

THE PARISH COUNCIL OF HARTLEY

MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD IN

THE PAVILION, MANOR FIELD, CHURCH ROAD

ON MONDAY 8th MARCH 2004 COMMENCING AT 7.30 P.M.

Present: Cllr Mr L Abraham
Cllr Mr A Barnett
Cllr Mrs J Burns
Cllr Mrs Y Coutts
Cllr Mr J Gaywood (Chairman)
Cllr Mr M Harris
Cllr Mrs A Oxtoby
Cllr Mr B Ramsay
Cllr Mr V Sewell
Cllr Mrs M Solman
Cllr Mr A Tremain
Cllr Mr C Ward

In attendance: Mrs J Hoad – Proper Officer
7 members of the public

1. Apologies:

Apologies had been received from Cllr Mr C Alford and Cllr Mr K Tucker (County Councillor).

2. Minutes

RESOLVED: That, the minutes of the meeting of the Parish Council held on 9th February 2004 be approved and signed as a correct record.

3. Declarations of Interest

Cllr Tremain declared a personal and prejudicial interest under minute item 6, in respect of matters relating to the cricket fees contained in the minutes of the meeting of the Amenities and Open Spaces Committee held on 3rd March 2004 (page 3, minute item 8 (g)) and withdrew from the meeting during discussion and voting on the matter.

4. Register of Interests

Members were reminded of their duty to update the Register of Interests within 28 days of their interest changing.

5. Planning Committee

RESOLVED: That, the minutes of the meeting of the Planning Committee held on 11th and 25th February 2004 be received and adopted.

6. Amenities and Open Spaces

RESOLVED: That, the minutes of the meeting of the Amenities and Open Spaces Committee held on 3rd March 2004 and the recommendations contained therein be received and, where necessary, approved and adopted.

7. Youth Committee

RESOLVED: That, the minutes of the meeting of the Youth Committee held on 18th February 2004 be received and adopted.

8. Northfield Management Committee

RESOLVED: That, the minutes of the Northfield Management Committee held on 6th February 2004 be received and noted.

9. Community Facilities Working Group

RESOLVED: That, the minutes of the meeting of the Community Facilities Working Group held on 19th February 2004 and the recommendations contained therein be received and, where necessary, approved and adopted.

10. Website Working Group

The Council received a verbal report on the progress of the Working Group in setting a Council website. A draft of the website can be viewed on www.hartleyparishcouncil.org.uk The Chairman of the Working Group invited written comments from other Members of the Council as soon as possible.

11. Payments

(a) Payment of the accounts for March 2004.

RESOLVED: That, the payment of the following accounts for March 2004, as attached in appendix 1 to these minutes, be approved.

(b) Financial Report

RESOLVED: That, the financial report indicating the Council's net position at 2nd March 2004, as attached in appendix 2 to these minutes, be noted.

12. Highways

RESOLVED: That, a draft order for new waiting restrictions at the junction of Quakers Close and Ash Road and the provision of new disability bays in the lay by outside nos61-63 Wellfield be noted

13. KAPC

RESOLVED: That, the Parish News issue 298 be received and noted.

14. Kent Rural Community Council

RESOLVED: That, the KRCC's Rural News no 56 be received and noted.

15. West Kent Xtra

RESOLVED: That, the West Kent Housing Association launch of its new community development arm "West Kent Xtra on 26th March 2004 at the Alexandra Suite, Swanley be noted.

16. Dartford and Gravesham NHS Trust

RESOLVED: That, the invitation to the quarterly briefing of the Local NHS Trust on 10th March 2004 be noted.

The meeting closed at 8.07 p.m.

Signed:..... Chairman

Date:.....

