

THE PARISH COUNCIL OF HARTLEY

2nd May 2006

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 8th MAY 2006** commencing at 8.00 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 and approve, if necessary, any 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 10th April 2006 (Annexed).

7. Appointment of Committees, Working Groups and Representatives on outside bodies

(a) To approve appointment of representatives to outside bodies and joint management committees.

A schedule showing the appointments made during 2005/2006 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 2005/2007, is attached as Appendix 2. Proposed amendments are detailed on attached schedule.

(c) To appoint the membership of the Committees and Working Groups.

A schedule indicating the current membership is attached as Appendix 3.

8. Subscriptions/licences

To consider the payment of any subscriptions/licences 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.

A schedule of assets and land leased by the Council is attached as Appendix 5.

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:

12th June 2006	10th July 2006
11th September 2006	9th October 2006
13th November 2006	11th December 2006
8th January 2007	5th February 2007 (note this is not 2 nd Monday in the month)
12th March 2007	16th April 2007 (note this is not 2 nd Monday in the month)
14th May 2007 (Annual Meeting of the Council)	

Meetings of the Committees are customarily arranged as and when required.

(b) To consider the date for the Annual Parish Meeting.

Historically the Annual Parish Meeting has been held on a Friday evening to allow the local Member of Parliament to attend. The Annual Parish Meeting has in the past been held in March, but this year the date of the Annual Parish Meeting has been arranged for May to coincide with the launch of the Annual Report. However local elections will be held next year on 3rd May 2007 and the membership of the Council may change as a result of the elections. Annual Parish Meetings must be held annually between 1st March and 1st June (both inclusive).

The Council is requested to consider whether it wishes to hold the Annual Parish Meeting before or after next year's local elections.

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. Amenities and Open Spaces Committee (GREEN)**

(a) To adopt the minutes of the special meeting of the Amenities and Open Spaces Committee held on 26th April 2006 and to consider any recommendations contained therein (Annexed).

(b) To consider a report on the routine maintenance contract for 2006/07 (Annexed).
- 12. Burial Ground and Gardens of Remembrance Committee (PINK)**

To adopt the minutes of the meeting of the Burial Ground and Gardens of Remembrance Committee held on 2nd May 2006 and to consider any recommendations contained therein (to follow if available).
- 13. Finance and General Purposes Committee (LIGHT BLUE)**

To adopt the minutes of the meeting of the Finance and General Purposes Committee held on 3rd May 2006 and to consider any recommendations contained therein (to follow).
- 14. Planning Committee (LIGHT YELLOW)**

To adopt the minutes of the meeting of the Planning Committee held on 11th April (annexed) and 2nd May 2006 (to follow) and to consider any recommendations contained therein.
- 15. Northfield Management Committee**

To receive and note the minutes of the meeting of the Northfield Management Committee held on 7th April 2005 (to follow if available).
- 16. Communication Working Group (PINK)**

To adopt the minutes of the meeting of the Communication Working Group held on 18th and 26th April 2006 and to consider any recommendations contained therein (Annexed).
- 17. Highways Working Group (LIGHT BLUE)**

To adopt the minutes of the meeting of the Highways Working Group held on 2nd May 2006 and to consider any recommendations contained therein (to follow if available).
- 18. Special Projects Working Group (CREAM)**

To adopt the minutes of the meeting of the Special Projects Working Group held on 18th April 2006 and to consider any recommendations contained therein (Annexed).
- 19. Hartley Parish Plan Steering Committee (GREEN)**

(a) To receive and note the minutes of the meeting of the Parish Plan Working Group held on 3rd April 2006 (Annexed).

(b) To consider a letter 21st April 2006 (annexed) from Mr Higgins Chief Conservation Officer at Sevenoaks District Council advising about the protocol involved in the approval and adoption of a Village Designs Statement and that a grant of £500 is available to

support the final printing costs of the document. The Council is requested to authorise the Clerk to accept the grant and to make arrangements for the sum to be passed onto to the Parish Plan Steering Committee.

20. Payments (LIGHT BLUE)

To approve the payment of the following accounts for May 2006 (Annexed).

