

THE PARISH COUNCIL OF HARTLEY
MINUTES OF THE MEETING OF HARTLEY PARISH COUNCIL
HELD IN THE PAVILION, MANOR FIELD, CHURCH ROAD
ON MONDAY 12th JUNE 2023 AT 7.30 P.M.

Present :

Cllr Larry Abraham
Cllr Penny Cole
Cllr Perry Cole
Cllr David Conroy
Cllr Lesley Driscoll
Cllr Laurence Glander
Cllr David Graeme
Cllr Anne Oxtoby – (*Chairman*)
Cllr Ian Ross
Cllr Vince Sewell

In attendance:

Mrs Helen Boden- (*Clerk*)
Cllr David Brazier – (*Kent County Councillor*)
Cllr Shaun Fishenden – (*Chairman of Ash-cum-Ridley Parish Council*)
2 members of the public

1. Apologies for Absence

Apologies for absence had been received from Cllr Jim Colwell due to work commitments, Cllr Mally Malham due to work commitments and Cllr Brian Ramsay due to family commitments.

RESOLVED: That,

the absences of Cllr Jim Colwell due to work commitments, Cllr Mally Malham due to work commitments and Cllr Brian Ramsay due to family, be accepted and approved.

2. Delivery by Councillors of their Declarations of Acceptance of Office

The Council received delivery of Cllr Colwell's Declaration of Acceptance of Office

3. Declarations of interest

Cllr Perry Cole declared an interest in agenda item 17. Grants/Donations, as he has supported the Group using his Members Grant and did not take part in discussion or voting on the matter.

4. Dispensations

There were no requests from Members for a dispensation.

5. Minutes

RESOLVED: That,

the minutes of the Annual Meeting of Hartley Parish Council held on 10th May 2023, be approved and signed by the Chairman as a correct record.

The meeting was adjourned at 7.31p.m. to receive reports from the County Councillor and District Councillors and to take questions from members of the public.

The meeting resumed at 7.45 p.m.

Pursuant to Standing Order 3 (e) the Chairman of the Council invited members of the public present to express an interest if they wished to make representations, answer questions or give evidence in respect of any item of business included in the agenda.

No members of the public expressed an interest in making representations answering questions or giving evidence in respect of any item of business included in the agenda.

6. Co-option to the Council

The Council considered an application from a resident to be co-opted as a Hartley Parish Councillor.

RESOLVED: That,

Mr David Conroy be co-opted as a Parish Councillor to Hartley Parish Council.

7. Declaration of Acceptance of Office

Mr David Conroy signed his Declaration of Acceptance of Office, which was duly delivered to the Council.

8. Membership of Committees

RESOLVED: That,

Cllr Conroy be appointed to the Amenities & Open Spaces Committee, the Finance & General Purposes Committee and the Neighbourhood Plan Steering Group.

9. Amenities & Open Spaces Committee

Cllr Glander commented on the recommendation contained in the minutes of the meeting of the Amenities & Open Spaces Committee held on 15th May 2023, (page 13, minute item 19. Playgrounds (b) Operational inspection.

The recommendation was for the total cost of the required playground works to be met from the Parish Council's General Reserves.

Cllr Glander reported that maintenance of playground facilities – repairs to fencing/ play equipment, was an acceptable use of CIL monies A and B.

In view of this, Cllr Glander proposed and Cllr Oxtoby seconded an amendment to the recommendation, so that it reads:

“(1) the Clerk, in consultation with the Chairman of the Amenities & Open Spaces Committee, be authorised to accept the most suitable quotation for the above works to be undertaken and,

(2) the total cost of the works be met from CIL monies A or B received by the Parish Council “

RESOLVED: That,

the minutes of the meeting of the Amenities & Open Spaces Committee held on 15th May 2023 and the recommendations contained therein, as amended, be received and, where necessary, approved and adopted.

10. Finance & General Purposes Committee

RESOLVED: That,

the minutes of the meeting of the Finance & General Purposes Committee held on 15th May 2023 and the recommendations contained therein, as amended, be received and, where necessary, approved and adopted.

11. Planning Committee

RESOLVED: That,

the minutes of the meetings of the Planning Committee held on 17th May 2023 and 31st May 2023 and the recommendations contained therein, be received and, where necessary, approved and adopted.

12. Northfield Management Committee

RESOLVED: That,

the minutes of the meeting of the Northfield Management Committee held on 15th May 2023, be received and noted and,

13. Security of Open Spaces

Cllr Perry Cole reported that the emergency bunding at Woodland Avenue had now been completed and that the top soil and grass seed was due to be applied.

Members noted that Cllr Malham would again be giving his labour time free of charge and that the cost of materials would amount to in the region of £470.00.

