

**THE PARISH COUNCIL OF HARTLEY**

**MINUTES OF THE MEETING OF HARTLEY PARISH COUNCIL**

**HELD IN THE PAVILION, MANOR FIELD, CHURCH ROAD**

**ON MONDAY 12<sup>th</sup> FEBRUARY 2024 AT 7.30 P.M.**

**Present:**

Cllr Penny Cole  
Cllr Perry Cole  
Cllr David Conroy  
Cllr Lesley Driscoll  
Cllr Laurence Glander  
Cllr Mally Malham  
Cllr Anne Oxtoby – (*Chairman*)  
Cllr Brian Ramsay  
Cllr Ian Ross

**In attendance:**

Mrs Jane Tyrrell - (*Assistant Clerk*)  
Cllr David Brazier – (*Kent County Councillor*)

**1. Apologies for Absence**

Apologies for absence had been received from Cllr Larry Abraham due to family commitments, Cllr Jim Colwell due to family commitments, Cllr David Graeme due to family commitments and Cllr Vincent Sewell due to work commitments.

RESOLVED: That,

the absences of, Cllr Larry Abraham, Cllr Jim Colwell and Cllr David Graeme due to family commitments and Cllr Vincent Sewell due to work 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 8<sup>th</sup> January 2024, 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.*

*The meeting resumed at 7.43p.m.*

## **5. Planning Committee**

RESOLVED: That,

the minutes of the meeting of the Planning Committee held on 17<sup>th</sup> January 2024 and the recommendations contained therein, be received and, where necessary, approved and adopted.

## **6. Neighbourhood Plan**

RESOLVED: That,

the minutes of the meeting of the Neighbourhood Plan Steering Group held on 8<sup>th</sup> January 2024, be received and noted and the actions approved.

## **7. Manor Field Pavilion**

Cllr Glander reported that the works relating to the showers in the changing rooms, had been carried out and that the showers were now working correctly.

Members noted an email dated 2<sup>nd</sup> February 2024, received from the water hygiene contractor confirming that the home and away changing rooms (including the showers) and the wc in the entrance corridor could now be re-opened.

The email recommended that all of the outlets be flushed prior to opening.

Cllr Glander reported that he and the Clerk had undertaken water temperature testing and flushing of the outlets on 5<sup>th</sup> February and that the flushing had again been done on 9<sup>th</sup> February.

RESOLVED: That,

(1) the email dated 2<sup>nd</sup> February 2024, received from the water hygiene contractor, confirming that the home and away changing rooms (including the showers) and the wc in the entrance corridor could now be re-opened, be noted and,

(2) the Clerk be requested to make arrangements for the home and away changing rooms (including the showers) and the wc in the entrance corridor to be re-opened for use with immediate effect.

## **8. Northfield Management Committee**

RESOLVED: That,

the minutes of the meeting of the Northfield Management Committee held on 16<sup>th</sup> January 2024, be received and noted.

(b) During the interim internal audit visit carried out by Hartley Parish Council's Internal Auditor, it was noted that a separate AGAR is completed for the Northfield Management Committee.

The Internal Auditor advised that the proper practices for managing joint arrangements changed in March 2015 and Members noted that reference to this is included in the JPAG Practitioners Guide (section 5.130 to 5.137).

Members considered advice and a quotation received from the Parish Council's accounts software provider, to enable the Council's AGAR to be signed off by the Internal Auditor at year end.

RESOLVED: That,

(1) the quotation received from the Parish Council's accounts software provider for the sum of £267.50 + VAT, to make the necessary adjustments to the accounts, be accepted and,

(2) the quotation received from the Parish Council's accounts software provider for the sum of £250+ VAT, for training for the Clerk, to enable her to manage the split in the accounts, be accepted.

## 9. Security of Open Spaces - Hoselands Green

In order to secure the open space at Hoselands Green, it has been proposed that the Council plants 5 no mature trees (including a Christmas tree), on the green.

At the meeting of the Parish Council held on 8<sup>th</sup> January 2024, Members noted that once planted, it would be necessary for the trees to be watered 2 – 3 times per week for at least the first year.

Quotations had been sought for the watering of the trees, but initial enquiries had highlighted the fact that this was likely to be somewhat expensive.

