

THE PARISH COUNCIL OF HARTLEY
MINUTES OF THE MEETING OF HARTLEY PARISH COUNCIL
HELD IN THE PAVILION, MANOR FIELD, CHURCH ROAD
ON MONDAY 10th MARCH 2025 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 Mally Malham
Cllr Anne Oxtoby – (*Chairman*)
Cllr Brian Ramsay
Cllr Vincent Sewell

In attendance:

Mrs Helen Boden - (*Clerk*)
Cllr David Brazier – (*Kent County Councillor*)
PC Caleb Guest
2 Members of the Public

1. Apologies for Absence

There were no apologies for absence.

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 10th
February 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 7.40p.m.

Pursuant to Standing Order 3 (e) the Chairman of the Council invited members of the public present to express an interest if they wished to make representations, answer questions or give evidence in respect of any item of business included in the agenda.

Two members of the public expressed an interest in making representations answering questions or giving evidence in respect of agenda item 8. Donation Request.

PC Guest left the meeting at 7.59p.m

5. Planning Committee

Cllr Sewell commented on the list of attendees contained in the minutes of the Planning Committee meeting held on 5th March 2025.

Cllr Sewell had been unable to attend the meeting, but his name was listed as an attendee and also under Apologies for Absence.

RESOLVED: That,

the minutes of the meetings of the Planning Committee held on 19th February 2025 and 5th March 2025 and the recommendations contained therein, including the removal of Cllr Sewell's name on the list of attendees at the meeting held on 5th March 2025, 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 12th February 2025 and the recommendations contained therein, be received and, where necessary, approved and adopted.

7. 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".

Although the formal agreement was in the process of being finalised by the legal team at KCC, the Head of Community Safety at KCC 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 the meeting, but the Assistant Clerk reported that it was still awaited.

The Clerk reported that no email had been received and that she had pursued the matter with the Head of Community Safety at KCC, who had responded by email on 7th March 2025, apologising for the lack of contact and advising that Jackie has been undertaking her role in Hartley and Ash-cum-Ridley since 10th February 2025.

Members noted that an invoice would be raised for the period 10th February to 31st of March 2025.

Members considered the final draft of the formal agreement that had been attached to the email and agreed that there were a number of matters requiring clarification.

It was agreed that legal advice should be sought from KALC, regarding the formal agreement and that the Clerk be requested to contact the Parish Council's Solicitor to obtain a quote for them to consider the agreement and make a report to the Council.

RESOLVED: That, (1) the email dated 7th March 2025, received from the Head of Community Safety at KCC, be noted; (2) once received, payment of the invoice for the period 10th February 2025 to 31st March 2025, for the provision of a Warden Service in Hartley by Jackie West, be approved; (3) the Clerk be requested to contact the Head of Community Safety at KCC, to clarify the matters of concern identified by the Council in the draft formal agreement; (4) advice be sought from KALC with regard to the draft formal agreement; (5) the Council's Solicitor be requested to provide a quotation to review the draft formal agreement and report to the Council and, (6) delegated authority be given to the Clerk, in consultation with the Chairman of the Council, to accept the quotation, if considered appropriate and to appoint the Solicitor to consider the draft formal agreement and make recommendation to the Council.

8. Donation Request

At the Chairman's invitation the members of the public addressed the Council regarding the proposed solar farm between Ridley and New Ash Green.

The Council was requested to consider an appeal for funding from the No NAG Solar Group.

The Chairman reported that the Clerk had sought advice from the legal representative at KALC and from the Parish Council's Internal Auditor, regarding the powers available to the Council should it wish to donate funds to the Group.

Members considered the advice received.

Cllr Ramsay proposed and Cllr Conroy seconded the proposal that the legal position should be clarified before a decision is made as to whether to donate to the No NAG Solar Group.

On being put to the vote, the motion was CARRIED.

RESOLVED: that,

(1) the Clerk be requested to contact the Legal Advisor at KALC, to ask for further clarification on the Council's legal position with regard to a donation to the No NAG Solar Group and, (2) the matter be deferred until the next meeting of the Council.

The 2 members of the public left the meeting at 8.34p.m.

9. Local Government Boundary Review

Members considered an email dated 28th February 2025, received from Sevenoaks District Council, advising that the Local Government Boundary Commission for England has decided that the review of the Sevenoaks District ward boundaries will be paused and that they will not be announcing any draft proposals for new ward

boundaries or commencing the next stage of consultation as was initially planned in mid-May this year. RESOLVED: That, the email dated 28th February 2025, received from Sevenoaks District Council, advising that the Local Government Boundary Commission for England has decided that the review of the Sevenoaks District ward boundaries will be paused and that they will not be announcing any draft proposals for new ward boundaries or commencing the next stage of consultation as was initially planned in mid-May this year, be noted.