At the Annual Meeting of the Parish Council, it had been agreed that the installation of additional measures to prevent future incursions would be discussed at the next meeting of the Amenities & Open Spaces Committee.

Cllr Perry Cole asked whether any further action had been agreed regarding the suggestion of the installation of a collapsible bollard and concrete apron at the entrance to Woodland Avenue recreation ground.

Cllr Glander reported that at the meeting of the Amenities & Open Spaces Committee held on 15th May 2023, it had been resolved that quotations be sought for the installation of bollards around Hoselands Green, from the bus stop, back to Wellfield, including a collapsible bollard to allow for contractor's access.

Cllr Glander reported that he and the Clerk had recently met with a fencing contractor and that a quotation was awaited.

Cllr Perry Cole expressed concern that additional security arrangements at the main entrance to Woodland Avenue recreation ground had not been progressed.

The Chairman proposed that a Working Party be set up consisting of the Chairman of the Council, Cllr Glander and Cllr Malham, to discuss any additional security arrangements considered necessary and to obtain quotations for the work.

Members agreed that the emergency measures already put in place at Woodland Avenue would be further enhanced by the installation of a collapsible bollard at the main entrance gate.

RESOLVED: That,

(1) a Working Party be set up consisting of the Chairman of the Council, Cllr Glander and Cllr Malham, to discuss any additional security arrangements considered necessary and to obtain quotations for the work;

(2) delegated authority be given to the Clerk, in consultation with the Chairman of the Council, Cllr Glander and Cllr Malham, to accept any suitable quotation received for the additional emergency works at Woodland Avenue and,

(3) the total cost of the emergency works be met from the Parish Council's general reserves.

14. Neighbourhood Plan Steering Group

Cllr Ross reported that at the meeting of the Neighbourhood Plan Steering Group held on 7th June 2023, Chris Alford had been appointed as Chairman of the Group and Cllr Ross had been appointed as Vice-Chairman of the Group.

Members noted that at the Parish Council meeting held on 10th May 2023, the Terms of Reference of the Steering Group had been reviewed, due to the fact that the Chairman of the Group (Cllr Alford) was no longer a member of the Parish Council and the Terms of Reference stated that the Chairman should be a member of the Parish Council.

The amended Terms of Reference state that *“the Steering Group will be made up of three Parish Councillors, one of whom shall be appointed Chairman or Vice-Chairman of the Steering Group, together with up to nine volunteers”*.

RESOLVED: That,

(1) the appointment of Chris Alford as Chairman of the Neighbourhood Plan Steering Group and Cllr Ross as Vice-Chairman of the Neighbourhood Plan Steering Group, be approved and noted and,

(2) the minutes of the meeting of the Neighbourhood Plan Steering Group held on 10th May 2023, be received and noted.

RESOLVED That,

pursuant to Standing Order 10 (a) (ix), the order of business be altered so that agenda item 15, Car Park Resurfacing/footpath –Manor Field, be taken as the last agenda item.

15. Internal Auditor

Members had been requested to consider arrangements for the appointment of the Council's internal auditor.

Prior to the meeting, Members had been provided with pages 24 – 33 of the Joint Panel on Accountability & Governance Practitioners Guide (JPAG) 2023, relating to best practice guidance for selection and appointing an internal audit provider.

Members considered two quotations received to carry out the internal audit of the Council's accounts for 2023/24 and were satisfied that the guidance relating to the selection and appointment of an internal audit provider, contained in the JPAG 2023 had been adhered to.

RESOLVED: That,
Mulberry & Co be appointed as the Parish Council's internal auditor for the financial year 2023/24, to carry out both an interim and final audit.

16. Grants/Donations

Members considered a letter dated 25th May 2023 and audited accounts for 2021/22 received from We Are Beams, requesting a donation for the sum of £2,000 towards the costs of their Beamers Playschemes 2023.

Members noted that We Are Beams is a local charity based in Hextable that supports disabled children and their families in Kent. The charity currently supports 22 families who reside within the Hartley parish. These families would directly benefit from support from the Parish Council.

Beamers Playscheme provides a wide range of activities during the school holidays, an opportunity for disabled children to take part in activities that they would not otherwise have the chance to do and giving the family a few hours respite.

Members were keen to support the scheme, particularly in view of the number of Hartley residents currently using it.

Cllr Sewell proposed and Cllr Abraham seconded the proposal that a sum of £2,000 should be donated to We Are Beams to support the cost of their Beamers Playschemes 2023.

On being put to the vote, Cllr Sewell's motion was CARRIED.

RESOLVED: That,
(1) a donation in the sum of £2,000 be made to We Are Beams, towards the costs of their Beamers Playschemes 2023;
(2) the donation be made on the condition that the council will request feedback showing that the grant has been spent appropriately and,
(3) the total cost of the donation be met from the Parish Council's General Reserves.

