

THE PARISH COUNCIL OF HARTLEY
MINUTES OF THE MEETING OF HARTLEY PARISH COUNCIL
HELD IN THE PAVILION, MANOR FIELD, CHURCH ROAD
ON MONDAY 11th MARCH 2024 AT 7.30 P.M.

Present:

Cllr Larry Abraham
Cllr Jim Colwell
Cllr David Conroy
Cllr Lesley Driscoll
Cllr Laurence Glander
Cllr David Graeme
Cllr Mally Malham
Cllr Anne Oxtoby – (*Chairman*)
Cllr Brian Ramsay
Cllr Vincent Sewell

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 Penny Cole due to family commitments, Cllr Perry Cole due to family commitments and Cllr Ian Ross due to family commitments.

RESOLVED: That,
the absences of, Cllr Penny Cole, Cllr Perry Cole and Cllr Ian Ross due to family commitments be accepted and approved.

2. Declarations of interest

Cllr Jim Colwell declared an interest under agenda item 6, Burial Grounds & Gardens of Remembrance Committee, minute item 11, Grass Cutting & Burial Ground Maintenance Contract, as he was the resident referred to in the recommendation and left the meeting during discussion and voting on the matter.

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 12th February 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 7.42p.m.

5. Amenities & Open Spaces Committee

RESOLVED: That,
the minutes of the meeting of the Amenities & Open Spaces Committee held on 28th February 2024 and the recommendations contained therein, be received and, where necessary, approved and adopted.

6. Burial Grounds & Gardens of Remembrance Committee

Cllr Oxtoby commented on minute item 5, Manor Field Burial Ground (c) and advised members that she had now received a quotation for climbing plants for the pergola.

Cllr Glander offered to carry out the planting if the plants were provided.

Members thanked him for this offer and agreed that it would be considered once the quotations had been received.

Members noted that there was an error in minute items 5(b),(c) & 6(b), contained in the minutes of the meeting of the Burial Grounds & Gardens of Remembrance Committee dated 28th February 2024, where reference had been made to the Council's "**Ground Reserve**" instead of "**General Reserve**" and that the minute items required amending, replacing the words "Ground" with "General".

Cllr Colwell left the meeting at 7.55p.m.

The Committee discussed the recommendation under minute item 11, Grass Cutting & Burial Ground Maintenance Contract, contained in the minutes of the meeting of the Burial Grounds & Gardens of Remembrance Committee held on 28th February 2024.

20:00 Cllr Colwell returned to the meeting.

RESOLVED: That,
the minutes of the meeting of the Burial Grounds & Gardens of Remembrance Committee held on 28th February 2024, and the recommendations contained therein, as amended, be received and, where necessary, approved and adopted.

7. Finance & General Purposes Committee

RESOLVED: That,
the minutes of the meeting of the Finance & General Purposes Committee held on 28th February 2024 and the recommendations contained therein, be received and, where necessary, approved and adopted.

8. Community Warden Service Review

Members considered an email dated 27th February 2024, received from the Engagement & Consultation Team at Kent County Council, regarding the review of the Community Warden service.

Cllr Oxtoby summarised the options being considered by Ash-Cum-Ridley Parish Council at their meeting to be held on 21st March – Option 1 to sponsor a Community

Warden in conjunction with Hartley Parish Council and West Kingsdown Parish Council or Option 2 to directly employ a Warden in collaboration with the three Parish Councils, explaining the benefits of each option.

RESOLVED: That,
the possibility of the Parish Council employing a Warden in collaboration with Ash-Cum-Ridley and West Kingsdown Parish Councils be investigated further.

9. Neighbourhood Plan

RESOLVED: That,
the minutes of the meeting of the Neighbourhood Plan Steering Group held on 21st February 2024, be received and noted and the actions approved.

10. Hartley Wood

The Chairman advised Members that the burnt out car abandoned in Hartley Wood, would be removed by Sevenoaks District Council on 13th March at a time to be confirmed.

