

THE PARISH COUNCIL OF HARTLEY

MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD IN

THE PAVILION, MANOR FIELD, CHURCH ROAD,

ON MONDAY 14th JULY 2008 AT 8.00 P.M.

Present : Cllr Mr L Abraham
Cllr Mr A Barnett
Cllr Mrs J Burns
Cllr Mrs P Cole
Cllr Mr J Gaywood (Chairman)
Cllr Mr D Graeme
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

1. Apologies

Apologies for absence had been received from Cllrs Mr C Alford and Mr M Harris due to holiday commitments, and Cllr Mr S Granger due to work commitments.

RESOLVED: That, the absences of Cllrs Mr C Alford, Mr M Harris and Mr S Granger be approved.

2. Declarations of Interest

Cllr Mr V Sewell declared a personal and prejudicial interest under minute item 10 in respect of planning application SE/08/01308/OUT for the United Reformed Church, as contained in the minutes of the meeting of the Planning Committee held on 18th June 2008, (page 1, minute item 4(a)), as his private residence was located to the rear of the development site. As there was no discussion or voting on the matter, other than the adoption of the minutes of the meeting, there was no requirement to withdraw from the meeting.

Cllr Mr J Gaywood declared a personal interest under minute item 17 in respect of the payment of accounts, as he was the recipient of one of the payments.

Cllr Mr L Abraham declared a personal interest under minute item 17 in respect of the payment of accounts, as he was the recipient of one of the payments.

Cllr Mrs A Oxtoby declared a personal interest under minute items 7 and 11 in respect of Hartley Wood, as contained in the minutes of the Amenities and Open Spaces Committee held on 16th June 2008, minutes of the meetings of the Special Projects Committee held on 18th June 2008 and 7th July 2008, as her private residence bordered Hartley Wood.

Cllr Mr B Ramsay declared a personal interest under minute item 17 in respect of the payment for the purchase of a bingo machine for Rural Age Concern Darent Valley, as he was the Parish Council representative on the Member Body.

3. Register of Interest

Members were reminded of the 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 9th June 2008 be approved and signed by the Chairman as a correct record.

The meeting was adjourned at 8.02 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 8.15 p.m.

5. Order of business

RESOLVED: Pursuant to Standing Order 26(d), the order of business be varied so that agenda item 7, Finance and General Purposes Committee, be taken as the next item of business to be transacted.

6. Finance and General Purposes Committee

RESOLVED: That, the minutes of the meeting of the Finance and General Purposes Committee held on 25th June 2008 and the recommendations contained therein be received and, where necessary, approved and adopted.

7. Amenities and Open Spaces Committee

The Council considered three quotations received in respect of the installation of a new water heater in Pavilion, as set out below:

- South Eastern Plumbers for the total sum of £2,539.00 to isolate, drain and remove the old Andrews storage water heater, supply and install new Andrews L63/71 storage heater with auto ignition controls and make changes to the pipework and flue as necessary, refill, commission and test.
- Holson Building Service for the total sum of £3,305.00 to supply and install an new Andrews L63/71 heater, drain and remove existing unit from site, fill, test and commission, and to include stripping out existing flue leaving ridge terminal in place and fitting new 5" flue penetrating through roof, weather with roof slate and storm collar.
- Hartley Heating for the total sum of £6,417.72 to turn off and drain the hot water system, remove existing boiler and flue, supply and install Andrews 81/264 bulk water heater, supply and install required flue pipework and terminal, supply and install required pipework and fittings as required connecting to existing services, commission boiler and system, complete benchmark/guarantee documentation and report installation to building control. Hartley Heating was requested to provide a revised quotation for the supply and installation of a new Andrews L63/71 water heater. It was reported that no revised quotation had been received.

Members of the Council raised questions about the ownership and locality of the subway at the end of Gorsewood Road. With the consent of the Council the recommendation relating to the subway at the end Gorsewood Road, as contained in the minutes of the meeting of the Amenities and Open Spaces Committee held on 16th June 2008, (page 6, minute item 16), was withdrawn

RESOLVED: That,

(1) the matter relating to the graffiti on the subway at the end of Gorsewood Road be referred to the Amenities and Open Spaces Committee for further consideration,

(2) the quotation from South East Plumbers for the total sum of £2,539.00 to supply and install a new Andrews L63/71 water heater, as set out in a quotation dated 24th March 2008, be accepted and,

(3) the minutes of the Amenities and Open Spaces Committee held on 16th June 2008 and the recommendations contained therein, excluding the recommendation relating to the subway at the end of Gorsewood Road (page 6, minute item 16), be received and, where necessary, approved and adopted.

