Cllr. M Whitehead, B Hambrook (Clerk & RFO)

Apologies  Cllr. Mrs J Lawrey

1. The minutes of the July meeting were amended and approved as a true record

2. Matters arising from previous meetings

2.1 Unblocking the Park Lane sewer in the recreation Ground – see 9.2 below

2.2 Following the re-routing of the bus service the chairman is progressing a new hard standing at Rye Lane. Work to be allocated through Brian Thomas

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)

2.6 Whilst determining ownership of the OVMH, it became apparent that the toilets had been purchased by OPC. The clerk has ascertained that they are leased. Clerk to locate lease

2.7 Otford United Football Club to be chased regarding monthly payment of charges – Recreation committee/ OSA to expedite solution.

2.8 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. Several notices have been displayed & dog warden notified

2.9 The tennis club lease was discussed and left for further consultation with the tennis club.

3. General

3.1 An updated cash flow was tabled and agreed. Funeral income was lower than forecast and income from OUFC has also been withdrawn and the forecast amended accordingly to give a worst case scenario.

3.2 Details of receipts and payments were tabled and agreed

3.3 There is a need to involve the clerk with ALL financial matters from an early start as cash flow can be affected.

ALL to Note
F & GP Report – Aug 2012

3.4 Gateways – progressing – KHS have now agreed to fund the majority of the costs – awaiting design details from KHS

3.5 Council Tax payments for next year were discussed. The issue is confused by lack of clarity from Central Govt, but it would appear that next year the precept may be cut as a result of benefit payments

3.6 The Clerk has received a quote from RBS(accounting system) to replace the current SCRIBE system – which is not user friendly

3.7 The Hale Lane playground - It is recommended that from a financial aspect the grant from SITA appears to be OK and will not impact detrimentally on OPC cash flow

4. Cemetery

4.1 There has been reduced income since the end of last year and the cash flow have been amended accordingly

5. Car Park

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

5.2 The surface is beginning to show signs of wear and resurfacing will be required next year – finances have been accrued

6 Toilets

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

6.2 A 5yr electrical test is required and is being investigated by Cllr.Verrall

7. Allotments

7.1 The clerk to speak with the recreation committee about whether an increase in allotment rents for the following year is required

8. Hand Driers

8.1 Nothing to report

9. Recreation

9.1 The tennis club lease was discussed and left for further consultation between the tennis club and the recreational committee.

9.2 It was agreed that recovering the costs for drain clearance should be written off

9.3 OUFC still in arrears with Electricity and water payments – it was agreed that the clerk would arrange for the invoices to be sent direct from the utility companies to the treasurer for payment

9.4 A request for mowing equipment has been received from the sports clubs. OSA were prepared to assist with the funding. It is

OPC to Vote
recommended that OPC does not assist with the funding as the
equipment as described would not be fit for purpose and nothing has
been set aside in the budget.

10. Bus Stop(s)
10.1 Hard standing at Rye Lane – still waiting for opportune weather.
*Norman’s work-load to be organised by Brian*

11. School House/Heritage Centre
11.1 A new microwave has been purchased as the old one had failed
11.2 Awaiting for a quotation for an asbestos survey  8.4  JV
11.3 Two of the new emergency lights are not functioning. John Verrall to
check if its bulbs or batteries.  8.5  JV

12. The Solar System
12.1 Nothing to report

13. Other Matters.
13.1 It is recommended that now that SDC have adopted its Code of
Conduct, OPC follow suit and change from the KALC version to the
SDC version   OPC to Vote

13.2 In accordance with the rules contained within the Code of Conduct, a
responsible person has to be nominated as a “Dispensation Receipts
Officer” and a vote taken by full council on any dispensation requested.
It is recommended that the Clerk be nominated as the Dispensation
Receipts officer.   OPC to Vote

13.3 It was noted from recent circulations that Parishes have the right to
take over certain assets and services. It is recommended that the clerk
will investigate the requirements.   OPC to Vote

13.4 Correspondence has been received regarding changes in legislation
regarding the number of signatures required for cheques – watch this space

**DATE OF NEXT MEETING**

The date of the next meeting was noted as 3rd September 2012 at 09.15

There being no other business this meeting was closed at 11.48am

Signed…………………………………………Chairman

Dated…………………………………………