
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 is still being investigated by Cllr. Cracknell. 6.1.13 DC Continuing

2.2 Assistant clerks contract – It is work in progress 8.1 Clerk

2.3 Estimates for works to the front entrance, path, hedge, dropped kerb to ensure that they are DDA compliant are awaited. (Parts of the work have been quoted for by Norman, but F&GP thought that a second quotation would be appropriate.) 7.3 Clerk/JV Continuing

2.4 The toilet refurbishment to be costed 9.10 JV Continuing

2.5 It was noted that the bricks on the entrance wall need replacing and it is understood that BT has removed them for safe keeping. Mssrs Thoms/Catt will repair the wall as soon as practicable. (Clerk to chase) 5.1 BT/ Clerk Continuing

2.6 Refurbishment of the Rubbish bins at the Cemetery are being progressed by Cllr Mrs Marsh 7.2 CM Continuing

2.7 Information re dog control on the recreation ground had been sent by KALC and the Clerk will forward it to all Councillors. (The clerk to raise the issue at the Clerks forum) 6.4 Clerk Completed

2.8 The Parish web-site – Cllr. Edwards-Winser has provided contact details to Cllr. Whitehead for the two Shoreham residents who could produce a website. Cllr Whitehead agreed to follow this up 7.3 MW Completed

2.9 Quotes for electrical work were required in order to ascertain the final costs of the defibrillators. (Awaiting response from contractor) 6.2 Clerk Continuing

2.10 It was agreed that the current Financial Regs would be amended to take account of on-line banking plus any other clauses for the Regs which are thought necessary. The clerk will circulate proposed amendments. 7.4 Clerk Completed

2.11 It was agreed that the clerk would look over the Standing Orders and suggest modifications as required in line with NALC best practice, (following finalization of the Financial Regs) for discussion by the committee 7.5 Clerk Continuing

2.12 Regarding a decision on burials in the green cemetery an estimate of available space was awaited from BT 7.6 BT Completed

2.13 It was noted that the new willow tree had matured to such an extent that some of the branches on the existing tree would require removal. Mr Thomas is arranging this. 7.7 BT Completed

2.14 Information re dog control on the recreation ground had been sent by KALC and the Clerk has forwarded it to all Councillors. The topic will be 7.8 Clerk Completed
discussed at the local Clerks meeting at SDC and the situation reported back to OPC

2.15 Regarding the new computer required for the Assistant clerk, the chairman will investigate the specification and cost implications.

2.16 It was agreed that the cost of an electronic door lock would be explored and fitted by local councillors. It was also agreed that a verbal abuse notice should be posted in the office.

2.17 It was agreed that a verbal abuse notice should be posted in the office.

3. Finance

3.1 An updated cash flow was tabled and agreed. The RFO noted that some of the agreed spend on the toilets, pavilions and computer upgrade should be expedited as soon as possible.

3.2 The payments made since the last Council meeting were agreed.

3.3 The Parish web-site – Cllr. Edwards-Winser has provided contact details to Cllr. Whitehead for the two Shoreham residents who could produce a website. Cllr Whitehead has followed this up to no avail. The clerk is looking into alternatives

3.4 Quotes for electrical work were required in order to ascertain the final costs of the defibrillators. (Awaiting response from contractor)

3.5 It was agreed that the current Financial Regs would be amended to take account of on-line banking (BACS) and Direct Debit payments and other minor amendments.

3.6 It was agreed that the clerk would look over the Insurance Cover and add items that were not on the asset list ie:- Cemetery Barrier, Seats at Hale Lane, Notice Boards, Solar System pillars, Emergency Generator, Tennis Nets.

3.7 The revised employees pension policy (subject to query) to be circulated to councillors and be recommended for acceptance

4. Cemetery

4.1 Nothing Financial to report

4.2 A meeting to discuss the requirements for the maintenance of the Churchyard took place on July 17th and a number of items including information on memorials, detailed plan of curtilage and ownership, paths and footpaths were referred back to the church for clarification.

4.3 Regarding a decision on burials in the green cemetery an estimate of available space has been provided. There are effectively only 76 spaces available and it is therefore recommended that only Otford residents and contiguous parishes, excluding Sevenoaks Town, should be allowed burial therein, ie categories 1 and 2. It is also recommended that costs should be increased to raise sufficient income for ongoing maintenance. The clerk to provide figures for the next meeting.
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 There were no financial matters to discuss

8. Recreation Grounds/Pond

8.1 There were no financial matters to discuss.

9. School House

9.1 The guttering has been installed

9.2 Regarding the new computer required for the Assistant clerk, the chairman is investigating the specification and cost implications.

9.3 The work on removing the chimney is due to start on Thursday 24\textsuperscript{th} July

9.4 One of the drain covers in the driveway has been found to be in danger of collapse. It has been partially repaired and will be replaced.

9.5 It was agreed that a verbal abuse notice should be posted in the office.

10. The Chalk Pit

10.1 There were no financial matters to discuss

11. Correspondence.

11.1 Correspondence regarding pension policy has been received from KCC and is being addressed by the clerk

DATE OF NEXT MEETING

The next meeting will be held on Tuesday 26\textsuperscript{th} August 2014 at 09.15

There being no other business to discuss this meeting was closed at 10.50am

Signed…………………………………………Chairman

Dated ........