

THE PARISH COUNCIL OF HARTLEY
MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD IN
THE PAVILION, MANOR FIELD, CHURCH ROAD
ON MONDAY 12th JULY 2004 COMMENCING AT 7.30 P.M.

Present: Cllrs Mr L Abraham
Cllr Mr C Alford
Cllr Mr A Barnett
Cllr Mrs J Burns
Cllr Mr J Gaywood (Chairman)
Cllr Mrs A Oxtoby
Cllr Mr B Ramsay
Cllr Mr V Sewell
Cllr Mr A Tremain

In attendance: Mrs J Hoad (Proper Officer)
11 members of the public

1. Apologies:

Apologies had been received from Cllrs Mrs Y Coutts, Mr M Harris, Mrs M Solman and Mr C Ward.

2. Declarations of Interest

Cllr Mrs J Burns declared a personal and prejudicial interest under minute item 9, in respect of the recommendation of the Amenities and Open Spaces Committee contained in the minutes of the meeting held on 5th July 2004 (page 2, minute item 7 (a)) to accept the quotation received from Richard Burns for the internal redecoration at the Pavilion, as she is the wife of the aforementioned contractor and withdrew from the meeting during discussion and voting on the matter.

Cllr Mr A Tremain declared a personal and prejudicial interest under minute item 9, in respect of the recommendation of the Amenities and Open Spaces Committee contained in the minutes of the meeting held on 9th June 2004 (page 4, minute item 13) as his private residence is immediately adjacent to Gorse Wood and withdrew from the meeting during discussion and voting on the matter.

Cllr Mr A Tremain declared a personal and prejudicial interest under minute item 10, in respect of Gorse Wood, as his private residence is immediately adjacent to the wood and withdrew from the meeting during discussion and voting on the matter.

Cllr Mr C Alford declared a personal interest under minute item 7, in respect of the minutes of the meeting of the Finance and General Purposes Committee held on 7th July 2004 (page 3, minute item 10), as a member of the Local Government Pension Scheme.

Cllr Mrs A Oxtoby declared a personal interest under minute item 9, in respect of the minutes of the meeting of the Amenities and Open Spaces Committee held on 9th June 2004 (page 4, minute item 13) as her private residence is close to the property allegedly affected by the trees located in Gorse Wood.

Cllr Mrs A Oxtoby declared a personal and prejudicial interest under minute item 9, in respect of the recommendation of the Amenities and Open Spaces Committee contained in the minutes of the meeting held on 9th June 2004 (page 5, minute item 18) as her private

residence is immediately adjacent to Hartley Wood and withdrew from the meeting during discussion and voting on the matter.

Cllr Mrs A Oxtoby declared a personal interest under minute item 13, in respect of the minutes of the meeting of the Burial Ground and Garden of Remembrance Committee held on 1st July 2004 (pages 1 and 2, minute item 5) relating to the grave of the late P McClelland as the wife of the deceased is an acquaintance.

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 meeting of the Parish Council held on 14th June 2004 be approved and signed by the Chairman as a correct record.

5. Sale of land at Manor Field

It was reported that the landowner of the two strips of land at Manor Field has informed the Council that a meeting with his land agent will take place in the near future and that he hoped to be in a position to progress negotiations by the end of July.

RESOLVED: That, the report be noted and the matter deferred to the next meeting of the Council.

6. Planning Committee

RESOLVED: That, the minutes of the meetings of the Planning Committee held on 9th and 23rd June and 7th July 2004 and the recommendations contained therein be received and, where necessary, approved and adopted.

7. Finance and General Purposes Committee

RESOLVED: That, the minutes of the meeting of the Finance and General Purposes Committee held on 7th July 2004 and the recommendations contained therein be received and, where necessary, approved and adopted.

8. Order of business

RESOLVED: Pursuant to Standing Order 26 (d), the order of business be altered to allow consideration of the recommendation contained in the minutes of the meeting of the Amenities and Open Spaces Committee held on 9th June 2004 (page 4, minute item 13) to be taken immediately before consideration of minute item 10, Gorse Wood.

9. Amenities and Open Spaces Committee

Pursuant to Standing Order 31 (k), a motion to approve the recommendation contained in the minutes of the meeting of the Amenities and Open Spaces Committee held on 9th June 2004 (page 4, minute item 13) was withdrawn.

RESOLVED: That, the minutes of the meeting of the Amenities and Open Spaces Committee held on 9th June 2004 and the recommendations contained therein (excluding the recommendation contained on page 4, minute item 13, in respect of the appointment of an arboriculturist to inspect trees located on Gorse Wood) be received and, where necessary, approved and adopted.

