

**THE PARISH COUNCIL OF HARTLEY**  
**MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL HELD IN**  
**THE PAVILION, MANOR FIELD, CHURCH ROAD,**  
**ON MONDAY 8<sup>TH</sup> MAY 2006 AT 8.00 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 M Harris  
Cllr Mr J Gaywood (Chairman)  
Cllr Mrs A Oxtoby  
Cllr Mr B Ramsay  
Cllr Mr V Sewell  
Cllr Mrs M Solman  
Cllr Mr A Tremain  
Cllr Mr C Ward

**In attendance:** Mrs J Hoad (Clerk)  
7 members of the public

**1. Start of the meeting**

RESOLVED: That, the start of the Annual Meeting of the Parish Council at 8.00 p.m. be approved.

**2. Apologies**

No apologies had been received.

**3. Election of 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 2007.

**4. Election of Vice Chairman of the Council**

Cllr Mr Barnett informed the Council that he did not wish to stand as Vice Chairman of the Council for the ensuing municipal year. The Council expressed its appreciation towards Cllr Barnett for his hard work over the years as Vice Chairman of the Council.

RESOLVED: That, Cllr Mr M Harris be elected Vice Chairman of the Council until the Annual meeting of the Council in May 2007.

**5. Declarations of Interest**

Cllr Mr B Ramsay declared a personal and prejudicial interest under Council minute item 14 in respect of the request for a donation from Rural Age Concern Darent Valley contained in the minutes of the meeting of the Finance and General Purposes Committee held on 3<sup>rd</sup> May 2006 (page 3, minute item 9(4) ), as he donates regularly to the organisation and withdrew from the meeting during discussion and voting on the item.

Cllr Mrs A Oxtoby declared a personal and prejudicial interest under Council minute item 12(a) in respect of matters relating to Hartley Wood as contained in the minutes of the special meeting of the Amenities and Open Spaces Committee held on 26<sup>th</sup> April 2006, 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 and prejudicial interest under Council minute item 14 in respect of the request for a donation from Hartley and District Horticultural Society contained in the minutes of the meeting of the Finance and General Purposes Committee held on 3<sup>rd</sup> May 2006 (page 3, minute item 9(5)), as he is a member of the Society and withdrew from the meeting during discussion and voting on the item.

Cllr Mr A Barnett declared a personal and prejudicial interest under Council minute item 14 in respect of the request for a donation from Hartley and District Horticultural Society contained in the minutes of the meeting of the Finance and General Purposes Committee held on 3<sup>rd</sup> May 2006 (page 3, minute item 9(5)), as he was a member of the Society and withdrew from the meeting during discussion and voting on the item.

Cllr Mr A Barnett declared a personal and prejudicial interest under Council minute item 21 in respect of the payment of the accounts for May 2006, as he was a recipient of one of the payments and withdrew from the meeting during discussion and voting on the item.

## **6. Register of Interest**

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

## **7. Minutes**

RESOLVED: That, the minutes of the meeting of the Parish Council held on 10<sup>th</sup> April 2006 be approved and signed by the Chairman as a correct record.

## **8. Appointments of Committees, Working Groups and Representatives on outside bodies**

(a) Representatives on outside bodies and joint management committees.

RESOLVED: That, the appointment of representatives on outside bodies and joint management committees, as set out in appendix 1 attached to these minutes, be approved.

(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

RESOLVED: That, the membership of the committees and working groups, as set out in appendix 3 attached to these minutes, be approved.

## **9. Subscription/licences**

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

## **10. Deeds in the custody of the Council**

RESOLVED: That, the schedule of assets and land leased by the Council as circulated with the agenda papers be received and noted.

## **11. Calendar of meetings**

(a) Dates for meetings of the Council

Cllr Tremain proposed and Cllr Sewell seconded, that the Council's Standing Orders be permanently varied so that meetings of the Council be held at 8.00 p.m. In accordance with Standing Order 77 the motion stood adjourned without discussion for consideration by the Council at its next meeting.

RESOLVED: That, the dates for meetings of the Council upto the Annual meeting of the Council in May 2007, as set out below, be approved.

