

THE PARISH COUNCIL OF HARTLEY
MINUTES OF THE MEETING OF HARTLEY PARISH COUNCIL
HELD IN THE PAVILION, MANOR FIELD, CHURCH ROAD
ON MONDAY 14th APRIL 2025 AT 7.30 P.M.

Present:

Cllr Larry Abraham
Cllr Perry Cole (*arrived at 7.55p.m.*)
Cllr David Conroy
Cllr Lesley Driscoll
Cllr Laurence Glander
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 Penny Cole due to work commitments, Cllr Jim Colwell due to family commitments, Cllr David Graeme due to family commitments and Cllr Mally Malham due to family commitments. RESOLVED: That, the absences of Cllr Penny Cole due to work commitments, Cllr Jim Colwell due to family commitments, Cllr David Graeme due to family commitments and Cllr Mally Malham 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 Extraordinary meeting of Hartley Parish Council, held on 2nd April 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 7.35p.m.

5. Planning Committee

RESOLVED: That,
the minutes of the meetings of the Planning Committee held on 19th March 2025 and 2nd April 2025 and the recommendations contained therein, be received and, where necessary, approved and adopted.

6. Northfield Management Committee RESOLVED: That,

the minutes of the meeting of the Northfield Management Committee held on 10th March 2025, be received and noted.

7. Neighbourhood Plan

RESOLVED: That,
the minutes of the meeting of the Neighbourhood Plan Steering Group held on 12th March 2025 and the recommendations contained therein, be received and, where necessary, approved and adopted.

8. Community Warden Service Review

At the meeting of the Parish Council held on 10th March 2025, Members considered the final draft of the formal agreement received from the Head of Community Safety at KCC 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

Members noted that the Clerk had contacted the Head of Community Safety at KCC to seek clarification on a number of clauses in the draft agreement and he had advised that he was in the process of collating the comments received from Hartley Parish Council and a number of other parishes and that once completed, he would seek advice from KCC's lawyers regarding the proposed changes.

Members noted that the Council's Solicitor had advised that they are unable to assist with this matter.

Advice has been sought from KALC and they have suggested a number of Solicitors that may be able to assist once the final agreement has been received from KCC.

RESOLVED: That, (1) the above report be noted; 2) upon receipt of the final agreement, the Clerk be requested to seek quotations from the list of Solicitors provided by KALC, for them to review the agreement and make recommendation to the Council and,

(3) delegated authority be given to the Clerk, in consultation with the Chairman of the Council, to accept the most suitable quotation, and to appoint the Solicitor to review the agreement and make recommendation to the Council.

9. Donation Request

At the meeting of the Parish Council held on 10th March 2025, Members considered an appeal for funding from the No NAG Solar Group and advice received from the legal representative at KALC and the Parish Council's Internal Auditor, regarding the powers available to the Council should it wish to donate funds to the Group.

It was agreed that the Council's legal position should be clarified before a decision is made as to whether to donate to the group.

Members considered advice received from the National Association of Local Councils.

RESOLVED: that, the donation request received from the No NAG Solar Group, be declined.

10. Garden Waste Sacks

Members considered a letter dated 24th March 2025, received from Sevenoaks District Council, advising that the price of garden sacks will be increasing to £22.00 per bundle, with effect from Monday 21st April 2025.

As per the agreement with Sevenoaks District Council, a bundle of sacks can be sold to the public for a maximum value of £5.00 over the supplier price. This means that the Parish Council may charge up to £27 per bundle.

Members considered that in view of the time spent by the Clerks in administering the scheme, the garden waste sacks should be sold to residents at a cost of £25 per bundle of 25. RESOLVED: That,

with effect from 21st April 2025, the cost of garden waste sacks sold to residents by the Parish Council, be increased from £21 to £25 per bundle of 25 sacks.

11. Sickness Absence Policy

Members considered a draft Sickness Absence Policy. RESOLVED:

That, the Sickness Absence Policy attached as **Appendix 1** to these minutes, be approved and adopted by the Council.

12. Mobile Phone Survey

Members considered a letter dated 7th March 2025, received from Tom Tugendhat MP, regarding access to phone signals and internet services across local areas.

A survey has been set up to establish as much information as possible about the areas with poor signal across the community.

The Parish Council has been asked for its views about the areas within the community where it considers improvements are needed most. RESOLVED: That, the following response be submitted: "the Parish Council considers that the introduction of a full fibre optic service would benefit residents of Hartley".