11. Retirement

The Chairman reported that Mr Munday, the Council's long serving grounds maintenance contractor would be retiring at the end of the month and it was proposed to mark this occasion with an informal event, such as an afternoon tea and also the presentation of a 'Freedom of' official scroll.

Due to the fact that Mr Munday also undertakes work for Ash-Cum-Ridley Parish Council, it was proposed that the afternoon tea should be a collaborative project.

Members considered examples of the suggested scroll and noted the cost.

It was agreed to also include Mrs Munday's name on the scroll, in recognition of her work in the Parish and that the choice of wording of the scroll be delegated to Clerk in conjunction with the Chairman of the Council.

RESOLVED: That,
(1) the Chairman's report be noted;
(2) arrangements be made for a "Freedom of the Parish" scroll to be purchased and authority be delegated to the Clerk in consultation with the Chairman of the Council to agree the wording on the scroll;
(3) the Clerk be authorised to make arrangements for an afternoon tea to be held at the Pavilion, Manor Field, in collaboration with Ash-Cum-Ridley Parish Council and,
(4) the total cost of the above be met from the Parish Council's general reserves.

12. Longfield Hill

(a) Members considered an email dated 29th February 2024, received from the Senior Surveyor at Network Rail Property (Southern).

Cllr Oxtoby explained that Network Rail was requesting access to the Servient Land, as per its easement, to carry out some de-vegetation works as part of maintaining its soil nails.

Members noted that the works would take around 4 weeks to complete.

RESOLVED: That,
the email dated 29th February 2024, received from the Senior Surveyor at Network Rail Property (Southern), requesting access to the Servient Land, as per its easement, to carry out some de-vegetation works as part of maintaining its soil nails, be noted and the request approved.

(b) Members considered an email dated 1st March 2024, received from the Drainage Asset Engineer at Kent Highway Services, regarding a private ditch line which serves the sole gully for the road as well.

Cllr Glander explained that he and the Clerk had met with the representative from Kent County Council and it was agreed that it did not appear that the required works were the responsibility of the Parish Council.

The representative from Kent County Council agreed that he would look in to the matter further and advise the Parish Council if any further action was required.

RESOLVED: That,
(1) the email dated 1st March 2024, received from the Drainage Asset Engineer at Kent Highway Services, regarding a private ditch line which serves the sole gully for the road as well, be noted and,
(2) Cllr Glander's report be noted.

13. Payments

RESOLVED: That,
(a) the payment of accounts for March 2024, attached as **Appendix 1** to these minutes, be approved;
(b) the Council detail report as at 5th March 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 January 2023 had been verified by Cllr Abraham.
(d) it be noted that the bank reconciliations for the Council's four bank accounts and Barclaycard for February 2024 would be verified by Cllr Cole.

The meeting closed at 8:45 p.m.

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

Schedule of Payments March 2024 - Paid by Internet Banking/DDR from Unity Trust Bank

