

THE PARISH COUNCIL OF HARTLEY

4th May 2004

Dear Councillor

You are hereby summoned to attend the Annual Meeting of the Hartley Parish Council to be held at the Pavilion, Manor Field on **MONDAY 10th MAY 2004** commencing at 7.30 p.m. The business to be transacted at the meeting is:

Yours sincerely

Julie Hoad
Proper Officer

To assist in the speedy and efficient despatch of business, Members wishing to obtain factual information on items included on the Agenda are asked to contact the Clerk prior to the day of the meeting.

AGENDA

1. Apologies

To receive apologies for absence.

2. Election of Chairman of the Council

To elect a Chairman of the Council for the ensuing municipal year

(The Chairman will make a declaration of acceptance of office.)

3. Election of Vice-Chairman

To elect a Vice-Chairman of the Council for ensuing municipal year.

4. Declarations of Interest

To receive Members declarations of interest.

5. Register of Interests

To update the Register of Interest, if necessary. Members are reminded they are required to update the Register of Interests within 28 days of their interest changing.

6. Minutes

(WHITE)

To approve as a correct record the minutes of the Council meeting held on 5th April 2004 (Annexed).

7. Appointment of Committees, Working Groups and Representatives on outside bodies

(a) To decide whether to appoint representatives to outside bodies. A schedule showing the appointments made during 2003/2004 is attached as Appendix 1.

(b) To establish Committees and Working Groups for the ensuing municipal year and to agree their Terms of Reference. A schedule showing the Committees and Working Groups and their Terms of Reference established during 2003/2004, is attached as Appendix 2.

(c) To appoint the membership of the Committees and Working Groups. A schedule indicating the current membership is attached as Appendix 3.

8. Subscriptions

To consider the payment of any subscriptions falling to be paid annually. A schedule showing the subscriptions paid during the previous year is attached as Appendix 4.

9. Deeds In The Custody Of The Council

To receive and note the inventory of land and property owned by the Council, schedule of assets and land leased by the Council (attached as appendix 3 to the minutes of the meeting of the Finance and General Purposes Committee held on 7th April 2004).

10. Calendar of Meetings

(a) To consider setting the dates for meetings of the Council during the ensuing municipal year. Apart from the Annual Meeting of the Council, the Parish Council is required by Schedule 12 of the Local Government Act 1972 to hold at least 3 other meetings. It has been the custom in recent years to hold meetings monthly apart from during August. It is suggested that meetings be held at 7.30 p.m. on the following dates:

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|---|--------------------|
| 14th June 2004 | 12th July 2004 |
| 13th September 2004 | 11th October 2004 |
| 8th November 2004 | 13th December 2004 |
| 10th January 2005 | 14th February 2005 |
| 14th March 2005 | 11th April 2005 |
| 13th May 2005 (Annual Meeting of the Council) | |

Meetings of the Committees are customarily arranged as and when required.

(b) To consider setting the date for the Annual Parish Meeting.

Adjournment

The meeting will be adjourned to receive any reports from the County Councillor and the District Councillors.

11. Flooding at Springcroft

To receive a petition containing the names and addresses of 56 residents requesting that the District Council address the on-going issues of flooding at Springcroft.

12. Trustees of Briars Way and Gorse Way

To consider a letter received from the Trustees of Briars Way and Gorse Way in respect of proposals to improve the surface of the footpath. The Trustees are concerned that any improvements to the surface of the footpaths may encourage “trial bikes” and are in discussions with the Police and the District Council’s Community Development department with a view to installing an access restrictor. The Trustees have requested a meeting with a representative from the Parish Council to discuss this matter further.

13. Planning Committee (LIGHT YELLOW)

To adopt the minutes of the meeting of the Planning Committee held on 7th and 21st April 2004 and to consider any recommendations contained therein (Annexed).

14. Finance and General Purposes Committee (LIGHT BLUE)

To adopt the minutes of the meeting of the Finance and General Purposes Committee held on 7th April 2004 and to consider any recommendations contained therein (Annexed).

15. Amenities and Open Spaces Committee (PINK)

To adopt the minutes of the meeting of the Amenities and Open Spaces Committee held on 20th April 2004 and to consider any recommendations contained therein (Annexed).

16. Youth Committee (RED)

(a) To adopt the minutes of the meeting of the Youth Committee held on 14th April 2004 (Annexed).

(b) To consider a donation to the St Johns Ambulance as gesture of thanks for attending the Youth Activity Day on 24th April 2004.