13. Pavilion

Cllr Glander provided Members with an update on arrangements for the re-opening of the changing rooms at the Pavilion, for the cricket season.

At the meeting of the Amenities & Open Spaces Committee held on 5th February 2025, the Committee considered arrangements for the opening of the changing rooms and wc, including arrangements to ensure the safe use of the showers.

At the end of the cricket season, arrangements had been made for the calorifier 1 (located in the boiler room) and the cold water tank (located in the loft space above the entrance corridor) to be left full and the water supply to the sink toilets and showers turned off, using the isolation valves.

The changing room showers/hand wash basins and toilets had been taken out of use for the winter and the water temperature monitoring and flushing in these areas was discontinued.

In view of the above and as recommended by the Council's water hygiene contractor, arrangements were made on 3rd April 2025, for the disinfection of the water tank, calorifier 1 and associated pipework and for two Legionella samples to be taken 48 – 72 hours afterwards.

Members noted that there will be a two week wait for the results to come back. During this time, the water hygiene contractor has confirmed that the weekly flushing of the outlets (including showers) will need to be carried out.

Advice was sought from the water hygiene contractor as to how this could be carried out safely by the routine maintenance contractor during this time, as it would not be known whether Legionella was present in the system.

The water hygiene contractor has advised that in order to flush the showers safely, the spray nozzle of each showerhead should be taken out and then the water should be run. If the nozzles can't be removed, the contractor would need to cover each showerhead with a large plastic bag with a hole at the bottom to allow the water to drain out of the bag preventing any spray/vapour from being created.

Cllr Glander reported that the routine maintenance contractor, the Clerk, Assistant Clerk and himself had attended a training session with the water hygiene contractor on 3rd April 2025 and had been instructed on how to flush the showers and other water outlets safely.

The water hygiene contractor had recommended that a plastic bottle be placed over the shower nozzle whilst flushing the showers and had provided the routine maintenance contractor with the required equipment.

The Clerk had contacted the water hygiene contractor to ask whether additional face and eye protection would be required when carrying out the water flushing.

Advice had been received that a disposable P3 mask would be sufficient and that there would be no need for eye protection.

P3 masks have been purchased as well as goggles, which have been provided to the routine maintenance contractor along with the Council's "water flushing risk assessment" and he has been instructed to wear the mask and goggles at all times whilst carrying out the water flushing tasks.

During the recent water hygiene testing, the contractor mentioned that there is a long length of pipework that runs from the Thermostatic Mixing Valve (TMV) in the boiler room, to the showers. It is recommended that TMVs are fitted less than a metre away from the outlet.

The Clerk questioned whether in view of this, the Council was fulfilling its legal obligations with the action that it is currently taking.

The water hygiene contractor confirmed that the current weekly flushing regime should be sufficient, but that twice weekly flushing could be considered.

During the cricket season, the showers are used once a week and flushed once a week, so a twice weekly regime is already being carried out, except for the occasional week when the cricket club don't use the showers.

In order to mitigate the risk further, quarterly water hygiene visits are undertaken, so the contractor has confirmed that the Council is doing everything it can to keep the risk of legionella low.

Members were satisfied that the Council is doing everything practically possible to mitigate the risk of Legionella.

RESOLVED: That,

(1) the above report be noted;

(2) the Cricket Club be requested to inform the Clerk as soon as possible if they do not use the showers on a particular week, so that arrangements can be made with the routine maintenance contractor for an additional flush to be carried out and,

(3) no additional action is required, as the Council is satisfied that it is doing everything practically possible to mitigate the risk of Legionella.

14. Payments

RESOLVED: That,

(a) the payment of accounts for April 2025, attached as **Appendix 2** to these minutes, be approved;

(b) the Council detail report as at 31st 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 March 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 February 2025 had been verified by Cllr Larry Abraham.

Cllr Brazier left the meeting at 8.00p.m.

Pursuant to Standing Order 3 (d), the public were excluded from the meeting during consideration of agenda item 15, Insurance, due to the confidential nature of the business to be transacted.

15. Insurance

The Assistant Clerk updated Members on a recent claim made on the Parish Council's insurance.

The Parish Council's insurer found in favour of the claimant and the Parish Council is required to pay an excess of £250.00. RESOLVED: That, the Assistant Clerk's report be noted.

The meeting closed at 8.03p.m.