List of circulated documents

1. Minutes of the meeting of the Council held on 10th April 2006 **(WHITE)**
2. Appendix 1 - Appointments to outside bodies 2005/06 **(WHITE)**
3. Appendix 2 - List of Committees and Working Groups and their Terms of Reference **(WHITE)**
4. Appendix 3 - Committee and Working Group Membership 2005/06 **(WHITE)**
5. Appendix 4 - List of subscriptions paid during the previous year **(WHITE)**
6. Appendix 5 – Schedule of assets and land lease by the Council **(WHITE)**
7. Minutes of the special meeting of the Amenities and Open Spaces Committee held on 26th April 2006 **(GREEN)**
8. Report on the routine maintenance contract 2006/2007**(GREEN)**
9. Minutes of the meeting of the Burial Ground and Gardens of Remembrance Committee held on 2nd May 2006 (to follow if available) **(PINK)**
10. Minutes of the meeting of the Finance and General Purposes Committee held on 3rd May 2006 (to follow) **(LIGHT BLUE)**
11. Minutes of the meeting of the Planning Committee held on 11th April and 2nd May 2006 **(LIGHT YELLOW)**
12. Minutes of the meeting of the Northfield Management Committee held on 7th April 2006 (if available)
13. Minutes of the meeting of the Communication Working Group held on 18th and 26th April 2006 **(PINK)**
14. Minutes of the meeting of the Highways Working Group held on 2nd May 2006 (to follow if available) **(LIGHT BLUE)**
15. Minutes of the meeting of the Special Projects Working Group held on 18th April 2006 **(CREAM)**
16. Minutes of the meeting of the Hartley Parish Plan Steering Committee held on 3rd April 2006 **(GREEN)**
17. Letter dated 21st April 2006 from Sevenoaks District Council on the Hartley Village Design Statement. **(GREEN)**
18. Schedule of payments for May 2006 **(LIGHT BLUE)**

Appointment of Representatives on outside bodies and joint management committees as approved by Council at its Annual Meeting on 9th May 2005

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, and two other members 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 Gardens 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 Gardens of Remembrance subject to the approval of the Parish Council.

	<p>3. To be responsible for the display and notification of the Parish Council approved Rules and Regulations and ensure these are observed.</p> <p>4. To work towards establishing a new Burial Ground and obtain the necessary costings.</p> <p>Delegated Powers</p> <p>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.</p> <p>2. The Clerk, in consultation with the Chairman of the Burial Ground and Gardens 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 and tablets in the Garden of Remembrance, provided such applications comply with the Council's rules and regulations.</p>
<p>Finance and General Purposes Committee</p>	<p>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.</p> <p>2. To undertake quarterly reviews of expenditure against the approved budget and to report thereon to the Council highlighting any variations.</p> <p>3. To consider applications for financial assistance including expenditure under the provisions of Section 137 of the Local Government Act 1972.</p> <p>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.</p> <p>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.</p> <p>6. To approve the Annual Statement of Accounts and submit them to Council for adoption.</p> <p>7. To undertake the regular review of the Council's banking arrangements and investments.</p> <p>8. To review the administrative functions of the Council and make recommendations as</p>

	<p>appropriate to the Council.</p> <p>9. To review donations to outside organisations.</p> <p>10. To review the Clerk’s and the Assistant Clerk’s terms and conditions of employment.</p> <p>11. To review the Council’s office accommodation.</p> <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>	<p><u>Delegation from the Council</u></p> <p>These Terms of Reference were agreed by the Parish Council at its meeting held on 14th November 2005 and recorded in the minute number 5.</p> <p><u>Membership</u></p> <p>The Committee shall be elected, and may be re-elected, at the Annual Meeting of the Council.</p> <p><u>Procedures</u></p> <p>(1) The Committee shall operate in accordance with the Council’s Standing Orders and the Guidelines on Procedure at Meetings of the Planning Committee adopted by the Council on 7th February 2005.</p> <p>(2) At the first meeting of the Committee after the Annual Meeting of the Parish Council, the Committee shall elect a Chairman and, if the Committee deems necessary, a Vice Chairman for the forthcoming year from amongst the Committee membership. The Chairman and Vice Chairman, if appointed, may be re-elected.</p> <p>(3) The Committee shall submit its minutes for adoption to the next meeting of the Parish Council.</p> <p>(4) The Clerk or Assistant Clerk shall provide administrative support for the Committee.</p> <p><u>Committee functions</u></p> <p>(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.</p> <p>(2) Where appropriate, prepare for the Council, grounds for supporting the local planning</p>

