

THE PARISH COUNCIL OF HARTLEY
MINUTES OF THE MEETING OF HARTLEY PARISH COUNCIL
HELD IN THE PAVILION, MANOR FIELD, CHURCH ROAD
ON MONDAY 10th JULY 2023 AT 7.30 P.M.

Present :

Cllr Larry Abraham
Cllr Penny Cole
Cllr Perry Cole
Cllr Jim Colwell
Cllr David Conroy
Cllr Lesley Driscoll
Cllr Laurence Glander
Cllr David Graeme
Cllr Anne Oxtoby – (*Chairman*)
Cllr Brian Ramsay
Cllr Vince Sewell

In attendance:

Mrs Jane Tyrrell - (*Assistant Clerk*)

1. Apologies for Absence

Apologies for absence had been received from Cllr Ian Ross due to personal circumstances.

Members noted that apologies had also been received from David Brazier the Kent County Councillor, due to work commitments.

RESOLVED: That,

the absence of Cllr Ian Ross due to personal circumstances, be accepted and approved.

2. Declarations of interest

Cllr Graeme declared an interest in agenda item 5, Amenities & Open Spaces Committee, minute item 15, Routine Maintenance Contract, as the successful contractor was a family member.

3. Dispensations

(a) The Council considered a request from Cllr Conroy to grant a dispensation in relation to the transaction of business on matters relating to the Hartley Village Hall Trust.

RESOLVED: That,

pursuant to paragraph 15 of the Code of Conduct adopted by the Council on 10th November 2014, the request from Cllr Conroy for the Council to grant a dispensation to enable participation in discussion and

voting on any matter/s relating to the Hartley Village Hall Trust until the next ordinary election in May 2027, on the grounds that the Council is the sole trustee of the Charity and to do otherwise would impede any business to be transacted by the Council on matters relating to the trust, be approved.

(b) There were no further requests from Members for a dispensation.

4. Minutes

RESOLVED: That,

the minutes of the meeting of Hartley Parish Council held on 12th June 2023, be approved and signed by the Chairman as a correct record.

The meeting was adjourned at 7.30p.m. to receive reports from the District Councillors.

The meeting resumed at 7.32 p.m.

5. Amenities & Open Spaces Committee

RESOLVED: That,

the minutes of the meeting of the Amenities & Open Spaces Committee held on 28th June 2023 and the recommendations contained therein, be received and, where necessary, approved and adopted.

6. Planning Committee

RESOLVED: That,

the minutes of the meetings of the Planning Committee held on 14th June 2023 and 28th June 2023 and the recommendations contained therein, be received and, where necessary, approved and adopted.

7. Personnel Committee

Cllr Penny Cole commented on the recommendation contained in the minutes of the meeting of the Personnel Committee held on 28th June 202, (page 2, minute item 6. Staff (a) (3).

The recommendation was for the Council to explore the possibility of employing an additional member of staff to manage the amenities and open spaces of the council.

Cllr Penny Cole suggested the possibility of engaging the services of a groundsman who could also carry out an estate manager role.

It was suggested that neighbouring parishes be contacted to explore the possibility of sharing a Groundsman/Estate Manager.

RESOLVED: That,

(1) neighbouring parishes be contacted to enquire about the possibility of sharing a Groundsman/Estate Manager, for further consideration by the Council and,

(2) the minutes of the meeting of the Personnel Committee held on 28th June 2023 and the recommendations contained therein, be received and, where necessary, approved and adopted.

8. Neighbourhood Plan Steering Group

Cllr Colwell reported that in order to proceed with the next round of consultation with residents and stakeholders, it had been necessary to seek professional assistance.

Cllr Colwell reported that a consultant had been engaged to assist with the development of a consultation document to seek views from residents and businesses in the parish, about the nature of the policies being produced to support the Neighbourhood Plan.

RESOLVED: That,
the minutes of the meeting of the Neighbourhood Plan Steering Group held on June 2023, be received and noted.

9. Security of Open Spaces

Cllr Glander commented on the resolution contained in the minutes of the meeting of the Parish Council held on 12th June 2023, (page 4, minute item 13. Security of Open Spaces (1) and (2).

It had been resolved 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. In addition, it was resolved that 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 for the additional emergency works at Woodland Avenue.

Cllr Glander explained that due to the fact that Cllr Malham had previously been asked to submit a quotation for the installation of a retractable bollard, he had not taken part in the seeking of quotations.

Cllr Glander reported that 4 quotations had been obtained.

Members agreed that the preferred option for the retractable bollard would be a 850mm x 114mm, similar to the bollard installed at the entrance to Manor Field.

It was noted that only one of the quotations received met this criteria and it was agreed that further quotations be sought from the other 3 suppliers for the above sized bollard.

RESOLVED: That,
(1) additional quotations be sought for the supply and installation of a 850mm x 114mm retractable bollard to be installed at the entrance to Woodland Avenue recreation ground;
(2) delegated authority be given to the Clerk, in consultation with Cllr Glander, to accept the most suitable quotation, up to a limit of £1,000 and,
(3) the total cost of the works be met from the Parish Council's general reserves.