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 <sup>nd</sup> Monday in the month)
12th March 2007	16th April 2007 (note this is not 2 <sup>nd</sup> Monday in the month)
14th May 2007 (Annual Meeting of the Council)	

(b) Annual Parish Meeting

RESOLVED: That, the Annual Parish Meeting be held on Friday 25<sup>th</sup> May 2007.

*The meeting was adjourned at 8.40 p.m. to receive reports from the District Councillors and to take questions from members of the public.*

*The meeting resumed at 8.55 p.m.*

**12. Amenities and Open Spaces Committee**

(a) Minutes

RESOLVED: That, the minutes of the special meeting of the Amenities and Open Spaces Committee held on 26<sup>th</sup> April 2006 and the recommendations contained therein be received and where necessary approved and adopted.

(b) Routine maintenance contract 2006/07

The Council considered a report on the arrangements for letting the routine maintenance contract for 2006/07.

RESOLVED: That, the quotation for the total sum of £5,284.00 from T D Munday to undertake works as specified in the routine maintenance contract for the period 1<sup>st</sup> June 2006 to 31<sup>st</sup> May 2007 be accepted.

**13. 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 2<sup>nd</sup> May 2006 be received and adopted.

**14. Finance and General Purposes Committee**

The Council thanked the Clerk for completing the end of year accounts so promptly.

Cllr Alford proposed and Cllr Abraham seconded that the recommendations as set out in the minutes of the meeting of the Finance and General Purposes Committee held on 3<sup>rd</sup> May 2006 be approved by the Council. A number of amendments relating to the requests of donations (page 3, minute item 9 (1) to (5)), as set below, were considered by the Council.

An amendment proposed by Cllr Mrs Oxtoby, seconded by Cllr Alford that the sum to be donated to the Open Spaces Society to support the Friends of Trap Grounds with its legal

proceedings in respect of the registration of land as a village green be increased from £100, as recommended, to £200 was put to the vote and CARRIED.

An amendment proposed by Cllr Mrs Burns and seconded by Cllr Tremain that, the recommendation to decline the request for a donation from the Kenward Trust be amended and that a sum of £200 be donated to the Kenward Trust to support their work in relation to alcohol/drug misuse and homelessness, was put to the vote and LOST.

An amendment proposed by Cllr Alford and seconded by Cllr Sewell that, consideration of a request for a donation from the Kenward Trust be deferred to the next meeting of the Finance and General Purposes Committee pending receipt of further information in relation to the work undertaken by the charity, was put to the vote and CARRIED.

An amendment proposed by Cllr Mrs Oxtoby, seconded by Cllr Mrs Coutts that the sum to be donated to the Hartley and District Horticultural Society be reduced from £200, as recommended, to £100 was put to the vote and LOST.

RESOLVED: That, the minutes of the meeting of the Finance and General Purposes Committee held on 3<sup>rd</sup> May 2006 and the recommendations contained therein, including the recommendations as amended, be received and where necessary approved and adopted.

### 15. Planning Committee

RESOLVED: That, the minutes of the meetings of the Planning Committee held on 11<sup>th</sup> April 2006 and 2<sup>nd</sup> May 2006 be received and adopted.

### 16. Northfield Management Committee

It was reported that the minutes of the meeting of the Northfield Management Committee held on 7<sup>th</sup> April 2006 would be available for consideration at the next Council meeting.

### 17. Communications Working Group

RESOLVED: That, the minutes of the meetings of the Communications Working Group held on 18<sup>th</sup> and 26<sup>th</sup> April 2006 and the recommendations contained therein be received and where necessary approved and adopted.

### 18. Highways Working Group

Cllr Harris proposed, and Cllr Mrs Solman seconded that, the Council approve a recommendation as set out in the minutes of the meeting of the Highways Working Group held on 2<sup>nd</sup> May 2006, (page 1, minute item 4), relating to the closure of Fairby Lane.

An amendment was proposed by Cllr Alford and seconded by Cllr Mrs J Burns that,

- the words, “*any action taken on the part of the residents of Fairby Lane seeking*” be deleted,
- the word, “*road*” be deleted,
- the words “*Fairby Lane*” be inserted before “*to vehicular traffic...*” and
- the words, “*and pressure be placed on Kent Highway Services to secure the necessary traffic order*” be inserted at the end of the recommendation,

so that the amended recommendation reads, “*that the Council supports the closure of the private section of Fairby Lane to vehicular traffic by means of the installation of a suitable barrier or gate and pressure be place on Kent Highway Services to secure the necessary traffic order*”. On being put to the vote, the amendment was CARRIED.

