

THE PARISH COUNCIL OF HARTLEY

MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL HELD IN

THE PAVILION, MANOR FIELD, CHURCH ROAD

ON MONDAY 9th MAY 2005 COMMENCING AT 7.30 P.M.

Present: Cllr Mr L Abraham
Cllr Mr C Alford
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)
10 members of the public

1. Apologies:

Apologies had been received from Cllr Mr C Ward.

2. Election of the Chairman of the Council

RESOLVED: That, Cllr Mr J Gaywood be elected Chairman of the Council until the Annual meeting of the Council in May 2006.

3. Election of the Vice Chairman

RESOLVED: That, Cllr Mr A Barnett be elected Vice Chairman of the Council until the Annual meeting of the Council in May 2005.

4. Declarations of Interest

Cllr Mr A Tremain declared a personal and prejudicial interest under minute item 13, in respect of matters relating to the crickets fees for 2005 contained in the minutes of the meeting of the Amenities and Open Spaces Committee held on 28th April 2005 (page 6 minute item 12) as he is a member of Hextable Cricket Club and withdrew from the meeting during discussion and voting on the matter.

Cllr Mr A Barnett declared a personal and prejudicial interest under minute item 13, in respect of matters relating to the allotments contained in the minutes of the meeting of the Amenities and Open Spaces Committee held on 28th April 2005 (page 9, minute item 23), as he is an allotment holder and withdrew from the meeting during discussion and voting on the matter.

5. Register of Interests

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

6. Minutes

RESOLVED: That, the minutes of the meeting of the Parish Council held on 11th April 2005 be approved and signed as a correct record.

7. Appointments of Committees, Working Groups and representatives on outside bodies

(a) Representatives on outside bodies

Concerns were expressed by the Council's representative on the HAWK Youth Partnership Project that it was not functioning as originally envisaged.

RESOLVED: That, (1) appointments of representatives on outside bodies, as set out in appendix 1 attached to these minutes, be approved and, (2) a letter be written to the Secretary of the HAWK Youth Partnership Project expressing the Council's concerns and that it be requested the matter be raised at the first available meeting of the HAWK Youth Partnership Project and that the Council's HAWK representatives be asked to report back to the Council if changes are not forthcoming.

(b) Terms of Reference

RESOLVED: That, the terms of reference of the committees and working groups, as set out in appendix 2 attached to these minutes, be approved.

(c) Membership of Committees and Working Groups

The Chairman expressed some concerns over the amount of business undertaken by the Amenities and Open Spaces Committee and in particular the length of its meetings.

RESOLVED: That, (1) membership of Committees, Working Groups and other groups, as set out in appendix 3 attached to these minutes, be approved and, (2) the Amenities and Open Spaces Committee be requested to examine its terms of reference, with a view to coming forward with recommendations as to how its workload and length of its meetings may be reduced.

8. Subscriptions

RESOLVED: That, the payment of subscriptions falling to be paid annually be approved, as set out in appendix 4 attached to these minutes.

9. Deeds in the custody of the Council

RESOLVED: That, the inventory of land and property owned by the Council, schedule of assets and land leased by the Council, as set out in appendix 2 of the minutes of the meeting of the Finance and General Purposes Committee held on 26th April 2005, be received and adopted.

10. Calendar of meetings

(a) Dates for meetings of the Council

RESOLVED: That, the dates for meetings of the Council upto the Annual meeting of the Council in May 2006, as set out below, be approved:

13th June 2005	11th July 2005
12th September 2005	10th October 2005
14th November 2005	12th December 2005
9th January 2006	6th February 2006
13th March 2006	April 2006 (TBA)

8th May 2006 (Annual Meeting of the Council)

(b) Annual Parish Meeting

RESOLVED: That, the setting of the date for the Annual Parish Meeting be deferred.

Adjournment

The meeting was adjourned at 8.05 p.m. to receive reports from the District Councillors and to allow a public question time.

The meeting resumed at 8.25 p.m.

11. Planning Committee

RESOLVED: That, the minutes of the meetings of the Planning Committee held on 11th and 26th April 2005 be received and adopted.

12. Finance and General Purposes Committee

RESOLVED: That, the minutes of the meeting of the Finance and General Purposes Committee held on 26th April 2005 and the recommendations contained therein be received and, where necessary, approved and adopted.

13. Amenities and Open Spaces Committee

RESOLVED: That, the minutes of the meeting of the Amenities and Open Spaces Committee held on 28th April 2005 and the recommendations contained therein be received and, where necessary, approved and adopted.

14. 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 14th April 2005 and the recommendations contained therein be received and, where necessary, approved and adopted.

15. Youth Committee

RESOLVED: That, the minutes of the meeting of the Youth Committee held on 26th April 2005 be received and adopted.

16. Northfield Management Committee

RESOLVED: That, the minutes of the meeting of the Northfield Management Committee held on 15th April 2005 be received and noted.

