

THE PARISH COUNCIL OF HARTLEY

MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD IN

THE PAVILION, MANOR FIELD, CHURCH ROAD,

ON MONDAY 12TH DECEMBER 2005 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 (*arrived at 7.33 p.m.*)
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 (*arrived at 7.33 p.m.*)

In attendance: Mrs J Hoad (Proper Officer)
Cllr Mr D Brazier (Kent County Council)
5 members of the public

1. Apologies

Apologies had been received from Cllr Mr A Tremain and Cllr Mr C Ward due to previous family engagements.

RESOLVED: That, the absences of Cllr Mr A Tremain and Cllr Mr C Ward be accepted and approved by the Council.

2. Declarations of Interest

Cllr Mrs A Oxtoby declared a personal and prejudicial interest under Council minute item 7 in respect of matters relating to Hartley Wood contained in the minutes of the meeting of the Finance and General Purposes Committee held on 30th November 2005, (page 2, minute item 6), as her private residence is located adjacent to the wood and withdrew from the meeting during discussion and voting on the item.

Cllr Mr J Gaywood declared a personal interest under Council minute item 5 in respect of matters relating to Hartley Green contained in the minutes of the meeting of the Amenities and Open Spaces Committee held on 17th November 2005, (page 5, minute item 14), as his private residence overlooks the Green.

Cllr Mr B Ramsay declared a personal interest under Council minute item 7 in respect of matters relating to the appointment of an arboriculturist to undertake a hazard risk survey of trees located in Hartley Wood on land owned by the Council contained in the minutes of the meeting of the Finance and General Purposes Committee held on 30th November 2005 (page 3, minute item 6), as the proprietor of Quaife Woodlands is a Sevenoaks District Councillor.

Cllr Mr J Gaywood declared a personal interest under Council minute item 7 in respect of matters relating to the appointment of an arboriculturist to undertake a hazard risk survey of trees located in Hartley Wood on land owned by the Council contained in the minutes of the

meeting of the Finance and General Purposes Committee held on 30th November 2005 (page 3, minute item 6) as the proprietor of Quaife Woodlands is a Sevenoaks District Councillor.

3. Register of Interest

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

4. Minutes

RESOLVED: That, the minutes of the meeting of the Parish Council held on 14th November 2005 be approved and signed by the Chairman as a correct record.

The meeting was adjourned at 7.31 p.m. to receive reports from the County Councillor and the District Councillors present at the meeting.

Cllr Mr D Brazier (Kent County Councillor) and Cllr Mr B Ramsay (Sevenoaks District Councillor) had nothing to report.

Cllr Gaywood reported that Cllr Mr B Ramsay had been appointed Portfolio Holder responsible for Value for Money at Sevenoaks District Council. The Council congratulated Cllr Ramsay on his appointment.

The meeting resumed at 7.33 p.m.

Cllr Mrs Y Coutts and Cllr Mrs Solman arrived at the meeting.

5. Amenities and Open Spaces Committee

RESOLVED: That, the minutes of the meeting of the Amenities and Open Spaces Committee held on 17th November 2005 and the recommendations contained therein be received and where necessary approved and adopted.

6. Burial Ground and Gardens of Remembrance Committee

RESOLVED: That, the minutes of the meeting of the Burial Ground and Gardens of Remembrance Committee held on 24th November 2005 be received and adopted.

7. Finance and General Purposes Committee

The Chairman of the Finance and General Purposes Committee took Members of the Council through each of the recommendations contained in the minutes of the meetings of the Finance and General Purposes Committee held on 19th October 2005 and 30th November 2005.

The recommendation contained in the minutes of the meeting of the Finance and General Purposes Committee held on 30th November 2005, (page 3, minute item 8) in respect of a request for a donation from Victim Support Kent was put to the vote and was LOST.

A motion proposed by Cllr Alford, seconded by Cllr Mrs Burns, that, "in accordance with powers contained under section 137 of the Local Government Act 1972, a sum of £30 be donated to Victim Support Kent" was put to the vote and CARRIED.

RESOLVED: That,

(1) the minutes of the meetings of the Finance and General Purposes Committee held on 19th October 2005 and 30th November 2005 and the recommendations contained therein, excluding the recommendation contained in the minutes of the meeting held on 30th November 2005, (page 3, minute item 8) that no further action be taken on the request for a donation from Victim Support Kent, be received and where necessary approved and adopted and,

(2) in accordance with powers contained under section 137 of the Local Government Act 1972, a sum of £30 be donated to Victim Support Kent.

8. Planning Committee

RESOLVED: That, the minutes of the meetings of the Planning Committee held on 29th November 2005 and 6th December 2005 and the recommendation contained therein be received and where necessary approved and adopted.

9. Communications Working Group

RESOLVED: That, the minutes of the meeting of the Communications Working Group held on 8th December 2005 be received and adopted.

10. Highway Working Group

RESOLVED: That, the minutes of the meeting of the Highway Working Group held on 7th December 2005 be received and adopted.

11. Northfield Management Committee

It was reported that the minutes of the meeting of the Northfield Management Committee held on 2nd December 2005 were not available.

12. Parish Plan

(a) It was reported that the minutes of the meeting of the Parish Plan Steering Committee held on 17th October 2005 were not available.

The meeting was adjourned at 8.24 p.m. to receive a report from the Chairman of the Parish Plan Steering Committee on the second Open Day held on 22nd October 2005.

