

THE PARISH COUNCIL OF HARTLEY
MINUTES OF THE MEETING OF HARTLEY PARISH COUNCIL
HELD IN HARTLEY LIBRARY, ASH ROAD
ON TUESDAY 11th APRIL 2023 AT 7.30 P.M.

Present :

Cllr Larry Abraham
Cllr Chris Alford
Cllr Penny Cole
Cllr Perry Cole
Cllr Jim Colwell
Cllr Lesley Driscoll
Cllr Laurence Glander
Cllr David Graeme
Cllr Anne Oxtoby – (*Chairman*)
Cllr Brian Ramsay
Cllr Ian Ross
Cllr Vincent Sewell

In attendance:

Mrs Helen Boden - (*Clerk*)
Cllr David Brazier – (*Kent County Councillor*)

1. Apologies

There were no apologies for absence.

2. Declarations of interest

There were no declarations of interest.

3. Dispensations

There were no requests from Members for a dispensation.

4. Minutes

RESOLVED: That,

the minutes of the meeting of Hartley Parish Council held on 13th March 2023, be approved and signed by the Chairman as a correct record.

The meeting was adjourned at 7.31 p.m. to receive reports from the County Councillor and District Councillors.

The meeting resumed at 7.40 p.m.

5. Planning Committee

RESOLVED: That,

the minutes of the meetings of the Planning Committee held on 22nd March 2023 and 5th April 2023 and the recommendations contained therein, be received and, where necessary, approved and adopted.

6. Neighbourhood Plan

Cllr Alford commented on minute item 4, Settlement Hierarchy for Hartley and advised Members that the Steering Group was still in the process of questioning the credibility of the Hierarchy, due to the inclusion of the railway station in Hartley's score, which is wholly in Longfield.

Members noted that there had been some discussion on the status of the footpaths on the land west of Banckside and that further information was in the process of being sought by the Group.

Cllr Alford commented on minute item 6, Fawkham & Hartley Fete 24th June 2023 and advised Members that an item for inclusion in the programme (at a cost of £250.00) was in the process of being prepared and that members of the Steering Group would be manning a stall at the event.

Cllr Alford commented on minute item 8, Next Round of Consultation with Residents and informed Members that a further round of consultation with residents would be undertaken in September, both to seek to keep the Plan in the public domain and to seek confirmation (or otherwise) that the issues identified in the documents currently being prepared, would be supported by residents.

Cllr Alford commented on minute item 12, Appointment of Chairman of the Committee after the May 2023 Elections.

Members noted that Cllr Alford, the Chairman of the Steering Group would not be seeking re-election to the Parish Council in the May elections and that whilst he would be eligible to serve on the Steering Group after that date, the Terms of Reference of the Group stipulated that the Chairman must be a member of the Parish Council.

Cllr Oxtoby pointed out that the next meeting of the Steering Group was due to take place on 10th May, which would be prior to the first meeting of the Council, at which membership of Committees/Steering Groups would be agreed.

Cllr Oxtoby asked whether in view of this, it would be possible to postpone the next meeting until after the Council meeting.

Cllr Alford advised that there were a number of issues requiring the Steering Group's attention and that therefore it would be preferable for the meeting date to remain as 10th May.

Members agreed that a temporary Chairman should be appointed by the Group at the meeting to be held on 10th May.

RESOLVED: That,

1) the minutes of the meeting of the Neighbourhood Plan Steering Group held on 22nd March 2023, be received and noted and,

2) the Terms of Reference of the Neighbourhood Plan Steering Group be temporarily varied, to allow a Member of the Group's choosing to be appointed as Chairman of the meeting to be held on 10th May.

7. Northfield Management Committee

Members had been requested to receive and note the minutes of the meeting of the Northfield Management Committee held on 22nd March 2023.

The Clerk reported that the minutes were not yet available.

RESOLVED: That,
consideration of the minutes of the meeting of the Northfield Management Committee held on 22nd March 2023, be deferred until the next meeting of the Council.

8. Car Park Resurfacing – Manor Field

The Clerk reported that she was in the process of arranging site meetings with the Council's 3 preferred contractors to ensure that the Contractors' interpretation of the specification fully meets the Council's requirements.

