

THE PARISH COUNCIL OF HARTLEY
MINUTES OF THE MEETING OF HARTLEY PARISH COUNCIL
HELD IN THE PAVILION, MANOR FIELD, CHURCH ROAD
9th JUNE 2025 AT 7.30 P.M.

Present :

Cllr Larry Abraham
Cllr David Conroy
Cllr Lesley Driscoll
Cllr Laurence Glander – (*Chairman*)
Cllr David Graeme
Cllr Anne Oxtoby
Cllr Ian Ross
Cllr Vincent Sewell

In attendance:

Mrs Jane Tyrrell - (*Assistant Clerk*)
1 member of the public

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, Cllr Jim Colwell due to family commitments, Cllr Mally Malham due to family commitments and Cllr Brian Ramsay due to family commitments. RESOLVED: That, the absences of Cllr Penny Cole due to family commitments, Cllr Perry Cole due to family commitments, Cllr Jim Colwell due to family commitments, Cllr Mally Malham due to family commitments and Cllr Brian Ramsay due to family commitments, be accepted and approved.

2. Declarations of interest

Cllr Laurence Glander declared an interest under agenda item 13, Payments, as he was the recipient of one of the payments.

Cllr David Graeme declared an interest under agenda item 5, Amenities & Open Spaces, minute item 17, Routine Maintenance Contract, as the successful contractor is a family member and left the meeting during discussion and voting on the matter.

3. Dispensations

There were no requests from Members for a dispensation.

4. Minutes

Cllr Driscoll commented on page 14, of the minutes of the meeting of Hartley Parish Council held on 12th May 2025, relating to the Terms of Reference of the Burial Grounds & Gardens of Remembrance Committee.

It was noted that clause 4. in the Terms of Reference states:

“To work towards establishing a new Burial Ground and obtain the necessary costings.”

Members agreed that this clause should be removed as the new Burial Ground was now open. RESOLVED: That, the minutes of the meeting of Hartley Parish Council held on 12th May 2025, including the above amendment, be approved and signed by the Chairman as a correct record.

The meeting was adjourned at 7.31 p.m. to receive reports from the District Councillors.

The meeting resumed at 7.35 p.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.

One member of the public expressed an interest in making representations answering questions or giving evidence in respect of agenda item 12, Speeding on Ash Road.

RESOLVED: That,

pursuant to Standing Order 10 (a) (ix), the order of business be altered so that agenda item 12, Speeding on Ash Road, be brought forward.

5. Speeding on Ash Road

At the Chairman's invitation, the member of the public gave some background information regarding their concerns with speeding on Ash Road.

The member of the public explained that the wall at the front of their property had been the subject of 3 collisions in the last 13 months.

Members noted that the stretch of road in question is on a bend and that the majority of accidents occur at night.

Speeding on the stretch of road in question has been of concern to the Parish Council for a number of years and despite numerous requests by the Council to the Police and Kent Highway Services (KHS), no solution has been suggested.

It was suggested that a meeting be arranged with Members of the Council and Kent Highway Services and that the resident be invited to attend, subject to the agreement of KHS.

RESOLVED: That,

a meeting be arranged with Members of the Council and representatives from Kent Highway Services to enable the issue to be discussed in more detail.

The member of the public left the meeting at 7.55p.m.

6. Amenities & Open Spaces Committee

The Chairman commented on minute item 7 (b), Pavilion, showers, on page 3 of the minutes of the meeting of the Amenities & Open Spaces Committee held on 28th May 2025.

The Chairman reported that quotations were in the process of being sought for the necessary remedial works to the showers and that once received, the work would be carried out as soon as possible to enable the showers to be put back in to service,

The Chairman reported that this would be a temporary measure only and that a total upgrade would need to be considered, which would come at a significant cost.

Members noted that the Clerk was in the process of seeking advice from suitably qualified contractors.

RESOLVED: That,

(1) the Chairman's report be noted and,

(2) the minutes of the meeting of the Amenities & Open Spaces Committee held on 28th May 2025 and the recommendations contained therein, be received and, where necessary, approved and adopted.

