
Apologies:- there were none required

1. The minutes of the August meeting were approved as a true record and signed accordingly

2. Matters arising from previous meetings

| 2.1 | Chalk pit face still needs resolving. JEW to chase Jim Latheron at SDC. Clerk to provide Chairman with letter from SDC accepting responsibility. This is now becoming critical as the lease requires renewal in November. (JE-W meets regularly with Mr Latheron and has provided all necessary documentation. 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) |
| 2.2 | OVMH documentation ownership being investigated by Cllr. Cracknell. |
| 2.3 | Document update continuing – (Grievance & Lone Worker Policies) |
| 2.4 | The clerk has ascertained that the toilets are leased |
| 2.5 | Otford United Football Club to be chased regarding monthly payment of charges – Recreation committee/ OSA to expedite solution. |
| 2.6 | The tennis club lease was discussed and left for further consultation with the tennis club. The valuation officer will be visiting shortly |
| 2.7 | The clerk to speak with the recreation committee about whether an increase in allotment rents for the following year is required |
| 2.8 | Awaiting for a quotation for an asbestos survey – completed – no problems found |
| 2.9 | Two of the new emergency lights are not functioning. John Verrall to check if its bulbs or batteries. Requires total shutdown of electricity supply for them to function – independent key switch was not an option. |

3. General

| 3.1 | An updated cash flow was tabled and agreed. Funeral income is still lower than forecast. Income from OUFC has been withdrawn and the forecast amended accordingly to give a worst case scenario. |
| 3.2 | Details of receipts and payments to date 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. |
3.4 Gateways – progressing slowly due to the holiday season. Awaiting design details from KHS

3.5 The Hale Lane lease is with SDC following comments by OPC on the draft agreement. As there do not appear to be any “showstoppers” in the agreement, it is recommended that OPC go ahead with the initial payment for the playground

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

4. Cemetery

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

4.2 MDH are not doing a good job on mowing the graves area. The clerk/Brian to check the mowing schedule

5. Car Park

5.1 There are no financial aspects to report.

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

6 Toilets

6.1 The lights and door locks require resetting to take account of the daylight hrs. Doors/Int lights 7.00am to 7.00pm. External lights 6.30pm to 11.00pm

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

6.3 Having ascertained that the toilets are leased, the clerk has located the lease and Cllr. Verrall is determining OPC responsibilities.

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 The contract is being terminated

9. Recreation

9.1 The tennis club lease was discussed and left for further consultation between the tennis club and the recreational committee. The District Valuation Officer is arriving this week (Thursday) to determine a fair rent.
9.2 OUFC are still in arrears with Electricity and water payments – it was agreed that following consultation with the Recreation Committee, the clerk would arrange for the invoices to be sent direct from the utility companies to the treasurer for payment. *This is now critical as OUFC are already in debt to OPC in excess of £1000 for overheads. It is suggested that OPC request that the utilities demands are sent direct to OUFC treasurer for payment.*

9.3 The tractor shed has been broken into and the “Orbit” mower stolen. It is not possible to claim under insurance as it is below the insurance threshold value. Requests for replacement mowers will be placed with various magazines and clubs.

10. Bus Stop(s)

10.1 Hard standing at Rye Lane – *Norman’s work-load to be organised by Brian*

11. School House/Heritage Centre

11.1 Asbestos survey carried out – no problems found

11.2 The emergency lighting problem has been resolved

11.3 The overhanging trees (Old Parsonage boundary) are being dealt with. The owners will take remedial action once OPC have obtained planning permission (required as they are in a conservation area).

12. The Solar System

12.1 Other than the mower has been stolen, nothing to report

13. Other Matters.

13.1 e-mail regarding Services and contracts – noted

13.2 Correspondence has been received regarding basic allowances – *does not affect OPC as we have no allowances only expenses*

13.3 e-mail from SDC regarding Community Plan consultation - noted

13.4 Correspondence regarding precept – *it now appears that the precept will not be affected by central Govt. changes to Council tax*

13.5 Letter from SDC regarding parish boundaries

13.6 e-mail re presentation skills – noted

13.7 E-mail from KALC re Finance Conf on 20th Oct – *It is recommended that the Clerk should attend* 

13.8 Letter from Zurich re Advisory service – Clerk to cancel

13.9 e-mail from Came & Co re speedwatch equipment – *it is covered at no extra cost*  

13.10 e-mail from SDC re changes to Council Tax benefit
13.11 Request from Police for contribution towards replacement info stand at the Post Office – Clerk to determine what is required, cost and other contributions

DATE OF NEXT MEETING

The date of the next meeting was noted as 1st October 2012 at 09.15

There being no other business this meeting was closed at 10.55am

Signed……………………………………….Chairman

Dated………………………………………. 