

THE PARISH COUNCIL OF HARTLEY
MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL HELD IN
THE PAVILION, MANOR FIELD, CHURCH ROAD,
ON MONDAY 12th MAY 2008 AT 8.00 P.M.

Present : Cllr Mr L Abraham
Cllr Mr C Alford
Cllr Mr A Barnett
Cllr Mrs J Burns
Cllr Mr P Cole
Cllr Mr J Gaywood (Chairman)
Cllr Mr D Graeme
Cllr Mr S Granger
Cllr Mr M Harris
Cllr Mr J Minns
Cllr Mrs A Oxtoby
Cllr Mr B Ramsay
Cllr Mr V Sewell

In attendance: Mrs J Hoad (Clerk)
Cllr Mr D Brazier (Local Member, Kent County Council)
9 members of the public

Apologies

There were no apologies for absence.

Chairman's Announcements

The Chairman thanked Members for their hard work and commitment throughout the year.

1. Election of Chairman

RESOLVED: That, Cllr Mr J Gaywood be elected Chairman of the Council until the Annual Meeting of the Council in May 2009.

2. Chairman's declaration of acceptance of office

The Council received the Chairman's declaration of acceptance of office. The declaration was duly signed by the Chairman.

3. Election of Vice-Chairman

RESOLVED: That, Cllr Mr M Harris be elected Vice Chairman of the Council until the Annual Meeting of the Council in May 2009.

4. Declarations of Interest

Cllr Mr B Ramsay declared a personal interest under minute item 9 in respect of the recommendation to make a donation to Rural Age Concern Darent Valley, as contained in the minutes of the meeting of the Finance and General Purposes Committee held on 21st April 2008, (page 3, minute item 7), as he was an acquaintance of residents who attended the Cottage Day Centre. Cllr Ramsay was later appointed as the Council's representative of

Rural Age Concern Darent Valley and duly declared a personal interest during consideration of the aforementioned item.

Cllr Mrs A Oxtoby declared a personal interest under minute item 8 and 16 in respect of matters relating to Hartley Wood as contained in the minutes of the meeting of the Amenities and Open Spaces Committee held on 6th May 2008, (page 5, minute item 13 (a), (b) and (c)) and in the reports of the public meeting held on 7th May 2008 and the meeting with Southwark Council on 9th May 2008, as her private residence was located close to the woodland.

Cllr Mrs P Cole declared a personal interest on all matters relating to Woodland Avenue recreation ground, as her private residence was located opposite the recreation ground.

Cllr Mr A Barnett declared a personal interest under minute item 14 (a) in respect of the payment of accounts for May 2008, as he was the recipient of one of the payments.

5. Minutes

RESOLVED: That, the minutes of the meeting of the Parish Council held on 14th April 2008 be approved and signed by the Chairman as a correct record.

6. Appointment 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 of committees and working groups

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 committees and working groups, as set out in appendix 3 attached to these minutes, be approved.

7. Calendar of meetings

(a) Dates for the meetings of the Council

RESOLVED: That, the dates for the meetings of the Council upto the Annual meeting of the Council in May 2009, as set below, be approved.

9 th June 2008	14 July 2008
8 th September 2008	13 th October 2008
10 th November 2008	8 th December 2008
12 th January 2009	9 th February 2009
9 th March 2009	20 th April 2009 (3 rd Monday due to Easter)
11 th May 2009 (Annual Meeting of the Council)	

(b) Date for the Annual Parish Meeting

RESOLVED: That, the date for the Annual Parish Meeting on Friday 15th May 2009 be approved.

The meeting was adjourned at 8.25 p.m. to receive reports from the County Councillor and District Councillors and to take questions from members of the public.

The meeting resumed at 8.50 p.m.

8. Amenities and Open Spaces Committee

RESOLVED: That, the minutes of the meeting of the Amenities and Open Spaces Committee held on 6th May 2008 and the recommendations contained therein be received and, where necessary, approved and adopted.

9. Finance and General Purposes Committee

Cllr Ramsay proposed and Cllr Abraham seconded an amendment to the recommendation relating to a donation to Rural Age Concern Darent Valley, as set out below:

Delete the words, “...a sum of £250 be donated to Rural Age Concern Darent Valley”,

Insert the words, “... an electronic bingo machine be purchased for the Cottage Day Centre at Fawkham and for a sum to be donated to Rural Age Concern Darent Valley to make up the total sum donated to the charity to £250.” after the words, “..in accordance with powers under Section 137 of the Local Government Act 1972,...”

The amendment was put to the vote and CARRIED.

