

**Otford Parish Council**  
**The School House, 21 High Street, Otford, Kent, TN14 5PG**

Tuesday 3<sup>rd</sup> March

To Members of the Council

You are hereby summoned to attend the 3rd Meeting of 2015 of Otford Parish Council at Otford Village Memorial Hall on Monday 9<sup>th</sup> March at 7.30pm for the purpose of transacting the following business

..... Clerk to the Council

Members of the public and press are warmly invited to attend

There will be a 10 minute Public Forum before the meeting and further representations from the public at the Chairman's discretion during the meeting

AGENDA

1. Apologies for absence.
2. Declarations of Interest not previously declared
3. To receive, approve and sign the minutes of the full Council Meeting held 9<sup>th</sup> February 2015
4. Matters arising from the last minutes.
5. Clerk's report (to note).
6. Overseers' reports
7. District Councillors report
8. Kent County Councillors report
9. Reports from Committees

A. Finance & General Purposes

- a. To receive the report of the F&GP Committee meeting held 2.3.15
- b. To receive the Chairman's report
- c. To receive and agree any recommendations
- d. To approve orders for payment (circulated).
- e. To recommend approval of updated Standing Orders
- f. To recommend approval of updated Financial Regulations
- g. To recommend approval of Accountability Risk Assessment
- h. To recommend acceptance of quote for grass cutting on Recreation Ground and Hale Lane
- i. To recommend acceptance of quote for grass cutting on Village Green and Cemetery
- j. To recommend an open resolution identifying The Clerk as a Pensionable employee
- k. Letter of thanks from Sevenoaks Volunteer Transport Group re donation (Committee to note).
- l E-mail from SDC re dedicated officer support for Town and Parish Councils (Committee to note).
- m. Letter from St Bartholomew's Church re Church Fair 2015 (Committee to discuss).

## B. Recreation

- a. To receive the report of the Recreation Committee held 9.2.15
- b. To receive the Chairman's report
- c. To receive and agree any recommendations
- d. Copy from OAA of Newsletter Spring 2015 (Committee to note).

## C. Planning

- a. To receive the report of the Planning Committee meetings held 18.2.15 & 4.3.15
- b. To receive the Chairman's report
- c. To receive and agree any recommendations
- d. Copy from London Green Belt Council of Agenda & Minutes for meeting to be held 11.3.15 (Committee to note)

## D Environment

- a. To receive the report of the Committee meeting held 3.3.15
- b. To receive the Chairman's report
- c. To receive and agree any recommendations

## E. Highways

- a. To receive the report of the Committee meeting held 23.2.15
- b. To receive the Chairman's report
- c. To receive and agree any recommendations

## F. Services

- a. To receive the Chairman's report
- b. To receive and agree any recommendations
- c. Copy from Otford Fete Committee of minutes of meeting held 16.2.15 (Committee to note).
- d. Copy from SDC of Community Safety News (Committee to note).

## KALC/ACRK/NALC

- a. Copy from NALC of DIS issues 852 & 853
- b Copy from ACRK of Oast to Coast Magazine and Annual Summary
- c. Copy from KALC of Finance Update re Annual Return

11. To note date of next meeting as 13.4.15 at 7.30pm