

**OTFORD
PARISH
COUNCIL**

Parish Clerk:
Sharon Palmer
01959 524808

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

Email: clerk@otfordpc.co.uk

Present:- Cllr.J Edwards-Winser (Chairman), Cllr.Mrs J Lawrey, Cllr. M Whitehead, Clerk

Apologies: None – all present

1. Minutes - The minutes of the meeting held on 30 March were approved as a true record

2. Matters arising from previous meetings

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| 2.1 | Estimates for works to the front entrance, path, hedge, dropped kerb were examined. The Services committee recommended that Mr Pocket be advised that he should be given the work. The clerk to advise Mr Pocket accordingly and let the other tenders know that they had not been successful. | 11/15
Clerk |
| 2.2 | The toilet refurbishment to be costed. Further estimated to be obtained. | 6.10
Continuing
JV/JE-W |
| 2.3 | It was noted that there were some anomalies in the cash flow spread sheet. The chairman volunteered to examine the formulae used in creating the final three columns. The clerk would forward the electronic version. | 5/15
Continuing
Chairman/
Clerk |
| 2.4 | Faulty lights on the Village Hall. It was agreed that OPC should investigate the fault condition. | 6/15
Continuing
Chairman |
| 2.5 | Following further investigation of the fault with the door locks, the situation has been resolved and the new timer will not be installed at the present time. | 7/15
Completed
Chairman |
| 2.6 | The bill is awaited for clearing the drains of a blockage. The Clerk will approach Thames Water for a refund. | 8/15
Continuing
Clerk |
| 2.7 | Following further measurements taken for the potential installation of 4 x large lockable toilet roll holders, the roller type will not fit comfortably in the space. Alternatives will be explored. | 9/15
Completed
Clerk |
| 2.8 | It was agreed that the sale of the unused grass roller should go ahead. The Clerk will write to the potential purchaser. | 10/15
Clerk
Completed |

3. Finance

- | | | |
|-----|--|------------------------|
| 3.1 | The receipts and payments were received together with the bank reconciliation. After some discussion orders for payment were approved. It was recommended that the payments should be itemized and not presented as “bundled” payments. The clerk to expedite. | 12/15
Clerk |
| 3.2 | The cash flow was looked at in detail and will soon be reconciled. | |

- 3.3 There was ongoing discussion with a resident as to who should pay for the removal of a tree on the village green. The clerk to discuss with Brian Thomas. **13/15 Clerk**
- 3.4 Scribe is to be re-purchased at a cost of £245 as the Alpha system is no longer supported on the Parish Council computer system.
- 3.5 A back payment to HMRC had been made to cover the lack of Clerk in the January period.
- 3.6 It was agreed that a new filing cabinet will be purchased
- 3.7 Following the retirement of Mr Still, the work to keep the Recreation Grounds clear of litter is currently being shared out. The position will be advertised locally.

4. Cemetery/Churchyard

- 4.1 Nothing financial to report

5. Car Park

- 5.1 Income to date is £7290 less VAT. The situation is being monitored. The next VAT payment will be made in May.
- 5.2 Lighting. Cost estimates are awaited regarding the installation of solar powered lights by the Pay and Display boards. **14/15 JV**

6. Toilets

- 6.1 Nothing financial to report

7. Allotments

- 7.1 It is understood that the new gates have been installed and that a request for a permanent base for the car park is now required. OPC awaiting input from the Allotment Association

8. Recreation Grounds/Pond

- 8.1 The teenage swing at Hale Lane recreation ground is now operational
- 8.2 The Clerk to check who is responsible for mowing which areas in the recreation ground as the area immediately adjacent to the hall and nets appears to have been un-mowed for several weeks **15/15 Clerk**
- 8.3 It was noted that there has not been a formal request from the Petanque club for funding. It was suggested that any such request should be via the OSA. **16/15 Clerk**
RESOLVED that a Grant Policy will be drafted for consideration by the Council.

9. School House

- 9.1 Inspection as to the cause of damp in the meeting room is still awaited. It was recommended that an internal inspection of the attic space should be carried out in parallel with any external inspection **17/15 JV**
- 9.2 Inspection as to the cause of damp on the landing ceiling is still awaited. It **18/15**

was recommended that an internal inspection of the attic space should be carried out in parallel with any external inspection

JV

10. The Chalk Pit

10.1 Nothing financial to report

11. Correspondence.

11.1 Nothing received

DATE OF NEXT MEETING

The next meeting will be held on **Monday 1st June** 2015 at 09.15am.

There being no other business to discuss this meeting was closed at 11.30am.

Signed.....Chairman

Dated