	<p>authority in any planning appeals against refusal of planning permission.</p> <p>(3) To advise the Council on all planning matters including changes to the Sevenoaks District Local Plan.</p> <p>(4) To respond on behalf of the Council to applications for the grant and/or transfer of Personal and Premises Licences and Gaming Permits</p> <p>(5) To respond on behalf of the Council to consultation documents from:</p> <p>(a) the South East England Regional Assembly in respect of regional mineral and waste management strategies,</p> <p>(b) the Government Office for the South East in respect of regional planning Guidance for the South East,</p> <p>(c) Kent County Council and Medway Council in respect of the Structure Plan</p> <p>(6) To respond on behalf of the Council to requests from Kent County Council, Dartford Borough Council, Gravesham Borough Council and Sevenoaks District Council for comments on any of its consultation documents.</p> <p><u>Delegated Powers</u></p> <p>(1) To determine and submit the Council's observations on planning applications, applications concerning tree preservation orders and breaches of planning control.</p> <p>(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.</p> <p>(3) To appoint working groups to research and advise the Committee on planning applications and appeals.</p> <p>(4) To determine and submit the Council's comments on applications for the grant and/or transfer of Personal and Premises Licences and Gaming Permits.</p> <p>(5) To determine and submit the Council's comments on consultation documents from:</p> <p>(a) the South East England Regional Assembly in respect of regional mineral and waste management strategies,</p>
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	<p>(b) the Government Office for the South East in respect of regional planning guidance for the South East</p> <p>(c) Kent County Council and Medway Council in respect of the Structure Plan</p> <p>(6) To determine and submit the Council's comments on consultation documents from Kent County Council, Dartford Borough Council, Gravesham Borough Council and Sevenoaks District Council.</p> <p>(7) To hear pre-application submissions and to comment, on behalf of the Council, on the development without prejudice to any future application.</p>
<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 liaise 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>Communications Working Group Committee</p>	<ol style="list-style-type: none"> 1. To inform residents about the council business and activities through the newsletter and website 2. To publish a newsletter quarterly and an annual report, 3. To monitor and update the website at least monthly, 4. To undertake any initiatives thought necessary to inform and consult with residents, 5. To develop a Councillors Handbook about procedures for councillors. 6. To monitor Quality Parish Status at regular intervals.

	<p><u>Delegated Powers</u></p> <p>1. To authorise expenditure on the newsletter and website up to the sums allocated in the annual budget approved by the Council.</p>
Community Facilities Working Group	<p>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> <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>
Highway Working Group Committee	<p>1. To determine the problems and assess the priorities associated with the volume and speed of traffic using the Ash Road.</p> <p>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.</p> <p>3. To meet from time to time as deemed necessary by members of the working party.</p> <p>4. The working party to be dissolved on submission of its findings and recommendations to the Council.</p> <p>5. To co opt, for such time as is necessary, members of the public to the working group.</p> <p>6. To examine and make proposals to the Council on issues affecting highways and byways within the Parish.</p>
Special Projects Working Group Committee	<p>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.</p> <p>2. To recommend to the Council final proposals for the means of access to Manor Field, including details and provisional costing of the work involved.</p> <p>3. To consider any other projects referred to it by the Council and to report back after such investigations.</p>

	<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><u>Delegated Powers</u></p> <ol style="list-style-type: none"> 1. To seek any necessary advice. 2. To spend such monies considered necessary to achieve article 1 of the Terms of Reference from the budget provision for the new Burial Ground contained in the approved estimates of the Burial Ground Committee. 3. To spend such monies as allocated by the Council for other projects.
<p>Standing Orders Working Group</p>	<ol style="list-style-type: none"> 1. To undertake a review of the Council's Standing Orders

HARTLEY PARISH COUNCIL

Appointments to Committees and Working Groups as approved by Council at its Annual Meeting on 10th May 2005

Committees (Chairman and Vice Chairmanship are ex officio members on all 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)

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

Communications Working Group (5)

Cllrs Abraham, Alford, Mrs Burns, Harris and Mrs Oxtoby

Community Facilities Working Group (4)

Cllrs Alford, Mrs Burns, Ramsay and Sewell.