Cllr Harris proposed, and Cllr Mrs Solman seconded that the Council approve a recommendation as set out in the minutes of the meeting of the Highways Working Group held on 2<sup>nd</sup> May 2006, (page 2, minute item 5(b)), relating to the purchase of an interactive warning sign. After some discussion, Cllr Harris withdrew the motion.

RESOLVED: That,

(1) the minutes of the meeting of the Highway Working Group held on 2<sup>nd</sup> May 2006 and the recommendation relating to the closure of Fairby Lane as amended, be received and where necessary approved and adopted and,

(2) the Council agrees to obtain a quotation from VARITEXT for its own solar powered interactive warning sign to be installed at a northbound site to the north of Chantry Avenue and the cost be sought from Kent County Council's Members fund.

### **19. Special Projects Working Group**

RESOLVED: That, the minutes of the meeting of the Special Projects Working Group held on 18<sup>th</sup> April 2006 and the recommendations contained therein be received and where necessary approved and adopted.

### **20. Hartley Parish Plan Steering Committee**

(a) Minutes

RESOLVED: That, the minutes of the meeting of the Hartley Parish Plan Steering Committee held on 3<sup>rd</sup> April 2006 be received and noted.

(b) The Council considered a letter dated 21<sup>st</sup> April 2006 from Mr Higgins, Chief Conservation Officer at Sevenoaks District Council advising about the protocol involved in the approval and adoption of a Village Design Statement.

RESOLVED: That, (1) the letter be noted, (2) the Clerk be authorised to accept the grant of £500 towards the final printing costs of the Village Design Statement and (3) arrangements be made for the grant to be passed onto the Parish Plan Steering Committee upon receipt.

### **21. Payments**

It was reported that a comparative quotation for the renewal of the Council's insurance policy was awaited from Zurich Municipal and noted that the Clerk, in consultation with the Chairman of the Finance and General Purposes Committee, had been authorised to accept the most appropriate insurance policy to suit the Council's needs.

RESOLVED: That, (1) the payment to Allianz Cornhill Insurance PLC for the insurance premium of the period 1<sup>st</sup> June 2006 to 31<sup>st</sup> May 2007 be deleted from the schedule of payments, (2) the Clerk, in consultation with the Chairman of the Finance and General Purposes Committee, be authorised to make payment to whichever insurance company was deemed most appropriate and (3) the payment of the accounts for May 2006, attached as appendix 5 to these minutes, be approved.

The meeting closed at 10.07 p.m.

Signed:.....

Date: .....

Chairman of the Council

**Appointment of Representatives on outside bodies and joint management committees**

<b>Organisation</b>	<b>Members</b>
Kent Association of Parish Councils (2 representatives)	Cllrs Mrs Oxtoby (VACANCY)
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 Mrs J Burns
Rural Age Concern	Cllr Mr L Abraham
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 <sup>st</sup> August 2006)	Cllr Sewell (upto 31 <sup>st</sup> August 2006) Cllr Mrs A Oxtoby to be put forward for appointment to the Governing Body
Governor Our Lady of Hartley RCP School (with effect from 1st September 2003)	Mr D Thompson

Committee/ Working Group	Terms of Reference
<p><b>Amenities and Open Spaces Committee</b></p>	<ol style="list-style-type: none"> <li>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.</li> <li>2. To arrange for the maintenance of the Pavilion.</li> <li>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.</li> <li>4. To undertake and monitor health and safety inspections of all playground equipment.</li> <li>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.</li> <li>6. To keep under review opportunities to secure funding support from external sources.</li> <li>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.</li> </ol> <p><b>Delegated Powers</b></p> <ol style="list-style-type: none"> <li>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.</li> <li>2. To respond, on behalf of the Council, to orders for the diversion, stopping-up, extinguishment or creation of a public path.</li> </ol>
<p><b>Burial Ground and Garden of Remembrance Committee</b></p>	<ol style="list-style-type: none"> <li>1. To ensure the Burial Ground and Gardens of Remembrance remain areas of peace and tranquillity for the benefit of the residents.</li> <li>2. To make arrangements for the general maintenance of the Burial Ground and Gardens of Remembrance subject to the approval of the Parish Council.</li> <li>3. To be responsible for the display and notification of the Parish Council approved Rules and Regulations and ensure these are observed.</li> <li>4. To work towards establishing a new Burial Ground and obtain the necessary costings.</li> </ol>