10. Car Park resurfacing/footpath – Manor Field

The Assistant Clerk reported that there was no further update regarding the car park resurfacing/footpath at Manor Field.

11. Benches re Schools

At the meeting of the Parish Council held on 13th March 2023, it was resolved that a donation be made to the two local primary schools to commemorate the King's Coronation.

A suggestion had been made by Jackie West, the Community Warden, that perhaps a friendship bench could be donated by the Parish Council to the two schools.

The Clerk was requested to contact Hartley Primary Academy and Our Lady of Hartley Catholic Primary School, to ask whether they would like to take up the Parish Council's offer of the donation of a friendship bench or picnic table.

Members noted that one of the schools had expressed a preference for a bench and the other, a picnic bench.

Members noted that the Clerk had contacted the schools to ask whether they have any preference with regard to style (i.e to match any existing benches) and whether they would prefer a full or junior sized bench.

The Assistant Clerk reported that to date, no response had been received.

RESOLVED: That,

(1) the above report be noted and,

(2) the matter be deferred until the next meeting, pending responses being received from the schools.

12. D-Day 80

Members considered an email dated 20th June 2023, received from the Pageantmaster, regarding D-Day 80 on 6th June 2024.

Cllr Conroy suggested that the beacon be lit and it was suggested that a Working Party be set up to consider how the Parish Council could participate.

RESOLVED: That,

(1) Cllr Abraham be appointed to establish a Working Party to consider how the Parish Council could participate and,

(2) any suggestions be considered by the Parish Council at its next meeting.

13. Fawkhams Parish Council – Neighbourhood Plan

Members noted that Fawkhams Parish Council's Draft Neighbourhood Plan (Regulation 14), was currently out for consultation.

The closing date for comments is 14th August 2023.

RESOLVED: That,

consideration of and response to Fawkhams Parish Council's Draft Neighbourhood Plan (Regulation 14) consultation, be delegated to the Planning Committee.

It was agreed that a copy should be made available in both Hartley Library and the Parish Council office.

14. Football Sessions – Millwall Football Club

Members considered an email dated 23rd June 2023, received from Sevenoaks District Council regarding football sessions run by Millwall Football Club.

Members agreed that the free football sessions recently provided by Millwall in conjunction with the District Council had been a huge success.

It was noted that funding has now run out and that should the Council wish to run another 12 week programme, this could be provided at a cost of £2,160, which equates to £180 per week (2 x hours with 3 coaches).

Cllr Glander reported that Ash-cum-Ridley had enquired as to whether Hartley Parish Council would like to run the sessions as a joint venture.

Members agreed that in view of the popularity of the previous sessions, they would prefer to hold all of the sessions at Woodland Avenue.

RESOLVED: That,

(1) the Clerk be requested to contact Millwall Football Club to request them to provide 12 week football sessions (once a week), at Woodland Avenue recreation ground, at a cost of £2,160.00, to commence as soon as possible (allowing time for advertising) and,

(2) any shortfall in the youth budget, be met from the Parish Council's general reserves.

15. Removed Vehicle Activated Sign – Ash Road

Members considered an email (and attachments) dated 8th June 2023, received from the Traffic Technology Officer at Kent Highway Services (KHS), regarding the recent removal of the interactive warning sign on Ash Road.

The sign was removed to their depot to investigate reports of poor reliability and attempts were made to return the sign to normal operation.

Due to the age of the sign, which was installed in 2007, a full repair has not been possible, as many of the parts are now obsolete.

Due to KHS's limited resources, priority is currently given to safety critical schemes and this asset does not meet the criteria.

In view of this, the options available to the Council are to not replace the sign, to buy a new sign for approx. £8,000, or to purchase a Speed Indicator Device (SID).

Members were reminded that Hartley already shares a SID with Ash-cum-Ridley Parish Council.

Members noted that at the meeting of the Parish Council held on 12th June 2023, Cllr Brazier had indicated that he would be prepared to contribute £2,000 from his Member's Fund, towards the cost of a replacement sign.

Cllr Perry Cole reported that the expected life span of a new device was in the region of 5 to 7 years.

Members agreed that the benefit was not commensurate to the cost and that therefore, no further action should be taken.

RESOLVED: That,

- (1) Kent Highway Services be advised that the Parish Council does not wish to pursue the matter and,
- (2) Cllr Brazier be advised of the above and thanked for his offer of a contribution.

16. Sevenoaks District Council Garden Waste Sacks

Members considered a letter dated 20th June 2023, received from Sevenoaks District Council regarding the sale of garden waste sacks.

The cost of paper used to manufacture the sacks has rapidly increased for two consecutive years, with significant global mill closures removing supply from the market. This, together with the rising cost and volatility in raw materials, energy and transportation, has led to a significant cost increase from the suppliers.

As a result, the District Council has had to implement a price rise for the provision of the sacks.

