Minutes of the F&GP committee August 2013


Apologies:- None – all present

1. The minutes of the July 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 Assistant clerks contract – Now that a specimen contract has been obtained, the chairman will compose suitable contract and job description

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

2.4 A process for grave digging to be formalized and issued to all undertakers. The clerk will obtain specimen working instructions and adapt for OPC cemetery

2.4 It was observed that the gutters need replacing – the clerk to obtain quotes and budget for next year

2.5 In order to make the front entrance DDA compliant, it is proposed to remove part of the hedge and taper the existing brick pathway to wards the fire exit. A rubber mat would also be deployed for wheelchair users. The clerk to obtain quotations and budget accordingly, having obtained design requirements from Cllr. Verrall

2.6 It was agreed to increase the width of the dropped kerbs outside the office car park. The clerk to obtain quotations from KCC and budget accordingly

3. General

3.1 An updated cash flow was tabled and agreed. It was noted that income from burials was lower than projected due to more people opting for cremation. However, we are still within the margin of error for this time of the year.

3.2 Details of receipts and payments to date were tabled and agreed. It was agreed that the clerk should investigate the utility that would provide the best value for money and set up a direct debit account to take advantage of reduced charges accordingly.

3.3 Terms of reference for the F&GP were in the process of being compiled

3.4 The clerk travelled to Maidstone to attend an all-day course on the new parish website, only to fine that it had been cancelled at the last minute. The clerk was actioned to send in a claim for reimbursement of travel costs

3.5 A quotation has been received for the painting of the wooden posts around the pond – it was considered to be too expensive and alternative quotations will be sought.

3.6 The clerk and assistant clerks salary were discussed and it was agreed to allow the 1% rise backdated to April and then both to receive a one point
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spine increase starting from August

4. Cemetery

4.1 The cemetery grounds have been tidied up and the rubbish issues are currently being addressed.

5. Car Park

5.1 It was noted that preliminary work on the car park extension has commenced.

5.2 The recycling bins are to be removed before Friday 2nd August and will be returned following the car park improvements.

5.3 We are awaiting confirmation from Sturgeons regarding the completion date.

6. Toilets

6.1 All minor repairs have been carried out – nothing to report

7. Allotments

7.1 OPC have paid for the skip and are awaiting reimbursement from the Allotment Association.

8. Bus Stop(s)

8.1 Hard standing at Rye Lane – The hard standing has been installed by KCC. However, it was noticed that it was not DDA compliant (too narrow for wheelchairs) and that the raised kerb around the tarmacing would provide a trip hazard and also make mowing of the grass verge difficult. The clerk to liaise with KCC.

8.4 Clerk

9. Recreation Grounds/Pond

9.1 The proposed 50yr lease to the tennis Club will be discussed by the recreation committee at their next meeting

9.2 Tree works in Palace Field and the recreation ground have been subject to competitive tender and contracts awarded.

9.3 Post painting – see 3.5

10. School House/Heritage Centre

10.1 Gutters – see 2.4

10.2 A hand rail for the back door to the HC is being purpose made at a local metal-working facility and funded by the HC

10.3 It was agreed that a cleaner be employed on an experimental basis, initially of one day/wk. Members would make enquiries from known contacts
11. The Chalk Pit

11.1 SDC are investigating the hard rubbish on the chalk-pit banks at the rear of Tudor Drive.

12. Other Matters.

12.1 There were none

DATE OF NEXT MEETING

Due to holidays, the August meeting has been cancelled, therefore the next meeting will be held on Monday 30th September 2013 at 09.15

There being no other business this meeting was closed at 11.15am

Signed..................................................Chairman

Dated .........