It was agreed that additional quotations be sought for the watering of the trees (once planted) and that the Clerk, in consultation with the Chairman of the Council and the Chairman of the Amenities & Open Spaces Committee, be authorised to accept any resultant quotation, if considered suitable.

Members noted that the quotations received for the watering of the trees over the two year period would amount to more than the cost of the trees themselves.

At the meeting of the Parish Council held on 8<sup>th</sup> January 2024, it was resolved that the Clerk be requested to seek quotations for the area on Hoselands Green where it is proposed to plant the trees, to be CAT scanned, to locate any underground services.

Members noted that the Nursery that would be planting the trees had confirmed that they do not charge for "CAT" scanning, this is something that the team would carry out before they begin digging in an area that could potentially have cabling.

This is however, only something that the team carry out at the time of planting and not a service that is offered on its own.

RESOLVED: That,

(1) the Clerk be requested to contact the Nursery to enquire as to whether it is too late to plant the trees this year and if not, to seek advice as to when they should be planted;

(2) dependent on the response to (1), the Clerk be authorised to make arrangements for the trees to be planted, as approved at the meeting of the Parish Council held on 8<sup>th</sup> January 2024 and,

(3) the Council will endeavour to establish a suitable watering regime once the trees are planted.

## 10. Hartley Wood

The Chairman and Cllr Glander explained that a burnt out car had recently been abandoned in Hartley Wood.

The car is located on land where ownership is unknown, but on what appears to be a public right of way.

The car has been abandoned just under 1/4 mile up a steep, narrow area, (down to 6' wide in places) and with limited headroom.

Members noted that the Clerk had reported the matter to the Public Rights of Way Officer and Sevenoaks District Council and had also sought advice and further information from the Police, but that to date, no response had been forthcoming, other than from the District Council advising that it was not its responsibility to remove the vehicle.

Cllr Glander advised that the Gov.uk website states that the local authority required to move an abandoned vehicle is shown as Sevenoaks District Council.

*“Councils and national park authorities (authorities) must remove abandoned vehicles from:*

- *land in the open air (including private land)*
- *roads (including private roads)”*

Members noted that the Clerk had been in contact with the District Council requesting clarification on this, but that no response has been received.

It was noted that entrance had been gained to the wood through the gate owned by Kent County Council at the bottom of Gorsewood Road.

Members noted that the gate still required repairing/adjusting.

Cllr Oxtoby suggested that the County Council be contacted to ask whether they would consider the installation of a collapsible bollard inside the gate, to make the access gate more secure.

RESOLVED: That:

- (1) the above report be noted,
- (2) Cllr Perry Cole be requested to contact Sevenoaks District Council requesting that arrangements be made for them to remove the vehicle;
- (3) the Clerk be requested to contact Kent County Council to request that the gate is repaired/adjusted and to suggest that the installation of a bollard be considered to further secure the entrance.

## 11. Staff Matters

(a) The Chairman reported that the Clerk's Assistant's employment had commenced on 2<sup>nd</sup> February 2024.

RESOLVED: That,  
the Chairman's report be noted.

(b) Members considered the draft Job Description for the Clerk's Assistant.

RESOLVED: That,  
the Job Description for the Clerk's Assistant, attached as **Appendix 1** to these minutes, be approved.

## 12. Payments

RESOLVED: That,

(a) the payment of accounts for February 2024, attached as **Appendix 2** to these minutes, be approved;

(b) the Council detail report as at 6<sup>th</sup> February 2024, 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 December 2023 had been verified by Cllr Ross and,

(d) it be noted that the bank reconciliations for the Council's four bank accounts and Barclaycard for January 2024 would be verified by Cllr Abraham.

The meeting closed at 8.20 p.m.

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

## **Clerk's Assistant**

### **Job description**

1. To act as the first point of contact in the Parish Office, prioritising all emails, telephone calls and post received and identifying which officer is most suited to handling the enquiry.
2. To draft correspondence on behalf of the Parish Council, as directed by the Parish Clerk.
3. To provide general administrative support as deemed necessary and any other duties that the Parish Clerk may delegate to undertake on their behalf.
4. To support the Assistant Clerk with ensuring the effective management of the Council in the absence of the Parish Clerk.
5. To attend training courses or seminars, as required by the Council.
6. To acquire the necessary professional knowledge required for the efficient management of the affairs of the Council.

