Minutes of the F&GP committee November 2013


Apologies:- None – all present

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

2. Matters arising from previous meetings

   2.1 OVMH documentation ownership is 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 TOR for F&GP (It was agreed at the Parish Council meeting of 14 Oct to use the OPC Financial Regulations with the additions as agreed).

   2.4 The Risk Assessment for the cemetery operators has been received from MDH and has been passed to Cllr. Verrall for comment.

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

   2.6 Estimates for works to the front entrance, path, hedge, dropped kerb to ensure that they are DDA compliant are awaited.

   2.7 It was agreed to increase the width of the dropped kerbs outside the office car park. The clerk has obtained quotations from KCC (The costs appeared exorbitant - £150 to process the work and £1000-£2500 for completion. The Chairman to speak with KHS).

   2.8 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 are being sought.

   2.9 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. (currently being assessed by KHS following a recent visit).

   2.10 The new Parish Web-site:- the clerk to set up demonstration of existing KCC parish web-sites and inform the PC councillors of the demo.

   2.11 Several inputs have been received regarding the budgeting process. All costed requirements have to be with the clerk by the end of Nov 2013 to allow for the Budget to be compiled and agreed at the January meeting.

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

   2.13 A comprehensive survey carried out by the clerk revealed that British Gas provided the best all round quotation – the Clerk to seek discount for combined supply payments.
2.14 It was 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

2.15 The Clerk to enquire from KHS whether the external pathway to the car park can be resurfaced (*This will now form part of a broader package agreed by KHS to update the High Street pavements*)

2.16 The Toilet door-locking timers require resetting (*Subsequently determined that the clock mechanism is defunct and needs replacing - £29 ex VAT*)

2.17 The toilet refurbishment to be costed

2.18 The toilet cleaning to be checked to ensure that it is being carried out satisfactorily (*To date no problems found*)

2.19 Overhanging trees adjacent to the Mill footpath to be investigated (*Carried out by BT as part of his tree watch programme*)

2.20 Following the June incursion onto the grass by a lorry, the lorry owners insurers are being chased for payment.

2.21 Work to the chimney needs to be carried out as soon as possible. Planning permission or a Lawful Development Certificate to be sought from SDC, for which the chairman will supply “before and after” photographs. (*SDC have confirmed that no action other than completion of a CAC for full removal is required*)

2.22 A replacement notice board outside the Church Hall is to be investigated by the clerk. (*Unused notice board doors have been found and Mr Catt will provide a quote for construction of a board.*)

3. General

3.1 An updated cash flow was tabled and agreed. It was noted that although income from burials was lower than projected, there have been two recent burials that have assisted with the financial situation. However, OPC is still within the margin of error for this time of the year.

3.2 The receipts and payments lists were agreed.

3.3 F&GP TOR’s:- At the OPC meeting of 14 Oct it was agreed to use the existing OPC Financial Regulations and add the following as an annex
   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 Clerk to set up a demo of the KCC parish web-sites at 9.15 on 15 Nov

3.5 The initial budget for FY 2014/15 was discussed and agreed. The clerk will update with one or two items that were raised at the meeting.

3.6 The extension to the Scribe financial package was discussed and it was agreed to extend the contract until the end of June 2015 in order to include the audit requirements.
4. Cemetery

4.1 The replacement bench was discussed and the chairman will investigate the situation regarding the unused bench in Telston Park.

4.2 The MDH risk assessment has been received. The clerk will write to the funeral directors to ensure that they are satisfied with this as they contract for the digging of the graves.

4.3 It has been agreed in principle between the Church and OPC that the grass cutting within the church is the responsibility of OPC and that the church will accept responsibility for the condition of the graves and trees. The clerk will obtain this in writing from the church.

5. Car Park

5.1 The resurfacing costs have been paid in full, the advertising sign can now be removed.

5.2 It was noted that the bricks on the entrance wall need replacing and it is understood that BT has removed them. The chairman volunteered to repair the wall as soon as practicable.

5.3 Disclaimer notices were required as soon as possible for the car park.

6. Toilets

6.1 The chairman has located a new locking system for the toilets as the current one is no longer manufactured. He was authorised to purchase and fit the replacement.

7. Allotments

7.1 It was noted that the overhanging trees from OBM require tidying up.

8. Bus Stop(s)

8.1 Nothing financial to report.

9. Recreation Grounds/Pond

9.1 Correspondence has been received from the OSA regarding costs associated with worming and other treatments. It was unclear from the records as to who should pay for this treatment, OSA or OPC. The clerk to investigate the situation with other parish councils with a similar arrangement regarding their local sporting clubs. The F&GP thought that the costs should fall with the clubs. The clerk will make a thorough investigation of OPC records to determine what had happened in the past. It was recommended that this was discussed at the next Council meeting and a decision made at that point when further information would be available.

10. School House/Heritage Centre

10.2 A replacement Hall Clock has just been purchased for £360. Volunteers are now required to provide the requisite scaffolding or tower and fit the new clock when it arrives. Due to its weight, the removal of the existing
clock will be the greatest problem.

11. The Chalk Pit

11.1 It was noted that the scouts are to hold their annual bonfire on 2nd Nov

12. Other Matters.

12.1 There were no other matters

DATE OF NEXT MEETING

The December meeting will be held on Monday 25th November 2013 at 09.15

There being no other business this meeting was closed at 11.45am

Signed…………………………………………Chairman

Dated .........