The Chairman of the Parish Plan Steering Committee reported that the recent Open Day had been a great success. Three principles documents had been on display: initial results of the survey questionnaire, Parish Plan (draft) and Village Design Statement (draft). Due to an under representation from the Bramblefield Estate, a supplementary questionnaire had been distributed to those residents and which had elicited a very good response. The survey questionnaire had been analysed and the comments read. The Steering Committee is in the process of finalising the Parish Plan and the Village Design Statement and it is hoped this will be completed early next year.

The meeting resumed at 8.27 p.m.

(b) The Council congratulated the efforts of Parish Plan Steering Committee and felt that in order to recognise the work of the Steering Committee, it should investigate some of the issues identified by residents as causing them some concern. The findings of the survey questionnaire had suggested that the majority of residents would like to see some improvement at the Cherry Tree shops and therefore it was proposed that the Special Projects Working Group be requested to look into this matter. The Council was reminded that the Highway Working Group was investigating the possibility of improving the car parking arrangements outside the shops at Cherry Trees.

RESOLVED: That, the Special Projects Working Group be requested to investigate how improvements may be secured at the Cherry Tree shops and to report back its findings to the Council.

13. Kent Association of Parish Councils

RESOLVED: That, the minutes of the meeting of the Sevenoaks Area Committee held on 16th September 2005 be received and noted.

14. Payments

RESOLVED: That, the payment of the accounts for December 2005, attached as appendix 1 to these minutes, be approved.

The meeting closed at 8.35 p.m.

Signed:.....

Date:

Chairman of the Council

Schedule of Payments December 2005

Chq No	Payment to	Particulars	Net	VAT	Total
103944	J Hoad	Salary 01/12/05-31/12/05 (prev approved)	1,389.24	-	-
		Purchase of 4 metres of galvanised chain re Rectory Meadow	10.00	-	<u>1,399.24</u>
103945	H Gilder	Salary 01/12/05-31/12/05 (prev approved)	717.72	-	717.72
103946	Inland Revenue	Month 9	749.92	-	749.92
103947	Kent County Council	Employers & Employees pension contributions Nov 2005	376.12	-	376.12
103948	D Cunningham	Clean Pavilion	80.00	-	80.00
103949	C H Construction Services (S.E) Ltd	Remaining retention monies re Parish Office	365.19	63.91	429.10
103950	BMDP Ltd	Professional services 18/06/05 - 17/11/05 inc. Inv 0745 05	52.50	9.19	61.69
103951	Kent County Council (KCS)	2 door lockable cupboard re Parish Office Inv TS859883	127.65	22.34	-
		Printer cartridge Inv S1871280	19.95	3.49	-
		Stationery Inv S1809279	0.74	0.13	-
		Stationery Inv S1809271	15.90	2.78	<u>192.98</u>
103952	SERPA	Annual contribution to the South East Regional Play Association 2006/2007 Ref PC/06-07	20.00	-	20.00
103953	Sevenoaks District Council	40 bundles of garden sacks Inv 49974	80.00	-	80.00
103954	Konica Minolta Business Solutions	Photocopier rental 22/11/05 - 21/02/06 & Chargeable copies	342.73	59.98	402.71
103955	Mrs A Oxtoby	Travel allowance 05/11/05 Hartley - Ditton re KAPC AGM 31 miles @ 52.7p per mile.	16.33	-	-
		Travel allowance underpaid re 16/09/05 and 23/09/05. Old rate used	2.95	-	<u>19.28</u>
103956	W Mzimba	Interim internal audit for the period 01/04/05-30/09/05	170.00	-	-

					170.00
103957	Salvation Army	Donation re attendance at Remembrance Sunday Service	40.00	-	40.00
103958	Post Office Limited	100 x 2nd class stamps	21.00	-	21.00
103959	Sevenoaks Chronicle	Public Notice re Rectory Meadow	110.60	19.36	129.96
103960	Society of Local Council Clerks	Annual Subscription	134.00	-	134.00
103961	Weed Management Ltd	Supply and apply of carbendazim for the control of worms on two senior football pitches and one cricket square Manor Field. Inv 0511142	230.00	40.25	270.25
103962	Ash-cum-Ridley Parish Council	Contribution to the HAWK Project for the financial year ending 31/03/06	1,350.00	-	1,350.00
103963	Cash	22/11/05 42 x 1st class stamps 16/05	12.60	-	-
		24/11/05 100 x 1st & 100 x 2nd class stamps & registered post 17/05	54.85	-	-
					<u>67.45</u>
103964	T D Munday	Garden maintenance at Burial Ground Inv 93	119.00	-	-
		Turf for graves Inv 93	27.50	-	-
		Burial Ground visual inspection Inv 95	18.00	-	-
					<u>164.50</u>
103965	T D Munday	Routine maintenance work Manor Field litter pick inv 94	48.00	-	-
		Football pitch line marking & goal post check Inv 94	60.00	-	-
		Clean out pavilion gutters Inv 94	10.00	-	-
		Inspect playground equipment Inv 94	200.00	-	-
		Hartley Greens litter pick Inv 94	24.00	-	-
		Pond litter pick Inv 94	20.00	-	-
		Gorse Wood litter pick Inv 94	40.00	-	-
					<u>402.00</u>
103966	Sevenoaks District Council	2 bundles of trade sacks	54.00	9.44	63.44
103967	Seeboard Energy	Electricity at Manor Field Pavilion + standing charge	119.54	5.97	125.51
103968	Kent County Council (KCS)	Stationery Inv S1892368	25.96	4.54	30.50

103969	Information Commissioner	Fee for renewal of entry - Data Protection Act 1998	35.00	-	35.00
TOTAL			7,290.99	241.38	7,532.37