Minutes of the F&GP committee October 2013


Apologies:- None – all present
1. The minutes of the August 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. Clerk to progress with 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 Risk Assessments (RA) for the cemetery are being progressed. The clerk has requested a RA from the grave diggers and has sourced a pro-forma RA for the remainder of the cemetery functions which has been forwarded to the cemetery supervisor

2.5 It was observed that the gutters need replacing – Cllr. Verrall to obtain quotes and budget for next year.

2.6 In order to make the front entrance Equalities Act (EA) compliant, it is proposed to remove part of the hedge and taper the existing brick pathway towards the fire exit. A rubber mat would also be deployed for wheelchair users. Having obtained design requirements from Cllr. Verrall, the clerk to obtain quotations and budget accordingly.

2.7 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. (The costs appeared exorbitant - £158 to process the work and £1000-£2500 for completion. The Chairman to speak with KHS)

2.8 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. (British Gas provided the best all round quote – the Clerk to seek discount for combined supply payments – see 3.7)

2.9 The clerk travelled to Maidstone to attend an all-day course on the new parish website, only to find that it had been cancelled at the last minute. The clerk was actioned to send in a claim for reimbursement of travel costs. (Payment duly received – thanks to input from Cllr. N Chard)

2.10 A quotation has been received for the painting of the wooden posts around the pond – further quotations will be sought.

2.11 Hard standing at Rye Lane – The hard standing has been installed by KCC. However, it was noticed that it was not thought to be 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 although the chairman thought that it unlikely that KCC would lay an out-of-spec hard standing.
3. General

3.1 An updated cash flow was tabled and agreed. It was noted that income from burials was lower than projected. However, we are still within the margin of error for this time of the year. Also prominent was the emergency costs required for updating of the computer system. However, this was covered by the Admin Contingency line in the budget.

3.2 Costs were envisaged for trees to replace those that have died due to inclement weather conditions

3.3 It is recommended that the items below are included as an Annex to the OPC Financial Regulations.
   1. Council Tax and Utilities to be paid by Direct Debit
   2. Essential Cheques may be signed mid-month
   3. Convene emergency meeting for approval of expenditure greater than £1000.

3.4 The new Parish Web-site:- the clerk to set up demonstration of existing KCC web-site.

3.5 Several inputs have been received regarding the budgeting process. All costed requirements have to be with the clerk by the end of Nov to allow for the Budget to be agreed at the January meeting

3.6 It was noted that previous quotes received for the work to the chimney might require to be revalidated and that additional requests would be made to local roofing companies

3.7 A comprehensive survey carried out by the clerk revealed that British Gas provided the best all round quote – the Clerk to seek discount for combined supply payments. It was also decided that in order to separate out the football club from the car park lighting, a separate meter should be provided in the car park electricity box – the clerk to progress.
   It is recommended that OPC seeks an annual contract with British Gas for future gas/electricity payments.

4. Cemetery

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

4.2 The cemetery supervisor will seek out suitable trees to replace those that have died.

4.3 A statue had been stolen from a grave – the police have been made aware and will provide extra patrols

4.4 A wobbling headstone has been laid down and the owner informed. It is understood that corrective action is being undertaken.

5. Car Park

5.1 Nothing financial to report

5.2 The Clerk to enquire from KHS whether the external pathway can be resurfaced
6. Toilets

6.1 The Door timers require resetting 9.9 JE-W
6.2 Refurbishment to be costed 9.10 JV
6.3 The toilet cleaning to be checked to ensure that it is being carried out satisfactorily 9.11 Assistant Clerk

7. Allotments

7.1 Overhanging trees adjacent to Mill lane to be investigated for safety. 9.12 BT

8. Bus Stop(s)

8.1 Nothing financial to report

9. Recreation Grounds/Pond

9.1 The Lorry owners insurers to be chased for payment following the June incursion onto the grass by a lorry 9.13 Clerk
9.2 It was noted that the reeds in the pond require substantial pruning and that the work was in hand

10. School House/Heritage Centre

10.1 Work to the chimney needs to be carried out in this Financial Year. A Lawful Development Certificate to be sought from SDC, for which the chairman will supply before and after photographs 9.14 JE-W
10.2 A replacement Hall Clock is in the hands of the Services committee and is expected to cost in the region of £350
10.3 A replacement notice board outside the Church Hall is to be investigated by the assistant clerk 9.15 Assistant Clerk

11. The Chalk Pit

11.1 The scouts are to hold their annual bonfire on 2nd Nov –it was recommended that they remove the turfs before construction of the bonfire and replace them following the event.

12. Other Matters.

12.1 The clerk was authorised to attend an SLCC conference in November – cost £69
12.2 The new finance system appeared to be working satisfactorily and was better supported that the old one. It was hoped to extend the old one until the end of March and then transfer to the new system

DATE OF NEXT MEETING

The November meeting will be held on Monday 30th October 2013 at 09.15
There being no other business this meeting was closed at 11.15am
Signed..............................................Chairman
Dated ..........