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

HARTLEY PARISH COUNCIL SICKNESS ABSENCE POLICY

What to do if you are unwell 2

Return-to-work meeting 2

Medical appointments 3

Statutory Sick Pay 3

Council's Sick Pay (occupational sick pay) 3

Medical advice 4

Persistent short-term absence 4

Long-term absence 5

Absence as a result of disability 6

Data protection 6

What to do if you are unwell

If you are away from work because of sickness you must:

- Telephone the Clerk before your contractual (or normal start time for work) on the first day of absence providing details and how long you expect to be off. If you are unable to call personally, someone else may call for you. It is your responsibility to ensure the Council is notified. You must then telephone again each day (unless otherwise agreed with the Clerk).
- If you are away for seven days or less (including weekends and other non-working days), you must complete a self-certification form and provide it to the council when you are back at work.
- If you are away for more than seven days (including weekends and other non-working days), you must send in a 'fit to work' statement from your doctor and continue to do so as each new certificate is issued to you. This certificate gives details as to whether you are too ill to work or whether you are well enough to work with suitable support from the Council. This gives you and the Council the opportunity to discuss suitable arrangements which will support your return to work. The form also gives more space for the doctor to provide information about your condition and helpful tick boxes to suggest common ways to help you return to work.
- All sickness or injury absence will be entered on your employment record and will be monitored from time-to-time.

Return-to-work meetings

On the first day back at work after a period of sickness absence your manager may want to meet informally. If this is not possible on your first day back, the meeting may take place later. The return-to-work meeting should take place in a private place, and all discussions should be private and confidential. The meeting would normally include

- a welcome back to work;
- outline the purpose of the return-to-work meeting; which is to manage and monitor absence and attendance to identify any problem areas and offer support where appropriate;
- a discussion about the reasons for absence, in a supportive way and to understand whether the council can take any steps to help the employee's attendance;
- explain that the absence will be recorded;
- establish if medical advice has been sought (if appropriate);
- ensure the self-certification form has been completed or a fit note from the doctor has been provided;
- a discussion on absence over the last 52 weeks, the impact on pay and any next steps; and
- a handover of work where appropriate.

Medical appointments

The council recognises that employees will, from time to time, need to attend medical appointments. Please try to arrange medical appointments in your own time or, if this is not

possible, at times that will cause the minimum amount of absence from work or inconvenience to the council. The council will allow reasonable time off work with pay for such appointments.

Statutory Sick Pay

If you are ill and unable to attend work, you may be entitled to Statutory Sick Pay (SSP). SSP is currently paid after 4 Qualifying Days absence from work. The Qualifying Days are your normal working days that are in your contract. Tax and National Insurance will be deducted from SSP and if you earn below the lower earnings limit, you will not qualify for SSP.

Council's Sick Pay (Occupational Sick Pay) [to be deleted if the council decides to pay SSP only]

It is the Council's policy to pay you your normal basic rate of pay exclusive of overtime/allowances during periods of sickness absence of up to (see individual contract of employment) and half pay for a further (see individual contract of employment). This occupational sick pay will be for absences due to sickness calculated over the previous 52 weeks and will include your entitlement to SSP.

Payment is, however, conditional upon you complying with the council's procedure for notifying your manager of the absence, attending an interview with your manager on request to discuss the absence, and completing a self-certification form on return to work or providing a fit-note when requested. We may also ask you to attend an interview/examination with a nominated doctor at the request of the Council.

We may not pay you occupational sick pay where:

- you have failed to comply with the Council's sickness absence notification and evidence requirements;
- you unreasonably refuse to attend a sickness absence meeting with the Council on request;
- you are unable to work because you hurt yourself in dangerous sports / activities or any other occupation you have;
- you have misled the council about your fitness to work;
- you have resigned; or
- where disciplinary proceedings are pending against you.

Medical advice

The Council may want to obtain advice on your fitness for work from occupational health advisers or medical practitioners. Examples of when the Council might refer to occupational health or a medical practitioner include the following:

- to seek a medical report on your illness or injury;
- to establish when you might be able to return to work;
- to understand when you are likely to be fully fit to resume your normal duties;
- to understand what alternative duties you might be fit to undertake if you are unfit to resume your normal duties;
- to understand when you are likely to be fit to undertake any alternative duties;
- to ask for guidance on your condition, for example if there is a possibility that you are disabled or ambiguity as to the exact nature of the condition;

- to ask what reasonable adjustments could be made to working conditions or premises to facilitate a return to work;
- to understand the likely recurrence of the illness or injury once you have returned to work; and
- to discuss any adjustments that could be made to accommodate your disability, if you are disabled.