RESOLVED: That, the minutes of the meeting of the Finance and General Purposes Committee held on 21st April 2008 and the recommendations contained therein, and as amended, be received and, where necessary, approved and adopted.

10. Planning Committee

RESOLVED: That, the minutes of the meetings of the Planning Committee held on 23rd April 2008 and 7th May 2008 and the recommendation contained therein be received and, where necessary, approved and adopted.

11. Northfield Management Committee

RESOLVED: That, the minutes of the meeting of the Northfield Management Committee held on 28th March 2008 be received and noted.

12. Hartley Parish Plan Steering Committee

RESOLVED: That, the minutes of the meetings of the Hartley Parish Plan Steering Committee held on 17th March 2008 and 22nd April 2008 be received and noted.

13. Kent Association of Local Councils

RESOLVED: That, the Parish News issue 31 be received and noted.

14. Payments

RESOLVED: That,

(1) the payment of the accounts for May 2008, attached as appendix 4 to these minutes, be approved and,

(2) the summary of receipts and payments as at 6th May 2008 be received and noted.

15. Exclusion of the press and public

RESOLVED: That, under the Public Bodies (Admissions to Meetings) Act 1960, the press and public be excluded from the meeting during consideration of minute item 16, in respect of Hartley Wood, on the grounds that the likely disclosure of exempt

information would prejudice the public interest by reason of the confidential nature of the business to be transacted.

Members of the press and public withdrew from the meeting at 9.10 p.m.

16. Hartley Wood

The Council received a report on a meeting held with Southwark Council on 9th May 2008. The Council was informed that constructive discussions had taken place on a without prejudice basis and that negotiations were ongoing.

RESOLVED: That, the report be noted.

The meeting closed at 9.35 p.m.

Signed:.....

Date:

Chairman of the Council

Appointment of representatives on outside bodies and joint management committees

Organisation	Membership
Kent Association of Parish Councils (2 representatives)	Cllr Mr L Abraham Cllr Mrs P Cole
HAWK Committee (2 representatives)	Cllr Mrs J Burns Cllr Mr V Sewell
Northfield Management Committee (the Constitution states that the Chairman of the Council and two other members will be appointed)	Cllrs Mr A Barnett, Mr J Gaywood (Chairman) and Mrs A Oxtoby
Crime Prevention Panel	Appointment deferred
Rural Age Concern	Cllr Mr B Ramsay
Footpaths Representative	Mr R Jones
Action with Communities in Rural Kent (formally Kent Rural Community Council)	Cllr Mr A Barnett
Tree Warden	Cllr Mr A Barnett
Governor Hartley Primary School (term of office expires 31 st August 2010)	Cllr Mrs A Oxtoby
Hartley Parish Plan Steering Committee (2 representatives)	Cllrs Mr D Graeme and Mr J Minns

Committee/ Working Group	Terms of Reference
<p>Amenities and Open Spaces Committee</p>	<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><u>Delegated Powers</u></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.
<p>Burial Grounds and Gardens of Remembrance Committee</p>	<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 3. To be responsible for the display and notification of the Parish Council approved Rules and Regulations and

	<p>ensure these are observed.</p> <p>4. To work towards establishing a new Burial Ground and obtain the necessary costings.</p> <p><u>Delegated Powers</u></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>Communications Committee</p>	<p>1. To inform residents about the council business and activities through the newsletter and website</p> <p>2. To publish a newsletter quarterly and an annual report,</p> <p>3. To monitor and update the website at least monthly,</p> <p>4. To undertake any initiatives thought necessary to inform and consult with residents,</p> <p>5. To monitor the Councillors Handbook about procedures for councillors.</p> <p>6. To monitor Quality Parish Status at regular intervals.</p> <p><u>Delegated Powers</u></p> <p>1. 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>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</p>

	<p>of the Local Government Act 1972.</p> <ol style="list-style-type: none"> 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 half yearly 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 Council's financial risk assessment 9. To review the administrative functions of the Council and make recommendations as appropriate to the Council. 10. To review donations to outside organisations. 11. To review the subscriptions/licences falling to be paid annually 12. To review the assets and land leased by the Council annually 13. To review the Clerk's and the Assistant Clerk's terms and conditions of employment. 14. To review the Council's office accommodation. 15. To deal with any matters which do not fall within the Terms of Reference of any other Committee.
<p>Highways Committee</p>	<ol style="list-style-type: none"> 1. To determine the problems and assess the priorities associated with the volume and speed of traffic within the Parish. 2. To meet from time to time as deemed necessary by members of the committee. 3. To co opt, for such time as is necessary, members of the public to the committee. 4. To examine and make proposals to the Council on issues affecting highways and byways within the Parish and to negotiate with the relevant authorities.
<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 May 2007and</p>

recorded in the minute number 8 (b).