10. Payments

RESOLVED: That,

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

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

(c) the Council detail report as at 4th March 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 February 2025 would be verified by Cllr Abraham and,

(d) it be noted that the bank reconciliations for the Council's four bank accounts and Barclaycard for January 2025 had been verified by Cllr Perry Cole.

The meeting closed at 8.39p.m.

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

Schedule of Payments March 2025 - Paid by Internet Banking/DDR from Unity Trust Bank					
Ref:	Payment to	Particulars	Net	VAT	Total
DDR		Charges 01/01/25 - 31/01/25	10.05	-	10.05
		PAID 28/02/25 - Payment of February invoice	194.62	-	194.62
53180218		PAID 28/02/25 - Reemove & replace fencing Woodland Avenue inv 3833	8,650.00	1,730.00	10,380.00
		PAID 28/02/25 - 01/01/25 - 31/01/25 water at Pavilion	18.25	-	18.25
696992132		Salary 01/03/25-31/03/25 (Pre approved)	2,791.39	-	2,791.39
364671409		Salary 01/03/25 - 31/03/25 (Pre-approved)	1,503.96	-	1,503.96
472911571		Salary 01/02/25 - 31/03/25 (Pre-approved)	1,790.39	-	1,790.39
109087631		Month 12 Employer & Employee NIC & PAYE	2,144.27	-	2,144.27
685804001		Employer & Employee pension contributions March	1,592.50	-	1,592.50
586602014		Photocopier chgs 18/11-17/02 inv KPS393985	66.14	13.23	79.37
22243924		Clean pavilion February 2025 inv 5620	158.66	-	158.66
18941573		delivery of Hartley Herald inv 5787	90.00	-	90.00
657116954		2 x pitchmarker Super C inv SI249539	66.86	13.37	80.23
71380940		Printing of March Hartley Herald inv SI-25771	286.00	-	286.00
75247539		Bollard service @ Manor Field inv 34042	248.00	49.60	297.60
659479590		Water hygiene contract Feb 25 inv 72498	175.00	35.00	210.00
185081533		Remote IT support re IP address inv 223035	37.50	7.50	-
		Assist Cllr Sewell with gov.uk email set up inv 223042	37.50	7.50	90.00
534116616		Toilet rolls & stationery inv 52937	38.98	7.80	46.78
303042711		Extra grass cut @ BG inv SI2425483	175.00	35.00	-
		Clean paths in BG and G of R inv SI2425484	241.20	48.24	-
		Replace gate posts & repair chain fence new G of R inv SI2425474	836.30	167.26	-
		General maintenance contract BG inv SI2425449	583.33	116.66	2,202.99
649144935		Routine maintenance contract w/c 10/02-03/03 inv 183	525.00	-	-
		Water flushing w/c 10/02-03/03 inv 183	21.50	-	-
		Football pitch line marking 07/02 - 21/02 inv 183	65.00	-	611.50
271084467		Delivery costs re youth project 01/05/24-31/10/24	1,300.00	-	1,300.00
346392051		Agreed fee for reviewng monthly payroll Apr 24 - Mar 25	120.00	-	120.00
103422264		Quarterly grounds maint Mar - June inv LS211618	4,931.81	986.36	-
		Quarterly grounds maint July - Sept inv LS212419	2,998.35	599.67	9,516.19
			31,697.56	3,817.19	35,514.75

Schedule of Payments March 2025 - Paid by cheque/DDR from Barclays Bank					
Chq No	Payment to	Particulars	Net	VAT	Total
DDR		Mixed Payment Plan charges 13/01/25 - 12/02/25	10.52	-	10.52
DDR		Electricity @ Pavilion 22/11/24-21/01/25	41.48	6.41	47.89
DDR		Electricity @ Pavilion 21/01/25-22/02/25	74.51	3.73	78.24
107068		Top up Unity Bank	35,000.00	-	35,000.00
			35,126.51	10.14	35,136.65
Schedule of Payments March 2025 - Paid by Barclaycard					
Ref:	Payment to	Particulars	Net	VAT	Total
		PAID 11/02/25 - Mask & goggles re legionella water flushing	44.87	8.97	53.84
			44.87	8.97	53.84

