Present:- Cllr. J Edwards-Winser (Chairman), Cllr. D Cracknell, Cllr M Whitehead, B Hambrook (Clerk & RFO)

Apologies Cllr. Mrs J Lawrey

1. The minutes of the June 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 Chalk pit face still needs resolving. JEW to chase Jim Latheron at SDC. Clerk to provide Chairman with letter from SDC accepting responsibility (The problem is that SDC are reluctant to hand over the asset (green area) and retain the liability for the chalk face under the road)

2.4 OVMH documentation ownership being investigated by Cllr. Cracknell.

2.5 Document update continuing – (Grievance & Lone Worker Policies)

3. General

3.1 An updated cash flow was tabled and agreed. Funeral income was lower than forecast. OUFC were lagging in their payments – none this FY. Sainsbury’s might provide an income in that they wish to use the sports ground for an in-house event

3.2 Details of receipts and payments were tabled and agreed

3.3 The Big Community Fund has approved a request of £700 for the twinning frame and village gateway signs

3.4 The Clerk has passed the qualification for the “general power of competence”. It was agreed that Otford Parish Council satisfies the criteria. It is recommended that the Council resolves that it meets the criteria. OPC to Vote

3.5 Gateways – progressing, but contractors need to be chased to obtain firm quotations so that designs can be forwarded to KHS for approval

3.6 The internal auditor has written a report on the internal audit for the year to 31st March 2012.

3.7 The DCLG consultation on support for council tax was lacking in detail and therefore F&GP were unable to make any recommendations
4. Cemetery

4.1 Fees are budgeted at £2000 per month but in the three months to date only £1670 has been received.

4.2 There has been some wind damage to the trees which required re-staking

4.3 The clerk has dealt with correspondence regarding differences in grave stones

4.4 A letter has been received from a Sevenoaks resident who wishes to pay in instalments for a plot in advance. F&GP do not see a problem providing that full payment is made before burial. **It is recommended that this be approved. OPC to Vote**

5. Car Park

5.1 A public meeting was held on 29th June. At present there are no financial aspects to report.

6 Toilets

6.1 The lights and door locks all seem to working as required

6.2 Whilst determining ownership of the OVMH, it became apparent that the toilets had been purchased by OPC. The clerk is to investigate ownership of the toilets and why we are still paying rent. **5.2 Continuing Clerk**

7. Allotments

7.1 Nothing to report

8. Hand Driers

8.1 Nothing to report

9. Recreation

9.1 There are still two defaulters regarding payment for clearing the drains in the recreation ground earlier in the year - **Clerk to chase**

9.2 Otford United Football Club to be chased regarding monthly payment of charges – Recreation committee/ OSA to expedite solution. **5.3 Continuing RK/OSA**

9.3 The “Dog Poo” flag days recorded in excess of 42 drops for the first day, with 14, 8, 15 drops on the following days. The dog warden is to be informed and a notice with suitable information to be displayed at the entrances **7.1 Clerk**

9.4 The tennis club lease was discussed and left for further consultation with the recreation committee and the tennis club **7.2 Clerk/OSA/Recreation**
10. Bus Stop(s)

10.1 Hard standing at Rye Lane – still waiting for opportune weather

12. School House/Heritage Centre

12.1 It would appear that the chimney on the Old School House is still leaking water into the meeting room and the top 8 courses of the stack need removing and capping. Quotations have been sent and replies received from two builders. *After consultation it was concluded that full removal of the stack and replacement of the roof should be budgeted for the next financial year - approx £5-7k*

12.2 A new microwave is required

12.3 A cheque for recharge payments has been received from the HC

13. The Solar System

13.1 Nothing to report

14. Other Matters

14.1 *After due consideration it is proposed that OPC follow the SDC recommendation to adopt the SDC model of the Code of Conduct, which will be late as SDC will not be voting on its approval until the 24th July*

14.2 Nothing has yet been received from Griffin Freight regarding damage to the pond

**DATE OF NEXT MEETING**

The date of the next meeting was noted as 6th August 2012 at 09.15

There being no other business this meeting was closed at 11.59am

Signed…………………………………………Chairman

Dated……………………………………….