

**THE PARISH COUNCIL OF HARTLEY**  
**MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD IN**  
**THE PAVILION, MANOR FIELD, CHURCH ROAD**  
**ON MONDAY 14<sup>TH</sup> JUNE 2004 COMMENCING AT 7.30 P.M.**

**Present:** Cllr Mr A Barnett  
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 C Ward

**In attendance:** Mrs J Hoad (Proper Officer)  
Cllr Mr K Tucker (Kent County Council)  
7 members of the public

**1. Apologies:**

Apologies had been received from Cllrs Mr L Abraham, Mr C Alford, Mrs J Burns, Mrs Y Coutts and Mr A Tremain.

**2. Declarations of Interest**

Cllr Mrs A Oxtoby declared a personal interest under minute item 12 (a), (b) and (c) in respect of matters relating to the grave of the late P McClelland as the wife of the deceased is an acquaintance.

Cllr Mr A Barnett declared a personal and prejudicial interest under minute item 15, in respect of the purchase of an additional key to the Pavilion as the recipient of the payment and withdrew from the meeting during discussion and voting on the matter.

Cllr Mr B Ramsay declared a personal and prejudicial interest under minute item 18, in respect of the recommendation of the Finance and General Purposes Committee contained in the minutes of the meeting held on 14<sup>th</sup> May 2004 (page 1, minute item 8 (b)) for a donation to be made to the Rural Age Concern Darnet Valley, as a private subscriber to the charity and withdrew from the meeting during discussion and voting on the matter.

**3. Register of Interests**

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

**4. Minutes**

RESOLVED: That, the minutes of the Annual meeting of the Parish Council held on 10<sup>th</sup> May 2004 be approved and signed as a correct record subject, to the following corrections:

Minute item 2. Election of Chairman, the words "and that pursuant to Standing Order 14 (d) the declaration of acceptance of office and a declaration to observe the Code of Conduct be signed by the Chairman after the Council meeting" be inserted after the words, "...May 2005" and,

Minute item 18. Parish Plan Working Group, the word “21<sup>st</sup>” be deleted and “22<sup>nd</sup>” be inserted.

### **Adjournment**

*The meeting was adjourned at 7.35 p.m. to receive reports from the County Councillor and District Councillors.*

*The meeting resumed at 7.42 p.m.*

#### **5. Planning Committee**

RESOLVED: That, the minutes of the meetings of the Planning Committee held on 28<sup>th</sup> April, 5<sup>th</sup>, 17<sup>th</sup> and 28<sup>th</sup> May 2004 be received and adopted.

#### **6. Youth Committee**

Quotations received from three companies for the hire of a portable toilet on 6th August 2004 at Woodland Avenue recreation ground in support of a visit from the Youth Zone were considered.

An amendment to add the words, “hired from Castle Marquees at a cost of £60.00” to the recommendation of the Youth Committee contained in the minutes of the meeting held on 4th May (page 2, item 5), after the words, “.....temporary toilet” was CARRIED.

RESOLVED: That, the minutes of the meeting of the Youth Committee held on 4<sup>th</sup> May 2004 and the recommendation contained therein including the amendment be received and, where necessary, approved and adopted.

#### **7. Ash Road Working Group**

An amendment to delete the words “and By-ways” from the recommendation contained in the minutes of the meeting of the Working Group held on 19th May 2004 (page 1, item 6) so that title of the Working Group would read “Highways Working Group” was CARRIED.

RESOLVED: That, the minutes of the meeting of the Ash Road Working Group (renamed Highways Working Group) held on 19<sup>th</sup> May 2004 and the recommendations contained therein, including the amendment to re-name the Working Group to the “Highways Working Group”, be received and where necessary approved and adopted.

#### **8. Community Facilities Working Group**

RESOLVED: That, the minutes of the meeting of the Community Facilities Working Group held on 27<sup>th</sup> May 2004 and the recommendation contained therein be received and, where necessary, approved and adopted.

#### **9. KAPC**

(a) RESOLVED: That, Cllr Mrs M Solman be authorised to attend the Councillor Information Day on 17<sup>th</sup> July 2004 at Lenham Community Centre at a cost of £40.00 plus VAT.

