

THE PARISH COUNCIL OF HARTLEY

MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD IN

THE PAVILION, MANOR FIELD, CHURCH ROAD

ON MONDAY 8th NOVEMBER 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

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 Cllr Mr C Alford and Cllr Mr C Ward.

2. Declarations of Interest

Cllr Mrs J Burns declared a personal interest under minute item 18 (b), in respect of the payments of the accounts for November 2004, as her husband was the recipient of one of the payments.

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 11th October 2004 be approved and signed by the Chairman as a correct record.

5. Order of business

RESOLVED: Pursuant to Standing Order 26 (d), the order of business be altered so that the adjournment and consideration of agenda item 5, in respect of the Local Boards in Kent, be taken after the arrival of the County Councillor.

6. Sale of Land at Manor Field

The Council considered a report setting out the current position in respect of negotiations with the landowners over the sale of two strips of land at Manor Field.

Cllr Mrs J Burns moved and Cllr Harris seconded that, the Council meet all costs incurred by the landowner in respect of the sale of the land at Manor Field.

Amendment by Cllr Oxtoby, seconded by Cllr Sewell that, consideration of the matter be deferred pending further information on the likely costs to the Council was CARRIED.

RESOLVED: That, (1) the progress report on negotiations of the sale of land be received and noted and, where necessary, the Clerk's actions be confirmed and, (2) further consideration of the payment of costs incurred by the landowner in respect of the sale of the land be deferred pending further information on the likely costs to the Council.

7. Office Accommodation

The Council considered a report on the draft head of terms proposed by consultants Mouchel Parkman acting on behalf of Kent County Council, in respect of the surrender and grant of a new lease to Hartley Parish Council on the Parish Office. The Council had expressed some concerns over a number of the terms contained within the draft terms and in light of these concerns, Mouchel Parkman had agreed to amend the draft head of terms.

RESOLVED: That,

(1) the Council approve the draft head of terms, including the proposed amendments, as set out in the report attached as appendix 1 to these minutes and that, Martin Tolhurst Partnership be instructed to act on the Council's behalf in respect of the surrender of the existing lease and the granting of a new lease on the Parish Office and,

(2) the architect be instructed to prepare tender documentation, invite tenders from agreed local contractors in accordance with the Council's financial regulations 11.1 (c), receive tenders on the Council's behalf, prepare a tender report and advise tenderers of the outcome, for the lump sum fee of £550.00 plus VAT, (as previously approved by the Council on 14th June 2004), with a view to commencing the building works at the beginning of March 2005.

8. Parish Plan

- (a) RESOLVED: That, the minutes of the Parish Plan public meeting held on 13th October 2004 be received and noted.
- (b) RESOLVED: That, (1) the minutes of the inaugural meeting of the Steering Group held on 2nd November 2004 be received and noted, (2) a sum of £100.00 be provided by the Council to the Steering Group in order that it may open a bank account and, (3) the Manor Field Pavilion be made available for the Steering Group's meetings free of charge, subject to its availability.

9. Planning Committee

RESOLVED: That, the minutes of the meetings of the Planning Committee held on 12th and 26th October 2004 be adopted.

10. Youth Committee

RESOLVED: That, the minutes of the meeting of the Youth Committee held on 19th October 2004, and the recommendation contained therein be received and, where necessary, approved and adopted.

11. Burial Ground and Garden of Remembrance Committee

Cllr Mrs Oxtoby moved and Cllr Barnett seconded the adoption of the minutes of the meeting of the Burial Ground and Garden of Remembrance Committee held on 3rd November 2004 and approval of the recommendation contained therein.

Cllr Ramsay spoke against the recommendation and after some debate the motion was put to the vote.

RESOLVED: That, the minutes of the meeting of the Burial Ground and Garden of Remembrance Committee held on 3rd November 2004 and the recommendation contained therein be received and, where necessary, approved and adopted.

Cllr Ramsay moved and Cllr Sewell seconded a motion to investigate an alternative means of extending the existing burial ground.

RESOLVED: That, the Burial Ground and Garden of Remembrance Committee be requested to investigate an alternative means of extending the existing burial ground, by utilising the overspill car park at Manor Field and to report back its findings to the Council.