17. Hartley Parish Plan Steering Committee

RESOLVED: That, the minutes of the meeting of the Hartley Parish Plan Steering Committee held on 14th April 2005 be received and noted.

18. Manor Field

Membership of the new working group set up to explore the provision of a new burial ground at Manor Field had been approved under minute item 7 (c).

19. KAPC

(a) RESOLVED: That, the minutes of the meeting of Sevenoaks Area Committee held on 11th March 2005 be received and noted.

(b) RESOLVED: That, notice of the Councillors' Information Day to be held on 16th July 2005 be noted.

(c) RESOLVED: That, Parish News 308 be received and noted.

20. Annual Health and Safety Seminar 2005

RESOLVED: That, the invitation to attend the Annual Health and Safety Seminar organised by Zurich Municipal on 8th July 2005 be noted.

21. Payments

RESOLVED: That, the payments of the following accounts for May 2005, attached as appendix 5 to these minutes, be approved.

The meeting closed at 9.00 p.m.

Signed:..... Chairman

Date:.....

Appointment of representatives on outside bodies

Organisation	Members
Kent Association of Parish Councils (2 representatives)	Cllrs Mrs Oxtoby and Tremain
HAWK Committee (2 representatives)	Cllrs Mrs Burns and Sewell
Northfield Management Committee	Cllrs Barnett, Gaywood and Mrs Solman
Crime Prevention Panel	Cllr Abraham
Rural Age Concern	Cllr Ramsay
Footpaths Representative	Mr R Jones
Kent Rural Community Council	Cllr Barnett
Tree Warden	Cllr Barnett
Governor Hartley Primary School	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. 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. 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 annual subscriptions 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.

APPENDIX 2

	<p>12. To deal with any matters which do not fall within the Terms of Reference of any other Committee.</p>
<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>Delegated Powers</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>Delegated Powers</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>

Ash Road Working Group	<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.
Community Facilities Working Group	<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>Delegated powers</p> <ol style="list-style-type: none"> 1. To co-opt such Members of the Council, residents and community workers who in the Working Groups opinion would assist it in its reviews.
New Burial Ground Working Group	<ol style="list-style-type: none"> 1. To explore the means to provide access to the new Burial Ground at Manor Field, within the curtilage of the land owned by the Council and to undertake such investigations necessary to secure a solution. 2. To recommend final proposals for the means of access to the Council including details and provisional costing of the work involved. <p>Note: The design and establishment of the new Burial Ground shall remain within the Terms of Reference of the Burial Grounds Committee.</p> <p>Delegated powers</p> <ol style="list-style-type: none"> 1. To seek any necessary advice. 2. To spend such monies considered necessary to achieve (1) above from the budget provision for the new Burial Ground, contained in the approved estimates of the Burial Ground Committee.
Parish Plan Working Group	<p>To be dissolved.</p>
Standing Orders Working	<ol style="list-style-type: none"> 1. To undertake a review of the Council's Standing Orders

APPENDIX 2

Group	
Website	<ol style="list-style-type: none"><li data-bbox="719 277 2045 341">1. To investigate the provision of a website for Hartley Parish Council including the approximate costings.<li data-bbox="719 373 1798 405">2. To propose the preparation and to take the necessary action to set up a website.<li data-bbox="719 437 1619 469">3. To look at the provision of a broadband facility to the Parish Office. <p data-bbox="719 501 920 529">To be reviewed</p>

Appointments to Committees and Working Groups

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, Ramsay and Sewell.

Highways Working Group (5)

Cllrs Harris, Ramsay, Sewell, Mrs Solman and Ward

New Burial Ground Working Group (6)

Cllrs Alford, Barnett, Gaywood, Mrs Oxtoby, Ramsay and Tremain

Quality Parish Status Working Group (4)

Cllrs Alford, Mrs Burns, Mrs Oxtoby and Sewell

Standing Orders Working Group (4)

Cllrs Alford, Barnett, Gaywood and Ward

Others

Newsletter (4).

Cllrs Alford, Mrs Burns, Harris and Mrs Oxtoby

Website (3)

Cllrs Abraham, Harris and Mrs Oxtoby

Members Surgery Panel (13)

All Members of the Council

Annual subscriptions

To	Description	Due	Net 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
Claridge Consultancy	Provision of website name and hosting	February2006	£175.00
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

