

**OTFORD
PARISH
COUNCIL**

Parish Clerk:
Sharon Palmer
01959 524808

Email: clerk@otfordpc.co.uk

The School House
21 High Street
Otford Sevenoaks
Kent TN14 5PG

MINUTES of a MEETING for OPC FINANCE & GENERAL PURPOSES COMMITTEE

at The School House on 7 September 2015 from 9:15am

Present: Cllr J Edwards-Winser (in the Chair)
Cllrs J Lawrey, J Verrall and M Whitehead

Clerk: Sharon Palmer

1. **Public Forum.**

No members of the public were present.

2. **Apologies**

No apologies were received.

3. **Disclosures of Interest for items on the Agenda** – None.

4. **Minutes**

The Minutes of the previous meeting held on 3 August 2015 were agreed and signed as an accurate record of the meeting.

5. **Matters Arising**

5.1 Drain blockage. Repayment of the bill to clear the blockage is being sought. 44/15 Clerk Continuing

5.2 Removal of trees outside a property on The Green. Continuing. 45/15 Clerk Continuing

5.3 Loan Board Query
The Clerk has spoken with the Public Loan Board. See item 6.5 below. Completed

5.4 Play Area security. Cllr Edwards-Winser has prepared a draft rota for locking the play area. Identity cards will be carried by Councillors when undertaking this work. Photographs will be included. These will be taken prior to the Parish Council Meeting on 14 September. 30/15 Continuing

6. **General Finance**

6.1 Details of receipts and payments made since the last Council meeting were received together with details of the last bank reconciliation. Orders for payment were approved.

6.2 Budget/Allocation of Reserves
The Committee reviewed the draft Reserves list. A few updates will be included and forwarded to Councillors for information. 21/15 Clerk

6.4 New bank signatories. The bank mandates are being prepared for signature. Completed

6.5 Public Loan Board. It was agreed that a recommendation will be made to the Council to approve paying the remainder of the loan for The **OPC to Vote**

School House prior to the end of the term of the loan.

7. **Cemetery**

- 7.1 It was noted that more cars appear to be parking in the car park. It was agreed that an A-frame notice will be placed in the entrance on days when funerals will be taking place to prevent people parking there. 40/15 All
- 7.2 It has been reported that fly-tipping is taking place around the entrance to the cemetery car park. This will be monitored. 46/15 All + BT & SW

8. **Car Park**

There were no new financial matters to discuss.

9. **Toilets**

- 9.1 Lease. There is a hatched area on the site plan within the lease that is not identified. St Bart's Church has been asked to find out the significance of this hatched area as there is no apparent reference to it in the lease. 41/15 Clerk
No response has been received to date.

10. **Allotments**

There were no new financial matters to discuss.

11. **Recreation Ground/Pond**

- 11.1 Arrangements will be made to paint the posts surrounding the pond white in order to make them stand out from the background. The concrete pillar in the entrance to the old Oxford Road will also be painted white to make it more visible. 38/15 BT Continuing
- 11.2 The work to cut back the reeds in the pond has been delayed due illness. This work will be carried out in the near future. 47/17 Continuing
- 11.3 Tree work at Telston Park. Members reviewed the quotations received for the removal of two trees at Telston Park. It was agreed that the quotation from Mr R Robinson will be accepted. 48/15 Clerk

12. **School House**

- 12.1 Attic
Cllr Verrall will continue to search for the source of the damp. JV / JE-W Continuing
- 12.2 Norman Catt will be asked to clear the loft area of rubbish. A small skip may be required. Mr Catt will be asked to remove all the contents of the loft and leave in the rear area of the driveway. The skip will arrive, be loaded and removed in one day. 39/15 Clerk Continuing
- 12.3 Mr Catt will be asked to cost the removal of the hedge and old metal railings in front of the School house. A fence will be erected to match existing. 43/15 Clerk Continuing

13. **Chalkpit**

There were no new financial matters to discuss.
It was noted the Scouts are following procedures for the fence.

14. **Correspondence**

- 14.1 An advisory letter has been received from Unity Trust Bank informing the Parish Council that from 1 January 2016 the deposit protection limit 49/15 Clerk

is changing from £85,000 to £75,000. This is the amount covered by the Financial Services Compensation Scheme in the event of a bank failing. From 31 July 2015 small Local Authorities will be covered under this scheme (those with an annual budget up to EUR 500,000). It was agreed that an additional savings account will be opened at a new bank that is not part of the existing banking groups.

15. **Other**

Training courses. It was agreed that the Clerk will attend the CiLCA training course and the KALC Finance Conference.

There being no other business, the meeting closed at 11.00am.

Date of Next Meeting

5 October 2015 at The School House starting at 9:15am

Signed (Chairman) Date