(c) To authorise the expenditure of £25.00 to the Hartley Art Group as a contribution towards its costs for supplying materials at the Youth Activity Day.

(d) To authorise the expenditure of £17.70 plus VAT for the purchase of six fluorescent waistcoats worn by stewards in attendance at the Youth Activity Day.

(e) To authorise the expenditure of £15.58 for the purchase of refreshments at the Youth Activity Day.

17. Northfield Management Committee (GREEN)

To note the minutes of the meeting of the Northfield Management Committee held on 19th March 2004 (Annexed).

18. Parish Plan Working Group

To adopt the minutes of the meeting of the Parish Plan Working Group held on 21st April 2004 and to consider any recommendations contained therein (to follow).

19. Health and Safety Seminar

To consider whether the Council wishes to send a representative to the Annual Health and Safety Seminar organised by Zurich Municipal on the 11th June 2004 at Grange Moor Hotel, Maidstone at a cost of £60.00 plus VAT. The issues to be covered include

accident and claims review, skateboard and BMX track facilities, contract and partnership agreements and disability discrimination.

20. Payments

To approve the payment of the following accounts for May 2004 (to follow).

21. KAPC

(a) To receive and note Parish News 300 (Annexed).

(b) To authorise the Clerk's attendance at AQA Block 1 Training course on 30th April 2004 at Harrietsham Village Hall and the Assistant Clerk's attendance at the Clerk's Information Day on 18th May 2004 at Harrietsham Village Hall.

(c) To receive and note the minutes of the meeting of Sevenoaks Area Committee held on 12th March 2004 (Annexed).

Public Question Time

List of circulated documents

1. Minutes of the meeting of the Council held on 5th April 2004 **(WHITE)**
2. Appointments to outside bodies 2003/04 **(WHITE)**
3. List of Committees and Working Groups and their Terms of Reference **(WHITE)**
4. Committee and Working Group Membership 2003/04 **(WHITE)**
5. Minutes of the meeting of the Planning Committee held on 7th and 21st April 2004 **(LIGHT YELLOW)**
6. Minutes of the meeting of the Finance and General Purposes Committee held on 7th April 2004 **(LIGHT BLUE)**
7. Minutes of the meeting of the Amenities and Open Spaces Committee held on 20th April 2004 **(PINK)**
8. Minutes of the meeting of the Youth Committee held on 14th April 2004 **(RED)**
9. Minutes of the meeting of the Northfield Management Committee held on 19th March 2004 **(GREEN)**
10. Parish News 300
11. Minutes of the meeting of the Sevenoaks Area Committee held on 12th March 2004 **(WHITE)**

Appointment of Representatives on outside bodies as approved by Council at its Annual Meeting on 12th May 2003

| Organisation | Nominee(s) |
|--|---|
| Kent Association of Parish Councils (2 representatives) | Cllrs Mrs Oxtoby and Tremain |
| HAWK Committee (2 representatives) | Cllrs Mrs Burns and Sewell |
| Northfield Management Committee | Cllrs Barnett, Gaywood and Mrs Solman |
| Crime Prevention Panel | Cllr Abraham |
| Transport Representative | Cllr Abraham |
| Rural Age Concern | Cllr Ramsay |
| Footpaths Representative | Mr R Jones |
| Charity Reviewer | To be undertaken by the Finance and General Purposes Committee |
| Kent Rural Community Council | Cllr Barnett |
| Tree Warden | Cllr Barnett |
| Governor Hartley Primary School | Cllr Sewell |
| Governor Our Lady of Hartley RCP School (with effect from 1st September 2003) | Mr D Thompson |