17. Payments

RESOLVED: That,

(a) the payment of accounts for June 2023, attached as **Appendix 1** to these minutes, be approved;

(b) the Council detail report as at 6th June 2023, setting out actual income and expenditure against budgeted estimates be received and noted;

(c) it be noted that the bank reconciliations for the Council's 4 bank accounts for April 2023 had been verified by Cllr Oxtoby and,

(d) it be noted that the bank reconciliations for the four bank accounts for May 2023 would be verified by Cllr Abraham.

RESOLVED: That,

pursuant to Standing Order 3 (d), members of the press and public be excluded from the meeting due to the confidential nature and commercial sensitivity of the business to be transacted.

18. Car Park resurfacing/footpath – Manor Field

Cllr Glander reported that he and the Clerk had met with the preferred contractors to ensure that the contractors' interpretation of the specification fully meets the Council's requirements and in view of the length of time elapsed since the original quotations had been received, to request that they be reviewed to prevent any unexpected expenditure once a contractor has been appointed.

The Clerk reported that no further communication had been received from the land owners Solicitors regarding the proposed footpath leading from Hartley Burial Ground.

Members had been requested to consider any quotations received, following the site meeting, but the Clerk reported that due to the fact that she was awaiting clarification from one of the contractors regarding their quotation, this would not be possible.

Members were reminded that quotations for the car park had been sought using the Government Contracts Finder website and had been narrowed down to three preferred contractors.

Of these three, only two had responded to the request for a site meeting and the submission of a revised quotation.

RESOLVED: That,

the matter be deferred pending receipt of the revised quotations.

The meeting closed at 8.41 p.m.

Signed:.....
Chairman of Hartley Parish Council

Date:.....

APPENDIX 1

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Schedule of Payments June 2023 - Paid by Internet Banking from Unity Trust Bank					
Ref:	Payment to	Particulars	Net	VAT	Total
73261271		PAID 24/05/23 - Annual insurance premium 01/06/23 - 31/05/24	2,519.10	-	2,519.10
584413572		PAID 30/05/23 - Supply of materials to repair fence W/Avenue inv MH100 23	204.20	-	-
		PAID 30/05/23 - Supply new tap @ Pavilion inv MH101 23	25.00	-	229.20
830925069		PAID 31/05/23 - Services 01/04/23 - 30/06/23 inv Q0794J	146.85	29.37	176.22
206101282		Set new IMAP on outlook inv 220092	65.00	13.00	78.00
783464200		Re samples at Pavilion inv 56074	78.00	15.60	-
		Quarterly WSP @ Pavilion inv 56554	175.00	35.00	303.60
395744523		Data backup service inv SM28221	185.44	37.09	-
		Alpha software annual support & maint inv SM27638	223.07	44.61	490.21
289957563		1 no Squire padlock & key inv 215923	22.88	4.58	27.46
116634490		Supply & application of fertilizer & iron MF inv 24970	427.49	85.50	512.99
153466422		Annual subscription inv 4458/2023/24	95.00	-	95.00
65949802		Salary 01/06/23 - 30/06/23 (Pre-approved)	2,490.34	-	2,490.34
48741696		Salary 01/06/23 - 30/06/23 (Pre-approved)	1,400.24	-	1,400.24
821704892		Month 3 Employer & Employee NIC & PAYE	1,595.47	-	1,595.47
886733470		Employer & Employee pension contributions May	1,442.61	-	1,442.61
575969968		Post Election Dynamic Councillor 01/06 L Glander inv 6683669549	50.00	10.00	-
		Respectful & Positive Social Media 16/05 L Glander inv	16.00	3.20	79.20
102385921		Supply of 2 black granite plaques "In Remembrance" inv 3727	290.00	58.00	348.00
644852447		Cesspool emptying inv 2081604	213.00	-	-
		20 x garden waste sacks 06/06/23 inv 2082223	300.00	-	-
		2 x recycling sacks 06/6/23 inv 2082223	16.00	-	-
		30 x garden waste sacks 22/05/23 inv 2082165	450.00	-	979.00
731819005		Stationery inv I4205098	55.98	11.20	-
		Stationery inv I4205097	54.99	11.00	-
		Stationery inv I4203689	55.98	11.20	-
		Stationery inv I4196712	37.94	7.59	-
		Stationery inv I4207658	48.25	9.65	303.78
465681297		Cricket season cleaning May inv 04454	125.00	-	-
		Clean pavilion & water temp testing May inv 04446	158.66	-	283.66
406901600		Fee re advert in Fawkham & Hartley Church fete programme re Neighbourhood Plan	250.00	-	250.00
690359630		Jetwash MUGA Woodland Ave inv 23948	995.00	199.00	1,194.00