7. Finance & General Purposes Committee

At the meeting of the Parish Council held on 12th May 2025, the Council adopted the minutes of the meeting of the Finance & General Purposes Committee held on 7th May 2025.

Members noted that the minutes had been incomplete and that therefore the Council had been requested to consider the revised minutes.

RESOLVED: That,

the revised minutes of the meeting of the Finance & General Purposes Committee held on 7th May 2025 and the recommendations contained therein, be received and, where necessary, approved and adopted.

8. Planning Committee

RESOLVED: That,

the minutes of the meeting of the Planning Committee held on 21st May 2025 and the recommendations contained therein, be received and, where necessary, approved and adopted.

9. IT Policy

Members considered a draft IT Policy.

RESOLVED: That,

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

10. Sevenoaks District Council – Land Disposal

Members considered an email dated 23rd May 2025, received from Sevenoaks District Council, advising of its intention to dispose of several parcels of land located within the Parish, currently owned by the District Council.

Cllr Conroy reported that three of the land parcels were green spaces in lightly built up areas.

Members agreed that the Council's preference would be for these areas to remain as green spaces, maintained as now, by the District Council.

RESOLVED: That,

(1) the Clerk be requested to respond to Sevenoaks District Council to express the Council's concern about the possibility of the plots being sold off and that the green spaces should remain in the District Council's ownership and continue to be maintained by them and,

(2) the Clerk be requested to contact Sevenoaks District Council to query the ownership of two of the parcels of land and to seek confirmation that no action would be taken in respect of the disposal of the land, until ownership has been confirmed.

11. Community Warden Service Review

The Assistant Clerk reported that an email had been received on 16th May 2025 from the Head of Community Safety at Kent County Council, advising that the draft contract is in the process of being reviewed by its Legal team.

RESOLVED: That, the Assistant Clerk's report be noted.

12. Allotments

Members considered a request received from an allotment tenant for a fruit cage to be erected on their plot.

Members noted that the proposed fruit cage would exceed the permitted height and that in view of this, the tenant had proposed that 1.5 metres would be below ground level.

Members considered that this would not be a satisfactory solution to the height issue.

RESOLVED: That,

the request received from an allotment tenant for the erection of a fruit cage on their plot, with 1.5 metres being below ground height, be

declined.

13. Payments

RESOLVED: That,

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

(b) the Council detail report as at 3rd June 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 for April 2025 had been verified by Cllr Oxtoby and,

(d) it be noted that the bank reconciliations for the four bank accounts for May 2025 would be verified by Cllr Graham.

Pursuant to Standing Order 3 (d), the public were excluded from the meeting during consideration of agenda item 14, Hartley Burial Ground, due to the sensitive nature of the business to be transacted.

14. Hartley Burial Ground

The Assistant Clerk gave a report regarding a possible interment/interment of ashes in Hartley Burial Ground/Manor Field Burial Ground.

Members noted that the individual concerned had served the Parish Council for many years, but that a formal request from the family had not yet been made.

RESOLVED: That,

(1) any request from the family for the interment/interment of ashes, be approved, in a location of their choice and,

(2) all charges for the interment/interment of ashes and subsequent memorial/stone tablet application be waived and met by the Parish Council from its general reserves.

The meeting closed at 8.45p.m.

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

HARTLEY PARISH COUNCIL

INFORMATION TECHNOLOGY POLICY GUIDELINES

Each council will have their own IT provision and a 'fit-for-all' policy is not possible. Some small Parish councils will have minimal equipment whilst others may have multiple devices linked to a server. These guidelines are designed to help councils consider some of the factors that may need to go into a policy. Those councils with external IT providers should ensure any policy reflects the current practice.

The purpose of an IT policy is to set out the parameters on how council staff should use the technology that you provide them with in order to do their job.

A clear policy will also help to raise awareness of the risks associated with using IT and can protect the council from loss of data. Councils will need to take a view on whether staff are permitted to use IT equipment for personal use (i.e. accessing webmail or online shopping at lunchtimes). The policy needs to clarify acceptable and non-acceptable use and what will happen if the policy is breached.

