

**OTFORD
PARISH
COUNCIL**

Parish Clerk:
Sharon Palmer
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MINUTES of a MEETING of OPC FINANCE & GENERAL PURPOSES COMMITTEE

at The School House on 7 December 2015 from 9:15am

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

Clerk: Mrs S Palmer

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

1. **Apologies for absence** were received from Cllr M Whitehead. Action
2. **Disclosures of Interest** for items on the Agenda – None.
3. **Minutes of the Previous Meeting.**
The Minutes of the meeting held on 2 November 2015 were agreed and signed as being an accurate record of the meeting.
4. **Matters Arising.**
 - 4.1 Drain blockage. Repayment of the bill to clear the blockage of the toilet drain is still being sought. 44/15 Clerk Continuing
 - 4.2 Play Area Security. The Councillor Identity Cards are nearing completion. 30/15 JE-W Continuing
 - 4.3 Repainting the Posts around the Pond. 38/15 BT Continuing
 - 4.4 Work to cut back the reeds at the Pond. 47/15 BT Continuing
 - 4.5 Damp in the School House. Cllr Verrall will be meeting with contractors in the near future. 60/15 JV Continuing
 - 4.6 Clearing the loft in the School House of rubbish. 39/15 Clerk Continuing
 - 4.7 Removal of the hedge and old metal railings in front of the School House. 43/15 Completed
Fence to match existing. 43/15 Clerk Continuing
 - 4.8 Insertion of 'Repairs to the air conditioning system at the Pavilion £10,000' into the 2016/17 budget. 52/15 Completed
 - 4.9 Reserve item 'Repairs to the Roof' to be increased to £20,000. 52/15 Completed

- 4.10 A cheque for £200 has been sent as a donation for the Oxford Christmas Sunday Opening Event. 53/15 Completed
- 4.11 Update the CIL list. 54/15 Completed
- 4.12 A Christmas Tree has been installed outside the Parish Office. 56/15 Completed
- 4.13 Repairs to the Chalk Pit following the Scouts Firework Display have been completed. 57/15 Completed
- 4.14 Accessibility Ramp. Work is continuing on building a suitable ramp. 58/15 Continuing
- 4.15 A response has been sent to Mr Ward concerning a request to keep the toilets open. 59/15 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 To draft budget 2016/17 was agreed.
- 5.3 It was agreed that the clerk will initiate the appraisals for 2015. 60/15 Clerk
- 5.4 Grant Procedures. It is RECOMMENDED that the Council approves reverting to the Grant Procedures adopted in 2011. 61/15 OPC to Approve
- 5.5 Application for a Grant.
Sevenoaks District Council has applied for a grant to continue to run the Falls Prevention Class in Oxford. This caters for people in the Oxford area, not just local residents. 62/15 OPC to Approve
Following discussion, it is RECOMMENDED that OPC supports this request with a one-off donation of £345 to cover the Hall Hire. It was noted that the amount requested by SDC was close to the whole budget amount for donations from OPC for the year. SDC will be requested to approach surrounding Parish Councils for support as well.
- 5.6 Public Works Loan Board. Members agreed that a transfer will be made to the Barclays Community Account in excess of the total amount due prior to the payment date in January 2016. 63/15 Clerk
- 5.7 Re-activation of the Barclays Community Account. It was agreed this account will be reactivated and will be used as the main current account.
- 5.8 It was agreed that £300 will be set aside as the Parish Council contribution for a bench at the bus stop on The Green.
- 5.9 Big Community Fund. An amount of £966 has been received from SDC for upgrading facilities in The School House/Heritage Centre. This has been forwarded to the Heritage Centre.
- 6. Cemetery**
- 6.1 Cllr Edwards-Winsor 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
- 6.2 Mr Brian Thomas has ordered replacement trees/shrubs for the Cemetery at £90 (Witch Hazel).
- 7. Car Park**
- 7.1 A suggestion has been received for the ticket machines to supply an all-day ticket. This 65/15 Clerk

will be referred to the Amenities Committee.

7.2 The car park receipts were noted.

8. Toilets

8.1 A request has been received from the Otford Village Memorial Hall to help with a donation towards cleaning costs for the toilets in the Hall. 66/15 OPC to Approve

It is RECOMMENDED that OPC gives a donation of £1000 to help with cleaning costs from Dec 2015 to April 2016.

8.2 Members considered a total refurbishment of the toilets to be too expensive. 67/15 OPC to consider.
It is RECOMMENDED that OPC considers converting the disabled toilet into a multi-use toilet and leaves the separate Ladies and Gents toilets closed.

9. Allotments

9.1 There are no new financial matters to discuss.

10. Recreation grounds/pond

10.1 To receive an update on any matters arising since the last meeting.

10.2 Members considered the grass cutting requirements for 2016. It is RECOMMENDED that OPC agrees to the Landscape Services quotation for a minimum requirement. It is noted that the number of cuts in the Recreation Ground may be subject to change. 68/15 OPC to Approve

10.3 F&GP agreed to the request from the Recreation Grounds & Environment Committee that two additional Reserve amounts are included under Projects. One for a replacement safety surface (£20,000 over two years) and one for the replacement of the large wooden play equipment (£20,000 over two years). 69/15 Clerk

11. School House

11.1 Costs for a fence to match existing at the front of the building are awaited. 70/15

12. Chalkpit

12.1 Quotes are awaited for felling two trees that are growing sideways in this area. 71/15

13. Other

13.1 Cllr J Verrall has attended an Emergency First Aid at Work Course run by the British Red Cross. The cost of the course was £134.40 + VAT,

13.2 A Christmas Tree has been purchased from Stonepits at £121 + VAT and has now been erected in front of The School House.

14. Licences.

72/15 Clerk

14.1 Members Agreed the licence agreement for Otford Palace Field. The Clerk will liaise with SDC regarding the signing of this document.

14.2 Members Agreed the licence agreement for The Green. The Clerk will send a copy to the occupier following a few updates. 73/15 Clerk

15. Correspondence

15.1 A letter has been received from Barclays Bank regarding the Community Account. In order to continue with this account, a sum of money needs to be paid into the account by February 2016 and regular use of the account needs to occur.

16. Date of next meeting – 4 January 2016

The meeting closed at 11:15am.