The Council will pay the cost of the report and you will have the right to see it. The Council will also be provided with a copy of the report and once we have seen it, we will want to meet you to discuss the findings and consider options available to you.

If you choose not to consent to an Occupational Health referral, any decisions in relation to your employment may be made without the benefit of access to medical reports.

Persistent short-term absence

Persistent short-term absence is where an employee is frequently absent from work for relatively short periods due to sickness. We understand most employees will have some short-term sickness absence from time to time. However, if you are frequently and persistently absent from work, this can damage efficiency and productivity, and place an additional burden of work on your colleagues and councillors.

Therefore, it is essential that frequent absence is dealt with promptly and consistently and in some circumstances, the Council may begin a capability or disciplinary procedure as part of the absence management process. If we do so, we will meet with you to set attendance targets. Following a review meeting we may issue a formal warning if those targets are not met. You will be given written notice in advance of any formal meeting and you can be accompanied by a work colleague or trade union representative. You may appeal against a formal warning. If your absence remains unacceptable after a second formal warning, the council may bring your employment to an end following consultation with you.

If frequent absence is due to an underlying long-term health condition then we will also request, with consent, a medical report either from an Occupational Health Physician or your G.P. or consultant to establish further information about your health and how the council can support your attendance.

When considering the reasons for absence, and deciding on whether a formal meeting is appropriate, the council will not consider any pregnancy related absence. The council will also make adjustments where absences are related to a disability by allowing a higher level of absence before considering whether disciplinary action is appropriate.

The council will consider any alternative employment options before making any decision about ending employment. You will have the right to be accompanied by a work colleague or trade union representative at formal meetings and a right of appeal against a formal warning or dismissal sanction. The monitoring of absence operates on a rolling 52-week period.

Where it appears that there is no acceptable reason for an absence or if you have not followed the correct absence notification procedure, the matter should be treated as a conduct issue and dealt with under the disciplinary procedure.

Long-term absence

As a guide, long term absence is any absence which lasts or is expected to last over 4 weeks. In all cases of long-term absence, it is essential for the Council to maintain contact with you. In cases where the return date is less certain this will take the form of consultation and will include:

- Discussions at the start of the absence and periodically throughout
- Obtaining better information on your health and likely prognosis, ideally through an Occupational Health Physician
- Where appropriate alerting you to the fact that your absence is becoming a problem, and
- Allowing you the opportunity to state your opinion of your condition and giving consideration to that opinion

Where ill-health means that you are unlikely to return to work for a long period of time, the council may need to consider bringing your employment to an end. In these circumstances, the council will:

- Review your absence record to assess whether or not it is sufficient to justify dismissal
- Consult with you
- Obtain up-to-date medical advice
- Advise you in writing as soon as it is established that termination of employment has become a possibility
- [Discuss whether you may be able to access benefits from the Local Government Pension Scheme (where appropriate)]
- Meet with you to discuss the options and consider your views on continuing employment before any decisions are made, allowing you to be accompanied by a work colleague or trade union representative
- Review if there are any alternative jobs that you could do prior to taking any decision on whether or not to dismiss
- Allow a right of appeal against any decision to dismiss you on grounds of long-term ill health
- Following this meeting, inform you of the final decision

Absence as a result of disability

Where you experience sickness absence as a result of a disability it will be treated in line with the provisions contained within the Equality Act 2010 (formerly as part of the Disability Discrimination Act 1995). This will include considering whether any reasonable adjustments can be made.

Data protection

The Council will treat personal data collected during the absence management process in accordance with its data protection policy on processing special categories of personal data. Information about how your data is used and the basis for processing your data will be provided in our employee privacy notice. When relying on legitimate interests as the legal ground for processing your data, you can object to the processing.

This is a non-contractual procedure which will be reviewed from time to time.

Date of policy:
Approving committee:
Date of committee meeting:
Policy version reference:
Supersedes: Policy effective from:
Date for next review:

— policy ends here —

Notes

1. Green Book terms

If the council adopts Green Book terms and conditions of employment, employees are entitled to receive sick pay for the following periods: -

During 1st year of service

1 month's full pay and (after completing 4 months service)
2 months half pay

During 2nd year of service

2 months full pay and
2 months half pay

During 3rd year of service

4 months full pay and
4 months half pay

During 4th and 5th year of service

5 months full pay and
5 months half pay

After 5 years' service

6 months full pay and
6 months half pay

The period during which sick pay shall be paid, and the rate of sick pay, in respect of any period of absence shall be calculated by deducting from the employee's entitlement on the first day the aggregate of periods of paid absence during the twelve months immediately preceding the first day of absence.