| Committee/ Working Group | Terms of Reference |
|---|---|
| <p>Amenities and Open Spaces Committee</p> | <ol style="list-style-type: none"> 1. To manage the operation of the Manor Field, Pavilion and all open spaces, playing fields, recreation grounds, play grounds, village pond and lay-by and such land at Hartley Wood that the Council has taken care and control of, with the exception of the open space known as Northfield. Such operation shall include making recommendations to the Council on scales of hiring charges for the use of facilities together with conditions of hire. 2. To arrange for the maintenance of the Pavilion. 3. To review and monitor the grass cutting contracts together with the maintenance of all open spaces and to ensure that they are in safe condition for their use by the public. 4. To undertake and monitor health and safety inspections of all playground equipment. 5. To prepare an annual budget for review by the Council’s Finance Committee in November of each year and to monitor expenditure against the annual budget approved by the Council. 6. To keep under review opportunities to secure funding support from external sources. 7. To be responsible for dealing with all matters relating to public rights of way to ensure the general upkeep of footpaths within the Parish, making recommendation to Council where necessary. <p>Delegated Powers</p> <ol style="list-style-type: none"> 1. To authorise expenditure on those matters which fall within the responsibility of the Committee up to the sums contained in the annual budget approved by the Council, provided that any new schemes shall be subject to prior approval in principle by the Council. 2. To respond, on behalf of the Council, to orders for the diversion, stopping-up, extinguishment or creation of a public path. |
| <p>Burial Ground and Garden of Remembrance Committee</p> | <ol style="list-style-type: none"> 1. To ensure the Burial Ground and Garden of Remembrance remain areas of peace and tranquillity for the benefit of the residents. 2. To make arrangements for the general maintenance of the Burial Ground and Garden of Remembrance subject to the approval of the Parish Council. |

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| | <ol style="list-style-type: none"> 3. To be responsible for the display and notification of the Parish Council approved Rules and Regulations and ensure these are observed. 4. To work towards establishing a new Burial Ground and obtain the necessary costings. <p>Delegated Powers</p> <ol style="list-style-type: none"> 1. To authorise expenditure on those matters which fall within the responsibility of the Committee up to the sums contained in the annual budget approved by the Council, provided that any new schemes shall be subject to prior approval in principle by the Council. 2. The Clerk, in consultation with the Chairman of the Burial Ground and Garden of Remembrance Committee, be authorised to approve applications to place memorials, inscriptions and additional inscriptions on memorials in the Burial Ground and to approve applications to place plaques in the Garden of Remembrance, provided such applications comply with the Council's rules and regulations. |
| <p>Finance and General Purposes Committee</p> | <ol style="list-style-type: none"> 1. To make recommendations to the Council on the Budget for the ensuing year; such budget shall be prepared having regard to the Council's statutory duties, obligations and such objectives that the Council wishes to undertake for the benefit of the Parish. 2. To undertake quarterly reviews of expenditure against the approved budget and to report thereon to the Council highlighting any variations. 3. To consider applications for financial assistance including expenditure under the provisions of Section 137 of the Local Government Act 1972. 4. To undertake the evaluation of tenders and quotations for work to be undertaken on the Council's behalf and to recommend to the Council the most appropriate tender(s) for acceptance in accordance with Best Value guidelines, where these do not already fall within another Committee. 5. To ensure proper arrangements for the conduct of the quarterly audit of the Council's accounts and statutory annual audit, including the appointment of internal auditor. 6. To approve the Annual Statement of Accounts and submit them to Council for adoption. |

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| | <ol style="list-style-type: none"> 7. To undertake the regular review of the Council's banking arrangements and investments. 8. To review the administrative functions of the Council and make recommendations as appropriate to the Council. 9. To review annual subscriptions to outside organisations. 10. To review the Clerk's and the Assistant Clerk's terms and conditions of employment. 11. To review the Council's office accommodation. 12. To deal with any matters which do not fall within the Terms of Reference of any other Committee. |
| <p>Planning Committee</p> | <ol style="list-style-type: none"> 1. To respond on behalf of the Council to requests from the local planning authorities for comments on planning applications, tree preservation orders and breaches of planning control. 2. Where appropriate, prepare for the Council, grounds for supporting the local planning authority in any planning appeals against refusal of planning permission. 3. To advise the Council on all planning matters including changes to the Development Plan. 4. To respond on behalf of the Council to applications for the transfer of Justices' Licences and Gaming Permits <p><u>Delegated Powers</u></p> <ol style="list-style-type: none"> 1. To determine and submit the Council's observations on planning applications, applications concerning tree preservation orders and breaches of planning control. 2. To undertake such action, publicity and consultations considered necessary to provide residents with an opportunity to make representations on planning applications and other planning matters. 3. To appoint working groups to research and advise the Committee on planning applications and appeals. |