As an employer you have the right to monitor work use of IT equipment, provided you have a legitimate reason and that you tell staff that you might do this.

When drafting your IT Policy, use the following questions/points to guide the areas to cover:

- Who does the policy apply to?
- What communications and IT equipment does the policy cover? For example, computers, internet access, remote access connections, email servers, file storage, webmail, smart phones, telephones, website, mobile phones etc.
- Who is responsible for monitoring and reviewing the policy? Ideally there should be one individual with overall responsibility. This person should help staff understand the policy and enforce it.
- Related policies – what other policies do you have which set out standards of behaviour that apply equally to online behaviour? Examples may include Disciplinary Rules, Data Protection Policy, Equality and Diversity Policy etc.
- Monitoring – Do you monitor how staff use the internet, email or work telephones? Employers are able to do so in particular circumstances although this would need to be properly communicated in the policy. If you have CCTV then you will need a separate policy to explain how you store and use the records. If you allow staff to use equipment for personal use, staff should be made aware that you may still monitor usage.
- Passwords – What are your rules around passwords and accessing IT systems? Can they be disclosed? If so, to whom? What happens if you need to access another employees' computer system (for example if they are off sick)? Do you transmit confidential or personal sensitive information and if so, what are your password protection protocols? What length and form must passwords be? What should an employee do if they think someone else

knows their password? If password protected documents are emailed, how should the password be notified?

- Computer usage – clarify that computers should be shut down at the end of every day. Should employees log out of their systems when they move away from their desks? Should documents be saved in a location accessible for back up? What precautions are needed for areas with public access?
- Do you allow individuals to bring in their own IT equipment and use then for work purposes? If you do, are there restrictions or specific requirements?
- Data Protection – ensure you reference the requirements when processing personal data in accordance with the six data protection principles. Your policy should explain your rules on collecting, storing, retaining, using disclosing and disposing of personal information. It should also set out how the council protects data and prevents unauthorised or unlawful processing or disclosure.
- Mobile phone texting – is this appropriate for work issues? Who to (members of the public, suppliers, LA's etc)? Should abbreviations be avoided? Text messages from the council are treated in the same way as emails, for example they must not contain illegal or discriminatory content.
- Email: What rules do you need to consider with regard to email communication? Email is sometimes seen as a casual way to communicate and this may present a reputational risk. Clear rules on email may also prevent staff from inadvertently entering into an agreement with a supplier.
- Internet – what can the internet at work be used for and what can't it be used for? Is a firewall in place? What does this mean for staff? What limits are there on accessing chat rooms, messaging services, blogs etc from work IT and communication systems?
- Software – what rules and controls are in place for downloading software onto work machines.
- Training – consider including a few words on what training and support exists for staff with regards to information security. For example, do you train staff as part of their induction on the risks of email security?
- Misuse – be clear that misuse of IT facilities can potentially result in disciplinary proceedings. What constitutes misuse? Examples could include not adhering to the policy; attempting to discover a user's password; using the computer systems to act abusively; attempting to circumvent the network's security; knowingly running and installing programmes intended to damage the computer systems; deliberately wasting computer resources; leaving laptops unattended in a public place etc.

HARTLEY PARISH COUNCIL

INFORMATION TECHNOLOGY POLICY

1. Introduction

This policy sets out the rules for the acceptable use of the internet and email. Any breach of the policy may result in disciplinary action (up to and including dismissal) being taken.

The purpose of this policy is to ensure that all employees and councillors using Hartley Parish Council's information technology (IT) have a clear understanding of what is and is not permitted.

This will ensure the appropriate use of the Council's equipment, safeguard the security of its IT systems and data and assist compliance with any relevant legislation.

If you are aware of any abuses of this policy they should be reported to the Clerk or the Chairman. If you are uncertain about any aspects of this policy and how it applies to you, please discuss with the Clerk.

2. Definitions

Users – Councillors, employees and third parties acting on behalf of the Council.

