
Apologies:- None – all present

1. The minutes of the November 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 It was observed that the gutters need replacing – Cllr. Verrall to obtain quotes and budget for next year.

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

2.5 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)

2.6 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.

2.7 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.

2.8 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 – still awaiting adult gym estimate

2.9 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

2.10 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

2.11 The toilet refurbishment to be costed

2.12 The Clerk to set up a demo of the KCC parish web-sites at 9.15 on 15 Nov

2.13 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.

2.14 The replacement bench was discussed and the chairman will investigate the situation regarding the unused bench in Telston Park. Overtaken by events

2.15 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

6.1 DC  Continuing
2.5 JEW  Continuing
9.2 J Verrall  Continuing
7.3 Clerk/JV  Continuing
7.4 J E-W  Continuing
8.3 Clerk  Continuing
9.4 Clerk  Completed
9.5 ALL  Continuing
9.6 Clerk  Completed
9.7 Clerk  Continuing
9.10 JV  Continuing
11.1 Clerk  Completed
11.2 Clerk  Completed
11.3 J E-W  Completed
11.6 J E-W  Continuing
repair the wall as soon as practicable.

2.16 Disclaimer notices were required as soon as possible for the car park. The signs have arrived and are being prepared for installation by the chairman.  

2.17 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.  

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. The chimney removal will probably be moved into next year as the work has to be carried out in the school holidays.  

3.2 The receipts and payments lists were agreed.  

3.3 The members had looked at various current Parish web-sites and Cllr Whitehead volunteered to investigate a new system for Otford.  

3.4 The extension to the Scribe financial package was discussed and it was agreed to extend the contract until the end of June 2014 in order to include the audit requirements. Following which it would be “view only” and we would transfer to the new Alpha system.  

3.5 The Clerk will investigate alternative banks to the Bank of Ireland.  

4. Cemetery  

4.1 There were no financial matters to discuss.  

5. Car Park  

5.1 There were no financial matters to discuss.  

6. Toilets  

6.1 There were no financial matters to discuss.  

7. Allotments  

7.1 £500 had been set aside for the allotment car park in the 2013/2014 budget. This may be allocated to the following year.  

8. Bus Stop(s)  

8.1 There were no financial matters to discuss.  

9. Recreation Grounds/Pond  

9.1 The Chairman volunteered to mow the orbits and would arrange a meeting with Tremain Clinton to determine their location.  

Meeting arranged for 15th December.
9.2 It was agreed that OPC should pay the bill for worming, (since they have been invoiced) and claim the reimbursement costs from the OSA

9.3 It was noted that the car that “went for a swim” did not cause any permanent damage. However, it was noted that the corner by the Crown and the corner by the chemist had both been damaged by lorries unknown.

10. School House/Heritage Centre

10.1 The clerk is seeking estimates for the redecoration of the hall and lobby area

10.2 Three estimates for repair to the chimney have been received, two of them for just over £6k and one for £2.5k. Another estimate is in the pipeline.

11. The Chalk Pit

11.1 There were no financial matters to discuss

12. Other Matters.

12.1 There were no other matters to discuss

DATE OF NEXT MEETING

The December meeting will be held on Monday 6 January 2014 at 09.15

There being no other business this meeting was closed at 11.30am

Signed…………………………………………Chairman

Dated ...........