

**OTFORD  
PARISH  
COUNCIL**

Parish Clerk:  
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The School House  
21 High Street  
Otford Sevenoaks  
Kent TN14 5PG

**MINUTES of a MEETING of OPC FINANCE & GENERAL PURPOSES COMMITTEE**

at The School House on 4 December 2017 from 09:15am

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

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 November 2017 were agreed as being an accurate record of the meeting.

4. **Matters Arising** (for items not appearing elsewhere in the Minutes).

5. **Eric Dilley Pavilion/Football Pitches**

5.1 Ventilation system at the Eric Dilley Pavilion. Additional quotes will be sought. It was agreed that a request will be made that the system is wired into the light switch to prevent it being left on accidentally.

29/16 Clerk  
Continuing

Several companies have been approached to quote for the work but have not been willing to take on a small job. More companies will be sought.

5.2 Football Club. The Parish Council has been advised that Mr D and M S Cunningham have resigned from their official positions within Otford United Football Club. It is noted that Mr Peter Dixon is the only point of contact.

Otford Parish Council considered and agreed the following:

That Chipstead Football Club is charged £40 per match and training session played on Otford Grounds this season.

46/17 Clerk

*Note. At the F&GP meeting on 4 December 2017 it was agreed that the £40 will be paid to OSA to distribute to OUJFC for maintenance of the pitches. The Clerk will advise OSA.*

That, notwithstanding paragraphs 22 and 23 of the first schedule of the Hale Lane lease, Chipstead Junior FC may use Hale Lane by arrangement with OUJFC, for the rest of the 2017/18 season, subject to the following conditions:

a. Chipstead Junior FC must provide the Council with a copy of their Public Liability Insurance.

b. Chipstead Junior FC must give an undertaking in writing to the Council to indemnify the Council against loss or damage prior to using the Premises.

c. The dates and time of use must be notified to OPC in writing prior to the use.

d. OUJFC and Chipstead Junior FC must provide details in writing, of any financial consideration for the use of the Hale Lane facilities.

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

7/16 Clerk  
Continuing

New accounts are being sought. It was agreed that an account will be opened for the receipt of CIL money to keep it separate from Parish Council reserves.

- |            |   |                                      |
|------------|---|--------------------------------------|
| 6.3        | Heritage Centre Risk Assessment. A further draft has been received. The Clerk will liaise with Cllr Verrall regarding completing the Assessment.  | 51/16 Clerk/JV<br>Continuing         |
| 6.4        | New Heritage Boards. A response is awaited from SDC on whether they meet the requirements for CIL expenditure.  | 27/17 Clerk<br>Continuing            |
| 6.5        | Insurance. The Clerk has spoken to the insurance company regarding reclaiming the excess payment of £250. It has been confirmed that this will be returned to OPC.  | 39/17 Clerk<br>Completed             |
| 6.6        | Royal British Legion Wreath. A £100 donation has been to the Royal British Legion.  | 47/17/Clerk<br>Completed             |
| 6.7        | Draft Budget. It is RECOMMENDED that Council agrees the Draft Budget and Proposed Precept for 2018/19.  | 48/17 <b>Council<br/>to Consider</b> |
| <br>       |   |                                      |
| <b>7.</b>  | <b>Cemetery/Churchyard</b>  |                                      |
| <br>       |   |                                      |
| <b>8.</b>  | <b>Car Parks</b>  |                                      |
| 8.1        | Car park receipts were noted.   |                                      |
| 8.2        | It was reported that both of the ticket machines are out of order. The Clerk will advise Britannia.   | 54/17 Clerk                          |
| <br>       |   |                                      |
| <b>9.</b>  | <b>Toilets</b>  |                                      |
| 9.2        | Surrender of the Lease. A letter has been received from St Bartholomew's Church offering to cancel the lease and asking the Parish Council to pay the legal costs incurred by the Church. It was agreed that the Council will pay legal costs for the Church up to £500. Members also agreed that a letter would be sent to the Church advising that the matter of the widening of the entrance to the car park still has to be resolved for public safety reasons. | 18/16 Clerk                          |
| <br>       |   |                                      |
| <b>10.</b> | <b>Allotments</b>   |                                      |
|            | No issues were reported.  |                                      |
| <br>       |   |                                      |
| <b>11.</b> | <b>Recreation Grounds/Pond</b>  |                                      |
| 11.1       | Removal of the carp. A new company is being sought to carry out this work.  | 47/15 BT<br>Continuing               |
| 11.2       | Quotes have been received for the proposed path in the High Street Recreation Ground. Additional companies are being approached. It was noted that funding will be sought from grants and donations.  | 19/17 Clerk/JV<br>Continuing         |
| 11.3       | Extension of the car park. Cllr Verrall will look into the possibility of expanding the car park at Hale Lane. This would involve resurfacing, white lining and suitable drainage.  | 34/17 Clerk/JV<br>Continuing         |
| 11.4       | Eibe Play Equipment. Safety issues have been raised with the manufacturers. A meeting is being arranged with the Playground Inspector to see if a proposed fix would meet safety standards.   | 37/17<br>Clerk/BT<br>Continuing      |
| 11.5       | Tree work at The Pond. A scan has been undertaken of the Willow tree on the Pond. It was noted that the tree has decayed to the point where it needs to be removed. A quote and a planning application including a traffic management plan, is awaited.   | 49/17<br>Clerk/BT                    |
| 11.6       | Replacement Tennis Net. The net has been replaced.  | Completed                            |
| 11.7       | Quotation for mowing the Recreation Ground and Hale Lane. Members noted receipt of the quotation for mowing in 2018. It was agreed to accept the quotation with no alterations.   | 55/17 Clerk                          |
| 11.8       | It was agreed that the quotation to apply fertilizer to the three Robinea trees will be accepted.   | 56/17 Clerk                          |
| <br>       |   |                                      |
| <b>12.</b> | <b>School House</b>   |                                      |
| 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/JV<br>Continuing         |
|            | A number of water marks are on the existing carpet tiles. It has been suggested that a non-porous coating is applied to the floor before the tiles are replaced. Cllr Verrall will advise.  | 51/17 Clerk/JV                       |

**13. Chalkpit**

13.1 Damage resulting from the Fireworks event has been made good.

**14. Other**

- 14.1 Confidentiality Agreement. Council approved the Agreement. Completed
- 14.2 Calendar of Meetings. Council approved the Calendar of Meetings for 2018. Completed
- 14.3 War Memorial. Members agreed to accept the quotation from Burslem. Completed
- 14.4 Bus Stop Seating. A metal seat will be placed by Wickham Field. Mr Thomas is sourcing a suitable seat. County Councillor is seeking permission from KCC to place the seat on their land. 53/17 Clerk
- 14.5 It was noted that the Clerk and Cllr Rushby will attend a Data Protection Workshop, run by Kent Association of Local Councils, on Wednesday 24 January 2018.

**15. Correspondence**

- 15.1 KCC/SDC has asked the Parish Council to report the history of the locked gate at the entrance to the Chalkpit by the Station bridge. The Clerk has responded to the enquiry with the history of the site and the reasons for the installation of the gate.  
KCC is planning to repair the narrow section of the footpath running beside the Scout Hut to Tudor Drive.
- 15.2 It was agreed to accept the quotation for tree and shrub work in Palace Field. 56/17 Clerk

**16. Future Items**

- 16.1 Seating Arrangement at the Cemetery.
- 16.2 Refurbishment of the toilets. Security and cleaning arrangements for the toilets.
- 16.3 Widening of the Car Park Entrance.

**17. Date of next meeting – Tuesday 2 January 2018**

The meeting closed at 11:00am.