

## HARTLEY PARISH COUNCIL

Clerk to the Council: Mrs J Hoad  
The Parish Council Office, Hartley Library, Ash Road, Hartley, Longfield, Kent DA3 8EL  
Tel/fax 01474 709441  
E mail [mail@hartleyparishcouncil.org.uk](mailto:mail@hartleyparishcouncil.org.uk)

1<sup>st</sup> July 2004

Dear Councillor

You are invited to attend a meeting of the Finance & General Purposes Committee to be held on Wednesday 7<sup>th</sup> July 2004 commencing at 11.15 a.m. at the Pavilion, Manor Field.

Yours sincerely

Julie Hoad  
Proper Officer

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### AGENDA

**1. Apologies**

To receive apologies for absence.

**2. Minutes**

To approve as a correct record the minutes of the meeting of the Finance and General Purposes Committee held on 14<sup>th</sup> May 2004 (Annexed).

**3. Declarations of interest**

To receive Members' declarations of interest.

**4. Audit 2000/01**

At the last meeting of the Council it was reported that the audit fees for the year 2000/01 were significantly higher than previous and subsequent years and that advice had been sought from the District Auditor as to why this may be the case. The District Auditor has now responded and informs the Council that as a result of a number of letters received from local residents, it was necessary for the District Auditor to conduct a considerable amount of additional audit work, thus resulting in higher than normal audit fees for that particular year.

**5. Audit 2002/03**

(a) To note the audit for the year 2002/03 has now been completed. The notice of conclusion of audit and right to inspect the annual return for the year ended 31<sup>st</sup> March 2003, together with the certified Annual Return, has been displayed on the Council's noticeboard for the required statutory period of 14 days.

(b) To receive and note the external auditor's certificate and opinion (Annexed).

**6. Internal audit 2003/04**

To consider the internal auditor's report for the year ending 31<sup>st</sup> March 2004 (Annexed).

**7. Income and expenditure – 1<sup>st</sup> April to 30<sup>th</sup> June 2004**

To examine financial report indicating the Council's net position for the first quarter of the current financial year (Annexed).

**8. Office Accommodation**

To receive a progress report on the relocation of the Parish Office (Annexed).

## 9. Donations

To consider a request for a donation from the Kent Wildlife Trust to assist the Trust with its work to resist pressures to develop land in Kent for house building.

### Background document

*Letter from the Kent Wildlife Trust*

## 10. Local Government Pension Scheme

To consider a letter from the County Council in respect of Local Government Pension Scheme Regulations 1997. The Parish Council is required to agree a number of policy decisions in areas of the regulations where the Council has discretion. A schedule of the regulations and policy decisions is attached for Member's attention and includes the Kent County Council's policy (Annexed).

### Background document

*Letter dated 21<sup>st</sup> June 2004 from KCC*

## 11. Sale of land at Manor Field

To receive a progress report on the purchase of two strips of land at Manor Field.

## 12. Air Quality Review and Assessment

To consider a letter from Sevenoaks District Council asking for the Council's views on the latest reports about air pollution in the district, which forms part of the ongoing process of the review and assessment of air quality required by the Environment Act 1995 (Annexed). Comments on the report must be received by no later than 16<sup>th</sup> July 2004.

### Background document

*Letter dated 21<sup>st</sup> June 2004 from SDC – Environment Act 1995 – Air Quality Review and Assessment*

## 13. Sevenoaks District Council's Draft Best Value Plan 2004/05

To receive and note the draft best value performance plan for 2004/05. A copy of the plan is available for inspection in the Parish Office.

### Background document

*Letter dated 5<sup>th</sup> May 2004 from SDC – 2004/05 Draft Best Value Performance Plan (BVPP)*

## 14. Highway Act 1980 - Stopping up of Highways

To consider a letter from Kent County Council informing the Council that approval has been granted to the making of a stopping up order in respect of an area of land fronting Orchard Lea, Church Road. The County Council intends to make an application before Sevenoaks Magistrates pursuant to section 116 and 12<sup>th</sup> Schedule of the Highways Act 1980 for an application to stop up all highway rights over this area of land on the grounds that is no longer necessary as part of the public highway. Private rights of access remain unaffected by the proposal and rights of access of statutory undertakers will remain at all times. Comments are invited by no later than 16<sup>th</sup> July 2004.

In light of the deadline for the receipt of comments and the fact that the Highway Working Group does not have a meeting arranged in the immediate future, the matter has been brought to the attention of this committee for consideration.

## 15. Bench @ Manor Lane/Church Road

The bench located at the junction of Manor Lane and Church Road has a number of slats missing from its back. The Highway Authority has confirmed it does not own the bench. The Committee is requested to consider whether the Council should assume ownership of the bench and instigate the necessary repairs.

## 16. Complaints procedure

To consider a report on the adoption of a complaints procedure. (Annexed).

## 17. Date of the next meeting

### List of circulated documents

1. Minutes of the meeting of the Finance and General Purposes Committee held on 14<sup>th</sup> May 2004.
2. External auditor's certificate and opinion.
3. Internal auditor's summary report audit year 2003/04
4. Financial report indicating the Council's current financial position
5. Progress report on the relocation of the Parish Office
6. Letters dated 11<sup>th</sup> and 25<sup>th</sup> June 2004 from KCC
7. Letter from KCC dated 21<sup>st</sup> June 2004 and attached policy decisions
8. Summary of Air Quality Review Stage 4 Reports June 2004
9. Draft complaints procedure

Committee membership  
Cllr Abraham  
Cllr Barnett (ex officio)  
Cllr Ramsay

Cllr Alford  
Cllr Gaywood (ex officio)