Membership

The Committee shall be elected, and may be re-elected, at the Annual Meeting of the Council.

Procedures

- (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.
- (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.
- (3) The Committee shall submit its minutes for adoption to the next meeting of the Parish Council.
- (4) The Clerk or Assistant Clerk shall provide administrative support for the Committee.

Committee functions

- (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 Sevenoaks District Local Plan.
- (4) To respond on behalf of the Council to applications for the grant and/or transfer of Personal and Premises Licences and Gaming Permits
- (5) To respond on behalf of the Council to consultation documents from:
 - (a) the South East England Regional Assembly in respect of regional mineral and waste management strategies,
 - (b) the Government Office for the South East in respect of regional planning Guidance for the South East,
 - (c) Kent County Council and Medway Council in respect of the Structure Plan
- (6) To respond on behalf of the Council to requests from Kent County Council, Dartford Borough Council,

	<p>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> <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>Special Projects Committee</p>	<p>1. To consider any projects referred to it by the Council and to report back after such investigations.</p> <p>2. The Chairmen of the Amenities and Open Spaces Committee, Burial Grounds and Gardens of Remembrance Committee, Finance and General Purposes Committee and Planning Committee will be ex-officio members of the Special Projects Committee.</p> <p><u>Delegated Powers</u></p> <p>1. To seek any necessary advice.</p> <p>2. To spend such monies as allocated by the Council.</p>

Youth Committee	<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>
Standing Orders Working Group	<ol style="list-style-type: none">1. To undertake a review of the Council's Standing Orders
WI Hall Working Group	Established at a meeting of the Council held on 10 th September 2007 to further discussions with the WI on the proposal to transfer ownership of the hall to the Parish Council

Appointments to Committees and Working Groups

Committees

(Chairman and Vice Chairman are ex officio members on all committees – Current Chairman and Vice Chairman marked with * and shown in *italics*)

Amenities and Open Spaces Committee (8)

Cllrs Barnett, Mrs Cole, **Gaywood*, Graeme, Granger, **Harris*, Mrs Oxtoby and Sewell

Burial Grounds and Gardens of Remembrance Committee (7)

Cllrs Barnett, Mrs Burns, **Gaywood*, **Harris*, Minns, Ramsay and Mrs Oxtoby

Communications Committee (6)

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

Finance and General Purposes Committee (9)

Cllrs Abraham, Alford, Barnett, Mrs Burns, Mrs Cole, **Gaywood*, **Harris*, Ramsay and Sewell

Highways Committee (6)

Cllrs **Gaywood*, Graeme, Granger, **Harris*, Minns and Sewell

Planning Committee (8)

Cllrs Abraham, Alford, Mrs Cole, **Gaywood*, **Harris*, Minns, Mrs Oxtoby and Ramsay

Special Projects Committee

Cllrs Alford, Barnett, **Gaywood*, **Harris*, Mrs Oxtoby, Minns, Ramsay plus *Chairmen of the Amenities and Open Spaces Committee, Burial Grounds and Gardens of Remembrance Committee, Finance and General Purposes Committee and Planning Committee as ex-officio members of the Special Projects Committee.*

Youth Committee (5)

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

Working Group

Standing Orders Working Group (4)

Cllrs Alford, Gaywood, Harris and Ramsay

W.I. Hall Working Group (3)

Cllrs Abraham, Harris and Ramsay

Others

Members Surgery Panel (13)