Schedule of Payments March 2004

Chq No	Payment to	Particulars	Net	VAT	Total
10346 3	J Hoad	Salary 01/03/2004-31/03/2004 (prev approved)	1,110.60	-	
		200 x 1st class stamps	56.00		1,166.60
10346 4	H Gilder	Salary 01/03/2004-31/03/2004 (prev approved)	667.34	-	667.34
10346 5	Inland Revenue	Month 12	611.08	-	611.08
10346 6	D Cunningham	Remove 2 broken toilet seats & supply & fit 2 new Cemac toilet seats to away changing room & gents toilet at Pavilion Inv 02/2004/2	65.00	-	-
		Cleaning services to Pavilion, Manor Field 1st - 31st March 2004	80.00	-	145.00
10346 7	Kent County Council (KCS)	Stationery Invoice S1479260	3.58	0.63	-
		Stationery Invoice S1478515	11.83	2.07	-
		Stationery Invoice S1490778	37.45	6.55	
					62.11
10346 8	Sevenoaks District Council	44 rolls of recycling sacks. Invoice 2008298	22.00	-	22.00
10346 9	Seeboard Energy Ltd	Electricity used + standing charge. Manor Field Pavilion.	173.56	8.68	182.24
10347 0	Swanley and District Citizens Advice Bureau	Donation . Approved 09/02/04	100.00	-	100.00
10347 1	Fawkham & Hartley PCC	Hire of hall re Crime Prevention advice. 27/03/04	30.00	-	30.00
10347 2	Playground Management Limited	Annual playground inspection. Inv 340027	177.00	30.98	207.98
10347 3	Stocksigns Ltd	"Danger deep Water" sign Inv 00628356	27.81	4.86	32.67
10347 4	Seeboard Contracting Services Limited	Electrical test & Inspection. Pavilion, Manor Field.	258.00	45.15	303.15
10347 5	Hartley Primary School	Caretaking fee re hire of hall 26/03/04 re Annual Parish Meeting.	15.00	-	15.00
10347 6	BHM Tech	Call out charge. 17/12/2003 Inv no 997	25.52	4.47	29.99

2						
10347	Campaign to Protect Rural England	Annual membership fee 2004/05	25.00	-		25.00
7						
10347	J C Electrical	11 no appliance test Parish Office and Pavilion, Manor Field. Inv S397	77.00	13.48		90.48
8						
10347	Austin Treework	Emergency work @ Billings Hill Shaw. Making safe storm blown Ash tree. Inv 5701	90.00	15.75		105.75
9						
10348	Ash Setting & Printing	To print 2300 Hartley Heralds. Inv 8193			-	-
0			250.00			
		Delivery of 1995 Hartley Heralds with Village Advertiser. Inv 8193	43.89	-		293.89
10348	Ash-cum-Ridley Parish Council	Agreed contribution to HAWK Youth Partnership Project for the financial year ended 31/03/04.	1,350.00	-		1,350.00
1						
10348	Cash	To reimburse petty cash re 100 1st class stamps & 100 2nd class stamps. 12/02/04 33/03	48.00	-		-
2						
		To reimburse petty cash re recorded delivery postage 19/02/04 34/03	0.92	-		-
		To reimburse petty cash re 100 2nd class stamps 19/02/04 35/03	20.00	-		68.92
10348	T D Munday	Routine Maintenance Work: Manor Field. Pick up litter, empty bins, sweep paths etc. Inv 25	48.00	-		-
3						
		Routine Maintenance Work. Inspect playground equipment. Inv 25	160.00	-		-
		Routine Maintenance Work. Hartley Greens. Pick up litter. Inv 25	24.00	-		-
		Routine Maintenance Work. Pond. Pick up litter. Inv 25	20.00	-		-
		Routine Maintenance Work. Gorse Wood. Pick up litter. Inv 25	20.00	-		-
		Routine Maintenance Work. Rectory Meadow. Pick up litter. Inv 25	9.00	-		281.00
10348	T D Munday	Manor Field. Cut down bramble and burn up at rear of the pavilion and spray. Inv 30	70.00	-		-
4						
		Clear an area of bramble at side of newly positioned senior pitch. Manor Field. Inv 30	15.00	-		85.00
10348	T D Munday	Garden maintenance at Burial Ground. Inv 24			-	-
5			119.00			

