

**THE PARISH COUNCIL OF HARTLEY**  
**MINUTES OF THE MEETING OF HARTLEY PARISH COUNCIL**  
**HELD IN THE PAVILION, MANOR FIELD, CHURCH ROAD**  
**ON MONDAY 9<sup>th</sup> OCTOBER 2023 AT 7.30 P.M.**

**Present :**

Cllr Larry Abraham  
Cllr Penny Cole (*arrived at 7.32p.m.*)  
Cllr Perry Cole (*arrived at 7.32p.m.*)  
Cllr Jim Colwell  
Cllr David Conroy  
Cllr Lesley Driscoll  
Cllr Laurence Glander  
Cllr David Graeme  
Cllr Anne Oxtoby – (*Chairman*)  
Cllr Brian Ramsay

**In attendance:**

Mrs Helen Boden - (*Clerk*)

**1. Apologies for Absence**

Apologies for absence had been received from Cllr Ian Ross due to family commitments.

RESOLVED:       That,  
                          the absence of Cllr Ian Ross, due to family commitments, be  
                          accepted and approved.

**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 11<sup>th</sup>  
                          September 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 District Councillors.*

*The meeting resumed at 7.33p.m.*

## **5. Amenities & Open Spaces Committee**

Members noted that quotations were in the process of being sought for the removal/replacement of the existing showers in the home and away changing rooms and that the contractors had advised that they would need to check the water pressure to enable them to ascertain whether it would be sufficient if all of the showers were running at once.

The Clerk reported that due to the fact that the changing rooms had been closed for two months and as such, no water flushing could be carried out, she had been waiting for advice from the water testing contractor as to whether it would be safe for water pressure checks to be carried out by the contractors.

Members noted that the water testing contractor had now responded and had advised that as the water hasn't been run in that area of the Pavilion, it was not possible to tell whether there is any bacteria in the system. However, it should be fine to check the water pressure as long as the shower heads are removed before running the water.

RESOLVED: That,

(1) the Clerk's report and the advice received from the water testing contractor be noted and,

(2) the minutes of the meeting of the Amenities & Open Spaces Committee held on 4<sup>th</sup> October 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 20<sup>th</sup> September 2023 and 4<sup>th</sup> October 2023 and the recommendations contained therein, be received and, where necessary, approved and adopted.

## **7. Neighbourhood Plan Steering Group**

Cllr Colwell reported that the next consultation with residents would take place in October.

Members noted that the questionnaire would be delivered to every household in Hartley.

A copy of the questionnaire was available at the meeting for Members to view.

RESOLVED: That,

(1) the minutes of the meetings of the Neighbourhood Plan Steering Group held on 30<sup>th</sup> August 2023 and 4<sup>th</sup> October 2023, be received and noted and,

(2) the questionnaire to be distributed to residents as part of the consultation process be noted.

## 8. Northfield Management Committee

RESOLVED: That,

the minutes of the meeting of the Northfield Management Committee held on 2<sup>nd</sup> August 2023, be received and noted.

## 9. D-Day 80

At the meeting of the Parish Council held on 11<sup>th</sup> September 2023, it was agreed that a Working Group should be established to consider any suggestions as to how the Parish Council could mark the event, provided that four Councillors could be recruited to serve on the Group.

Cllr Abraham, Cllr Perry Cole and Cllr Colwell had confirmed that they would be willing to serve on the group and the Clerk reported that Cllr Malham had been asked, but had not yet responded.

The Chairman agreed to serve as the fourth member of the group if Cllr Malham was unable to.

RESOLVED: That,

(1) a meeting be arranged some time in November to consider any suggestions as to how the Parish Council could mark the event and,

(2) any proposals put forward, be considered by the Parish Council at its next meeting.

## 10. Community Infrastructure Levy Payments

Members noted that the District Council requires a report to be completed annually, on the amount of CIL monies received from Sevenoaks District Council and how it has been spent.

The Committee considered the completed CIL report for the period between 1st April 2022 and 31st March 2023 and was satisfied that it had been calculated correctly.

RESOLVED: That,

the Clerk be authorised to return the CIL report to Sevenoaks District Council and to publish it on the Parish Council's website, in accordance with regulation 121B of the Community Infrastructure Levy Regulations 2010 (as amended).

## 11. Manor Field Pavilion – Utility Supply DDR

At the meeting of the Parish Council held on 14<sup>th</sup> October 2019, it was resolved that pursuant to Financial Regulation 6.7, payment of the electricity supply to the Pavilion, be made by variable direct debit.

Financial Regulation 6.7 states that *“the approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years”*.

RESOLVED: That,

pursuant to Financial Regulation 6.7, payment of the electricity supply to the Pavilion, continues to be made by variable direct debit.

## 12. Payments

RESOLVED: That,

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

(b) the Council detail report as at 3<sup>rd</sup> October 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 and Barclaycard for July and August 2023 had been verified by Cllr Abraham and,

(d) it be noted that the bank reconciliations for the Council's four bank accounts and Barclaycard for September 2023 would be verified by Cllr Perry Cole.