<p><b>Burial Ground and Garden of Remembrance Committee cont'd</b></p>	<p><b>Delegated Powers</b></p> <ol style="list-style-type: none"> <li>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.</li> <li>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.</li> </ol>
<p><b>Finance and General Purposes Committee</b></p>	<ol style="list-style-type: none"> <li>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.</li> <li>2. To undertake quarterly reviews of expenditure against the approved budget and to report thereon to the Council highlighting any variations.</li> <li>3. To consider applications for financial assistance including expenditure under the provisions of Section 137 of the Local Government Act 1972.</li> <li>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.</li> <li>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.</li> <li>6. To approve the Annual Statement of Accounts and submit them to Council for adoption.</li> <li>7. To undertake the regular review of the Council's banking arrangements and investments.</li> <li>8. To review the administrative functions of the Council and make recommendations as appropriate to the Council.</li> <li>9. To review donations to outside organisations.</li> <li>10. To review the Clerk's and the Assistant Clerk's terms and conditions of employment.</li> <li>11. To review the Council's office accommodation.</li> <li>12. To deal with any matters which do not fall within the Terms of Reference of any other Committee.</li> </ol>

<b>Planning Committee</b>	<p><b>Delegation from the Council</b></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><b>Membership</b></p> <p>The Committee shall be elected, and may be re-elected, at the Annual Meeting of the Council.</p> <p><b>Procedures</b></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><b>Committee functions</b></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 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>
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<p><b>Planning Committee cont'd</b></p>	<p><b>Delegated Powers</b></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> <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><b>Youth Committee</b></p>	<p>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.</p> <p>2. To liaise with any organisation involved with youth work and act to assist them.</p> <p>3. To enlist any organisation involved with youth work and young people to work with the Council to achieve the above aims.</p> <p>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> <p><b>Delegated Powers</b></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><b>Communications Committee</b></p>	<ol style="list-style-type: none"> <li>1. To inform residents about the council business and activities through the newsletter and website</li> <li>2. To publish a newsletter quarterly and an annual report,</li> <li>3. To monitor and update the website at least monthly,</li> <li>4. To undertake any initiatives thought necessary to inform and consult with residents,</li> <li>5. To develop a Councillors Handbook about procedures for councillors.</li> <li>6. To monitor Quality Parish Status at regular intervals.</li> </ol> <p><b>Delegated Powers</b></p> <ol style="list-style-type: none"> <li>1. To authorise expenditure on the newsletter and website up to the sums allocated in the annual budget approved by the Council.</li> </ol>
<p><b>Community Facilities Working Group</b></p>	<ol style="list-style-type: none"> <li>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.</li> </ol> <p><b>Delegated powers</b></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><b>Highways Committee</b></p>	<ol style="list-style-type: none"> <li>1. To determine the problems and assess the priorities associated with the volume and speed of traffic using the Ash Road.</li> <li>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.</li> <li>3. To meet from time to time as deemed necessary by members of the committee.</li> <li>4. To co opt, for such time as is necessary, members of the public to the committee.</li> <li>5. To examine and make proposals to the Council on issues affecting highways and byways within the Parish.</li> </ol>
<p><b>Special Projects Committee</b></p>	<ol style="list-style-type: none"> <li>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.</li> <li>2. To recommend to the Council final proposals for the means of access to Manor Field, including details and</li> </ol>

	<p>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><b>Delegated Powers</b></p> <p>1. To seek any necessary advice.</p> <p>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.</p> <p>3. To spend such monies as allocated by the Council for other projects.</p>
<b>Standing Orders Working Group</b>	<p>1. To undertake a review of the Council's Standing Orders</p>