Periods of full pay will include SSP. In periods of half pay, employees receive half pay in addition to SSP provided the total does not exceed normal pay.

If an employee abuses the sickness scheme or is absent on account of sickness due or attributable to deliberate conduct prejudicial to recovery or the employee's own misconduct or neglect or active participation in professional sport or injury while working in the employee's

own time on their own account for private gain or for another employer sick pay may be suspended.

2. Council's Sick Pay

The legal requirement is to pay Statutory Sick Pay (subject to eligibility) and anything additional is for the council to decide. Any additional sick pay is known as 'occupational sick pay' (OSP). The council will need to commit to paying any OSP it decides to offer and take into account the cost of National Insurance and the cost of any temporary staff required to cover the absence.

It would be unusual to bring an employment contract to an end before the occupational sick pay expires.

If a member of staff already has a paid sick leave entitlement, you cannot unilaterally change their entitlement. Councils can change the policy for all new staff joining after a defined date provided this is consistently applied.

3. Return-to-work meetings

Return to work meetings should ideally take place following every absence, with notes taken, agreed and stored on file. They are especially important if the absence has been caused by, or related to incidents at work. Having a written record of a return to work meeting may help the council defend later claims or allegations.

Sometimes it is not practical to have return to work interviews after every absence so councils may decide to do so only after 2 absences in a 2-month period, or where the absence is work-related.

4. Medical appointments

There is no legal requirement to pay time off for medical appointments, except antenatal appointments. Please see the Maternity and Parental leave policies for details.

A council may decide that staff should make up the time (if possible) or take it without pay. If a council decides to offer payment for medical appointments, it is sensible to put some limit on this.

5. Medical advice

Health information is considered to be personal sensitive information under Data Protection legislation and particular care must be taken when processing medical information. The Information Commissioner website (<https://ico.org.uk>) contains guidance.

An Occupational Health report can comment on an individual's health in relation to the employee's role. It will be important to provide the OH physician or nurse a referral form with full details of the employee's job, the concerns you have about their health in relation to their work and be specific about the questions you need answering. Any report should then be discussed with the employee before the council decides on any follow up actions. If the report makes recommendations, these must be carefully considered and discussed with the employee.

6. Health and wellbeing

All employers have duty to provide a safe place of work which includes the physical environment as well as mental health. There are a range of initiatives that can promote health and wellbeing (see Fit for Work: <https://fitforwork.org>). Also, the Health and Safety Executive has useful information on their website including a stress risk assessment (www.hse.gov.uk/stress/risk-assessment.htm).

Guidance

Where there is text in [square brackets] this part may be updated or be deleted if not relevant. An alternative option may have been provided.

Important notice

This is an example of an employment policy designed for a small council adhering to statutory minimum requirements and does not constitute legal advice. As with all policies it should be consistent with your terms and conditions of employment.

This document was commissioned by the National Association of Local Councils (NALC) for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

This document has been written by Worknest HR – a company that provides HR advice and guidance to town and parish councils. Please contact them on 01403 240 205 for information about their services.