The Clerk reported that an email had been received from the Parish Council's Solicitor, advising that they had now heard back from the Solicitor acting on behalf of the landowner, requesting an undertaking of £1,500 + VAT for legal fees and disbursements to a maximum of £50, whether or not the matter proceeds to completion.

The Parish Council's Solicitor is seeking confirmation that the Council is happy to provide this undertaking and is asking that the funds be transferred to them directly to enable draft documents to be circulated.

RESOLVED: That,
1) the Clerk's report be noted and,
2) the Clerk be authorised on behalf of the Parish Council to provide an undertaking to the landowners Solicitors that the Parish Council will pay £1,500 + VAT for the landowners legal fees and disbursements up to a maximum of £50, whether or not the matter proceeds to completion and that the funds be transferred to the Parish Council's Solicitor with immediate effect.

9. Payments

RESOLVED: That,
(a) the payment of accounts for April 2023, attached as **Appendix 1** to these minutes, be approved.
(b) the Council detail report as at 30th March 2023, setting out actual income and expenditure against budgeted estimates be received and noted;
(c) the bank reconciliations for the Council's four bank accounts for March 2023, be verified by Cllr Perry Cole after the close of the meeting.

(d) it be noted that the bank reconciliations for the Council's four bank accounts for February 2022 had been verified by Cllr Ross.

The meeting closed at 7.52 p.m.

Signed:.....

Date:.....

Chairman of Hartley Parish Council

Schedule of Payments April 2023 - Paid by Internet Banking from Unity Trust Bank

Ref:	Payment to	Particulars	Net	VAT	Total
975374860		PAID 22/03/23 - Repairs to bollard at MF inv INV-3906	320.00	57.00	377.00
804178885		PAID 22/03/23 - Annual contribution	10.00	-	10.00
78196532		PAID 22/03/23 - Tree works Hoselands View inv 1740	350.00	70.00	420.00
185523638		PAID 22/03/23 - Water @ allotments 01/01-30/06 inv 8636290	230.80	-	230.80
454697841		PAID 22/03/23 - 1 x pitchmarker Super C inv SI225920	32.67	6.53	39.20
163103218		PAID 30/03/23 - 20 x garden sacks 30/01 inv 2080513	300.00	-	-
		PAID 30/03/23 - 3 x rec sacks 30/01 inv 2080513	24.00	-	-
		PAID 30/03/23 - Epty dog bins Jan - March inv 2080559	386.10	77.22	-
		PAID 30/03/23 - Flytip removal Gorse Wood & Rectory Meadow inv 2080529	783.00	156.60	-
		PAID 30/03/23 - 4 x rec sacks 14/02 inv 2080517	32.00	-	-
		PAID 30/03/23 - 2 x black sacks 14/02 inv 2080517	55.00	11.00	1,824.92
416812896		PAID 30/03/23 - Operational inspection inv 60128	205.50	41.10	246.60
101205095		PAID 30/03/23 - Final invoice for website design inv 16301	1,102.00	220.40	1,322.40
564753001		PAID 30/03/23 - Stationery inv I4178927	2.98	0.60	-
		PAID 30/03/23 - Stationery inv I4781216	58.97	11.79	74.34
DDR		PAID 31/03/23 - Charges re cash & cheque services	0.30	-	0.30
469093599		Salary 01/04/23 - 30/04/23 (Pre-approved)	2,490.34	-	-
		Reimburse re logmein subscription 01/04/23 - 31/03/24	351.64	-	2,841.98
677756113		Salary 01/04/23 - 30/04/23 (Pre-approved)	1,318.38	-	1,318.38
964722094		Employer & Employee pension contributions April	1,408.35	-	1,408.35
874933979		Month 1 Employer & Employee NIC & PAYE	1,537.71	-	1,537.71
231953080		New Email set up & website assistance inv 220092	65.00	13.00	78.00
255571241		Business rates re Parish Office 23/24 inv 19/0	1,061.00	-	1,061.00
578623818		Stationery inv I4186050	52.98	10.60	-
		Photocopier rental 18/05-17/08 inv KPS289760	140.45	28.09	232.12
897131005		Remove ivy All Saints inv 59	100.00	-	-
		Cut beech hedge that divides MF BG inv 58	50.00	-	-
		Cut beech hedge around MF BG inv 58	125.00	-	-
		Visual inspection BG inv 57	18.50	-	-
		Garden maint @ BG inv 56	145.00	-	438.50
219341866		Notices re MFBG inv MS/20603	179.40	35.88	215.28
799365843	Barclaycard	Payment of statement dated 7th April 2023	390.19	-	390.19
			13,327.26	739.81	14,067.07

