

**OTFORD
PARISH
COUNCIL**

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

at The School House on 7 March 2016 from 9:15am

Present: Cllr J Edwards-Winsor (in the Chair)
Cllr J Lawrey, Cllr J Verrall and Cllr M Whitehead

Clerk: Mrs S Palmer

Public Forum: There were no members of the public present at the meeting.

1. **Apologies for absence** - None. Action
2. **Disclosures of Interest** - None.
3. **Minutes of the Previous Meeting.**
The Minutes of the meeting held on 1 February 2016 were agreed and signed as being an accurate record of the meeting.
4. **Matters Arising** (not included elsewhere in the Minutes)
 - 4.1 Staff appraisals for 2015. The appraisal for Mrs Palmer has been completed. The appraisal for Mrs Stephenson is awaited. 60/15 Clerk Continuing
 - 4.2 Oxford Village Memorial Hall request for a grant. A recommendation was made to OPC to agree a one-off payment of £1000 and this was agreed at the February OPC Meeting. 58/15 Completed
 - 4.3 Licence Agreement for Oxford Palace Field. This has been signed by OPC and SDC. A copy of the Licence is awaited from the solicitors. 72/15 Clerk Continuing
 - 4.4 Licence agreement for The Green. The Occupier has received a copy of the Licence Agreement for signature. 73/15 Clerk Continuing
 - 4.5 Donation Request
Sevenoaks Volunteer Transport Group request for a donation. OPC agreed a donation would be given in the sum of £200. Completed
5. **General Financial**
 - 5.1 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.
 - 5.2 A recommendation was made to Oxford Parish Council that a new deposit account is opened with Santander. 7/16 Completed
Amounts will be transferred from the Bank of Ireland and Unity Trust to minimise the risk for unprotected money in bank accounts.
It was agreed at the OPC meeting that other banks will be approached to find alternative deposit accounts with two signatures.

- 5.3 It was agreed at the February Parish Council meeting that new signatory mandates are drawn up for The Bank of Ireland, Unity Trust Bank and Barclays Bank. Cllr Verrall and the Clerk will be added. 8/16 Clerk Completed
- 5.4 An update has been received to the financial regulations. The Clerk will review this for the next meeting. 14/16 Clerk
- 6. Cemetery**
- 6.1 A proposal to reduce parking at the Cemetery Car Park to a maximum of two hours has been agreed with Britannia. Britannia will monitor parking at this location. A notice at the entrance of the car parking detailing the new arrangements and fines will be erected by Britannia. It was agreed that the Parish Council will pay £150 per month for the car park to be monitored. 1/16 Clerk Completed
- 6.2 Cllr Edwards-Winser advised that the hedge on the right hand side bordering the lane to Oak Lodge needs to be cut back and the area mowed using a flail mower. Mr Thomas will be advised. 64/15 Clerk/BT Continuing
- 7. Car Park**
- 7.1 The car park receipts were noted.
- 7.2 A quote from Archway for re-painting worn white markings in the High Street car park has been accepted. A notice will be placed in the car park on the day the painting will be carried out asking drivers to ensure they do not park over any white lines. 2/16 Clerk Continuing
- 8. Toilets**
- 8.1 Cllr Edwards-Winser will check the timing of the lights at the end of March. 10/16 JE-W
- 9. Allotments**
- 9.1 There are no new financial matters to discuss.
- 10. Recreation grounds/pond**
- 10.1 Willow Tree. 11/16 Continuing
Permission has been granted by Sevenoaks District Council for the Willow tree on the Pond to be felled. Quotes have been received for undertaking the work and following consideration it was AGREED to accept the quotation from Tree Ability. They will be asked not to schedule the work for a Bank Holiday weekend.
- 10.2 Repainting the Posts around the Pond. This will take place in the Spring of 2016. 38/15 BT Continuing
- 10.3 Work to cut back the reeds at the Pond. This will take place in the Spring of 2016. 47/15 BT Continuing
- 10.4 Reflective strips will be placed on the Trim Trail and Orbits by Cllr Edwards-Winser when the weather improves. 4/16 JE-W Continuing
- 10.5 It has been noted that the entrance to the Recreation Ground is still very muddy. The Clerk will ask Mr Thomas to have another look at how to help the drainage in this area. 12/16 BT/Clerk
- 11. School House**
- 11.1 Damp in the School House. Cllr Verrall will be meeting with contractors in the near future. 60/15 JV Continuing

- 11.2 Clearing the loft in the School House of rubbish. This will be undertaken when the work on the chimneys of the School House is agreed. 39/15 Clerk Continuing
- 11.3 Fence in front of the School House. The Clerk has approached a number of companies for quotes. It was AGREED that the quotation from A Builders will be accepted. The company will be asked to confirm that the same height, spacing, style and colour will be used, as per the existing fence. The company will also be asked to confirm that the quote includes the return to match the existing. 43/15 Clerk
- 11.4 Accessibility Ramp. A ramp has been donated to the Parish Council by Cllr Leicester. A notice has been placed in the window advising that it is available if needed. 58/15 Completed
- 11.5 A planning application is in the process of being prepared for the removal of the 'leaning' chimney. It was AGREED that District Councillor J Edwards-Winsor will have the authority to write a cheque up to £250 for the planning fees. 5/16 JV/JE-W

12. Chalkpit

- 12.1 There are no new financial matters to discuss.

13. Other

- 13.1 A request has been received from St Bartholomew's Church to use The Green for the Fair. This was Agreed. The Clerk will write and confirm and request a risk assessment is carried out. 13/16 Clerk
- 13.2 Queen's Birthday Celebration Medallion
A medallion has been produced to mark the Queen's 90th Birthday. Discounted prices are available to Councils making bulk purchases. The Committee noted this item.
- 13.3 A request for a donation has been received from Kent County Playing Fields Association. It was Agreed that OPC will not be donating on this occasion.
- 13.4 Parish Council Website. Mr Bassendine has been working on this on behalf of Oxford Parish Council for over a year. It was agreed that a payment of £500 will be made as a gesture of thanks.
- 13.5 Mr Bassendine is endeavouring to obtain a .gov domain for the new Parish Council website. It was agreed that a sum of £250 will be allocated for this.

14. Correspondence

- 14.1 A letter of thanks has been received from OVMH for the grant awarded to them.
- 14.2 A letter of thanks has been received from Oxford Football Club for the grant awarded to them.
- 14.3 A letter of thanks has been received from Sevenoaks Volunteer Transport Group for the donation awarded to them.

15. Date of next meeting – 4 April 2016

The meeting closed at 11.00am.