

THE PARISH COUNCIL OF HARTLEY
MINUTES OF THE MEETING OF HARTLEY PARISH COUNCIL
HELD IN THE PAVILION, MANOR FIELD, CHURCH ROAD
ON MONDAY 10th FEBRUARY 2025 AT 7.30 P.M.

Present:

Cllr Larry Abraham
Cllr Penny Cole
Cllr Jim Colwell
Cllr David Conroy
Cllr Lesley Driscoll
Cllr Laurence Glander
Cllr David Graeme
Cllr Anne Oxtoby – (*Chairman*)
Cllr Brian Ramsay
Cllr Ian Ross
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 Jim Colwell due to family commitments.

RESOLVED: That,
the absence of Cllr Jim Colwell 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 13th January 2025, 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 7.45p.m.

5. Amenities & Open Spaces Committee

Cllr Perry Cole commented on the recommendation contained in the minutes of the Amenities & Open Spaces Committee meeting held on 5th February 2025, minute item 13 (a), Hartley Memorial Green, regarding the height of the proposed flag pole.

Members noted that the height of the flag pole would be 4.5 metres, as anything higher than this would require the benefit of planning consent.

Members noted that the Chairman had offered to meet the cost of the flag pole, flags and installation, from her Chairman's allowance.

RESOLVED: That,

(1) the minutes of the meeting of the Amenities & Open Spaces Committee held on 5th February 2025, and the recommendations contained therein, be received and, where necessary, approved and adopted and,

(2) should the cost of the flag pole, flags and installation cost exceed the sum of the Chairman's allowance, the remainder of the cost be met from the VE Day 80 budget 2025/26.

6. Burial Grounds & Gardens of Remembrance Committee

RESOLVED: That,

the minutes of the meeting of the Burial Grounds & Gardens of Remembrance Committee held on 5th February 2025 and the recommendations contained therein, 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 29th January 2025 and the recommendations contained therein, be received and, where necessary, approved and adopted.

8. Planning Committee

RESOLVED: That,

the minutes of the meetings of the Planning Committee held on 22nd January 2025 and 5th February 2025 and the recommendations contained therein, be received and, where necessary, approved and adopted.

9. Northfield Management Committee

RESOLVED: That,

the minutes of the meeting of the Northfield Management Committee held on 13th January 2025, be received and noted.

10. Neighbourhood Plan

RESOLVED: That,

the minutes of the meeting of the Neighbourhood Plan Steering Group held on 8th January 2025 and the recommendations contained therein, be received and, where necessary, approved and adopted.

11. Community Warden Service Review

At the meeting of the Parish Council held on 13th January 2025, it was resolved that “Hartley Parish Council agrees in principle to fund Jackie West, the Community Warden, under Model 1 of the two models offered by Kent County Council, whereby the Parish Council pays KCC to provide the service, subject to a formal agreement being considered and accepted by the Council”.

Members considered the notes of a meeting held on 30th January 2025 with members of Hartley and Ash-cum-Ridley Parish Councils and the Head of Community Safety at KCC.

Members noted that under the new agreement, Jackie would continue to run the Tuesday Hub in New Ash Green.

The Assistant Clerk reported that an email dated 5th February had been received from the Head of Community Safety at KCC, advising that it would be possible for the new arrangement to begin during the week commencing 10th February 2025.

Although the formal agreement is currently being finalised by the legal team at KCC, the Head of Community Safety had advised that he would send an email to both Hartley and Ash-cum-Ridley Parish Councils, requesting confirmation that a February start date would be acceptable.

It had been hoped that the email would have been received in time for this meeting, but the Assistant Clerk reported that it was still awaited. RESOLVED:

That, (1) the notes of a meeting held on 30th January 2025 with members of Hartley and Ash-cum-Ridley Parish Councils and the Head of Community Safety at KCC, be noted; (2) Hartley Parish Council agrees to fund Jackie West the Community Warden for 1.5 days per week in Hartley with effect from 1st April 2025, subject to the formal agreement received from KCC being considered acceptable and, (3) Hartley Parish Council agrees to fund Jackie West the Community Warden to enable an interim service to begin as soon as possible until the end of the financial year when the formal agreement will commence.

12. Manor Field Car Park

At the meeting of the Amenities & Open Spaces Committee held on 28th February 2024, it was recommended that the cost of the application of scalplings to two corners of the car park at Manor Field, be met from CIL funds.

This recommendation was ratified by the full council at its meeting held on 11th March 2024.

The Council had been requested to confirm the Clerk’s actions, in consultation with the Chairman of the Amenities & Open Spaces Committee of accepting a quotation to carry out the work.

RESOLVED: That,

the Clerk's actions, in consultation with the Chairman of the Amenities & Open Spaces Committee of accepting a quotation to carry out the work at the car park, Manor Field, be confirmed and approved..

13. Payments

RESOLVED: That,

(a) the payment of accounts for February 2025, attached as **Appendix 1** to these minutes, be approved;

(b) the Council detail report as at 4th February 2025, 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 2025 would be verified by Cllr Perry Cole and,

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

Cllr David Brazier left the meeting at 8.37p.m.

Pursuant to Standing Order 3 (d) the public were excluded from the meeting during consideration of agenda item 14, Staff, due to the confidential nature of the business to be transacted relating to staff matters.