Schedule of Payments May 2005					
Chq No	Payment to	Particulars	Net	VAT	Total
103781	J Hoad	Salary 01/05/2005 - 31/05/2005 (prev approved)	1,383.27	-	-
		Travelling allowance 06/04/05 Hartley to Horley re SLCC Regional Conference.	50.50	-	<u>1,433.77</u>
103782	H Gilder	Salary 01/05/2005 - 31/05/2005 (prev approved)	704.20	-	704.20
103783	Inland Revenue	Month 2	756.14	-	756.14
103784	D Cunningham	Cleaning services to Pavilion	80.00	-	80.00
103785	British Telecommunications PLC	Broadband 1st April - 30th June 2005	89.97	15.74	-
		Cost of calls @ Parish Office 26Jan - 11 Apr + Service charges 1 Apr - 30 Jun 2005	89.05	15.58	<u>210.34</u>
103786	Kent County Council (KCS)	Pitch Marker 15 ltr and carriage charge Inv TS831712	28.83	5.05	-
		Stationery Invoice S1744482	14.70	2.57	-
		Stationery Invoice S1733429	26.05	4.56	-
		Stationery Invoice S1738244	2.65	0.46	-
		Stationery Invoice S1739253	40.40	7.07	<u>132.34</u>
103787	Action with Communities in Rural Kent	Membership fees for year ending 31/03/2006	35.00	-	35.00
103788	Mr G Glidewell	Supply and install new signboard to Longfield Hill Recreation Ground	185.00	-	185.00
103789	The Association of Neighbourhood Watches	Supply of 14 newsletters 4 times per year	7.00	-	7.00
103790	Allianz Cornhill Insurance PLC	Renewal premium commencing from 01/06/05	1,905.78	-	1,905.78
103791	Martin Tolhurst Partnership LLP	Professional Services in relation to the taking of 7 declarations by parishioners re Village Green application.	41.70	7.30	49.00
103792	Open Spaces Society	Annual Subscription	30.00	-	30.00

103793	J B Westwood	Completion of four grass cuts at Manor Field. Cheque no 103758 issued 14/03/05 for £200.00 omitted VAT. Total invoice £235.00.	35.00	-	35.00
103794	Calor Gas Limited	Standing Charge 13183049	18.33	0.92	19.25
103795	Kent County Playing Fields Association	Subscription for 2005	15.00	-	15.00
103796	Kent Association of Parish Councils	Clerks Information Day 17th May 2005. Clerk & Assistant Clerk to attend	90.00	15.76	105.76
103797	South Eastern Plumbers	Service of boilers at Pavilion Manor Field and check showers etc	326.00	-	326.00
103798	Cash	To reimburse petty cash. 15th April recorded delivery re Village Green application 01/05	3.37	-	3.37
103799	Ellenor Foundation	Donation Section 137	75.00	-	75.00
103800	Lions Hospice	Donation Section 137	75.00	-	75.00
103801	Rural Age Concern Darent Valley	Donation Section 137	100.00	-	100.00
103802	West Kent Mediation	Donation Section 137	50.00	-	50.00
103803	Kenward Trust	Donation Section 137	50.00	-	50.00
103804	The HAWK Youth Partnership Project	Donation re Youth Committee Professional Services of artist re Graffiti Project at Hartley Primary School	140.00	-	140.00
103805	Weed Management Ltd	Control of worms on two senior football pitches and one cricket square at Manor Field. Inv 0504015	230.00	40.25	270.25
103806	Sevenoaks District Council	2000 gallons from cesspool on 04/04/05	105.00	-	105.00
103807	G & T Digital	Parish Plan questionnaire Inv GT/00/TILL	646.80	113.19	759.99
103808	T D Munday	Routine Maintenance work. Manor Field litter/bins Inv 34	48.00	-	-
		Football pitch line marking & goal post check @ Manor Field Inv 34	30.00	-	-
		Inspect playground equipment Inv 34	200.00	-	-

APPENDIX 5

		Litter pick. Hartley Greens Inv 34	24.00	-	-
		Litter pick @ pond Inv 34	20.00	-	-
		Litter pick @ Gorse Wood Inv 34	40.00	-	<u>362.00</u>
103809	T D Munday	Garden maintenance @ Burial Ground Inv 33	119.00	-	-
		Burial Ground visual inspection Inv 35	18.00	-	-
		Grass cut All Saints Inv 37	80.00	-	-
		Grass cutting Burial Ground Inv 38	100.00	-	-
		Strim grass @ Burial Ground, verge and duck pond Inv 38	16.00	-	-
		Grass cutting Hartley Memorial Green Inv 39	60.00	-	<u>393.00</u>
TOTAL			8,184.74	228.45	8,413.19
103780	Martin Tolhurst Partnership (cheque raised on 14/04/05)	Professional fees and legal costs to seek possessory title of plots of land in Hartley Wood (Approved by Council 11/4/05 min item 9)	530.00	-	530.00

Adjournment

The meeting was adjourned at 8.05 p.m.

District Councillors informed members of the Council and members of the public that the Annual Meeting of the District Council was due to be held on 10th May 2005, at which the Chairman, Vice Chairman and Leader of the Council would be elected.

Questions were raised by Dr Roberts and Mrs Brudenell in respect of nuisance motor bikes on Northfield, Mrs Sharp in respect of the HAWK Youth Partnership, proposal for a trim trail on Northfield and the contract to cut and remove grass off Northfield, and Mr Mayer in respect of the level of balances held by the Council.

The meeting resumed at 8.12 p.m.