Highway Working Group (5)

Cllrs Harris, Ramsay, Sewell, Mrs Solman and Ward

Special Projects Working Group (6)

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

Standing Orders Working Group (4)

Cllrs Alford, Barnett, Gaywood and Ward

Others

Members Surgery Panel (13)

All Members of the Council

Annual subscriptions/licences			
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	£78.00
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	£134.00
Information Commissioner	Data Protection Notification	December 2005	£35.00
Campaign to Protect Rural England	Membership	March 2006	£26.00
NALC	Direct Information Service (Fortnightly publication)	March 2006	£105.00
KAPC	Membership	April 2006	£987.00
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

Land owned by the Council

Ref No	Description	Title no	Location	Date acquired	Purchase Cost	Acreage	Value	Disposal
001	Public Open Space	K299922 K219326 K155120 K152933	Woodland Avenue	1961 - 68	£14,900	1.27	Nil	
002	Public Open Space	K480016	Chantry Avenue	1978 - Dedicated by developer	Nil	1.5	Nil	
003	Public Open Space	K473289	Gorse Wood	1978	£1.00 - Nominal fee to Sevenoaks District Council	2.9	Nil	
004	Public Open Space	K432903	Manor Field	1975	£10,000	10	Nil	
005	Public Open Space	K262385	Longfield Hill	1987- Acquired from Longfield Parish Council following boundary change	Nil	3.23	Nil	
006	Public Open Space	K585532	Rectory Meadow	April 1997	£15,500	5	Nil	
007	Public Open Space	K446939	Billings Hill Shaw	1978 - Bought from developer	£2,450	4	Nil	
008	Village Green	VG77	Hartley Green	1975 - Common land vested in Local Authority	Nil	-	Nil	
009	Green		Hartley Court Green	Date acquired not known	Nil	-	Nil	
010	Wood	K894701	Foxborough Wood - Small area of land adjacent to Grange Lane	1939 - Given to Parish Council for Burial Ground but found to unsuitable	Nil	344' x 200' (reducing to 150' adj to highway)	Nil	

In accordance with Chartered Institute of Public Finance and Accounting community land is valued at nil

Ref No	Description	Title no	Location	Date acquired	Purchase Cost	Acreage	Value	Disposal
011	Pavilion		Manor Field	1993	£110,000 - Building costs. Financed by Sevenoaks District Council with £6,500 contribution from Parish Council, Hartley Village Fete, Hartley Sports Club and Hartley Manor Cricket Club	N/A	£ 167,649.93 (insurance value @ 01/06/2004)	£152,077.23 (insurance value @31/03/2003) £161,201.86 (insurance value @31/03/2004) £167,649.93 (insurance value @ 01/06/2004)
012	Burial Ground	K894736	Church Road	1956	£800	N/A	Nil	
013	Wood	K700099	Hartley Wood	1991	£250	0.5 approx	Nil	
TOTAL VALUE							<u>£167,649.93</u>	

Other assets

Ref No	Description	Location	Date acquired	Value	Disposal
022	Printer - Hewlett Packard 870cxi	Parish Office	Not Known)	
023	Printer - Hewlett Packard 959c	Parish Office	2001)	
024	Computer	Parish Office	1995) £12,000 (insurance value @ 01/06/2004)	
025	Computer serial no W000828287	Parish Office	2001)	
026	Office furniture (2 no pedestal desks, 2 no filing cabinets)	Parish Office	2001)	
027	Telephone/fax	Parish Office	1999)	
028	Bench	Ash Road (between Hottsfeld & Quakers Close	Not known)	

029	Bench	Junction of Manor Lane/Church Road	Not known		
030	Line marking machine	Stored at Pavilion		£394.00	Purchase cost and insurance value @ 01/06/05
031	Bench 2 no	Woodland Avenue	Not known		
032	Bench	Manor Field	Not known		
033	Bench 2 no	Hartley Green	Not known		
TOTAL VALUE				£24,231.94	

Land leased by the Council

Ref No	Description	Location	Title number	Date of commencement of lease/licence	Cost	Acreage	Value	Disposal
034	Public Open Space	Northfield	K416230 K390886 K786773	10th March 1999	£1.00 p.a.	65	Nil	
035	Allotments (under licence from Sevenoaks District Council)	Woodland Avenue		30th July 1982	£200.00 p.a.	Not known	Nil	
TOTAL VALUE							Nil	

In accordance with Chartered Institute of Public Finance and Accounting community land is valued at nil