Minutes of the F&GP committee June 2013

Present:- Cllr. J Edwards-Winser (Chairman), Cllr. Mrs J Lawrey, Ms B Hambrook (Clerk & RFO)

Apologies:- Cllr. M Whitehead

1. The minutes of the May 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. *(apparently no longer required)*

2.3 Car park Toilet – Gents door not locking properly *(fixed)*. Ladies door sticking on floor *(fixed)*. Tap not turning off *(fixed)*.

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

2.5 The response from our MP and the responsible minister regarding Local Council Finance arrangements was less than useful – the clerk to a better response

2.6 Draft grievance policy – a few loose ends and anomalies still require tidying up.

2.7 Rubbish is still being tipped over the fences from Tudor Drive into the Chalk-pit. The Services committee are meeting re this. The Chairman to contact SDC, although he not hopeful of a positive outcome

2.8 Investigation of replacement clock – passed to Services

2.9 Specific e-mail addresses for councillors – It is recommended that OPC that the web page and addresses are set up on the existing facility hosted by KCC, subject to satisfactory Q&A by the clerk.

2.10 Draft TOR for F&GP still being addressed and the Clerk will contact KALC with a number of queries

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 Annual Audit – It recommended that OPC approve the Accounts and Annual Return of the Council for the year to 31st March 2013 and that the clerk submits it to the auditors

3.4 Grievance Policy – see 2.6

3.5 TOR for F&GP – see 2.10

3.6 Parish e-mail and web site – see 2.9

4. Cemetery

4.1 A request for CCTV was considered and it was decided it was not practical as there was no local power supply available.

4.2 OPC has joined the ICCM
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4.3 The “owner” of the small fence surrounding one of the graves has been requested to remove it as it contravenes the bye-laws

5. Car Park
5.1 As part of the car park improvements, the tree has been felled. However the kerbs could not be removed without considerable effort. This will be added to the list of jobs for the resurfacing team in August

6. Toilets
6.1 All minor repairs carried out

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 since January)

9. Recreation Grounds/Pond
9.1 The proposed 50yr lease to the tennis Club is still being discussed

10. School House/Heritage Centre
10.1 It was agreed that a sinking fund should be set up next year for general repairs to School House and the pavilion
10.2 The clerk has recalculated the recharges for the Heritage Centre for the past year and it is recommended that they be approved and passed to the HC management.

11. The Chalk Pit
11.1 The rubbish apparently being tipped over the fences from Tudor Drive is being investigated (see 2.7)

12. Other Matters.
12.1 A copy of a letter from OPC to Came and Co re renewal of cover and amendments required to cover had been received. The gateways are insured by KCC and have been removed from the asset register and are no longer insured by OPC. However, The Solar System, The Office external notice Board and the Jubilee Beacon have been added to the register and are now have insurance cover at no extra cost
12.2 A letter had been received from Michael Fallon MP enclosing response from Brandon Lewis MP (see 2.5 above).
12.3 A NALC update re meeting with DCLG minister had been received.

DATE OF NEXT MEETING

The date of the JULY meeting has been revised to Monday 24th June 2013 at 09.15

There being no other business this meeting was closed at 11.05am

Signed…………………………………………Chairman

Dated .........