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| <p>Youth Committee</p> | <ol style="list-style-type: none"> 1. To work on behalf of all of the youth of Hartley to assist them in taking a full and active roll in the life of the village. 2. To work with any organisation involved with youth work and act to assist them. 3. To enlist any organisation involved with youth work and young people to work with the Council to achieve the above aims. 4. To co-opt persons who have a particular interest in the well being of young persons or have a special knowledge or expertise. <p><u>Delegated Powers</u></p> <p>To authorise expenditure on those matters that fall within the responsibility of the Committee up to the sums contained in the annual budget approved by the Council, provided that any new schemes shall be subject to prior approval, in principle, by the Council.</p> |
| <p>Ash Road Working Group</p> | <ol style="list-style-type: none"> 1. To determine the problems and assess the priorities associated with the volume and speed of traffic using the Ash Road. 2. To formulate a strategy to overcome the problems associated with the traffic on Ash Road and report back to the Council with its findings and recommendations. 3. To meet from time to time as deemed necessary by members of the working party. 4. The working party to be dissolved on submission of its findings and recommendations to the Council. 5. To co opt, for such time as is necessary, members of the public to the working group. <p><i>Currently under review</i></p> |
| <p>Community Facilities Working Group</p> | <ol style="list-style-type: none"> 1. To review the level of services and facilities available to Parishioners and to make recommendations to Council on any proposals to improve such services and facilities. <p><u>Delegated powers</u></p> <p>To co-opt such Members of the Council, residents and community workers who in the Working Groups opinion would assist it in its reviews.</p> |

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| Parish Plan Working Group | <ol style="list-style-type: none">1. To examine and make proposals to the Council for the preparation and development of a Parish Plan for Hartley. Such Parish Plan to incorporate a Village Design Statement.2. To make proposals to the Council for the co-option of residents to assist in the preparation and development of the Plan. |
| Standing Orders Working Group | <ol style="list-style-type: none">1. To undertake a review of the Council's Standing Orders |

HARTLEY PARISH COUNCIL

Appointments to Committees and Working Groups as approved by Council at its Annual Meeting on 12th May 2003

Committees

Amenities and Open Spaces Committee (7)

Cllrs Barnett, Gaywood, Mrs Oxtoby, Sewell, Mrs Solman, Tremain and Ward

Burial Grounds and Garden of Remembrance Committee (5)

Cllrs Barnett, Mrs Burns, Mrs Coutts, Gaywood and Mrs Oxtoby

Finance and General Purposes Committee (5) (Renamed 14th July 2003)

Cllrs Abraham, Alford, Barnett, Gaywood and Ramsay

Planning Committee (8)

Cllrs Abraham, Alford, Barnett, Mrs Coutts, Gaywood, Harris, Ramsay and Mrs Solman

Youth Committee (7)

Cllrs Barnett, Mrs Burns, Gaywood, Harris, Sewell, Mrs Solman and Tremain

Working Groups

Ash Road Working Group (6)

Cllrs Mrs Burns, Harris, Ramsay, Sewell, Mrs Solman and Ward

Community Facilities Working Group (5)

Cllrs Alford, Mrs Burns and Sewell.

Cllrs Harris and Ramsay (co-opted 16/10/03)

Standing Orders Working Group (3)

Cllrs Alford, Barnett, Gaywood and Ward

Parish Plan Working Group (3) (Renamed 9th February 2004)

Cllrs Harris, Ramsay and Mrs Solman

Others

Newsletter (4).

Cllrs Alford, Mrs Burns, Harris and Mrs Solman

Website (3)

Cllrs Abraham, Harris and Mrs Oxtoby

Members Surgery Panel (13)

All Members of the Council

| Annual subscriptions | | | |
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| To | Description | Due | Amount (Based on last years subscription) |
| Open Spaces Society | Membership | May 2004 | £30.00 |
| Kent County Playing Field Ass | Membership | May 2004 | £15.00 |
| Kent Wildlife Trust | Membership | July 2004 | £36.00 |
| Ass of Burial Authorities | Membership | July 2004 | £70.00 |
| Scribe 2000 | Licence (accounts software) | October 2004 | £245.00 |
| South East Regional Play Ass | Membership | December 2004 | £20.00 |
| Society of Local Council Clerks | Membership | December 2004 | £97.00 |
| Information Commissioner | Data Protection Notification | January 2005 | £35.00 |
| Campaign to Protect Rural England | Membership | March 2005 | £25.00 |
| NALC | Direct Information Service (Fortnightly publication) | March 2005 | £91.00 |
| KAPC | Membership | April 2005 | £945.88 |
| KAPC | Local Council Review (Publication 6 issues) | April 2005 | £25.00 |
| KRCC | Membership | April 2005 | £35.00 |
| Ass of Neighbourhood Watches | Quarterly newsletters (14 copies) | April 2005 | £7.00 |