8. Burial Grounds and Gardens of Remembrance Committee

RESOLVED: That, the minutes of the meetings of the Burial Grounds and Gardens of Remembrance Committee held on 17th June 2008 and 7th July 2008 and the recommendations contained therein be received and, where necessary, approved and adopted.

9. Highways Committee

It was reported that the graffiti on the side of the staircase at Cherry Trees had been removed and with the consent of the Council the recommendation relating to the purchase of paint to cover the graffiti on the side of the staircase at Cherry Trees, as contained in the minutes of the meeting of the Highways Committee held on 12th June 2008, (page 2, minute item 8), was withdrawn

RESOLVED: That,

(1) the matter relating to the graffiti on the side of the staircase at Cherry Trees be referred to the Highways Committee for further consideration and,

(2) the minutes of the meeting of the Highways Committee held on 12th June 2008 and the recommendations contained therein be received and, where necessary, approved and adopted.

10. Planning Committee

RESOLVED: That, the minutes of the meetings of the Planning Committee held on 18th June 2008, 25th June 2008 and 9th July 2008 be received and adopted.

11. Special Projects Committee

RESOLVED: That, the minutes of the meetings of the Special Projects Committee held on 18th June 2008 and 7th July 2008 be received and, where necessary, approved and adopted.

12. Youth Committee

RESOLVED: That, the minutes of the meeting of the Youth Committee held on 5th June 2008 and the recommendation contained therein be received and, where necessary, approved and adopted.

13. Northfield Management Committee

RESOLVED: That, the minutes of the meeting of the Northfield Management Committee held on 23rd May 2008 be received and noted.

14. Outside bodies

RESOLVED: That, no further action be taken, at this stage, to appoint a Parish Council representative on the North Kent Crime Prevention Panel.

15. Transfer of land at Hoselands View

RESOLVED: That, the Chairman and Vice Chairman of the Council be authorised to sign the documentation in respect of the transfer of land at Hoselands View from Sevenoaks District Council to Hartley Parish Council.

16. Hartley Parish Plan Steering Committee

The minutes of the meeting of the Hartley Parish Plan Steering Committee held on 3rd June 2008 were not available.

17. Payments

RESOLVED: That,

- (1) the payment of the accounts for July 2008, attached as appendix 1 to these minutes, be approved,
- (2) the payment of the accounts for August 2008, attached as appendix 2 to these minutes, be approved and,
- (3) the summary of receipts and payments as at 3rd June 2008 be received and noted.

The meeting closed at 8.58 p.m.

Signed:.....

Date:

Chairman of the Council

Schedule of Payments July 2008

Chq No	Payment to	Particulars	Net	VAT	Total
104632	J Hoad	Salary 01/07/08 - 31/07/08 (prev approved)	1,596.30	-	1,596.30
104633	H Gilder	Salary 01/07/08 - 31/07/08 (prev approved)	848.45	-	848.45
104634	HM Revenue & Customs	Month 4 Employer & Employee NIC & PAYE	905.01	-	905.01
104635	Kent County Council	Employer & Employees pension contributions July 2008	480.80	-	480.80
104636	D Cunningham	Clean Pavilion & water temperature checks and de-scaling July 2008	100.00	-	-
		Additional cleaning under Schedule B July 2008	60.00	-	-
		Additional cleaning under Schedule B June 2008	60.00	-	-
		To supply & fit toilet seat to home changing room @ Pavilion inv 06/2008	30.00	-	-
		To carry out cleaning to freezer & fridge under Schedule D of cleaning schedule June 2008	10.00	-	-
		To carry out cleaning to kitchen cupboards & drawers under section E of cleaning schedule. To take down all fluorescent light fittings, wash & replace, June 2008	50.00	-	<u>310.00</u>
04637	Mr J Gaywood	Chairman's Allowance 2008/09	460.00	-	460.00
104638	The Sixpence Company Ltd	Works at the Pavilion, Manor Field inv 080703HPC1	30.00	-	30.00
104639	Stocksigns Ltd	Customer Parking sign re Cherry Trees shops inv 00790199	53.58	9.37	62.95
104640	Community Solutions Ltd	Payment for 10 weeks of football coaching @ Woodland Avenue inv 00927/22	1,000.00	175.00	1,175.00
104641	Sevenoaks District Council	50 bundles of garden sacks inv 75518	200.00	-	-
		50 bundles of garden sacks inv 75553	200.00	-	-
		60 bundles of garden sacks inv 76091	240.00	-	<u>640.00</u>
104642	Sevenoaks District Council	Emptying dog bins April - June 2008 inv 2018652	336.70	58.92	-
		40 rolls recycling sacks inv 2018734	20.00	-	<u>415.62</u>
104643	Kent County Council (KCS)	Stationery inv S2477521	20.55	3.60	-
		Paper hand towels re Pavilion inv S2484465	13.45	2.35	-
		Konica black & white copies 21 Mar 08 - 20 Jun 08 inv PR0050558	138.01	24.15	-
		Photocopier rental 21 Jun - 20 Sep inv PR0050707	161.46	28.26	<u>391.83</u>
104644	Kent Wildlife Trust	Annual subscription	41.00	-	41.00

104645	Supplies Team	Large black ink cartridge inv 1992454	25.26	4.42	-
		Large cyan ink cartridge inv 2008995	18.94	3.31	51.93
104646	SLCC Enterprises Ltd	Cemetery Management Course 15/07/08 inv 101805	85.00	14.88	99.88
104647	Beachcroft LLP	Professional services 20 May - 20 June 2008 re Village Green Application	374.00	65.45	439.45
104648	Mr G Hawkins	To cut & clear Rectory Meadow inv 2401	260.00	45.50	305.50
104649	Independent Woodland Management	New Burial Ground - Planting of new Beech hedge. Inv 681	2,355.00	412.13	2,767.13
104650	Wealden Management Consultancy	Internal audit for year ended 31/03/08. 3 days @ £170 per day	510.00	-	510.00
104651	Calor Gas Ltd	Bulk propane delivery 02/06/08	435.46	21.77	457.23
104652	Kent Association of Local Councils	Chairmanship day 17/07/08	60.00	10.50	70.50
104653	Castle Marquees	5 x portable toilets re Youth days @ Woodland Avenue 6th, 13th, 20th, 27th & 29th August 2008	325.00	56.87	381.87
104654	Thomas & Anca Club Supplies Ltd	Purchase of bingo machine re Rural Age Concern Darent Valley. Section 137	180.00	31.50	211.50
104655	T D Munday	Grass cutting at Hartley Memorial Green inv 38	60.00	-	-
		Grass cutting at All Saints inv 37	120.00	-	-
		Grass cutting in Burial Ground inv 36	130.00	-	-
		Strim grass in Burial Ground, verge & pond inv 36	16.00	-	-
		Burial Ground visual inspection inv 35	18.50	-	-
		Garden maintenance at Burial Ground inv 33	120.00	-	<u>464.50</u>
104656	T D Munday	Litter pick at Manor Field inv 34	70.00	-	-
		Strim around entrance to Manor Field inv 34	11.00	-	-
		Inspect playground equipment inv 34	192.00	-	-
		Litter pick at Rectory Meadow inv 34	48.00	-	-
		Litter pick Hartley greens inv 34	32.00	-	-
		Litter pick pond inv 34	25.00	-	-
		Litter pick Gorse Wood inv 34	48.00	-	<u>426.00</u>
104657	Mr L Abraham	Travel allowance 13/06/08 re KALC Area Meeting at Sevenoaks 32 miles @ 58.7p per mile.	18.78	-	-
		Travel allowance 05/07/08 KALC Executive Committee Meeting at Wye 82 miles @ 58.7p per mile	48.13	-	66.91

