
Apologies: None – all present

1. The minutes of the January 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 – The clerk has obtained a specimen contract and has forwarded it to the chairman who will utilise it to compose a suitable contract and job description for the Assistant Clerk

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 One of the estimates for the painting of the wooden posts around the pond was considered to be far too expensive, therefore alternative solutions were sought and the work has commenced.

2.7 The clerk has received several inputs regarding the budgeting process, following which the Budgeting process has been completed and was agreed at the January meeting.

2.8 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

2.9 The toilet refurbishment to be costed

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

2.11 The chairman has located a new locking system for the toilets as the current one is no longer manufactured. He was authorised to investigate the reason for intermittent failure and to purchase and fit the replacement if required

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

2.13 The Clerk will investigate additional banks to the Bank of Ireland and Unity Trust Bank
2.14 The Chairman volunteered to mow the Solar System orbits. He has held a meeting with Tremain Clinton to determine their installation and all seems fairly clear. Just waiting for dry weather to commence mowing.

12.3 JE-W
Completed

3. General

3.1 An updated cash flow was tabled and agreed. The only area of concern was that income from burials continued to decrease.

3.2 The receipts and payments lists were agreed. The clerk has investigated the year end training requirements for the new finance package and will contact the supplier if required

1.1 Clerk
Completed

3.3 Web site update – Cllr. Whitehead was progressing the situation and it is looking positive. Efforts will be made to ensure that it is as accessible as possible.

3.4 The 2014/2015 budget having been agreed at the previous council meeting, and as it was over £140k, the clerk had prepared the breakdown of certain areas as required by SDC. This breakdown will be provided to SDC.

3.5 The clerk has been investigating alternative bank accounts. The clerk will liaise with Sevenoaks District Council to find recommended alternatives.

3.6 It was agreed that BT and the PWLB should be paid by Direct Debit in order to save extra expense.

4. Cemetery

4.1 The trees that had been blown down during the Christmas gales have been removed.

5. Car Park

5.1 The Village Hall drains were proving to be a bit of a problem – The hall management have the matter in hand

6. Toilets

6.1 There appears to be an intermittent problem with the Ladies door. The chairman will investigate when called upon

2.2 JE-W

7. Allotments

7.1 There were no financial matters to discuss

8. Bus Stop(s)

8.1 There were no financial matters to discuss

9. Recreation Grounds/Pond

9.1 The recent damage to the grass verges have been repaired by Mr Thomas

10. School House/Heritage Centre
10.1 Decoration of the foyer has been completed. New carpet tiles are the next item to be replaced

10.2 The estimate of £2.5k for the removal of the chimney from Oaklands is recommended to the Council with work anticipated to take place during the school Easter holidays

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 March meeting will be held on Monday 24 February 2014 at 09.15

There being no other business this meeting was closed at 10.35am

Signed……………………………………… …Chairman

Dated ........