## **HARTLEY PARISH COUNCIL**

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

#### Amenities and Open Spaces Committee (8)

Cllrs Barnett, *Gaywood, Harris*, Mrs Oxtoby, Sewell, Mrs Solman, Tremain and Ward

#### Burial Grounds and Garden of Remembrance Committee (6)

Cllrs Barnett, Mrs Burns, Mrs Coutts, *Gaywood, Harris* and Mrs Oxtoby

#### Communications Committee (6)

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

#### Finance and General Purposes Committee (6)

Cllrs Abraham, Alford, Barnett, *Gaywood, Harris* and Ramsay

#### Highways Committee (6)

Cllrs *Gaywood, Harris*, Ramsay, Sewell, Mrs Solman and Ward

#### Planning Committee (7)

Cllrs Abraham, Alford, Mrs Coutts, *Gaywood, Harris*, Ramsay and Mrs Solman

#### Special Projects Committee (7)

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

#### Youth Committee (5)

Cllrs Mrs Burns, *Gaywood, Harris*, Sewell and Tremain

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### **Working Groups**

#### Community Facilities Working Group (4)

Cllrs Alford, Mrs Burns, Ramsay and Sewell.

#### Standing Orders Working Group (4)

Cllrs Alford, Barnett, *Gaywood* and Ward

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### **Others**

#### Members Surgery Panel (13)

All Members of the Council

**Annual subscriptions/licences**

<b>To</b>	<b>Description</b>	<b>Due</b>	<b>Amount (Based on last years subscription)</b>
Open Spaces Society	Membership	May 2006	£30.00
Kent County Playing Field Ass	Membership	May 2006	£15.00
Kent Wildlife Trust	Membership	July 2006	£38.00
Ass of Burial Authorities	Membership	July 2006	£78.00
Scribe 2000	Licence (accounts software)	September 2006	£245.00
South East Regional Play Ass	Membership	December 2006	£20.00
Society of Local Council Clerks	Membership	December 2006	£134.00
Information Commissioner	Data Protection Notification	December 2006	£35.00
Campaign to Protect Rural England	Membership	March 2007	£26.00
NALC	Direct Information Service (Fortnightly publication)	March 2007	£105.00
KAPC	Membership	April 2007	£987.00
KAPC	Local Council Review (Publication 6 issues)	April 2007	£26.00
Action with Communities in Rural Kent (formally KRCC)	Membership	April 2007	£35.00
Ass of Neighbourhood Watches	Quarterly newsletters (14 copies)	April 2007	£7.00

**Schedule of Payments May 2006**

<b>Chq No</b>	<b>Payment to</b>	<b>Particulars</b>	<b>Net</b>	<b>VAT</b>	<b>Total</b>
104058	J Hoad	Salary 01/05/06 - 31/05/06 (prev approved)	1,469.77	-	1,469.77
104059	H Gilder	Salary 01/05/06 - 31/05/06 (prev approved)	783.34	-	783.34
104060	Inland Revenue	Month 2	828.96	-	828.96
104061	Kent County Council	Employers & Employees pension contributions April 2006	399.45	-	399.45
104062	D Cunningham	Clean Pavilion	80.00	-	80.00
104063	Fleet Glass	reglaze window at Pavilion inv 003827	60.00	10.50	70.50
104064	HF & JH Glover	Flat rolling at Manor Field inv 993	150.00	26.25	176.25
104065	Allianz Cornhill Insurance PLC	Annual insurance premium from 1st June 2006	1,997.94	-	1,997.94
104066	Calor Gas Limited	Standing Charge inv 14610629	18.33	0.92	19.25
104067	Weed Management Ltd	Supply and apply carbendazim for the control of worms at Manor Field and Longfield Hill inv 0604002.	290.00	50.75	340.75
104068	Austin Treework	Tree work at All Saints churchyard inv 6696	153.20	26.80	180.00
104069	Mr A Barnett	Expense incurred replacing 3 water taps at allotments	11.25	-	11.25
104070	British Telecommunications PLC	Broadband service at Parish Office 1st Apr - 30th June	89.97	15.74	-
		Telephone calls 11 Jan - 7 Apr & service charge 1 Apr - 30 June re Parish Office	88.24	15.44	<u>209.39</u>
104071	Open Spaces Society	Annual Subscription	30.00	-	30.00
104072	Kent County Playing Fields Association	Annual subscription 2006/07	20.00	-	20.00