104658	Kenward Trust	Donation Section 137	50.00	-	50.00
104659	Cash	100 x 1st & 100 x 2nd class stamps 19/06/08 10/08	63.00	-	-
		Special delivery KCC 01/07/08 11/08	5.05	-	68.05
104660	Post Office Limited	200 x 2nd class stamps re July newsletter	54.00	-	-
		100 x 1st class stamps	36.00	-	90.00
104661	EDF Energy Customers PLC	Electricity used 20 Mar - 3 Jul + standing chg re Pavilion	119.16	5.96	125.12
104662	KALC	Councillors Information Day 26/07/08 1 x £70.50	60.00	10.50	70.50
104663	Ash Setting & Printing	Printing & distribution of July Hartley Herald	320.00	-	320.00
TOTAL			13,348.59	984.44	14,333.03

Schedule of Payments August 2008

Chq No	Payment to	Particulars	Net	VAT	Total
104664	J Hoad	Salary 01/08/08 - 31/08/08 (prev approved)	1,596.30	-	-
		Train fare 10/07/08 re Village Green application	8.40	-	1,604.70
					<u>1,604.70</u>
104665	H Gilder	Salary 01/08/08 - 31/08/08 (prev approved)	778.19	-	778.19
104666	HM Revenue & Customs	Month 5 Employer & Employee NIC & PAYE	860.81	-	860.81
104667	Kent County Council	Employer & Employees pension contributions August 2008	480.80	-	480.80
104668	D Cunningham	Clean Pavilion & water temperature checks and de-scaling August 2008	100.00	-	-
		Additional cleaning under Schedule B August 2008	60.00	-	160.00
					<u>160.00</u>
104669	T D Munday	Garden maintenance at BG inv 40	120.00	-	-
		Burial Ground visual inspection inv 42	18.50	-	-
		Grass cutting @ BG inv 43	104.00	-	-
		Strimming of BG, verge and pond inv 43	16.00	-	-
		Grass cutting @ All Saints inv 44	80.00	-	-
		Grass cutting Hartley memorial green inv 45	75.00	-	413.50
					<u>413.50</u>
104670	T D Munday	Litter pick at Manor Field inv 41	56.00	-	-
		Strim around entrance to Manor Field inv 41	11.00	-	-
		Strim behind Pavilion & Calor Gas compound inv 41	23.00	-	-
		Application of weed killer around hedges & car park @ MF inv 41	65.00	-	-
		Inspection of playground equipment inv 41	240.00	-	-
		Litter pick @ Rectory Meadow inv 41	60.00	-	-
		Litter pick Hartley greens inv 41	32.00	-	-
		Litter pick @ pond inv 41	20.00	-	-
		Litter pick @ Gorse Wood inv 41	60.00	-	567.00
104671	Sevenoaks District Council	50 bundles of garden sacks inv 76297	200.00	-	200.00
104672	Sevenoaks District Council	40 rolls clear recycling sacks inv 2018747	20.00	-	20.00
104673	BT Payment Services Limited	Rental charges 1 Jul - 30 Sep & call charges	91.57	15.23	-
		Broadband Services Jul - Sept 08	89.97	15.74	212.51
					<u>212.51</u>
104674	Bayly Environmental Services Ltd	Clean & chlorination of the cold water storage tank and associated hot and cold water services at the Pavilion	180.00	31.50	211.50
		TOTAL	<u>5,446.54</u>	<u>62.47</u>	<u>5,509.01</u>

Adjournment

The meeting was adjourned at 8.02 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 that Stack Lane had been scheduled for resurfacing.

Cllr Ramsay reported on the recent closure of the Stag Theatre.

Cllr Abraham thanked Members of Hartley Parish Council who had been involved with responding to the District Council's Open Spaces audit.

Mr Williams referred to minutes of a meeting of the Parish Council held on 1985 restricting the length of time Members could hold the office of Chairman.

Dr Cramp questioned the County Councillor over the sale of land at Longfield Library.

Dr Roberts asked how the Parish Council would bring coffins onto the land at Manor Field.

Mr Roles asked whether Kent County Council had sold off the land at Longfield Library with planning permission.

Mrs Sharp asked whether planning permission would be required to host football on the knockabout area at Northfield.

Mr Roles asked whether the Parish Council had planning permission to use the Pavilion for Council meetings.

The meeting resumed at 8.15 p.m.

