

**OTFORD
PARISH
COUNCIL**

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

MINUTES of a MEETING for OPC FINANCE & GENERAL PURPOSES COMMITTEE

at The School House on 5 October 2015 from 9:15am

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

Clerk: Mrs S Palmer

1. **Public Forum.**
No members of the public were present.
2. **Apologies**
Apologies were received from Cllr J Verrall.
3. **Disclosures of Interest for items on the Agenda** – None.
4. **Minutes**
The Minutes of the previous meeting held on 7 September 2015 were agreed and signed as an accurate record of the meeting.
5. **Matters Arising** (Items not covered in other areas of the Minutes)
 - 5.1 Drain blockage. Repayment of the bill to clear the blockage is being sought. 44/15 Clerk Continuing
 - 5.2 Removal of trees outside a property on The Green. 45/15 Clerk Continuing
 - 5.3 Play Area security. Cllr Edwards-Winsor has prepared a draft rota for locking the play area. Identity cards will be carried by Councillors when undertaking this work. Photographs will be included. These will be taken prior to the Parish Council Meeting on 14 September. 30/15 Continuing
6. **General Finance**
 - 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 updated Reserves list was agreed. Completed
 - 6.3 Public Loan Board. Council approved the recommendation to pay the remainder of the loan for The School House prior to the end of the term of the loan. Completed
 - 6.4 6 Month Cash Flow
Councillors agreed the 6 month cash flow figures. Completed

6.5	Income from CIL Income from CIL will be added to the cash flow and added as a separate code to the accounting system.	50/15 Clerk
6.6	Annual Return The Annual Return has been signed by the external auditors and has been displayed on noticeboards.	Completed
7.	<u>Cemetery</u>	
7.1	It was noted that more cars appear to be parking in the car park. It was agreed that an A-frame notice will be placed in the entrance on days when funerals will be taking place to prevent people parking there.	40/15 Completed
7.2	It has been reported that fly-tipping is taking place around the entrance to the cemetery car park. This has been removed.	Completed
7.3	Tree work. It was agreed that the quote from Prestige Trees will be accepted for tree work in the Cemetery.	51/15 Clerk
8.	<u>Car Park</u> The current figures were noted. There were no new financial matters to discuss.	
9.	<u>Toilets</u>	
9.1	Lease. The hatched area on the site plan within the lease has now been identified.	Completed
9.2	Cllr Edwards-Winsor will change the lights over at the end of October.	JE-W
10.	<u>Allotments</u> There were no new financial matters to discuss.	
11.	<u>Recreation Ground/Pond</u>	
11.1	Arrangements to paint the posts surrounding the pond is continuing.	38/15 BT Continuing
11.1a	The concrete pillar in the entrance to the old Otford Road has been painted white and secured into the ground.	Completed
11.2	The work to cut back the reeds in the pond has been delayed due illness. This work will be carried out in the near future.	47/17 Continuing
11.3	Tree work at Telston Park. The removal of two trees at Telston Park has been carried out.	Completed
12.	<u>School House</u>	
12.1	Attic Cllr Verrall will continue to search for the source of the damp.	JV / JE-W Continuing
12.2	Norman Catt will be asked to clear the loft area of rubbish. A small skip may be required. Mr Catt will be asked to remove all the contents of the loft and leave in the rear area of the driveway. The skip will arrive, be loaded and removed in one day.	39/15 Clerk Continuing
12.3	A fence will be erected to match existing.	43/15 Clerk Continuing

13. **Chalkpit**

There were no new financial matters to discuss.

14. **Correspondence**

15. **Other**

There being no other business, the meeting closed at 10.30am.

Date of Next Meeting

2 November 2015 at The School House starting at 9:15am

Signed (Chairman) Date