The meeting was adjourned at 8.22 p.m. to receive a report from the County Councillor

The meeting resumed at 8.26 p.m.

12. Local Boards in Kent

It was reported that the cost of an interactive speed sign would be in the region of £6,000, depending upon the works required to provide a power supply for the sign. The location of interactive signs must comply with certain criteria, one of which stipulates that interactive signs must be positioned between 60 and 200m from the start of the posted speed limit sign. It was suggested a solar powered interactive sign may be appropriate.

RESOLVED: That, the Council makes available funds upto £1,500 to support an application under Kent County Council's Local Board Initiative, for the provision of an interactive speed sign to be located on Ash Road near the Black Lion Public House.

13. KAPC

(a) The Council noted the Annual Meeting of the Kent Association of Parish Councils is to be held on 13th November 2004, but due to prior commitments the Council's two voting representatives are not able to attend. Apologies will be tendered.

(b) Parish News issue 304 was received and noted.

14. Calendar of meetings

(a) Annual Parish Meeting

RESOLVED: That, the Annual Parish Meeting will be held on Friday 18th March 2005 and the following guest speakers will be invited to attend; Chief Constable, Head of Kent Highways, Member of the Parish Plan Steering Group and the local Member of Parliament.

(b) December 2004 Council meeting

RESOLVED: That, the date of the December Council meeting be altered from 13th to 6th December 2004.

(c) February 2005 Council meeting

RESOLVED: That, the date of the February Council meeting be altered from 14th to 7th February 2005.

15. Community Warden

The Council noted a report that Hartley had been successful with its bid to secure a Community Warden and that it is hoped s/he will be in post by June 2005.

16. Local Bus Services

The Council considered two reports on the alterations to the K14 and K15 bus services, which will result in the loss of the service to Hartley, as it is proposed that the service will be terminated at Longfield.

RESOLVED: That, the Parish Council write a very strongly worded letter to both Sevenoaks District Council and Kent County Council objecting to any reduction to the present bus service and to ensure the K14/15 service is maintained to Hartley. Also

that serious consideration be given to the cost of those services for our elderly and disabled.

17. Quality Parish Status

RESOLVED: That, (1) the Quality Parish Status Working Group be re established, (2) the terms of reference, as set out in appendix 2 attached to these minutes, be approved and, (3) Cllrs Alford, Mrs Burns, Mrs Oxtoby and Sewell be appointed to the Working Group.

18. Payments

- (a) RESOLVED: That, in accordance with powers under Section 137 of the Local Government Act 1972, the Council authorise the expenditure of £35.00 as a donation to the Salvation Army, as a gesture of thanks for attending the Remembrance Sunday Service on 13th November 2004.
- (b) RESOLVED: That, the payment of the accounts for November 2004, attached as appendix 3 to these minutes, be approved.

The meeting closed at 9.03 p.m.

Signed:..... Chairman

Date:.....

BRANCH LIBRARY, ASH ROAD, HARTLEY

SURRENDER AND GRANT OF NEW LEASE TO HARTLEY PARISH COUNCIL

DRAFT HEADS OF TERMS

Further to a meeting with Andrew White of Mouchel Parkman and representatives from the Library Department on 2nd November 2004, a number of alterations to the draft head of terms have been proposed and are indicated in bold italics

1. Proposal Description

Kent County Council to grant a new lease of the accommodation edged red on the attached plan, number TQ6067 / 5c, to Hartley Parish Council, together with:-

- (a) pedestrian rights of access over the route coloured brown,
- (b) shared rights to use the accommodation edged green

2. Term

5 years, with effect from completion of the lease

This has been revised as follows:

The lease to be for a term of 10 years, with a mutual break clause at the end of the fifth year of the term. The break clause may be exercised by either party serving to the other no less than 6 month's written notice.

In the event of the lease not being determined, the rent to be reviewed at the end of the 5th year of the lease. The rent review can be carried out and communicated well in advance of the 6 month period, to enable the Council to take this into account when deciding whether or not to exercise the break clause.

3. Consideration

£1,500 (one thousand five hundred pounds) per annum inclusive of rates and all other outgoings (except telephone) payable annually in advance of demand.