(b) RESOLVED: That, Parish News 301 be received and noted.

#### **10. Quality Status**

RESOLVED: That, the Clerk be authorised to attend the AQA Block 2 training day on 11<sup>th</sup> June 2004 at Lenham Community Centre at a cost of £30.00.

#### **11. Society of Local Council Clerks**

RESOLVED: That, the Clerk be authorised to attend the SLCC branch meeting on 9<sup>th</sup> June 2004 at Wye.

## **12. Burial Ground and Garden of Remembrance Committee**

- (a) RESOLVED: That, pursuant to Standing Order 38 (a), the resolution under minute item 8(a)(1) and 8(a)(6) on page 2 and page 3 of the minutes of the meeting of the Burial Ground and Garden of Remembrance Committee held on 17<sup>th</sup> March 2004 and adopted by the Council at its meeting on 5<sup>th</sup> April 2004 be rescinded.
- (b) RESOLVED: That, the families of the late J Morgan and P McClelland be requested to remove the decorative stones from the surface of the aforementioned graves forthwith and that the graves be redressed as agreed with Burial Authority.
- (c) RESOLVED: That, the minutes of the meeting of the Burial Ground and Garden of Remembrance Committee held on 28<sup>th</sup> April and 19<sup>th</sup> May 2004 and the recommendation contained therein, be received and where necessary approved and adopted.

## **13. Northfield Management Committee**

- (a) RESOLVED: That, pursuant to the Northfield Management Committee's Standing Order 7.5, the Committee be requested to review its decision taken at a meeting held on 16<sup>th</sup> April 2004, contained under minute item 7.1, in respect of fencing areas which surround private property.
- (b) RESOLVED: That, the minutes of the meeting of the Northfield Management Committee held on 21<sup>st</sup> May 2004 be noted.

## **14. Newsletter**

The Council received a brief report on the production of the June edition of the Council's newsletter.

## **15. Payments**

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

## **16. Sale of land at Manor Field**

The Council noted that the land agent acting on behalf of Messrs H F & J H Glover was currently on holiday, but hoped that the land owner would be in a position to respond positively by the next Council meeting in July.

RESOLVED: That, the report on the progress with the purchase of the land at Manor Field be noted and that further consideration of the matter be deferred to the July meeting of the Council.

## **17. Audit Fees**

(a) The Council considered a report on the audit fee for the year 2000/01 which was significantly higher than that of previous and subsequent years.

RESOLVED: That, the report be noted and the actions of the Clerk in seeking clarification from the auditor on the increase in audit fees for the year 2000/01 be confirmed.

(b) The Council considered a report on a request received by the Audit Commission from a local elector for a public interest report under Section 8 of the Audit Commission Act 1998. The Audit Commission has informed the Council that the request for a public interest report has been rejected and that the audit for the year 2002/03 has now been concluded.

RESOLVED: That, the report be noted.

## **Adjournment**

*The meeting was adjourned at 8.50 p.m.*

*The Chairman asked members of the public whether the local elector, who had requested a public interest report, was present at the meeting and whether s/he wished to address the Council. There was no response.*

*The meeting resumed at 8.51 p.m.*

**18. Finance and General Purposes Committee**

RESOLVED: That, (1) the minutes of the meeting of the Finance and General Purposes Committee held on 14th May 2004 and the recommendations contained therein be received and, where necessary, approved and adopted and, (2) this Council deplores the actions of a local resident in continuing what may be considered a vexatious challenge to the audit of the Council, with consequent excess costs to the residents of Hartley.

The meeting closed at 9.04 p.m.

Signed:..... Chairman

Date:.....

