

THE PARISH COUNCIL OF HARTLEY

3rd May 2005

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 9th MAY 2005** 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 11th April 2005 (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 2004/2005 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 2004/2005, 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 2 to the minutes of the meeting of the Finance and General Purposes Committee held on 26th April 2005).

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:

13th June 2005	11th July 2005
12th September 2005	10th October 2005
14th November 2005	12th December 2005
9th January 2006	6th February 2006 (note this is not 2 nd Monday in the month)
13th March 2006	April 2006 (to be confirmed)
8th May 2006 (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 and to allow a public question time

11. Planning Committee (LIGHT YELLOW)

To adopt the minutes of the meeting of the Planning Committee held on 11th and 26th April 2005 and to consider any recommendations contained therein (Annexed).

12. Finance and General Purposes Committee (LIGHT BLUE)

To adopt the minutes of the meeting of the Finance and General Purposes Committee held on 26th April 2005 and to consider any recommendations contained therein (Annexed).

13. Amenities and Open Spaces Committee

To adopt the minutes of the meeting of the Amenities and Open Spaces Committee held on 28th April 2005 and to consider any recommendations contained therein (To follow).

14. Burial Ground and Garden of Remembrance Committee (CREAM)

To adopt the minutes of the meeting of the Burial Ground and Garden of Remembrance Committee held on 14th April 2005 and to consider any recommendations contained therein (Annexed).

15. Youth Committee (RED)

To adopt the minutes of the meeting of the Youth Committee held on 26th April 2005 and to consider any recommendations contained therein. (Annexed).

16. Northfield Management Committee (GREEN)

To receive and note the minutes of the meeting of the Northfield Management Committee held on 15th April 2005 (Annexed).

17. Hartley Parish Plan Steering Committee (PINK)

To receive and note the minutes of the meeting of the Parish Plan Working Group held on 14th April 2005 (Annexed).

18. Manor Field

At the Council meeting held on 10th January 2005, it was resolved that the membership of the working group set up to investigate the implications for the Council over the lack of progress in respect of the purchase of two strips of land at Manor Field, should consist of Cllrs Barnett, Gaywood, Ramsay, Mrs Oxtoby and Tremain. It is proposed that Cllr Alford be appointed to the working group.

19. KAPC (WHITE)

(a) To receive and note the minutes of the meeting of Sevenoaks Area Committee held on 11th March 2005 (Annexed).

(b) To note a Councillors Information Day will be held on Saturday 16th July 2005 (venue to be confirmed – but will be in a central Kent location).

(c) To receive and note the Parish News issue no 308 (Annexed).

20. Annual Health & Safety Seminar 2005

Zurich Municipal is organising its annual health and safety seminar which will be held on 8th July 2005 at Maidstone at a cost of £60.00 plus VAT. The seminar covers such topics as Accident and Claims Review, Stress Awareness, Risk Assessment and Safety Inspections and Cemeteries and Memorials.

21. Payments

To approve the payment of the following accounts for May 2005 (To follow).

List of circulated documents

1. Minutes of the meeting of the Council held on 11th April 2005 **(WHITE)**
2. Appendix 1 - Appointments to outside bodies 2004/05 **(WHITE)**
3. Appendix 2 - List of Committees and Working Groups and their Terms of Reference **(WHITE)**
4. Appendix 3 - Committee and Working Group Membership 2004/05 **(WHITE)**
5. Appendix 4 - List of subscriptions paid during the previous year **(WHITE)**
6. Minutes of the meeting of the Planning Committee held on 11th and 26th April 2005 **(LIGHT YELLOW)**
7. Minutes of the meeting of the Finance and General Purposes Committee held on 26th April 2005 **(LIGHT BLUE)**
8. Minutes of the meeting of the Burial Ground and Garden of Remembrance Committee held on 14th April 2005 **(CREAM)**
9. Minutes of the meeting of the Youth Committee held on 26th April 2005 **(RED)**
10. Minutes of the meeting of the Northfield Management Committee held on 15th April 2005 **(GREEN)**
11. Minutes of the meeting of the Hartley Parish Plan Steering Committee held on 14th April 2005 **(PINK)**
12. Minutes of the meeting of the Sevenoaks Area Committee held on 11th March 2005 **(WHITE)**