4. Other Terms and Conditions

1. Prior to any refurbishment works being carried out, the Parish Council shall:-

- (a) liaise with the Senior Library Assistant direct and arrange for all the County Council's fixtures and fittings and equipment within the accommodation edged red to be relocated within the Library, to the reasonable satisfaction of the Senior Library

Assistant. All costs incurred in relocating the fixtures and fittings and apparatus shall be at the Parish Council's expense.

(b) provide the County Council with a proposed specification of works to the new Parish Office.

2. The new lease to otherwise be on the same terms and conditions as the existing lease granted to the Parish Council and dated 7th April 2003, subject to the following amendment:-

(a) Clause 8.4 shall be deleted

This has been revised as follows:

The County Council will covenant to pay compensation to the Parish Council if the proposed lease is determined within the first 5 years of the term. The compensation payable shall be based upon the costs incurred by the Parish Council in bringing the accommodation into use and shall be payable on a sliding scale.

The costs of bringing the accommodation into use will need to be communicated to the County Council prior to the lease being completed. The costs to be recorded in the lease (for compensation purposes) shall be the net costs to be incurred by the Parish Council, i.e. exclusive of VAT.

5. Notes

1. The lease shall be excluded from the security provisions of Part 2 of the Landlord and Tenant Act 1954 (as amended).
2. Once the accommodation edged red is ready for occupation by the Parish Council, the Parish Council shall be permitted to surrender its existing lease dated 7th April 2003 in respect of the accommodation edged blue on plan number TQ6067 / 5c by serving 7 days written notice to the County Council.
3. For the avoidance of doubt, the County Council will not be liable for making any payment to the Parish Council in accordance with Clause 8.4 of the lease dated 7th April 2003 upon surrender of the lease.
4. The notice specified in item 5.2 above shall be served to Mouchel Parkman (Estates) in its capacity as Agent for the County Council in the first instance. A copy of the notice shall also be served by the Parish Council to the Senior Library Assistant direct.

6. Costs

Upon completion of the lease, the Parish Council shall reimburse the County Council's legal costs in addition to its surveyor's fees of £1,050 (minimum).

Additional alterations to the head of terms

1. Parish meetings shall be allowed to take place within the Library itself, provided the Library staff are given prior notice of the dates and times of the meetings. The Parish Council shall comply with any reasonable request made by the Library staff in respect of such meetings.

2. Continue with the current cleaning arrangements

3. Parish Office to be open at times directed by the Council and not as present to be closed to members of the public at times when the library is shut.

4. The lease to be completed by 28th February 2005 to enable the Parish Council to start work on 1st March 2005 (or as soon as possible thereafter).

Other matters

The works to be carried out by the Parish Council shall be fenced out to the public during implementation (no barbed wire to be used).

The Parish Council to be permitted to provide and install (at its own expense) a lock to the single door leading from the Library lobby to the main Library itself, and provide at least one key to the lock to the Library staff. The Parish Council to thereafter be responsible for ensuring the door is locked shut at all times when the proposed Parish Room is open whilst the Library is closed to the public.

In the event the County Council ever replace the door referred to above with a new DDA compliant lockable door, the County Council shall provide the Parish Council with at least one key to this door. Responsibility for keeping this door locked when the Parish Office is open whilst the Library is closed shall rest with the Parish Council as described above.

Quality Parish Status Working Group

Terms of Reference

1. To examine the advantages and otherwise of the Parish Council seeking Quality Parish Status.

2. To review the criteria for establishing Quality Parish Status and to measure that criteria against the levels of service and activity currently provided by the Council.

3. To identify any shortfalls against the criteria and to advise the Council how it could meet those shortfalls including the costing of such action.