All Members of the Council

Schedule of Payments May 2008

Chq No	Payment to	Particulars	Net	VAT	Total
104583	J Hoad	Salary 01/05/08 - 31/05/08 (prev approved)	1,596.30	-	1,596.30
104584	H Gilder	Salary 01/05/08 - 31/05/08 (prev approved)	809.92	-	-
		100 x 2nd class stamps	27.00	-	<u>836.92</u>
104585	HM Revenue & Customs	Month 2	881.43	-	881.43
104586	Kent County Council	Employers & Employees pension contributions May 2008	480.80	-	480.80
104587	D Cunningham	Clean Pavilion & water temperature checks and de-scaling April 2008	100.00	-	100.00
104588	A Barnett	4 no allotment keys cut at Hartley DIY 21/04/08	12.00	-	-
		Purchase of various shrubs (7 in number) re Garden of Remembrance	51.93		<u>63.93</u>
104589	Supplies Team	Ink cartridges inv 1887716	63.14	11.04	<u>74.18</u>
104590	Cash	Reimburse petty cash: 16/04/08 purchase of large envelope 02/08	0.79	-	-
		16/04/08 Postage cost 03/08	1.57	-	-
		22/04/08 200 x 2nd class stamps (chq issued for £48.00 but due to increase in postage costs, additional £6 due) 04/08	6.00	-	-
		22/04/08 100 x 1st class stamps & 100 x 1p stamps 05/08	37.00	-	-
		29/04/08 100 x 2nd class stamps 06/08	27.00	-	<u>72.36</u>
104591	Kent County Council (KCS)	Stationery inv S2441114	14.59	2.55	-
		Stationery inv S2436331	15.95	2.79	-
		Stationery inv S2438594	43.58	7.63	-
		Stationery inv S2435396	18.62	3.26	<u>108.97</u>
104592	Sevenoaks District Council	80 rolls recycling sacks re 18/03/08 inv 2018266	40.00	-	-
		50 bundles of garden sacks inv 74269	200.00	-	<u>240.00</u>
104593	Calor Gas Limited	Standing charge Apr - Jun 2008 inv 17486491	18.33	0.92	19.25

104594	Fawkham & Hartley PCC	Hire of hall re public meeting 7th May 2008 3 hrs @ £8.50 per hour	25.50	-	25.50
104595	Austin Treework	Reducing and chipping of conifer hedge @ Woodland Avenue recycling area inv 7555	190.00	33.25	223.25
104596	BT Payment Services Limited	BT Business Broadband 1 Apr - 30 Jun 08	89.97	15.74	105.71
104597	G Orpin & Son	1 no bag of roadstone re Manor Field (inc delivery)	41.00	7.17	48.17
104598	Valuation Office Agency Administration	Valuation report re WI Hall inv 2500000506	650.00	113.75	763.75
104599	Allianz Insurance PLC	Annual premium	1,911.00	-	1,911.00
104600	Victim Support Kent	Donation section 137	50.00	-	50.00
104601	Kent Air Ambulance Trust	Donation section 137	100.00	-	100.00
104602	Post Office Ltd	100 x 1st class stamps & 100 x 2nd class stamps	63.00	-	63.00
104603	T D Munday	Garden maintenance at Burial Ground inv 16	120.00	-	-
		Burial Ground visual inspection inv 18	18.50	-	-
		Grass cutting at Burial Ground inv 19	130.00	-	-
		Strimming of grass at Burial Ground, verge & pond inv 19	16.00	-	-
		Grass cutting at All Saints inv 20	120.00	-	-
		Grass cutting memorial green inv 21	75.00	-	479.50
104604	T D Munday	Litter pick at Manor Field inv 17	56.00	-	-
		Football pitch line marking & goal post check inv 17	51.00	-	-
		Inspect playground equipment inv 17	192.00	-	-
		Litter pick at Rectory Meadow inv 17	48.00	-	-
		Hartley greens litter pick inv 17	32.00	-	-
		Litter pick pond inv 17	20.00	-	-
		Gorse Wood litter pick inv 17	48.00	-	447.00
104605	Ash Setting & Printing	Delivery of Special Newsletter Inv 8774	100.50	-	100.50
104606	Hartley Primary School	Hire of hall re Annual Parish Meeting 16/05/08 inc caretaking & insurance	76.35	-	76.35
104607	Craigdene Ltd	Playground inspections inv 08/434	150.00	26.25	

APPENDIX 4

15

				176.25	
104608	Claridge Consultancy	Re website & email problems inv 386	210.00	36.75	246.75
104609	Sencio Community Leisure	Worm eradication at Manor Field & Longfield Hill inv 4324	300.00	52.50	352.50
104610	D Cunningham	To supply & fit 1 no toilet seat in Pavilion inv Add/May 2008	30.00	-	-
		Additional cleaning carried out. Pressure jet wash to changing rooms inv 04/ADD/2008	40.00	-	<u>70.00</u>
TOTAL			<hr/>		
			9,399.77	313.60	9,713.37

Adjournment

The meeting was adjourned at 8.25 p.m. to receive reports from the County Councillor and District Councillors and to take questions from members of the public.

The County Councillor reported on proposals to replace the existing Axton Chase School with an Academy. He informed residents of a public meeting to be held at the school on 13th May 2008.

Cllr Mr B Ramsay reported on budget changes at Sevenoaks District Council and on government pressures to build more houses in the District.

Mr Mayer questioned whether the new Axton Chase School proposals included community facilities.

Mr Roles questioned the Council's rights of access to Manor Field.

The meeting resumed at 8.50 p.m.