		Routine Maintenance Work. Burial Ground visual inspection. Inv 26	18.00	-	-
		Burial Ground. Repair fence. Replace 4 panels, 5 metposts and repair 2 panels. Damage caused by wind damage. Inv 27	155.25	-	-
		Garden of Remembrance. Clean slabs by pressure jetting. Inv 28	65.00	-	-
		Rectory Meadow. Install new dog bin on post & rail fence. Inv 29	9.00	-	366.25
10348	Hoist & Co	All Saints Church retainer	490.00	85.75	575.75
6					
10348	Mr A Whittle	Supplying clear perspex panel and fitting to village sign.	35.00	-	35.00
7					
10348	Kent County Council (KCS)	Sports markings during February 2004. Invoice LS77043	42.00	7.35	49.35
8					
10348	Konica Minolta Business Solutions (UK) Ltd	Chargeable copies. 16236 @ 0.500. Invoice 641601	237.99	41.65	279.64
9					
10349	Above The Canopy	Invoice i03467.665 treework to overhanging hornbeam & elderberry.	266.38	46.62	313.00
0					
10349	MDH Horticultural Contractors	Removal of spoil in the Burial Ground inv no 133	170.00	29.75	199.75
1					
10349	KAPC	Next meeting notices incl postage	6.71	1.05	7.76
2					
10349	NALC	Annual subscription to Direct Information Service	91.00	-	91.00
3					
10349	Kent County Council (KCS)	Treasury tags Inv S1496570	0.60	0.11	-
4					
		Stationery Invoice S1496311	23.50	4.11	28.32
10349	Kent County Council	Employees pension contributions at 6% October 2003 - March 2004	557.46	-	-
5					
		Employers pension contributions at 170% October - March 2004	947.70	-	1,505.16
10349	Sevenoaks District Council	2000 gallons from cesspool 04/02/04 Inv 33656	100.00	-	100.00
6					
TOTAL			9,077.17	349.01	9,426.18

Appendix 2

Hartley Parish Council Summary of Receipts and Payments

Summary - Cost Centres Only

Cost Centre	Receipts		Payments		Net Position Underspend (+)/Overs (-)
	Estimated	Actual	Estimated	Actual	
1 Staff costs	0.00	0.00	28,600.00	25,868.18	2,731.82
2 General costs	0.00	6,828.33	24,920.00	16,637.56	16,110.77
3 Office costs	0.00	35.36	4,975.00	5,816.86	-806.50
4 Burial Grounds	2,800.00	1,660.00	5,800.00	3,937.75	722.25
5 Allotments	385.00	290.40	600.00	367.47	137.93
6 Open Spaces Manor Field	1,590.00	1,950.00	23,700.00	21,488.31	2,571.69
7 Pavilion	2,150.00	1,604.50	6,130.00	5,112.53	471.97
8 Northfield	0.00	70.00	6,000.00	6,070.00	0.00
9 Youth services	0.00	0.00	2,000.00	1,450.00	550.00
10 Section 137 Capital	0.00	70.00	1,000.00	437.50	562.50
11 Schemes	0.00	0.00	12,000.00	0.00	12,000.00
12 Youth Reserve	0.00	0.00	0.00	0.00	0.00
13 Precept	94,000.00	94,000.00	0.00	0.00	0.00
14 Interest on investment	2,800.00	2,031.10	0.00	0.00	-768.90
15 Book	0.00	0.00	0.00	0.00	0.00
16 Misc Income	0.00	200.00	0.00	0.00	200.00
NET TOTAL	103,725.00	108,669.69	116,725.00	87,186.16	34,483.53
V.A.T.		6,945.77		5,571.42	
GROSS TOTAL		115,615.46		92,757.58	