
Apologies Cllr. Mrs J Lawrey(Vice-Chairman)

1. The minutes of the March meeting were approved as a true record

2. Matters arising from previous meetings

2.1 Unblocking the Park Lane sewer in the recreation Ground – some of the residents have contributed to the costs, clerk continuing to chase two defaulters.

2.2 Following the re-routing of the bus service the chairman is progressing a new hard standing at Rye Lane. The matter is in hand, just waiting for an opportune moment.

2.3 It was noted that there is an excessive amount of rubbish on the bend above Filston Lane. The clerk to contact Dunton Green PC for them to arrange collection.

2.4 It was recommended that the opening hours be displayed on the Toilet doors. They have been set from 07.00 to 16.00. The hours can be altered after the clocks go forward at the end of the month to take into account longer evenings. Timings will be updated in line with daylight hours

2.5 A reply has been received from Otford United Football Club regarding payment of back charges – Recreation committee to expedite solution

Back payments have now been received

2.6 Apparently there are no timetables on the bus stops on Pilgrims Way West, indicating times of buses travelling through Otford towards Shoreham or Dunton Green. Arriva to be contacted.

2.7 The lights in the office are to be upgraded to comply with lighting levels. It would be useful if this was carried out before redecoration takes place.

2.8 The emergency lights require replacement.

2.9 The “plannets” are to be cleaned before the Jubilee walk.

2.10 The clerk will chase SDC with regard to taking on the Hale Lane recreation ground on a 99 year lease at a peppercorn rent. The Chairman is also continuing to chase SDC on this matter and the chalk pit ownership.

2.11 The Bank of Ireland had advised us of revised deposit protection arrangements – the clerk to liaise.

2.12 Funding for the Hale Lane tree planting has not been fully spent. John
Hubbard to be approached to put his contribution towards the Hale Lane play area.

Correspondence has been received from Otford village hall management committee regarding ownership of the hall. The clerk is continuing to investigate.

The clerk to obtain competitive quotes for insurance as extra cover is required for “fidelity” insurance. Waiting for final response

Making a nominal charge for plastic sacks was discussed. The clerk to check on the VAT issues

3. General

3.1 An updated cash flow was tabled and agreed. Savings had been made on PCSO, Toilets and next year’s insurance

3.2 Details of receipts and payments were tabled and agreed – they would be updated with the latest information before the full council meeting on 16th April 2012

3.3 Draft Financial Regulations had been forwarded to all OPC members for comment. As no changes had been suggested it is recommended that these be approved for adoption

3.4 Draft Risk Management documentation has also been circulated and changes suggested by members had been made. It is therefore recommended that these be approved for adoption

3.5 It is recommended that up to £60,000 be transferred to the new Unity Trust bank account once the first half of the precept is received. OPC to Vote

3.6 Plastic sacks – as there were no VAT issues, it was agreed that a nominal charge of £1.00 per role should be made for both black and white sacks, starting as from 1st May. it is recommended that this be approved for adoption

3.7 The Receipt and Payment Flexed Budget for the year was tabled and it is recommended that this be approved for adoption

4. Cemetery

4.1 Nothing to report

5. Car Park

5.1 Nothing to report

6 Toilets

6.1 Clocks for doors and lights(Internal) to be set for 07.00 to 19.00hrs
Clock for external lights to be set for 20.00 to 23.00hrs
Gents door lock to be repaired

JE-W
7. Allotments

7.1 Nothing to report

9. Recreation

9.1 The Recreation Committee to agree the way forward with the Otford Football Club on the way future payments are made to OPC (Monthly to aid cash flow?)

10. Bus Stop(s)

10.1 Other than the continuing saga of timetables along PWW and hard standing at Rye Lane, there was nothing to report

11. School House/Heritage Centre

Nothing to report

12. A.O.B.

12.1 The Clerk has received verification that parish councils are not covered under the FSCS arrangements. OPC is looking at ways of spreading its cash assets

12.2 The Clerk to pass OVMH ownership documentation to Cllr. Cracknell for comment

12.3 The Clerk reported on attendance at an SLCC meeting where wider powers to spend money were discussed (General power of competence)

12.4 It was agreed that the Clerk should take the extra CILCA module to enable her to be conversant with this change. It is therefore recommended that this be approved for adoption.

12.5 There are still documents that require production to enable OPC to be fully compliant with all the regulations required of a quality council. i.e Grievance Procedures and Lone Working Policy (in draft).

12.6 CRB checks are required for Brian Thomas to cover his work servicing the playground equipment.

12.7 The Clerk to investigate if CRB checks are required for “staff” manning the “planets” on the jubilee walk. It was felt that as children would be accompanied on the walk this would not be a requirement.