**Schedule of Payments June 2004**

<b>Chq No</b>	<b>Payment to</b>	<b>Particulars</b>	<b>Net</b>	<b>VAT</b>	<b>Total</b>
103552	J Hoad	Salary 01/06/2004-30/06/2004 (prev approved)	1,143.18	-	-
		100 x 1st class stamps & 100 x 2nd class stamps. 04/06/04	49.00	-	-
		Traveling allowance. 30/04/04 46 miles @ 50.5p, 27/05/04 15 miles @ 50.5p, 09/06/04 70 miles @ 50.5p	66.14	-	1,258.32
103553	H Gilder	Salary 01/06/2004-30/06/2004 (prev approved)	659.24	-	659.24
103554	Inland Revenue	Month 3	621.47	-	621.47
103555	D Cunningham	Cleaning services to Pavilion June 2004	80.00	-	80.00
103556	Konica Minolta Business Solutions (UK) Ltd	Copier rental 22/05/04-21/08/04 & chargeable copies 21/02/04-21/05/04	237.99	41.65	279.64
103557	Hartley Primary School	Hire of hall 7th July 2004 Parish Plan Public Meeting. 3 hrs @ £13 per hour & £15 caretaker's fee plus 1.8% insurance.	54.97	-	54.97
103558	Kent County Council (KCS)	Stationery Inv S1540131	25.42	4.45	-
		Stationery Inv S1538453	19.95	3.49	53.31
103559	Austin Treework	Felling and poisoning of sycamores on grave at churchyard. Inv 5809	30.00	5.25	35.25
103560	Seeboard Energy limited	Standing charge 19/02/04-11/05/04 and electricity used Manor Field Pavilion	248.00	43.40	291.40
103561	J B Westwood	Grass cutting 01/04/04 - 06/05/04 Inv 2326	995.00	174.13	1,169.13
103562	Supplies Team	Ink cartridge Inv 6124579	13.42	2.35	15.77
103563	Kent County Training Partnership	Achieving the AQA Certificate in Local Council Administration. Law & Procedures Planning 11/06/04	30.00	-	30.00
103564	J Hoad	Copy of register from H M Land Registry	4.00	-	4.00
103565	Rural Age Concern Darent Valley	Donation Section 137	100.00	-	100.00
103566	Cash	100 x 1st & 2nd class stamps 19/05/04 04/04	49.00	-	

			49.00		
103567	Cllr A Barnett	Traveling allowance 03/06/04 14 miles @ 50.5p	7.07	-	-
		Purchase of key for pavilion 03/06/04	2.50	-	9.57
103568	Zurich Management Services	Local Council Advisory Service Seminar 11/06/04. Cllrs Abraham & Mrs Solman.	90.00	15.75	105.75
103569	T D Munday	Routine maintenance work Manor Field Inv 53	60.00	-	-
		Apply weed killer surface of car park manor Field Inv 53	45.00	-	-
		Inspect playground equipment Inv 53	160.00	-	-
		Pick up litter Hartley Greens Inv 53	30.00	-	-
		Pick up litter Pond Inv 53	25.00	-	-
		Pick up litter Gorse Wood Inv 53	20.00	-	-
		Pick up litter Rectory Meadow Inv 53	9.00	-	349.00
103570	T D Munday	Routine maintenance work Burial Ground visual inspection May 2004 Inv 54	22.50	-	-
		Grass cutting All Saints May 2004 Inv 55	80.00	-	-
		Grass cutting Burial Ground Inv 56	100.00	-	-
		Strimming Burial Ground, verge & duck pond Inv 56	16.00	-	-
		Grass cutting Hartley Memorial Green Inv 57	60.00	-	-
		Erect 1 dog bin Inv 58, Section 137 LGA 1972	9.00	-	287.50
103571	T D Munday	Garden maintenance at burial Ground Inv 52	119.00	-	119.00
<b>TOTAL</b>			<b>5,281.85</b>	<b>290.47</b>	<b>5,572.32</b>

## **Adjournment**

*The meeting was adjourned at adjournment 7.35 p.m.*

The County Councillor reported on the revised recommendations for Parliamentary constituency boundaries in the counties of Kent and Medway and in particular the revised recommendation of the inclusion of the Sevenoaks District ward of Hartley and Hodsell Street in Dartford CC rather than in Sevenoaks CC.

District Councillor Mr B Ramsay reported on the initiative of the Swanley, Dartford and Gravesham Primary Care Trust to undertake a health needs assessment. Hartley would be treated as a separate parish and would not be included within the statistics for Gravesham.

District Councillor Mr J Gaywood reported on the results of the recent by-election at Dunton Green and Riverhead.

*The meeting resumed at 7.42 p.m.*