104073	Sevenoaks District Council	Licence to use and occupy land at Woodland Avenue & Larkfield inv 2013901	100.00	-	100.00
104074	Mid Kent Water Ltd	Water usage @ allotments 21/09/05 - 17/03/06 + standing charge 01/10/05 - 31/03/06	72.87	-	-
		Water usage @ Pavilion 22/09/05 - 20/03/06 + standing charge 01/10/05 - 31/03/06	41.11	-	113.98
104075	Mrs A Oxtoby	Travelling allowance 29/03/06 from Hartley to Lenham Village Hall re Chairmanship training session	28.99	-	28.99
104076	Sevenoaks District Council	30 bundles of garden sacks inv 53658	90.00	-	-
		25 bundles of garden sacks	75.00	-	165.00
104077	Kent County Council (KCS)	Stationery invoice S1956943	39.57	6.92	-
		Stationery invoice S1964306	35.79	6.26	88.54
104078	Glasdon Manufacturing Ltd	Countryside seat @ Rectory Meadow	356.73	62.42	-
		Ground fixing bolts	12.12	2.12	433.39
104079	Orpin	Supply & delivery of 1 cubic yard of type 1 road stone	39.85	6.97	46.82
104080	T D Munday	Pick up litter etc @ Manor Field inv 24	48.00	-	-
		Football pitch line marking & goal post check inv 24	30.00	-	-
		Inspect playground equipment inv 24	200.00	-	-
		Litter pick @ Hartley Greens inv 24	24.00	-	-
		Litter pick @ pond inv 24	20.00	-	-
		Litter pick @ Gorse Wood inv 24	40.00	-	362.00
104081	T D Munday	Grass cutting at Hartley Memorial Green inv 28	60.00	-	-
		Playground repairs @ Longfield Hill - build up ground with top soil below slide and lay turf inv 29	32.00	-	-
		Infill gaps in safety tiles around slide using wet pour repair kit inv 29	12.00	-	-
		Woodland Avenue - Remove kissing gate & replace inv 30	110.00	-	-

				<u>214.00</u>
104082	T D Munday	Garden maintenance @ Burial Ground inv 23	120.00	-
		Turf for grave inv 23	3.50	-
		Burial Ground visual inspection inv 25	18.50	-
		Grass cutting @ Burial Ground inv 26	104.00	-
		Strim grass @ Burial Ground, verge & duck pond inv 26	16.00	-
		Grass cutting @ All Saints inv 27	80.00	-
				<u>342.00</u>
104083	Cash	To reimburse petty cash - 100 x 1st class stamps 19/04/06	32.00	-
				32.00
104084	South Eastern Plumbers	To carry out annual service at Pavilion	330.00	-
				330.00
<b>TOTAL</b>			<u><b>8,642.48</b></u>	<u><b>231.09</b></u>
				<u><b>8,873.57</b></u>

## Adjournment

The meeting was adjourned at 8.40 p.m.

There were no reports from the District Councillors. The County Councillor had sent his apologies.

Questions were raised on the costs incurred by the Council in respect of the area of woodland in Hartley Wood recently donated to the Council and the implications for the Council in respect of the action taken by LB of Southwark to prevent public access onto the area of woodland owned by Southwark. The Council was informed that contractors originally employed to erect the fence in Hartley Wood had been replaced by another contractor and that the area is to be patrolled 24 hours a day once the new contractors arrive on site.

The Council was informed of incidents on Southwark land involving motorbikes guns on land. A member of the public explained that the area of woodland was a site of nature conservation interest.

It was explained that the area of woodland and the land fill site falls within the Metropolitan Green Belt and therefore is afforded some protection against future development.

A question was raised about the use of barbed wire on fencing on public rights of way and whether it was safe to walk on the land fill site in view of the contaminated land.

A member of the public pressed upon the Council the need to find an amicable solution with Southwark to ensure public access may be maintained.

A question was raised about the increase in the amount of graffiti throughout the parish.

The meeting resumed at 8.55 p.m.