

THE PARISH COUNCIL OF HARTLEY

MINUTES OF THE EXTRAORDINARY MEETING OF HARTLEY PARISH COUNCIL

HELD IN HARTLEY LIBRARY, ASH ROAD

ON WEDNESDAY 2nd APRIL 2025 AT 10.16 A.M.

Present:

Cllr Perry Cole
Cllr Jim Colwell
Cllr David Conroy
Cllr Laurence Glander
Cllr Anne Oxtoby – (*Chairman*)
Cllr Brian Ramsay
Cllr Ian Ross
Cllr Vincent Sewell

In attendance:

Mrs Helen Boden - (*Clerk*)

1. Apologies for Absence

Apologies for absence had been received from Cllr Larry Abraham due to family commitments, Cllr Penny Cole due to work commitments, Cllr Lesley Driscoll due to family commitments and Cllr Mally Malham due to work commitments.

RESOLVED: That, the absences of Cllr Larry Abraham due to family commitments, Cllr Penny Cole due to work commitments, Cllr Lesley Driscoll due to family commitments and Cllr Mally Malham 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 10th March 2025, be approved and signed by the Chairman as a correct record.

5. Village Sign

At the meeting of the Amenities & Open Spaces Committee held on 5th February 2025, the Committee had been requested to consider quotations for a new frame and post for the Hartley Village sign.

The Committee was unable to consider quotations as they had been sought, but were still awaited at the time of the meeting.

Members noted that quotations had been sought for a wooden frame, but considered that a suitably treated metal frame may be more appropriate.

It was resolved that quotations be sought for a suitably treated metal frame and new posts and that delegated authority be given to the Clerk, in consultation with the Chairman of the Amenities & Open Spaces Committee to accept the quotation considered to be the most appropriate, up to the sum of £500.00 + VAT.

The Clerk reported that it had proved difficult to obtain quotations for a metal frame, but that two quotations had been received for the supply of a new wooden frame and post.

RESOLVED: That, the quotation received from Mr G Glidewell, for the sum of £525, to supply a new village sign frame and post in stained hardwood, including installation and re fitting of the sign, be accepted.

Pursuant to Standing Order 3 (d), the public were excluded from the meeting during consideration of agenda item 6, Staff, due to the confidential nature of the business to be transacted, relating to staff matters.

6. Staff Matters

(a) Members had been requested to review the position of Clerk's Assistant, following completion of their 3 month fixed contract.

Both the Clerk and Members agreed that they were satisfied with the work carried out by the Clerk's Assistant during the three month period from 3rd January 2025 and considered that her appointment should continue on a permanent basis.

The Committee agreed that with regard to the permanent contract, no probation period would be necessary, as the Clerk's Assistant had already completed a satisfactory initial three month period.

The Clerk reported that as the Clerk's Assistant's contract would be extended for more than three months, they would be automatically entered into membership of the Local Government Pension Scheme (LGPS) in respect of that contract, although they would have the right to opt out at any time.

RESOLVED: That, (1) Mrs Anne-Louise Broome be appointed to the position of Clerk's Assistant to Hartley Parish Council on a permanent contract, for 16 hours per week, to be worked over two days per week (initially Monday and Friday, but subject to change) at Local Government Grade LC (Points 13-17), commencing on Friday 4th April 2025; (2) the Clerk's Assistant's Contract of Employment, as set out in **Appendix 1** attached to these minutes, be approved. (3) a letter be sent to the Clerk's Assistant to advise them that they will be automatically entered into membership of

the LGP, in respect of the above contract and that they have the right to opt out at any time.

The meeting closed at 10.30a.m.

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