Data – digitally stored information including (but not limited to) documents, copyrighted/copyrightable text, images, personal information, accounting information.

IT hardware/software – includes, but is not limited to computers, internet access, remote access connections, email servers, file storage, webmail, smart phones, telephones, website, mobile phones etc.

3. Scope

This policy covers the use of IT, both hardware and software, for all councillors, employees and third parties acting on behalf of the Council (Users).

4. IT Provision

The device, software, data access and services provided, remain the property of the Council. At the end of any period of holding office, employment with or work for the Council, all equipment must be returned to the Clerk, Chair, or Vice-Chair, in full working condition.

If equipment has been lost or damaged, or not returned within 14 days of leaving office, a charge may be made for its replacement or repair.

Users must comply with all relevant policies, procedures and UK legislation with respect to the use of IT hardware.

All IT provision should:

- demonstrate value for use of Council money;
- provide value for Council or Clerk use, whilst enabling efficient working and not contributing to secondary waste;
- include consideration of cost vs time spent carrying out tasks which could be offset by the use of technology;
- maintain privacy of councillors, Council employees, subcontractors and parishioners;
- adhere to other policies as much as is possible.

A review of the Council's IT requirement should be conducted at least every four years, when council elections take place and new councillors take office, or within three months of new members of staff starting with the Council.

Hardware provided should only be used for Council business and not personal use.

5. Data Management and Security

Regular data backups should be performed to prevent data loss and secure data destruction methods should be used when necessary.

6. Privacy and Data Protection

Users must:

- not leave their user accounts logged in on an unattended and unlocked device;
- use suitably secure methods for storing and accessing data and services;
- not perform any unauthorised changes to the IT system or information.
Changes must only be made with agreement from the Chairman and at least one other councillor, or full Council where applicable;
- not attempt to access or use data or software that they are not authorised to use or access;
- not give or transfer Council data or software to any person or organisation outside the Council without the appropriate authority and reason to do so;
- adhere to the Data Protection Policy and Document Retention Policy;
- comply with all relevant policies, procedures and UK legislation with respect to the use of IT software. If unsure about this then users should check with the Clerk or Chairman.

Where users use their own hardware to access Council systems or data, they are responsible for ensuring the security of systems and data as per this policy, the Data Protection Policy and the Document Retention Policy.

An email address will be provided to all councillors and Council employees and should be the only address used for official or unofficial Council correspondence.

Personal use is not permitted for any Council provided communication services, software applications (downloaded or software as a service) or data, unless such data is already in the public domain.

Any correspondence undertaken on behalf of the Council on Council provided or personal devices or services, where retained in line with the Retention Policy, should be provided upon request to the Clerk or Chairman, particularly, but not limited to the case of a Freedom of Information request.

7. Email

- Personal use of email is not permitted during working hours. No personal emails or information should be stored on the Parish Council's computers.
- Do not forward chain letters, jokes or other multiple mailings that are not business related.
- Email messages cannot be guaranteed to be private and secure: do not send confidential, sensitive or personal data via email unless approved by Parish Council. Remember that any messages you send could potentially be forwarded to others by the recipient.
- No message should be sent, either internally or externally, which contains illegal, offensive, obscene, racist or abusive material (for example, pornography) or libellous, defamatory or discriminatory material, or material which may bring the Parish Council into disrepute. You are responsible for emails you send. Emails could be used as evidence in a tribunal or other court proceedings.
- Respect the rights of others when sending emails. Email should not be used to harass or discriminate against others. If you receive such an email bring it to the attention of the Clerk or the Chairman.
- Use the same level of professional language, spelling and grammar for emails that you would use for letters and other business correspondence.
- Ensure that email messages sent to individuals or service addresses are properly dealt with if someone is on leave or off sick.
- Be aware that agreements made by email may have the same status as letters or formal contracts. Seek permission from the Clerk before making any agreement by email.
- If emails are received from unknown sources and they contain attachments, they should not be opened as they may contain viruses.
- Permission must be obtained from the Clerk or Chairman before subscribing to news groups and mailing lists for essential business purposes.

