Minutes of the F&GP committee April 2013


Apologies:- there were none required

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

2. Matters arising from previous meetings

2.1 OVMH documentation ownership being investigated by Cllr. Cracknell.

2.2 The Scouts have requested that the gates to the Chalk-pit be made larger and should contain a personnel gate. (The Clerk to inform BT of the request)

2.3 Correspondence with KALC has indicated that OPC should join the Association of Burial Authorities – The Clerk is to attend a course

2.4 The Chairman to compose a letter to be inserted with the next distribution of the newsletter, requesting that postal addressees provide OPC with e-mail details to reduce postage

2.5 Car park Toilet – Gents door not locking properly – Chairman to investigate

2.6 Assistant clerks contract – Now that a specimen contract has been obtained, the chairman will compose suitable contract and job description

2.7 The response from our MP regarding Local Council Finance arrangements was less than useful – the clerk to re-submit her letter and request a better response

2.8 RBS has accepted quote and Clerk re-submitted the order as previously agreed

2.9 Draft grievance policy – a few loose ends require tying up and amendments passed to Cllr Cracknell for comment

2.10 Further credit ratings for alternative banks have been obtained

2.11 A contribution from the lorry company that damaged the pond has now been offered.

2.12 Rubbish is still being tipped over the fences from Tudor Drive into the Chalk-pit. The top half of Tudor Drive to receive letters from OPC and the Chairman to contact SDC, although he not hopeful of a positive outcome

2.13 Investigation of a replacement clock is ongoing – the present one is working again (suspect a temperature compatibility problem)

3. General

3.1 An updated cash flow was tabled and agreed.

3.2 Details of receipts and payments to date were tabled and agreed

3.3 An allocation of precept between the Bank of Ireland and Unity Trust was agreed as 40/60
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3.4 Draft grievance policy still being drafted

3.5 An update on credit ratings was presented by the clerk and recommendations as in 3.3 were decided. The Clerk will ascertain which banks are being used by other Parish Councils.

3.6 The response from our MP (Michael Fallon) regarding Local Council Finance arrangements was unsatisfactory – the clerk to re-submit her letter and request a better response. The issue being that we are unable to plan ahead on a small annual budget if we don’t know what the precept rate is going to set at.

3.7 Correspondence has been received from KCC regarding pensions staging date of 2016. It was decided not to take any action at present

3.8 An insurance quote has been received from Came & Co which makes a 3yr contract extremely worthwhile – it was decided to recommend the 3yr deal advertised

3.9 Specific e-mail addresses for councillors was discussed along with revamping the OPC web-site. The chairman to speak with John Hubbard on the topic

3.10 Consideration was given to retaining the fax machine which currently costs £20/month in phone charges. The clerk to ascertain if its use is essential or desirable.

3.11 The annual audit is due by 10th June. The clerk to seek an extension to enable submission to OPC meeting on the 10th.

3.12 The KCC pensions annual return was agreed

4. Cemetery

4.1 A complaint has been received about the water level at the cemetery. The cemetery manager has explained the situation to the clerk and a suitable response has been issued.

5. Car Park

5.1 A request for a quotation to remove the existing tree has been submitted to give an indication of costs for the car park improvements

5.2 OPC has received a disappointing response to their “invitations to tender” regarding resurfacing the car park, so a further request has been submitted.

5.3 The risk assessment was discussed and it was agreed that it should be amended to a table layout as recommended by Came and Co.

6. Toilets

6.1 Mal-functioning Gents door lock to be investigated

7. Allotments

7.1 Nothing to report

8. Bus Stop(s)

8.1 Hard standing at Rye Lane – Continuing (Arriva have agreed to carry out the work and the chairman has been chasing both Arriva and Kent highways)
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9. Recreation Grounds/Pond

9.1 A favourable quotation for replacement doors at Hale Lane has been received for £1080 – It is recommended that this quotation be accepted

9.2 The proposed 50yr lease to the tennis Club is still being discussed

9.3 The Hale Lane playground is now fully functional following a successful and well attended opening on Saturday

9.4 It was decided not to insure the OUFC mower

9.5 An offer from the lorry company that damaged the pond has now been received

10. School House/Heritage Centre

10.1 It is recommended that there should be a small charge (£12) for the use of the meeting room where the usage was not an OPC or HC function.

11. The Chalk Pit

11.1 Rubbish is still being tipped over the fences from Tudor Drive (see 2.11)

12. Other Matters.

12.1 A request had been made from two Otford residents to support charity fund raising events. It was decided not to subscribe. The clerk to respond accordingly

12.2 OPC has received correspondence from SDC about an increase in the cost of paper gardening sacks - £13 per bundle of 25, or 50p ea

12.3 OPC has received correspondence from KALC regarding the increased charges for CPRE membership (£29 increasing to £36). The clerk to obtain benefits of membership from KALC

DATE OF NEXT MEETING

The date of the next meeting was noted as Tuesday 7th May 2013 at 09.15 (Bank Holiday on Monday)

There being no other business this meeting was closed at 11.35am

Signed…………………………………………Chairman

Dated ........