
Apologies:- there were none required

1. The minutes of the September 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. (SDC have confirmed that they are responsible for the chalk face – with respect to the broken glass, SDC have confirmed that notices warning of the danger are all that are required by OPC to discharge their duty of care)

2.2 OVMH documentation ownership being investigated by Cllr. Cracknell.

2.3 Document update continuing – (Grievance, Lone Worker Policies, Standing orders and Financial Regulations)

2.4 Otford United Football Club to be chased regarding monthly payment of charges – Recreation committee/ OSA to expedite solution. (OUFC have made an interim payment of £500)

2.5 The tennis club lease has been left for further consultation with the tennis club. The Clerk is locating the lease to determine the original conditions, which might affect the valuation. (The District Valuation officer has visited and requested further information regarding the conditions of the lease before determining a fair rent.)

2.6 The clerk to speak with the recreation committee about whether an increase in allotment rents for the following year is required (Not required for this year)

2.7 The Clerk/Brian to check the mowing schedule at the cemetery.

2.8 A 5yr electrical test may be required for the toilet block and is being investigated by Cllr. Verrall

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

2.10 The Clerk has terminated the contract for the hand driers

2.11 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). (PP will be available following 6wk public notification)

2.12 Letter from Zurich re Advisory service – (Clerk has cancelled)

2.13 Request from Police for contribution towards replacement info stand at the Post Office – Clerk to determine what is required, cost and other contributions. (A stand has been sourced from elsewhere)

3. General

3.1 An updated cash flow was tabled and agreed. Nothing of note to report
3.2 Details of receipts and payments to date were tabled and agreed

3.3 Update on progress with Village gateways (all funding guaranteed, just waiting for KHS to submit designs. Installation promised before end of year).

3.4 Scribe v RBS accounting systems still being investigated

3.5 The Hale Lane lease is with SDC following comments by OPC on the draft agreement. There are no showstoppers (The funding has been agreed and the first invoice for equipment has been received)

3.6 If there are any requirements for expenditure for the forthcoming year, please let the clerk know so that they can be accounted for in the budget

ALL TO NOTE

4. Cemetery

4.1 There are no financial aspects to report.

5. Car Park

5.1 There are no financial aspects to report.

6 Toilets

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

7. Allotments

7.1 Nothing to report

8. Bus Stop(s)

8.1 Hard standing at Rye Lane – (Norman’s work-load to be organised by Brian)

9. Recreation

9.1 The tractor shed has been broken into and the “Orbit” mower stolen. (The Clerk has donated a mower, the Chairman has renovated it and is trying to contact Tremain to expedite delivery)

9.2 Renaming of the Hale Lane Recreation Ground will follow as soon the lease has been agreed (as we do not wish to confuse the issue), and following a public consultation (notice of intent in the newsletter)

10. School House/Heritage Centre

10.1 Asbestos survey carried out (no problems found)
10.2 The emergency lighting problem has been resolved, but there are questions regarding its functionality. The Chairman to speak with JV

10.3 Letter from Kent Libraries requesting that OPC are a key holder. Clerk to speak with Angela/ Library Services as office hours are not compatible

12. Other Matters.

13.1 Letter from Kent Libraries requesting that OPC are a key holder. Clerk to speak with Angela/ Library Services as office hours are not compatible
13.2 Correspondence has been received from Southern Stakeholders (trains) informing us of a meeting on 8th October.

13.3 Correspondence regarding precept – OPC have received confirmation from SDC that the precept will not be affected by central Govt. changes to Council tax, but SDC might take a hit.

13.4 E-mail of thanks from Sevenoaks neighbourhood Police regarding support for Priscilla Hilden’s funeral.

13.5 E-mail from KALC re courses.

13.6 Notification from KALC of appointment of external auditor.

13.7 News update from Unity Trust.

13.8 Details of VAWK Autumn training courses.

13.9 Complaint from resident re charging for recycling sacks (Clerk to respond) 10.4 Clerk

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............................................