Currently, garden waste sacks are purchased from the District Council at a cost of £15 per bundle and can be sold to residents at no more than £20 per bundle of 25 sacks.

The amount charged by the Parish Council is currently £16 per bundle.

Members noted that from 3rd July 2023 the cost to purchase the sacks from the District Council would be rising to £20 per bundle which can be sold to residents at no more than £25 per bundle of 25 sacks.

RESOLVED: That,

as of 3rd July 2023, the cost of garden waste sacks sold to residents by the Parish Council, be increased from £16 to £21 per bundle of 25 sacks.

The Assistant Clerk reported that a stock of sacks had been ordered from the District Council prior to the price increase and that these would continue to be sold at the current price of £16 until the stock runs out.

17. Payments

RESOLVED: That,

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

(b) the Council detail report as at 4th July 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 May 2023 had been verified by Cllr Abraham and,

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

The meeting closed at 8.45 p.m.

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

Date:.....

APPENDIX 1

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Schedule of Payments July 2023 - Paid by Internet Banking from Unity Trust Bank					
Ref:	Payment to	Particulars	Net	VAT	Total
798346415		PAID 14/06/23 - Payment of June statement	54.52	-	54.52
697746397		PAID 20/06/23 - Supply & fit new tap & back plate @ BG inv 438	95.00	-	95.00
799895680		PAID 20/06/23 - Supply & fit new locks at Pavilion inv 60	490.00	-	490.00
961159469		Salary 01/07/23 - 31/07/23 (Pre-approved)	2,703.43	-	2,703.43
508490440		Salary 01/07/23 - 31/07/23 (Pre-approved)	1,442.36	-	1,442.36
745402603		Month 4 Employer & Employee NIC & PAYE	1,777.02	-	1,777.02
864096179		Employer & Employee pension contributions July	1,554.03	-	1,554.03
967080550		40 x garden waste sacks 20/06/23 inv 2082653	600.00	-	600.00
2975862		Re-samples at Pavilion inv 57100	135.00	27.00	162.00
462530978		Remove dead Oak tree & cu back branches Gorse Wood inv 1879	450.00	90.00	-
		Cut back vegetation Gorsewood Road inv 1878	80.00	16.00	636.00
931992645		Stationery & toilet rolls inv I4214976	69.97	13.99	-
		Stationery & toilet rolls inv I4207872	36.98	7.40	-
		Stationery inv I4219487	25.43	5.09	-
		Stationery inv I4221348	59.99	12.00	230.85
115805614		Bulk Propane delivery 19/05/23 inv 90050599	932.58	46.63	979.21
998816516		Dynamic Councillor event - Cllr Conroy 22/07/23 inv 7048334259	70.00	14.00	84.00
112170090		Repairs to water heater @ pavilion inv 2023/15253	196.20	39.24	-
		Boiler service 21/06/23 inv 2023/15252	350.00	70.00	655.44
199658667		40 x garden waste sacks 03/07/23 inv 2082990	600.00	-	600.00
77325862		Re-samples at Pavilion inv 57100 undercharged should be £186.00	19.20	4.80	24.00
906641171		Burial Ground visual inspection INV 77	18.50		
		Burial Ground Grass Cutting INV 78	440.00		
		Closed Church Yard Grass cutting and strimming INV 79	124.00		
		Manor Field Burial Ground maintenance INV 80	60.00		
		Hartley Memorial Green grass cutting and strimming INV 81	116.00		
		Burial Ground garden maintenance INV 76	160.00		918.50
257922070		Weekly clean of Manor Field Pavilion INV 04508	158.66		158.66
			12,818.87	346.15	13,165.02

APPENDIX 1

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Schedule of Payments July 2023 - Paid by cheque/DDR from Barclays Bank					
Chq No	Payment to	Particulars	Net	VAT	Total
DDR	Barclays Bank PLC	Period 15/05 - 12/06 mixed plan charges	20.04	-	20.04
			20.04	-	20.04
Schedule of Payments July 2023 - Paid by Barclaycard					
Ref:	Payment to	Particulars	Net	VAT	Total
	Sevenoaks District Council	PAID 27/06/23 - 1 roll trade waste sacks re BG inv	80.35	-	80.35
	Sevenoaks District Council	PAID 28/06/23 - 1 roll trade waste sacks re Pavilion	80.35	-	80.35
			160.70	-	160.70

Schedule of Payments August 2023 - Paid by Internet Banking from Unity Trust Bank					
Ref:	Payment to	Particulars	Net	VAT	Total
		Salary 01/08/23 - 31/08/23 (Pre-approved)	2,543.56	-	2,543.56
		Salary 01/08/23 - 31/08/23 (Pre-approved)	1,600.53	-	1,600.53
		Month 5 Employer & Employee NIC & PAYE	1,774.63	-	1,774.63
		Employer & Employee pension contributions August	1,549.84	-	1,549.84
			7,468.56	-	7,468.56

Adjournment

The meeting was adjourned at 7.30 p.m.

There were no reports from the District Councillors.

The meeting resumed at 7.32 p.m

