
Apologies: - None – all present

1. The minutes of the September 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 Continuing

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, but F&GP thought that a second quotation would be appropriate.) 7.3 Clerk/JV Continuing

2.4 The toilet refurbishment to be costed 6.10 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 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

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. 9.1 JE-W Continuing

3.2 It was noted that the next tranche of precept income for £73K was due shortly and would be paid into the Bank of Ireland account

3.3 The Parish web-site:- three quotations had been received. Mr Bassendine had offered to develop the web-site for free, but it was considered that £500 should be paid to cover expenses and training.

3.4 The defibs have all been connected to a suitable electricity supply and the temp set to 10°C.

3.5 The national salary percentage increase had not yet been agreed. The chairman will obtain local information on salary increases 9.1 JE-W Continuing

3.6 There is an SLCC Clerks course to be held in Colchester in November and the OPC clerk will be attending and share transportation costs with another local clerk

3.7 Input for next years budget is required for the next F&GP meeting.
3.8 Several Gas and Electricity quotes have been requested and received and it was decided to stay with British Gas as any saving was minimal and not worth the hassle associated with changing providers.

3.9 Consideration was made of a request towards the cost of Christmas lights in the High Street. A grant of £350 was agreed i.e. 50% of the cost of the lights. It was also agreed to provide the Parade with 50% of the cost of their lights or £80, whichever is the least.

4. Cemetery

4.1 In order to reduce the rate of uptake in the Green cemetery from non contiguous parishes, it was agreed to recommend an increase to the charge made to people from outside of the immediate area. The charge should rise from the current £2500 to £4000 and there would be no pre-purchase made available to those outside the local area. OPC would check the status of income every 6 months to note the effect. The Clerk would verify with the Institute of Cemetery and Crematorium Management, that this action was constitutional.

4.2 The clerk will investigate the procedure for cremated burials.

5. Car Park

5.1 OPC will be registering for VAT

6. Toilets

6.1 Cllr Verrall is discussing the refurbishment of the toilets with a specialist contractor.

7. Allotments

7.1 New Water Tanks are required to replace the unprotected baths which are considered a Health & Safety issue for young children. It is expected that OPC will be subjected to a bill of £400-£500 for provision of tanks and additional for fitting of pipes with non-return valves and insulation.

8. Recreation Grounds/Pond

8.1 It was noted that the entrance mat to the recreation ground requires replacement

9. School House

9.1 It was noticed that the down pipe/gully by the kitchen was blocked – the clerk to contact a maintenance company to investigate

9.2 One of the drain covers in the driveway has been found to be in danger of collapse. It is understood that it has been partially repaired and will be replaced.

9.3 A 20ft Christmas tree will be installed outside the Office and three quotes had been received. The chairman to speak with contacts at Stonepits Farm (supplier of lowest quote) to obtain the trunk diameter and branch spread so that a suitable tree can be installed before 30th November.
10. The Chalk Pit

10.1 SDC would do what they could regards the rubbish in the chalkpit at the top end, but were not hopeful of resolving the issue.

11. Correspondence.

An email had been received from KCC pensions re News Bulletin 12
An email had been received from BT re availability of superfast broadband
A notice of the AGM of ICCM together with summary financial statement for the year to 31st March 2014 had been received.
The journal of ICCM had been received
A letter had been received from British Gas re changes to billing.

DATE OF NEXT MEETING

The next meeting will be held on Monday 3rd November 2014 at 09.15

There being no other business to discuss this meeting was closed at 11.10am

Signed…………………………………………Chairman

Dated ........