- Ensure that you delete messages that are no longer needed.
- The Parish Council reserves the right to view all emails stored on Parish Council equipment.
- The Parish Council also reserves the right to investigate all emails in connection with disciplinary or audit investigations, including where there is suspicion that the email system is being misused.

8. Internet Use.

- The internet may not be used for personal purposes without the prior permission of the Clerk or Chairman.
- Sites should not be accessed if they are likely to contain illegal or offensive material, for example, pornography, or material that may be considered obscene or abusive.
- The Parish Council Internet service must not be used to access ‘chat rooms.’ Access to social networking sites such as Facebook or twitter for personal purposes is not allowed. Access to such sites for business purposes must be specifically authorised by the Clerk or Chairman.
- Material may only be downloaded if this is necessary for business purposes. Downloading for personal purposes, including screensavers, is not permitted, and it should never be necessary to download music or video files. No downloaded file should be retained on the Parish Council’s computers longer than is necessary. Do not use material from the internet that is restricted by copyright or licensing laws.
- Goods should not be purchased via the internet unless you are authorised by the Clerk.
- Do not access sites that are deemed undesirable; for example pornographic, racist or extreme violence sites. It is the personal duty of employees not to access illegal or offensive sites.
- Individual use of the Internet will be investigated where specific concerns have been raised. Examples of triggers for such investigation would be councillors / management concerns, whistleblowing issues, as part of a disciplinary investigation, or where there has been evidence of systematic misuse. Monitoring may include the examination of records of sites accessed. The Parish Council reserves the right to block access to sites.
- Any attempts to alter Internet records or to disguise user identity could be treated as misconduct.
- The Parish Council does not have a Television Licence and therefore no broadcasting sites may be accessed, this includes but is not limited to; All 4, Sky Go, Virgin Media, Now TV, BT TV, Apple TV, YouTube, Amazon Instant Video, ITV Hub and Netflix.

Full co-operation will be given if law enforcement or regulatory agencies request information about email or internet use by an employee if the Parish Council is satisfied that the request is for an appropriate purpose and that disclosure is legal.

9. Application of the Policy

Not adhering to the terms set out in this policy may result in disciplinary proceedings.

Adopted:

Reviewed:

Next review due

Signed:

Date:

APPENDIX 2

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Schedule of Payments June 2025 - Paid by Internet Banking/DDR from Unity Trust Bank					
Ref:	Payment to	Particulars	Net	VAT	Total
223549407		PAID 15/05/25 - Rent for Parish Office 01/04/25-31/05/26 inv 100018682	2,600.00	-	2,600.00
956091284		PAID 23/05/25 - Sound equipment & engineering for VE Day community event inv 25-002	400.00	-	400.00
75381057		PAID 23/05/25 - Cesspool emptying 2000 gallons inv 1519243	199.00	39.80	238.80
37005269		PAID 23/05/25 - Payment of May statement	208.47	-	208.47
19511668		PAID 27/05/25 - Annual insurance premium inv 544573725	2,914.78	-	2,914.78
734572749		PAID 03/06/25 - Additional keys x 2 INV 9164	25.00	5.00	30.00
291781038		Salary 01/06/25 - 30/06/25 (previously approved)	2,897.81	-	2,897.81
262084260		Salary 01/06/25 - 30/06/25 (previously approved)	1,535.08	-	1,535.08
467563538		Salary 01/06/25 - 30/06/25 (previously approved)	993.12	-	993.12
104242021		Month 3 Employer & Employee NIC & PAYE	2,037.23	-	2,037.23
691070148		Employer & Employee pension contributions June	1,904.29	-	1,904.29
34025161		Travel allowance re playground inspection training 78 miles @ 45p	35.10	-	-
		Water flushing @ Pavilion 12/05-06/06 inv 189	48.75	-	-
		Routine Maintenance contract 12/05 - 02/06 inv 189	600.00	-	-
		Prepare plot for interment of ashes Inv 189	35.00	-	-
		Attendance @ training course inv 189	52.00	-	770.85
547600545		Print June newsletter inv SI-26594	286.00	-	286.00
994762361		Grounds maint BG May inv 3821	594.16	118.83	712.99
150456383		Clean pavilion May & water temp check inv 5759	188.66	-	188.66
123625521		Replace expansion vessel on boiler @ pavilion inv 2025/17899	283.00	56.60	339.60
740160760		Essentials of being a good employer training course L Glander inv 12546148563	50.00	10.00	60.00
336926348		P/copier rental 07/07/25-30/09/25	157.34	31.47	188.81
433878819		Hire of hall re Annual Parish Meeting 16/05/25 inv 08-25	22.50	-	22.50
698811806		Call out fee & inspection of showers & disabled toilet tap inv 74534	95.00	19.00	114.00
992420172		Supply & delivery of 30 x garden sacks inv 2097281	660.00	-	660.00
451045733		Delivery fee re staples inv 59250196	25.00	5.00	30.00
245605917		Hand towel dispenser x 2 re pavilion inv 93083	31.98	6.40	-
		Stationery & hand soap inv 92399	52.93	10.59	101.90
93423474		Reimbursement of voucher	20.00	-	20.00
488961125		Playground repairs inv 30155	822.45	164.49	986.94
708663849		First Aid provision at VE Day event inv SP25002243	114.40	22.88	137.28
395961474		To deliver Hartley Herald & Annual Report inv 5823	320.00	-	320.00
			20,209.05	490.06	20,699.11