**Pursuant to Standing Order 3 (d), the public were excluded from the meeting during consideration of agenda item 13, Personnel Committee, due to the confidential nature of the business to be transacted, relating to staff matters.**

## 13. Personnel Committee

RESOLVED: That,

(1) the minutes of the meeting of the Personnel Committee held on 27<sup>th</sup> September 2023 and the recommendations contained therein, be received and, where necessary, approved and adopted and,

(2) the Clerk, in consultation with the Chairman of the Council be given delegated authority to prepare a suitable job description for an Assistant to the Clerk and for the post to be advertised.

The meeting closed at 8.17 p.m.

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

Date:.....

**APPENDIX 1**

<b>Schedule of Payments October 2023 - Paid by Internet Banking/DDR from Unity Trust Bank</b>					
<b>Ref:</b>	<b>Payment to</b>	<b>Particulars</b>	<b>Net</b>	<b>VAT</b>	<b>Total</b>
DDR		Monthly charges	31.80	-	31.80
DDR		Monthly charges re cheque	0.30	-	0.30
561721369		PAID 12/09/23 - Erection of No Dog Signs BG inv 97	60.00	-	-
		PAID 12/09/23 - Grass Cutting at Memorial Green Inv 96	116.00	-	-
		PAID 12/09/23 - Grass Cutting in Closed Church Yard BG inv 94	124.00	-	-
		PAID 12/09/23 - Grass cutting in both Burial Grounds BG inv 93	440.00	-	-
		PAID 12/09/23 - Burial Ground Visual Inspection BG inv 92	18.50	-	-
		PAID 12/09/23 - Garden Maintenance BG inv 91	160.00	-	-
		PAID 12/09/23 - BG Maintenance - Inv 95	60.00	-	978.50
115855410		PAID 21/09/23 - September statement	156.99	-	156.99
702871664		PAID 22/09/23 - Stationery inv l4151334	145.92	29.18	175.10
61211354		Salary 01/10/23 - 31/10/23 (Pre-approved)	2,543.56	-	-
		Reimburse re phone call ADT 27/06	6.43	-	-
		Reimburse re Parker pen refills (Amazon)	13.30	-	2,563.29
753696448		Salary 01/10/23 - 31/10/23 (Pre-approved)	1,431.88	-	1,431.88
1775034		Month 7 Employer & Employee NIC & PAYE	1,655.74	-	1,655.74
583957288		Employer & Employee pension contributions October	1,479.28	-	1,479.28
561809528		To set out 2 x 11 a side & 1 x 9 a side f/ball pitches LS207643	704.19	140.84	845.03
54326650		Supply & application of fertilizer & iron MF Inv 26097	427.49	85.50	512.99
14470217		Repairs to Fence @ W/Ave rec ground inv 1965	120.00	24.00	144.00
288771673		4 x alarm fobs inv 53403895	28.50	5.70	34.20
994780150		Photocopier rental 18/08/23 - 17/11/23 inv KPS302976	140.45	28.09	168.54
86547672		Photocopier rental 18/11/23 - 17/02/24 inv KPS316583	140.45	28.09	168.54
745097245		2 x Black refuse sacks 19/09/23 inv 2084983	379.00	11.00	-
		Cesspool emptying 2000 gallons 26/09/23 inv 2084981	213.00	-	-
		Dog bin emptying Jul - Sept inv 2084999	386.10	77.22	-
		3 x black refuse sacks 06/10/23 inv 2085416	82.50	16.50	1,165.32
216415166		Clean pavilion Sept inv 4694	158.66	-	158.66
315048454		Freedom of information course inv 6693891959	37.00	7.40	44.40
809637566		External audit fee 2022/23 inv 2252904	420.00	84.00	504.00
289883645		Stationery inv l4262898	30.28	6.06	36.34
708854624		Grass cutting Memorial Green inv 30	116.00	-	-
		Burial Ground maint MFBG inv 29	60.00	-	-
		Grass cutting All Saints inv 28	124.00	-	-

**APPENDIX 1**

6

	BG Visual insp inv 27	18.50	-	-
	Grass cutting BG & MFBG inv 26	440.00	-	-
	Garden maint BG inv 25	160.00	-	918.50
	Routine maint cont w/c 18/9 - 02/10 inv 158	350.00	-	-
	Football pitch marking 22/09 & 06/10	65.00	-	415.00
	Repairs to gates at Rectory Meadow inv 3198	443.80	88.75	532.55
	Standing chg inv 90507552	19.61	0.98	20.59
		<b>13,508.23</b>	<b>633.31</b>	<b>14,141.54</b>

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

Chq No	Payment to	Particulars	Net	VAT	Total
DDR	Barclays Bank PLC	Period 14/08 - 12/09 mixed plan charges	14.46	-	14.46
			<b>14.46</b>	<b>-</b>	<b>14.46</b>

**Schedule of Payments October 2023 - Paid by Barclaycard**

Ref:	Payment to	Particulars	Net	VAT	Total
		PAID 20/09/23 Trade waste sacks	80.35	-	80.35
			<b>80.35</b>	<b>-</b>	<b>80.35</b>

## **Adjournment**

The meeting was adjourned at 7.31 p.m.

Cllr Perry Cole reported that it was hoped that the second phase of the Sevenoaks District Local Plan Call for Sites would be released by the end of October.

The meeting resumed at 7.33p.m