APPENDIX 2

15

Schedule of Payments April 2025 - Paid by Internet Banking/DDR from Unity Trust Bank					
Ref:	Payment to	Particulars	Net	VAT	Total
DDR		PAID 31/03/25 -- Charges 01/02/25 - 28/02/25	10.35	-	10.35
DDR		PAID 31/03/25 - Charges	0.30	-	0.30
DDR		Charges 01/03/25 - 31/03/25	13.65	-	13.65
		PAID 20/03/25 - Removal of slide @ Chantry Avenue inv 29141	876.00	175.20	-
		PAID 20/03/25 - Removal of slide @ L/Hill inv 29142	876.00	175.20	2,102.40
36619009		PAID 20/03/25 - Water @ allotments 01/02 - 28/02	29.46	-	29.46
900209722		PAID 20/03/25 - Community Warden sponsorship 10/02-31/03 inv 900209722	1,849.32	-	1,849.32
786087335		PAID 20/03/25 - Bulk propane delivery 03/03/25 inv 93149677	1,037.52	51.88	1,089.40
919827747		PAID 24/03/25 - Tree works Gorse Wood inv 2822	1,450.00	290.00	1,740.00
161701405		PAID 24/03/25 - Stationery inv 62873	22.89	4.58	27.47
530281661		PAID 24/03/25 - Allotment maint	533.00	-	533.00
887088724		PAID 25/03/25 - Routine maint cont w/c 10/03-24/03 inv 185	525.00	-	-
350575874		PAID 25/03/25 - Water flushing @ Pav w/c 10/03-24/03 inv 185	22.50	-	-
		PAID 25/03/25 - Pitch marking w/c 07/03 & 21/03 inv 185	65.00	-	-
		PAID 25/03/25 - Burial ground plot prep 26/03 inv 185	30.00	-	642.50
350575874		PAID 27/03/25 - Water hygiene contract March Inv 73356	160.00	32.00	192.00
688815563		PAID 27/03/25 - Maint contract BG inv SI2425482	711.66	142.33	853.99
101384541		PAID 28/03/25 - Payment of March invoice	74.44	-	74.44
488078601		PAID 31/03/25 - Dog bin emptying Jan - Mar inv 2096415	318.50	63.70	382.20
952099113		PAID 31/03/25 - 25 x garden sacks inv 2096017	400.00	-	400.00
445045046		Salary 01/04/25 - 30/04/25 (previously approved)	2,855.80	-	-
		Reimburse re Logmein subscription	334.81	-	3,190.61
409560194		Salary 01/04/25 - 30/04/25 (previously approved)	1,705.94	-	1,705.94
432908513		Salary 01/04/25 - 30/04/25 (previously approved)	907.15	-	907.15
736523303		Month 1 Employer & Employee NIC & PAYE	2,076.15	-	2,076.15
151922225		Employer & Employee pension contributions April	1,923.39	-	1,923.39
278244296		Tree works Hoselands Green inv 2841	600.00	120.00	720.00
197366730		Clean pavilion & water temp testing March inv 5663	158.66	-	158.66
447141699		Policy excess re insurance claim	250.00	-	250.00
208303123		Quarterly grounds maint Oct - Dec inv LNS9141	2,770.89	554.18	3,325.07
697439115		Pitchmarker Super C inv SI250792	35.76	7.15	42.91
368745295		Annual subscription 25/26	105.00	-	105.00
81160334		Annual Subscription 25/26	1,870.00	374.00	2,244.00

APPENDIX 2

16

412705225		Business rates re Parish Office inv 21/0	1,458.87	-	1,458.87
610985372		Annual subscription data backup serv inv SM31764	254.00	50.80	-
		Annual subscription Software support inv SM31763	294.00	58.80	-
		Consultancy 04/04/25 inv 32592	190.00	38.00	885.60
67020275		LP water sampling April inv 73575	135.00	27.00	-
		Chlorination works April inv 73574	400.00	80.00	642.00
			27,331.01	2,244.82	29,575.83

Schedule of Payments April 2025 - Paid by cheque/DDR from Barclays Bank					
Chq No	Payment to	Particulars	Net	VAT	Total
DDR		Mixed Payment Plan charges 13/02/25 - 12/03/25	11.23	-	11.23
DDR		Electricity @ Pavilion 22/02/25-22/03/25	47.67	2.38	50.05
			58.90	2.38	61.28

Schedule of Payments April 2025 - Paid by Barclaycard					
Ref:	Payment to	Particulars	Net	VAT	Total
		PAID 13/02/25 - VE Day 80 flag	17.17	3.43	20.60
		PAID 10/03/25 - Trade waste sacks	80.35	-	80.35
			97.52	3.43	100.95

Adjournment

The meeting was adjourned at 7.31 p.m.

Councillor Brazier reported that he would be leaving KCC after the elections in May, after being a County Councillor for the last 28 years and covering Hartley for the last 20 years.

He said it had been a “privilege and a pleasure”.

Cllr Brazier reported that Arriva has threatened the withdrawal of the 489 service, due to costs.

A petition has been set up, which to date has more than 700 names on it.

Cllr Brazier reported that if a tenth of those people used the service, then it may be able to continue, but currently there are only ever 1 or 2 passengers.

Cllr Brazier reported that there could be a potential “re-jig” of the C3 service, to serve the function of both services as a combined service.

Cllr Oxtoby thanked Cllr Brazier on behalf of the Parish Councillors and Hartley residents, for his hard work and help over the years and wished him a happy retirement.

Cllr Brazier informed Members that he would be volunteering at Ightham Mote and Rochester Cathedral and that he hoped to see some of the Councillors there in the future.

The meeting resumed at 7.35p.m.

