerless Lane and Village Greens.

16. Date of next meeting – Monday 4 September 2017