RESOLVED: That, (1) the minutes of the meeting of the Amenities and Open Spaces Committee held on 5th July 2004 and the recommendations contained therein (excluding the recommendation contained on page 2, minute item 7(b) in respect of the purchase and installation of vertical blinds) be received and where necessary approved and adopted and, (2) consideration of the purchase and installation of vertical blinds in the Pavilion be deferred to the next meeting of the Amenities and Open Spaces Committee pending receipt of further information on the fire retardant properties of the vertical blinds.

Pursuant to Standing Order 12, the names of the members voting in respect of the recommendation contained in the minutes of the meeting of the Amenities and Open Spaces Committee held on 5th July 2004 (page 2, minute item 7(a)) to accept the quotation received from Richard Burns for the internal redecoration of the Pavilion, be recorded as those voting for the recommendation as being Cllrs Alford, Barnett, Gaywood, Oxtoby, Ramsay and Tremain, and those voting against the recommendation as being Cllr Abraham. Cllr Sewell abstained from voting.

10. Gorse Wood

A motion to accept the quotation from Hanson Recycling for the sum of £660.00 plus VAT to fill the holes and remove the associated rubbish located in Gorse Wood did not have a seconder and therefore the motion was not put to the Council.

RESOLVED: That, the quotation from Sevenoaks Direct Service for the sum of £450 to fill in holes and remove associated rubbish created by young people to form a BMX track in Gorse Wood be accepted.

11. HAWK

RESOLVED: That, the minutes of the meeting of the HAWK Youth Partnership Project held on 8th June 2004 be received and noted.

12. Youth Committee

A motion to adopt the minutes of the meeting of the Youth Committee held on 1st July 2004 and to approve the recommendations contained therein was put to the Council. An amendment to delete the words, “and (2) clarification be sought from Ash-cum-Ridley Parish Council as to why it sees itself as the lead authority within the Partnership” from the recommendation contained on page 3, under minute item 9 was CARRIED.

RESOLVED: That, the minutes of the meeting of the Youth Committee held on 1st July 2004 and the recommendations contained therein, including the amended recommendation, be received and, where necessary, approved and adopted.

13. Burial Ground and Garden of Remembrance Committee

RESOLVED: That the minutes of the meeting of the Burial Ground and Garden of Remembrance Committee held on 1st July 2004 and the recommendations contained therein be received and, where necessary, approved and adopted.

14. Parish Plan Working Group

(a) RESOLVED: That, the minutes of the meeting of the Parish Plan Working Group held on 10th June 2004 be received and adopted.

(b) It was reported that due to severe weather conditions during the day of the 7th July 2004, the guest speakers invited to attend the public meeting had expressed serious concerns about travelling to and from the meeting and under the circumstances the Council had no alternative but to cancel the meeting.

RESOLVED: That, the report be noted and the Parish Plan public meeting be re-arranged to be held at the earliest possible opportunity.

15. KAPC

RESOLVED: That, the minutes of the meeting of the Sevenoaks Area Committee held on 4th June 2004 be received and noted.

16. Quality Status

RESOLVED: That, the Clerk be authorised to attend the AQA Block 3 training day on 16th July 2004 at Lenham Community Centre at a cost of £30.00.

17. Payments

- (a) RESOLVED: Pursuant to financial regulation 3.3, the Clerk's action in respect of expenditure on work and services deemed to be of an urgent nature as detailed below be confirmed.
- (1) Purchase and installation of 1 no new computer monitor at a cost of £263.81 plus VAT and,
- (2) unblock the drains at the Pavilion on 14th June 2004 at a cost of £92.00 be confirmed
- (b) RESOLVED: That, the payment of the accounts for July and August 2004, attached as appendix 1 to these minutes, be approved.

The meeting closed at 9.13 p.m.

Signed:..... Chairman

Date:.....

