Present:- Cllr. J Edwards-Winser (Chairman), Cllr. Mrs J Lawrey(Vice-Chairman)
Cllr. M Whitehead, Brenda Hambrook (Clerk & RFO)

Apologies:-

2. Matters arising from the July meeting

2.1 Documentation from the Unity Trust Bank has arrived and the clerk is looking into transferring the accounts from the Bank of Ireland. This will enable a short-form of on-line banking, ie accounts will be able to be interrogated, but not manipulated.

2.2 OSA has requested that we take over the insurance for the shed (garage) on the recreation field. At the moment we pay OSA £375 for our contribution towards the insurance. It was felt that this might be duplication – Cllr. Richard Knight is liaising with OSA and the clerk is investigating insurance ramifications. – Clerk has received information from OPC Insurance company - Cllr Verrall has determined replacement cost of the garage and the matter is now in the hands of the recreation committee

2.3 Hand dryers - The clerk forwarded all correspondence to KALC for further action. KALC are now suggesting that we give up the fight and pay as requested but the level of increased charges be queried.

2.4 The running costs of the allotments - passed to Recreation Committee for comment

2.5 The Heritage Centre running costs for 2010 and 2011 have been compiled by the office staff – The OPC Chairman has met with the HC Chairman to discuss future contribution levels. A meeting of the HC committee will be organised soon to formulate the payment plan.

2.6 Methodology for updating financial regulations determined – Clerk has split the documentation into “bite-size” packages for members of the committee to write regulations with respect to Otford.

2.7 Grass cutting on the large area of as yet unoccupied consecrated ground has been poor at best and around the graves non-existent. OPC will look into alternative contractors for the cemetery.

2.8 There have been several complaints at the office with respect to lack of parking spaces. A preliminary survey has been carried out by the office staff. A full survey with the assistance of the PP volunteers will be organised to determine the root cause of the problem, but it looks like the knock-on effect of yellow lines in the Tudors and Bubblestone Road.

2.9 A spare key is to be obtained to the store cupboard to enable minor repairs to the plumbing to be carried out by volunteers

2.10 The clerk has contacted the football club regarding Water/Electricity Charges. It transpires that nothing has been paid for 18 months. OPC to investigate a separate meter for the football club and for them to have bills charged direct to OUFC
2.11 Unblocking the Park Lane sewer in the recreation Ground - Letters will be sent to residents requesting payment for clearance.

2.12 OPC insurance company have revised their description and charges regarding the changing rooms at Hale Lane. The increase in premium is to be passed to the OUJFC as part of their running costs.

2.13 The showers at the OUFC pavilion have been tested and passed as fit for purpose. This will be an annual check, the responsibility and cost for carrying it out will be financed by the club. Electrical checks and fire regulations are still under investigation.

3. General

3.1 Details of cash flow tabled – “exceptional spends” remain outstanding

3.2 Details of payments tabled and agreed

3.3 Inputs from Draft Financial Regulations passed to the clerk for incorporation into final document which will be linked to the Standing Orders

3.4 To consider the Draft Grants Awarding policy – Modified in accordance with inputs from Cllrs. Leicester and Cracknell - approved by the committee.

3.5 The initial draft of the budget for 2012/13 was tabled and requests for forecast spends is to be made to ALL committees

3.6 Letter from Village Hall Committee requesting a bench outside of the hall. It was felt that this could be the subject of vandalism or helpful for a break-in. Commemorative plaques sited within the Hall entrance were also discounted as it was not sure what was required to be a “deserving” person, or who would be the judge. The clerk will inform Ron Dullage.

4. Cemetery

4.1 Having received a note of the charges imposed by Redstone & Reigate, it was agreed that OPC should dramatically increase their charges to users from outside the area from 1st April 2012. The amount of the increase will be considered at a later date.

4.2 It was agreed that to cover the cost of future maintenance ALL charges should rise by at least the cost of inflation. This will be put to full council at a later date.

5. Car Park

5.1 There have been several complaints at the office with respect to lack of parking spaces, obviously exacerbated by the yellow lining in the Tudors and expected to be worsened by the lining in the Bubblestones. A full survey will be carried out to determine the cause.

6 Toilets
6.1 It was suggested that to avoid vandalism in the twilight hours that the opening times be restricted between 7.00am to 3.00pm. Now that there is a key to the toilets the Chairman will investigate the timing mechanism to see if it’s practicable.

7. Allotments

7.1 OPC has received a request for the removal of a tree. It was agreed that this was the responsibility of the allotment holders association.

8. Hand Dryers

8.1 See 2.3 above – regretfully the matter is now closed.

9. Recreation

9.1 The clerk has contacted the football club regarding Water/Electricity Charges. It transpires that nothing has been paid for 18 months. OPC to investigate a separate meter for the football club and for them to have bills charged direct to OUFC.

9.2 Unblocking the Park Lane sewer in the recreation Ground – See 2.11 above.

9.4 OPC insurance company have revised their description and charges for the changing rooms at Hale Lane. The increase in premium is to be passed to the OUJFC as part of their running costs.

9.5 There will be a re-charge for replacement Fire extinguishers at Hale Lane and the football pavilion. Cllr Verrall is obtaining quotes.

9.6 Both football clubs are to be requested to pay for their annual Water Hygiene tests as part of their running costs.

9.7 Cllr Verrall is obtaining/comparing quotes for electrical tests at both football venues.

10. Bus Stop(s)

10.1 Nothing to report – New shelter at top of Willow Park too costly – idea abandoned.

10.2 Following a car crash the shelter at Rye Lane is being replaced by Norman. The waste bin has been replaced by SDC.

12. Heritage Centre

12.1 Nothing to report – see 2.5 above.

13. The Solar System

13.1 Nothing to report.