Appointment of Representatives on outside bodies as approved by Council at its Annual Meeting on 10th May 2004

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 (historically the Chairman of the Council, Vice Chairman of the Council and one other have been appointed)	Cllrs Barnett, Gaywood and Mrs Solman
Crime Prevention Panel	Cllr Abraham
Rural Age Concern	Cllr Ramsay
Footpaths Representative	Mr R Jones
Action with Communities in Rural Kent (formally Kent Rural Community Council)	Cllr Barnett
Tree Warden	Cllr Barnett
Governor Hartley Primary School (term of office until 31 st August 2006)	Cllr Sewell
Governor Our Lady of Hartley RCP School (with effect from 1st September 2003)	Mr D Thompson

Committee/ Working Group	Terms of Reference
Amenities and Open Spaces Committee	<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.
Burial Ground and Garden of Remembrance Committee	<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.

	<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.

	<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 donations 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.

<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>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>
<p>Highway 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. 6. To examine and make proposals to the Council on issues affecting highways and byways within the Parish.

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. <p>The Hartley Parish Plan Steering Committee was established on 2nd November 2004, therefore it may be appropriate to dissolve this working group.</p>
Quality Parish Status Working Group	<ol style="list-style-type: none"> 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.
Standing Orders Working Group	<ol style="list-style-type: none"> 1. To undertake a review of the Council's Standing Orders
Website	<ol style="list-style-type: none"> 1. To investigate the provision of a website for Hartley Parish Council including the appropriate costings. 2. To propose the preparation and to take the necessary action to set up a website. 3. To look at the provision of a broadband facility to the Parish Office.
Newsletter	To be determined.

HARTLEY PARISH COUNCIL

Appointments to Committees and Working Groups as approved by Council at its Annual Meeting on 10th May 2004

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

Community Facilities Working Group (4)

Cllrs Alford, Mrs Burns and Sewell.

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

Highway Working Group (5)

Cllrs Harris, Ramsay, Sewell, Mrs Solman and Ward

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

Cllrs Harris, Ramsay and Mrs Solman

Quality Parish Status Working Group (4) (Membership approved 8th September 2003)

Cllrs Alford, Mrs Burns, Mrs Oxtoby and Sewell

Standing Orders Working Group (4)

Cllrs Alford, Barnett, Gaywood and Ward

Others

Members Surgery Panel (13)

All Members of the Council

Newsletter (4).

Cllrs Alford, Mrs Burns, Harris and Mrs Solman

Website (3)

Cllrs Abraham, Harris and Mrs Oxtoby

Annual subscriptions			
To	Description	Due	Amount (Based on last years subscription)
Open Spaces Society	Membership	May 2005	£30.00
Kent County Playing Field Ass	Membership	May 2005	£15.00
Kent Wildlife Trust	Membership	July 2005	£38.00
Ass of Burial Authorities	Membership	July 2005	£75.00
Scribe 2000	Licence (accounts software)	September 2005	£245.00
South East Regional Play Ass	Membership	December 2005	£20.00
Society of Local Council Clerks	Membership	December 2005	£115.00
Information Commissioner	Data Protection Notification	December 2005	£35.00
Campaign to Protect Rural England	Membership	March 2006	£25.00
NALC	Direct Information Service (Fortnightly publication)	March 2006	£100.00
KAPC	Membership	April 2006	£840.00
KAPC	Local Council Review (Publication 6 issues)	April 2006	£26.00
Action with Communities in Rural Kent (formally KRCC)	Membership	April 2006	£35.00
Ass of Neighbourhood Watches	Quarterly newsletters (14 copies)	April 2006	£7.00