Schedule of Payments December 2024 - Paid by Internet Banking/DDR from Unity Trust Bank					
Ref:	Payment to	Particulars	Net	VAT	Total
DDR		Charges 01/10/24-31/10/24	12.30	-	12.30
957066500		PAID 18/11/24 - Payment of November statement	245.67	-	245.67
88054651		PAID 18/11/24 - Payment of November statement	17.18	-	17.18
649712599		PAID 18/11/24 - Pitchmarker Super C x 4	112.00	22.40	134.40
40009154		PAID 18/11/24 - Fire extinguisher service inv INV-1903	152.53	30.51	183.04
635433640		PAID 19/11/24 - PAT Testing Parish Office inv 1446	70.00	14.00	-
		PAID 19/11/24 - Emergency light testing & PAT testing Parish Office inv 1448	230.00	46.00	360.00
475596702		PAID 19/11/24 - Internal audit 2024/25 inv INV-0697	203.50	40.70	244.20
		PAID 28/11/24 - Emergency tree works inv 2669	250.00	50.00	300.00
683354281		Water hygiene contract November Inv 70713	155.00	31.00	186.00
3435075		Printing of newsletter inv SI-25013	286.00	-	286.00
391321975		20 x Garden Sacks delivered 26th November Inv 2093901	400.00	-	-
		2 x recycling sacks 12/11/24 inv 2093794	16.00	-	416.00
724199361		Weekly clean of Manor Field Pavilion Inv 5470	158.66	-	158.66
701424209		Monthly Groundcare Contract - Inv SI2425358	583.33	116.66	699.99
808768440		Salary 01/12/24-31/12/24 (Pre approved)	2,790.99	-	2,790.99
927128832		Salary 01/12/24 - 31/12/24 (Pre-approved)	1,604.85	-	1,604.85
115662373		Month 9 Employer & Employee NIC & PAYE	1,840.89	-	1,840.89
166974335		Employer & Employee pension contributions December	1,632.19	-	1,632.19
242472756		Rectory Meadow management inv 900203266	1,890.00	-	1,890.00
309858692		Photocopier cop chg 18/08/24-17/11/24 inv KPS379641	89.74	17.95	107.69
458780694		Stationery & black bin bags inv 24449	38.94	7.79	-
		Stationery inv 15149	51.48	10.30	108.51
310403552		Delivery of Hartley Herald inv 5756	90.00	-	90.00
89892654		Repairs at Woodland Ave inv 28526	324.50	64.90	389.40
194108346		Emergency tree works at BG inv 2680	1,450.00	290.00	1,740.00
2308205		Routine maintenance 11/11-02/12 inv 179	700.00	-	-
		Hedge cutting MF inv 179	78.00	-	-
		Clean gutters @ pavilion inv 179	26.00	-	-
		Football pitch line marking 15th & 29th November inv 179	65.00	-	-
		Water flushing 13/11 - 04/12 inv 179	30.00	-	899.00
			14,301.57	538.60	14,840.17

Schedule of Payments December 2024 - Paid by cheque/DDR from Barclays Bank					
Chq No	Payment to	Particulars	Net	VAT	Total
DDR		Mixed Payment Plan charges 14/10/24 - 12/11/24	16.79	-	16.79
DDR		Electricity @ Pavilion 22/10/24-22/11/24	59.13	2.96	62.09
DDR		Loan repayment 16/12/24	325.36	-	325.36
			401.28	2.96	404.24
Schedule of Payments December 2024 - Paid by Barclaycard					
Ref:	Payment to	Particulars	Net	VAT	Total
		PAID 06/11/24 Purchase of mop & bucket re pavilion	11.99	4.99	16.98
		PAID 07/11/24 Longfield Hill title register and plan	6.00	-	6.00
			17.99	4.99	22.98

Adjournment

The meeting was adjourned at 7.31 p.m.

Cllr Oxtoby welcomed PC Guest and thanked him for attending the meeting.

Councillor Brazier reported that the 2025 “pothole blitz” was now underway, with funding of £14.5 million. There is also an additional £80 million available for maintenance, which should lead to a visible improvement.

Cllr Abraham reported that the Commonwealth flag had been raised at the District Council.

Cllr Penny Cole reported that the Local Government Boundary Review had been cancelled, but that Sevenoaks District Council was in the process of having conversations with neighbouring authorities.

Cllr Penny Cole reported that the District Council’s Waste & Recycling Consultation had now closed. Cllr Cole reported that the current arrangements would continue until 2026, but that changes would be required from then.

PC Guest introduced himself as the new beat PC and explained that the areas that he and his colleague covered would be Hartley, New Ash Green, Horton Kirby, South Darenth, Crockenhill and Wellhill.

PC Guest reported that it was his intention to attend more Parish Council meetings (approximately 1 in 4).

PC Guest reported that there were currently lots of thefts taking place from sheds in the area.

PC Guest reported that it was his intention to carry out regular patrols in Hartley, both in a vehicle and on foot and that if he is made aware of any major issues, he will endeavour to target the problem areas.

Cllr Graeme asked whether there were any plans to re-instate the ANPR camera that used to be located in Hartley.

PC Guest advised that he was not aware of any plans for it to be replaced.

Cllr Perry Cole asked whether, if a resident were to call 101, would PC Caleb be advised and if so, what would the estimated time lapse be?

PC Guest confirmed that it would be circumstantial and depend on staffing, but that he would be advised at some point and if he was in the area at the time, he would most likely be asked to attend.

Cllr Perry Cole asked whether there was a contact number for the Police that could be included in the various parish publications. PC Guest advised that 101 would be the correct number to call for a non emergency, as there were no individual numbers. PC Guest advised that the “My Community Voice” details would also be appropriate.

The meeting resumed at 7.40p.m.