APPENDIX 2

Schedule of Payments June 2025 - Paid by cheque/DDR from Barclays Bank					
Chq No	Payment to	Particulars	Net	VAT	Total
DDR		Mixed Payment Plan charges 14/04/25 - 12/05/25	15.91	-	15.91
DDR		Electricity @ Pavilion 21/04/25-26/05/25	56.51	2.83	59.34
107070		Donation	150.00	-	150.00
107071		Donation	150.00	-	150.00
107072		Top up Unity Bank	40,000.00	-	40,000.00
			40,372.42	2.83	40,375.25

Schedule of Payments June 2025 - Paid by Barclaycard					
Ref:	Payment to	Particulars	Net	VAT	Total
		PAID 03/06/25 - Flowers for Mrs Munday	23.00	-	23.00
			23.00	-	23.00

Adjournment

The meeting was adjourned at 7.31 p.m.

Cllr Abraham reported that a group of 9 District Councillors have left the Conservative party and are now Independent.

The Conservative party now has a majority of 1 vote.

In the absence of Cllrs Penny and Perry Cole, the Chairman read out their report:

As we are not able to attend the meeting on Monday, we felt it was important to send a report to you about the new waste proposals for Councillors to understand what is likely to be happening from April 2026.

With effect from April 2026 the Government is bringing in new legislation on waste collection. It will become mandatory that all Councils will collect food waste and glass as a minimum from the doorstep. This gives the Council a chance to look at how it collects waste from the doorstep as well as trying to reduce the amount of waste that it collects, as Sevenoaks collects the highest amount of waste in all of Kent and this impacts on the costs to KCC which is currently the waste disposal authority.

The proposals are that from April, residents will be given a food caddy that will be collected every week. Because of the extra items to be collected, it is not financially possible to carry on with weekly collections for other items, so the residual waste will be collected every other week as will the recycling waste.

Following a comprehensive resident survey, there were a significant number of people who are in support of changing to wheelie bins and following on from this it has been decided that with effect from June 2026 residents will be given two wheelie bins, one for residual waste and one for tins, plastic and glass. Residents will still use the green bags for paper and cardboard due to contamination. Officers are also supporting bringing in wheelie bins as there have been a number of injuries to the waste collectors and letters have been sent from the Health & Safety Executive.

Once these have been embedded and are working well, SDC will also consider collecting small waste articles from the doorstep.

There will be a capital outlay of around £7m to purchase new wheelie bins, the food caddies and buying new refuse lorries, (although many of the current ones are coming to the end of their life), with a government grant of £650,000 to help with these costs.

The meeting resumed at 7.35 p.m.