Schedule of Payments November 2004

Chq No	Payment to	Particulars	Net	VAT	Total
103652	J Hoad	Salary 01/11/2004-30/11/2004 (prev approved) £2.00 owed from petty cash	1,193.12	-	
			2.00		<u>1,195.12</u>
103653	H Gilder	Salary 01/11/2004-30/11/2004 (prev approved)	694.17	-	694.17
103654	Inland Revenue	Month 8	638.79	-	638.79
103655	D Cunningham	Cleaning services to Pavilion	80.00	-	80.00
103656	Sevenoaks District Council	16 bundles of paper sacks delivered in August. Inv 39225	80.00	-	-
		2000 gallons from cesspool 05/10/04 Inv 39739	95.00	-	-
		Removal & disposal of BMX ramps in Gorse Wood. Inv 39695	425.00	74.38	<u>674.38</u>
103657	Kent County Council (KCS)	Stationery Inv S1636396	2.30	0.40	-
		Pitch Marker 15 ltr Inv TS808753	19.83	3.47	-
		Kombi spray marking machine. Inv TS798155	337.50	59.06	-
		Stationery Inv S1629298	38.80	6.79	
		Printer cartridge S1642733	19.95	3.49	<u>491.59</u>
103658	Supplies Team	Ink cartridges x 2 Inv 6464388	21.08	3.69	24.77
103659	Ash Setting & Printing	To print 2300 September Hartley Herald A4, 2 sides including artwork and to deliver 2030 with the Village Advertiser. Inv 8311	190.33	-	190.33
103660	Calor Gas Limited	Standing charge Oct to Dec 2004 Inv 12422682	18.33	0.92	
		Gas delivered 27/10/04 inv 12495860	102.40	5.12	<u>126.77</u>
103661	Audit Commission	Audit fee 2004 Inv 6097725	650.00	113.75	763.75
103662	Sevenoaks District Council	Allotment License Inv 2010119	100.00	-	100.00

APPENDIX 3

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103663	Kent Association of Parish Councils	2 packets of next meeting notices Inv 04/05 - 580	6.71	1.05	7.76
103664	Glasdon UK Limited	Fido 25 dog bin + installation kit Inv 473771	167.32	29.28	196.60
103665	British Telecommunications PLC	Charge for broadband 1 Oct 0- 31 Dec 2004 Cost of calls (26/7 to 25/10) + service charges (1/10 to 31/12)	89.97 101.09	15.74	<u>224.49</u>
103666	Cash	100 x 1st class stamps 22/10/04 13/04 100 x 1st class stamps 29/10/04 14/04 100 x 2nd class stamps 5/11/04 15/04 (£2.00 owed to J Hoad)	28.00 28.00 19.00		<u>75.00</u>
103667	T D Munday	Garden maintenance at Burial Ground, Oct 04, inv 91 Turf of graves, inv 91 Burial Ground visual inspection, Oct 04, inv 93 All Saints grass cut x 2, Oct 04, inv 94 Burial Ground grass cut x 4, Oct 04, inv 95 Strim grass Burial Ground verge & pond x 1, Oct 04, inv 95	119.00 13.25 18.00 80.00 100.00 16.00		<u>346.25</u>
103668	T D Munday	Grass cut at Hartley Green x 4, Oct 04, inv 96 Routine maintenance work Manor Field, Oct 04, inv 92 Football pitch line marking and post inspection, Oct 04, inv 92 Strim grass behind Pavilion & gas compound, inv 92 Strim around entrance at Manor Field inv 92	60.00 48.00 60.00 20.00 10.00		<u>198.00</u>
103669	T D Munday	Playground inspections, Oct 04, inv 92 Hartley Green litter pick, Oct 04, inv 92 Pond litter pick, Oct 04, inv 92 Gorse Wood litter pick, Oct 04, inv 92	200.00 20.00 20.00 20.00		<u>260.00</u>
103670	Salvation Army	Donation Section 137	35.00	-	35.00
103671	J B Westwood	Grass cutting open spaces 30/9 to 27/10 inv no 2397	490.00	85.75	575.75

APPENDIX 3

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103672	South Eastern Plumbers	Service Andrews water heater, showers, pump & clean grates	140.00	-	140.00
103673	R Burns	Internal redecoration @ Pavilion inv no 0405	1,022.00	-	1,022.00
		TOTAL	7,639.94	420.58	8,060.52

Adjournment

Cllr Mr K Tucker expressed his dissatisfaction with the KCC's proposal to omit the provision of a new roundabout at the Wellfield /Ash Road junction, in favour of a scheme to reduce the width of the carriageway.

Cllr Mr K Tucker will once again be chasing the reopening of the bridge on Hartley Bottom Road.

Cllr Mr K Tucker expressed his support for the Parish Council's proposal to submit an application for funding through KCC's Local Board initiative for an interactive speed sign on Ash Road in the vicinity of the Black Lion Public House.