Schedule of Payments April 2023 - Paid by cheque/DDR from Barclays Bank					
Chq No	Payment to	Particulars	Net	VAT	Total
DDR	Barclays Bank PLC	Period 13/02 - 12/03 mixed plan charges	15.77	-	15.77
DDR	EDF Energy	Monthly payment re Pavilion	39.00	-	39.00
			54.77	-	54.77

Schedule of Payments April 2023 - Paid by Barclaycard					
Ref:	Payment to	Particulars	Net	VAT	Total
		PAID 07/03/23 - Fan heater re Parish Office	12.46	2.49	14.95
		PAID 20/03/23 - Trade waste sacks	80.35	-	80.35
		PAID 28/03/23 - External algae/fungi killer inv 00007580	90.00	18.00	108.00
		PAID 28/03/23 - Knapsack inv GB831Y6JMPAEUI	28.24	5.65	33.89
		PAID 29/03/23 - 50 x 2nd class stamps	68.00	-	68.00
		PAID 04/04/23 - Licence variation re HVH	89.00	-	89.00
			368.05	26.14	394.19

Adjournment

The meeting was adjourned at 7.31 p.m.

Cllr Oxtoby commented on the fact that Cllr Alford would not be standing for re-election in May and would be retiring from the Parish Council after 22 years of service.

Cllr Oxtoby thanked Cllr Alford for his hard work and dedication over the years, including, his efforts to help to secure Northfield as a public open space, to designate Hartley Wood as a Village Green and to help to produce a Neighbourhood Plan for Hartley.

In addition to this, Cllr Oxtoby made reference to the many events that Cllr Alford had instigated and assisted with the organisation of, including the Queen's Diamond Jubilee in June 2012, the WW1 Commemoration – A Nation's Tribute in November 2018, VE Day 75 in May 2020 (which was subsequently cancelled due to COVID) and most recently, the Queen's Platinum Jubilee in June 2022.

Cllr Oxtoby recognised the fact that Cllr Alford had also been instrumental in setting up the Council in its present form.

Cllr Alford has agreed to remain a member of the Neighbourhood Plan Steering Group to assist the Parish Council with the product of a Neighbourhood Plan.

Cllr Oxtoby presented Cllr Alford with a card and gift in recognition of his service to the Council and members joined Cllr Oxtoby with their thanks.

Cllr Alford thanked the Chairman, the Councillors and Clerks for their assistance during his time in office and concluded by saying that he had enjoyed his time on the Parish Council.

Cllr Brazier had nothing to report.

Cllr Abraham reported that following the insolvency of Sencio, Sevenoaks District Council was working with the insolvency practitioner, so that once permitted, the leisure facilities can be re-opened.

Cllr Perry Cole reported that the Health and Wellbeing Day that had taken place on 18th March had been well attended

Cllr Penny Cole reported that the nomination that she had put forward to the Sevenoaks District Council Making it Happen Awards had not been successful.

Cllr Perry Cole reported that the Parish Council's application for Community Bus Funding had been unsuccessful.

Members noted that Swanley Town Council's bid had been successful and that there was a possibility that its bus could be made available to other Councils.

Cllr Perry Cole reported that he had approached Ash-cum-Ridley Parish Council to gauge their interest in working jointly with Hartley Parish Council to obtain the services of the Swanley Town Council bus.

Cllr Perry Cole suggested that a Working Party be established to look at what service was required/could be provided.

The meeting resumed at 7.40p.m