APPENDIX 1

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484764942	Garden maint BG May inv 68	160.00	-	-
	BG visual inspection May Inv 69	18.50	-	-
	Grass cutting BG & MFBG May inv 70	440.00	-	-
	Grass cutting All Saints My inv 71	124.00	-	-
	MFBG maintenance May inv 72	60.00	-	-
	Grass cutting & strimming memorial green May inv 73	116.00	-	-
	Cut hedge in front of church May inv 74	30.00	-	948.50
679994847	Routine maint contract w/c 22/05, 29/05 & 05/06	519.00	-	-
	Strim entrance MF inv 149	15.00	-	534.00
996416237	Delivery of Hartley Herald & Annual Report inv 5527	320.00	-	320.00
546221314	Reconfigure Outlook inv 220366	35.00	7.00	42.00
233263994	Supply & application of a selective and fertiliser @ MF inv 25129	486.09	97.22	-
	Supply & application of selective, fertilizer & seaweed MFBG inv 25129	531.00	106.20	1,220.51
597829801	Repair works/ external works to pavilion inv 1143	1,835.00	-	1,835.00
		18,902.08	796.01	19,698.09

Schedule of Payments June 2023 - Paid by cheque/DDR from Barclays Bank

Chq No	Payment to	Particulars	Net	VAT	Total
DDR		Period 13/04 - 14/05 mixed plan charges	14.35	-	14.35
DDR		Monthly payment re Pavilion	39.00	-	39.00
DDR		Loan repayment due 14/06/23	325.36	-	325.36
			378.71	-	378.71

Schedule of Payments June 2023 - Paid by Barclaycard

Ref:	Payment to	Particulars	Net	VAT	Total
		PAID 12/05/23 - Purchase of refreshments for Annual Parish Meeting	55.52	-	55.52
		PAID 08/06/23 - 200 x 2nd class stamps	150.00	-	150.00
			205.52	-	205.52

Adjournment

The meeting was adjourned at 7.31 p.m.

The Chairman welcomed Shaun Fishenden, the new Chairman of Ash-cum-Ridley Parish Council to the meeting.

Cllr Brazier commented on the fact that the interactive warning sign on Ash Road had been removed by Kent Highway Services, due to the fact that it was beyond repair.

The options given to the Council were to 1) not replace the sign, 2) consider some other form of speed deterrent or 3) purchase a new sign for approx. £8,000.

Cllr Brazier advised that should the Parish Council opt to purchase a new sign, he would be willing to contribute £2,000 from his Members Fund.

The Chairman thanked him for his offer and it was agreed that the Council would contact Cllr Brazier once a decision has been made.

Cllr Brazier reported that a consultation on the Household Recycling Centres would be distributed in July.

Currently there are 13 centres in Kent, but the proposal is that 4 will be closed down.

Cllr Brazier indicated that the Household Recycling Centre at Pepper Hill was not likely to be one of them, due to the fact that it was so well used.

Cllr Abraham reported that he had not yet attended a meeting at the District Council.

Cllr Abraham congratulated Cllr Perry Cole on his recent election as Deputy Leader of Sevenoaks District Council.

Cllr Penny Cole reported that the District Council was experiencing a period of change and that the Northern parishes should now have a bigger voice.

Cllr Fishenden reported that he had recently been elected as Chairman of Ash-cum-Ridley (ACR) Parish Council.

Cllr Fishenden reported that he had been a Councillor with ACR PC since 2020 and that he was the current Clerk at Meopham and Luddesdown Parish Councils.

Cllr Fishenden reported that the representatives from ACR PC on the Northfield Management Committee for 2023/24 would be himself, Cllr McLoud and Cllr Brammer.

Cllr Fishenden reported that ACR PC had now adopted a more streamlined Parish Council to endeavour to reduce workload for the Clerks and to enable councillors to have more input.

Cllr Graeme commented on the fact that the majority of New Ash Green was run by the Village Association and asked Cllr Fishenden what amenities the Parish Council is responsible for.

Cllr Fishenden advised that the Parish Council had responsibility for Northfield, the Burial Ground (which although now closed, still requires maintenance), the Sports Centre and the Summer Holiday Scheme. Members noted that ACR PC have no responsibility for any amenity land/halls.

Cllr Fishenden reported that ACR PC's Neighbourhood Plan had been put on hold as it requires updating prior to submission.

Cllr Graeme asked whether ACR PC was intending to lobby regarding the buses.

Cllr Fishenden advised that the Parish Council intended to, as much as possible.

The meeting resumed at 7.45 p.m