Schedule of Payments July 2004

Chq No	Payment to	Particulars	Net	VAT	Total
103572	J Hoad	Salary 01/07/2004-31/07/2004 (prev approved)	1,143.20	-	-
		Purchase of plastic cups for Parish Plan public meeting	8.25	-	-
		Refreshments for Parish Plan public meeting	15.12	-	-
		100 x 1st class stamps 01/07/04 £26 from petty cash	2.00	-	1,168.57
103573	H Gilder	Salary 01/07/2004-31/07/2004 (prev approved)	654.69	-	654.69
103574	Inland Revenue	Month 4	617.77	-	617.77
103575	D Cunningham	Cleaning services to Pavilion July 2004	80.00	-	80.00
103576	Sevenoaks District Council	2000 gallons from cesspool 07/06/04 Inv 36781	95.00	-	95.00
103577	South Eastern Plumbers	Unblock toilets at pavilion & inspect drains re blockage in underground drains.	92.00	-	92.00
103578	Supplies Team	Stationery Invoice 6222796	10.54	1.84	-
		Stationery Invoice 6165727	22.89	4.00	39.27
103579	Ash Setting & Printing	To print and deliver Hartley Herald. Inv 8273	293.89	-	293.89
103580	Association of Burial Authorities	Annual subscription for year commencing 01/07/04	75.00	-	75.00
103581	Kent Wildlife Trust	Annual subscription. Renewal date 31/07/04	38.00	-	38.00
103582	Kent Wildlife Trust	Donation section 137	40.00	-	40.00
103583	SLCC	Copy of the Clerks' Manual £20 + £4 p+p	24.00	-	24.00
103584	Kent County Council (KCS)	Stationery Invoice S1552732	33.70	5.90	-
		Stationery invoice S1565935	9.11	1.59	-
		Stationery Invoice S1547706	6.29	1.10	57.69

APPENDIX 1

2

103585	Cash	100 x 2nd class stamps 18/06/04 05/04	21.00	-	-
		100 x 1st class stamps 22/06/04 06/04	28.00	-	-
		100 x 1st class stamps 01/07/04 07/04 £26 from petty cash £2 owed to J Hoad	26.00	-	75.00
103586	Kent County Training Partnership	Achieving the AQA Certificate in Local Council Administration Block 3 16/07/04	30.00	-	30.00
103587	W Mzimba	Internal audit for year ended 31/03/04	320.00	56.00	376.00
103588	BMDP Ltd	Parish Office alterations. Professional services + planning and building reg fees. Inv 0745 01	1,277.60	198.19	1,475.79
103589	Sevenoaks District Council	Emptying of dog waste bins April - June 04 Inv 2009479	182.00	31.85	213.85
103590	Hartley Primary School	Caretaker fee re 7th July Parish Plan Public meeting	10.00	-	10.00
103591	BHMtech	Liteon 17" monitor and 3 year warranty for computer in Parish Office Inv 1482	263.81	46.17	309.98
103592	T D Munday	Garden Maintenance at Burial Ground Inv 60	119.00	-	-
		Burial Ground visual inspection Inv 62	18.00	-	-
		Grass cutting All Saints Inv 63	80.00	-	-
		Grass cutting Burial Ground Inv 64	100.00	-	-
		Strim grass verge & duck pond inv 64	16.00	-	-
		Grass cutting Hartley Memorial Green inv 65	60.00	-	393.00
103593	T D Munday	Routine maint work MF. Pick up litter etc. Inv 61	48.00	-	-
		Strim around entrance to field Inv 61	10.00	-	-
		Strim behind pavilion Inv 61	20.00	-	-
		Playground inspections Inv 61	200.00	-	-
		Hartley Greens pick up litter Inv 61	24.00	-	-
		Pond pick up litter Inv 61	20.00	-	-
		Gorse Wood pick up litter	20.00	-	342.00
103594	Cllr Mr J Gaywood	Chairman's allowance	400.00	-	400.00
TOTAL			6,554.86	346.64	

6,901.50

APPENDIX 1

Schedule of Payments August 2004

Chq No	Payment to	Particulars	Net	VAT	Total
103595	J Hoad	Salary 01/08/2004-31/08/2004 (prev approved)	1,143.19	-	1,143.19
103596	H Gilder	Salary 01/08/2004-31/08/2004 (prev approved)	659.25	-	659.25
103597	Inland Revenue	Month 5	621.45	-	621.45
103598	D Cunningham	Cleaning services to Pavilion August 2004	80.00	-	80.00
103599	T D Munday	Garden maintenance at Burial Ground Inv 67	119.00	-	-
		Turf for graves Inv 67	24.50	-	-
		Burial Ground visual inspection Inv 69	18.00	-	-
		Grass cutting All Saints Inv 70	80.00	-	-
		Grass cutting Burial Ground Inv 71	100.00	-	-
		Strim Burial Ground, verge & duck pond Inv 71	16.00	-	357.50
103600	T D Munday	Grass cutting Hartley Memorial Green Inv 72	60.00	-	60.00
103601	T D Munday	Routine maint work MF pick up litter etc. Inv 68	48.00	-	-
		Strim around entrance to field Inv 68	10.00	-	-
		Inspect playground equipment Inv 68	250.00	-	-
		Hartley Green pick up litter Inv 68	24.00	-	-
		Pond pick up litter Inv 68	20.00	-	-
		Gorse Wood pick up litter Inv 68	25.00	-	377.00
103602	Post Office Limited	100 x 1st class stamps	28.00	-	
		100 x 2nd class stamps	21.00	-	49.00
TOTAL			3,347.39	-	3,347.39