Ref:	Payment to	Particulars	Net	VAT	Total
648363777		PAID 15/02/24 - Payment of February statement	198.70	-	198.70
		PAID 20/02/24 - 200l water butt kit inv 663260	52.13	10.43	62.56
972950347		PAID 08/03/24 - Trees re Hoselands Green	2,875.43	575.09	3,450.52
974119804		Salary 01/03/24 - 31/03/24 (Pre-approved)	2,677.43	-	2,677.43
392820006		Salary 01/03/24 - 31/03/24 (Pre-approved)	1,421.28	-	1,421.28
944350653		Salary 01/02/24 - 31/03/24 (Pre-approved)	1,513.11	-	1,513.11
972892832		Month 12 Employer & Employee NIC & PAYE	2,335.61	-	2,335.61
472096210		Employer & Employee pension contributions March	1,513.56	-	1,513.56
928394470		Repairs at Woodland Avenue inv 26151	950.00	190.00	1,140.00
136654117		Hire of hall re N/plan open events 17/04 & 20/04	216.00	-	216.00
		Kissing gate repairs Gorse Wood inv 3395	320.83	64.17	385.00
337483115		Stationery inv I4323476	3.49	0.70	-
		Stationery inv I4320579	41.43	8.29	<u>53.91</u>
653206412		Recycling sacks x 4 09/02/24 inv 2087637	32.00	-	-
		Black refuse sacks x 1 01/02/24 inv 2087637	27.50	5.50	-
		Black refuse sacks x 3 23/02/24 inv 2088116	82.50	16.50	-
		Recycling sacks x 3 23/02/24 inv 2088116	24.00	`	-
		Garden waste sacks x 20 2/02/24 inv 2088116	400.00	-	<u>588.00</u>
237127729		Weekly clean of pavilion inv water checks inv 4948	158.66	-	158.66
352319790		Delivery of March newsletter inv 5650	90.00	-	90.00
821743824		Printing of March newsletter inv SI-22731	286.00	-	286.00
654409019		Legionella risk assessment Feb 24 inv 63765	350.00	70.00	-
		Water hygiene contract Feb 24 inv 63753	175.00	35.00	<u>630.00</u>
726844326		Photocopier chgs 18/11/23-17/02/24 inv KPS338598	203.31	40.66	243.97
179820847		Reset goal socket W/Ave LS209136	50.00	10.00	60.00
338081921		Webinar - an Introduction to local councils (Fiona) inv 8944135169	16.00	3.20	19.20
870451996		Routine maintenance w/c 12/02-25/03 inv 167	1,225.00	-	-
		Football pitch marking w/c 15/02 & 15/03 inv 167	65.00	-	-
		Tree trimming at allotments inv 167	52.00	-	<u>1,342.00</u>

APPENDIX 1

6

94658576	Remote assistance re backups inv 221520	65.00	13.00	78.00
551291048	Additional insurance premium re increase in fidelity insurance inv 531461291	40.54	-	40.54
830231213	2 x pitch marker inv SI237210	66.86	13.37	80.23
829256848	Fees and expenses re election inv 2088186	491.71	-	491.71
540595061	Water at allotments 01/02-29/02 bill no 10001674561	183.98	-	183.98
899952445	Recycling sacks x 3 01/03/24 inv 2088209	24.00	-	
	Black refuse sacks x 6 01/03/24 inv 2088209	165.00	33.00	222.00
722739494	Consultancy - adjustments to enable the Council's AGAR to be signed off	267.50	53.50	321.00
	Business Cards for Neighbourhood Plan Steering group	34.15	6.84	40.99
		18,694.71	1,149.25	19,843.96

Schedule of Payments March 2024 - Paid by cheque/DDR from Barclays Bank

Chq No	Payment to	Particulars	Net	VAT	Total
DDR		Mixed Payment Plan charges 15/01/24 - 12/02/24	14.61	-	14.61
DDR		Electricity @ Pavilion 22/01/24-22/02/24	83.51	4.18	87.69
107062		Top up Unity Bank	36,000.00	-	36,000.00
			36,098.12	4.18	36,102.30

Schedule of Payments March 2024 - Paid by Barclaycard

Ref:	Payment to	Particulars	Net	VAT	Total
		PAID 17/02/24 - Keys cut re Parish Office	29.80	-	29.80
		PAID 23/02/24 - Purchase of 200 x 2nd class stamps	150.00	-	150.00
			179.80	-	179.80

APPENDIX 1

Adjournment

The meeting was adjourned at 7.31 p.m.

Cllr Brazier reported that the timetable for the new C3 buses had been confirmed and that that passengers can either use their bus passes or pay the capped fare of £2.00

A launch of the service will be announced and further information will be sent to the Parish Council.

Cllr Brazier reported that he had been contacted by several families whose children had not been offered a place at a Grammar school despite passing their 11+. (This problem seems to affect more families in Ash or New Ash Green than Hartley).

Cllr Abraham reminded members of the withdrawal of black sacks to residents as from 1/4/24.

Cllr Abraham advised members that he had attended an event at Sevenoaks earlier in the day to raise the Commonwealth flag.

The meeting resumed at 7.42p.m