14. Staff

Members had been requested to consider altering the payment dates for the Clerk's Assistant's salary.

This was due to the fact that the temporary contract states that salaries will be paid monthly in arrears.

Due to the fact that the end of the financial year is approaching, if March's salary was paid in arrears, the year end figures sent to HMRC would not be a true record.

In addition, the Parish Council's year end accounts would also be incorrect.

In view of this, Members were requested to consider paying March's salary partly in advance. RESOLVED: That, payment of the Clerk's Assistant's salary for February and March 2025, be made following the meeting of the Parish Council held on 10th March 2025.

The meeting closed at 8.40p.m.

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

Schedule of Payments February 2025 - Paid by Internet Banking/DDR from Unity Trust Bank					
Ref:	Payment to	Particulars	Net	VAT	Total
DDR		Charges 04/09/24-04/12/24	0.30	-	0.30
DDR		Charges 01/12/24-31/12/24	10.50	-	10.50
687829946		PAID 22/01/2024 - chgs 22/11/24-31/05/25 Bill ref Q086 YT	199.40	39.88	239.28
105378928		PAID 22/01/24 - make safe fallen tree Gorde Wood inv 2749	120.00	24.00	144.00
569322029		Salary 01/02/25-28/02/25 (Pre approved)	2,791.39	-	-
		Reimburse re Fasthosts org.uk domain renewal	11.99	2.40	2,805.78
569164978		Salary 01/02/25 - 28/02/25 (Pre-approved)	1,504.16	-	1,504.16
3856227		Salary 01/01/25 - 31/01/25 (Pre-approved)	2,031.34	-	2,031.34
718263817		Month 11 Employer & Employee NIC & PAYE	839.77	-	839.77
845286323		Employer & Employee pension contributions February	1,592.50	-	1,592.50
541697967		Repairs @ Chantry Avenue inv 28930	169.40	33.88	203.28
931600132		Standing charge 01/01/25-31/03/25 inv 92867226	19.61	0.98	20.59
900539546		Stationery inv 42394	55.37	11.07	66.44
150937857		Works to car park at Manor Field inv SI2425432	1,524.00	304.80	-
		Works to car park at Manor Field inv SI2425431	1,174.00	234.80	3,237.60
752550745		Clean pavilion January inv 5572	158.66	-	158.66
783910324		10% deposit re VE Day 80 event inv INV-7366	175.00	35.00	210.00
32478780		Longfield Hill Rec ground fence repairs inv 1396	1,328.40	-	1,328.40
52512406		Garden maint BG March 2024 inv 28	160.00	-	-
		BG maint March 2024 inv 30	60.00	-	-
		Garden maint BG Feb 2024 inv 24	160.00	-	-
		BG vis insp March inv 29	18.50	-	-
		BG maint Feb 2024 inv 26	60.00	-	-
		BG vis insp Feb 2024 inv 25	18.50	-	477.00
286217141		Sanding & sealing floor in pavilion inv 000210	1,482.00	-	1,482.00
371863996		Routine maintenance contract w/c 13/01-03/02	700.00	-	-
		Water flushing w/c 13/01-03/02	30.00	-	-
		Football pitch line marking 10/01 & 24/01	65.00	-	-
		Interments of ashes plot preparation	35.00	-	830.00
197644829		To set out 3 pitches at Manor Field	867.05	173.41	1,040.46
102536134		Water @ allotments 01/01/25-31/01/25	20.55	-	20.55
94089180		Water at Pavilion 01/01/25-31/01/25	18.25	-	18.25
			17,400.64	860.22	18,260.86

APPENDIX 1

Schedule of Payments February 2025 - Paid by cheque/DDR from Barclays Bank					
Chq No	Payment to	Particulars	Net	VAT	Total
DDR		Mixed Payment Plan charges 13/12/24 - 12/01/25	8.50	-	8.50
DDR		Electricity @ Pavilion 22/11/24-25/12/24	82.52	4.13	86.65
107068		Top up Unity Bank	38,000.00	-	38,000.00
			38,091.02	4.13	38,095.15

Schedule of Payments February 2025 - Paid by Barclaycard					
Ref:	Payment to	Particulars	Net	VAT	Total
		PAID 24/01/25 - 50 x 2nd class stamps	42.50	-	42.50
		PAID 03/02/25 - First Aid Kit inv 94731	13.98	2.80	16.78
			56.48	2.80	59.28

Adjournment

The meeting was adjourned at 7.31 p.m.

Councillor Brazier reported that Kent had not been accepted for the Government's Devolution Priority Programme.

Members noted that all of the counties in the south and south east, had been accepted for the Priority Programme with the exception of Kent and Medway.

Councillor Brazier announced that he would be retiring in May 2025.

Cllr Perry Cole reported that he had been made aware of an SDC Local List, which had been adopted in 2017, which lists heritage assets within an area.

Members noted that 454 assets sit within Sevenoaks town.

Cllr Penny Cole expressed concern that Hartley Parish Council wasn't consulted on the solar farm application in New Ash Green and advised that she would be taking this up with the District Council.

Cllr Penny Cole reported that a planning application had been submitted to re-build the Green Man Public House in Hodsoil Street.

The meeting resumed at 7.45p.m.