Approved by Council on 12<sup>th</sup> February 2024

<b>Schedule of Payments February 2024 - 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>
		PAID 27/12/24 - Water at allotments	60.51	-	60.51
196273864		PAID 26/01/24 - Supply 2 stainless steel plaques inv 3950	95.00	19.00	114.00
147764549		PAID 26/01/24 - Operational inspection inv 66320	220.50	44.10	264.60
278082562		PAID 26/01/24 - Tree works Chantry Avenue inv RF20622	315.00	63.00	378.00
154539109		PAID 26/01/24 - Telephone & broadband 01/01 - 31/05 + usage charges 24/10/23 - 16/01/24	166.59	33.32	199.91
559948191		PAID 26/01/24 -Payment of January statement	2.96	-	2.96
524466810		PAID 02/02/24 - Provide professional support re Local Plan inv HA/9	4,196.65	-	4,196.65
282287113		PAID 02/02/24 - Maplink technical support & updates INV 140289	90.00	18.00	108.00
429337515		PAID 02/02/24 - Plumbing works at Pavilion inv 1343	1,120.00	224.00	-
		PAID 02/02/24 - Supply & fit 2 x PIR lights inv 1365	320.00	64.00	1,728.00
136938080		PAID 02/02/24 - Tree works at Chantry Avenue inv RF20622	315.00	63.00	378.00
801219388		Salary 01/02/24 - 29/02/24 (Pre-approved)	2,677.43	-	-
		Reimburse re Fast Hosts re website inv 75088185	11.99	2.40	2,691.82
725648202		Salary 01/02/24 - 29/02/24 (Pre-approved)	1,513.50	-	1,513.50
6627958		Month 11 Employer & Employee NIC & PAYE	1,724.22	-	1,724.22
708829905		Employer & Employee pension contributions February	1,550.95	-	1,550.95
772150960		15 x garden waste sacks 12/01/24 inv 2087099	300.00	-	-
		2 bundles black refuse sacks 12/01/24 inv 2087099	55.00	11.00	-
		2 bundles recycling sacks 12/01/24 inv 2087099	16.00	-	382.00
982626575		Chlorination of Pavilion water services inv 62943	350.00	70.00	420.00
813321467		Annual subscription	36.00	-	36.00
661336265		Management of Rectory Meadow 23/03/23-11/01/24 inv 900184763	1,750.00	-	1,750.00
284260263		Stationery inv I4298164	75.98	15.20	-
		Stationery inv I4308587	28.98	5.80	-
		Stationery inv I4312991	3.95	0.78	-
		Items re HVH inv I4312991	29.33	-	160.02
741442235		Standing chg inv 91241243	19.61	0.98	20.59
195907702		Cleaning of Pavilion January inv 4891	158.66	-	158.66
499826786		Supply of 2 no pitchmarker Super C inv SI236182	66.86	13.37	80.23
230976566		MF BG maint Dec Inv 17	60.00	-	-
		BG visual insp Dec inv 16	18.50	-	-
		Garden maint BG Dec inv 15	160.00	-	-



## **Adjournment**

The meeting was adjourned at 7.31 p.m.

Cllr Brazier reported that the KCC annual budget meeting would be taking place on 19<sup>th</sup> February and that the Council would be drawing on reserves.

Cllr Brazier reported that the source of the new C3 buses would no longer be the 489, due to technical reasons.

The buses to be used will be school buses and there will be 5 round trips per day.

The last afternoon trip will be between 2p.m. – 3p.m. to allow the buses to cover the afternoon school run.

Cllr Perry Cole reported that Sevenoaks District Council will be holding its budget meeting on Monday 19<sup>th</sup> February and if approved, would result in a 2.97% increase (£7 per band D property).

Cllr Perry Cole reported that the results of the 2024-25 Electoral Review will take effect in 2026.

Cllr Perry Cole reported that all of the graffiti in the village has now been removed by the District Council.

Cllr Perry reported that the District Council was proposing the withdrawal of black and recycling sacks, to be replaced with the provision of a recycle bag with effect from 1<sup>st</sup> April 2024.

Members noted that it is not yet clear whether SDC will continue to supply black refuse sacks for the Parish Council to sell, or whether residents will have to purchase their own from supermarkets.

The meeting resumed at 7.43p.m

