

HARTLEY PARISH COUNCIL

Clerk to the Council: Mrs J Hoad
The Parish Council Office, Hartley Library, Ash Road, Hartley, Longfield, Kent DA3 8EL
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30th October 2008

Dear Councillor

You are invited to attend a meeting of the Finance & General Purposes Committee to be held on **Wednesday 5th November 2008** commencing at **10.30 a.m.** at **Hartley Library or at the conclusion of the meeting of the Planning Committee whichever is later.**

Yours sincerely

Julie Hoad
Proper Officer

AGENDA

1. Apologies

To receive apologies for absence.

2. Declarations of Interest

To receive Members' declarations of interest.

3. Minutes of the previous meeting

(WHITE)

To approve the minutes of the meeting of the Finance & General Purposes Committee held on 25th June 2008 as a correct record. (Annexed).

4. Receipts and payments

(BLUE)

To review the Council's receipts and payments for the period 1st April 2008 to 30th October 2008.

5. Budget 2009/10

(CREAM)

To consider the draft budget for financial year 2009/10.

6. Audit Commission

(RED)

To receive and note advice from the Audit Commission about the investments in light of the potential losses to some local authorities which had investments in Icelandic banks or their UK subsidiaries.

Background document

Extract from weekly auditor communication 41-2008 issued on 13th October 2008

7. Internal audit report for the period 1st April 2007 to 31st March 2008

At the meeting of the Finance and General Purposes Committee held on 25th June 2008, it was reported that the internal auditor had recommended increasing the fidelity cover from its current limit of £144,000 to £167,000.

Allianz Insurance has advised that an additional premium of £230.14, inclusive of insurance premium tax, would be required to increase the fidelity insurance in line with the internal auditors recommendations, charged on a pro rata basis. The Council's insurance policy runs from 1st June to 31st May.

Background documents

Fidelity guarantee insurance

Internal audit report 2007/08

Letters dated 3rd September 2008 and 10th October 2008

8. Audit of accounts for the year ended 31st March 2007 (DARK YELLOW)

The Committee is requested to note the Council's accounts for the period 2006/07 have not been signed off due to objections raised by a local resident. The District Auditor has completed his investigation and reached provisional views on the concerns raised by the local resident. The District Auditor has informed the local resident that he does not uphold his/her concerns. The Committee is requested to note the following correspondence and to consider any further correspondence received on the matter.

- Letter dated 18th July 2008 from District Auditor to local resident
- Letter dated 21st December 2007 from Hartley Parish Council to Audit Commission
- Letter dated 14th November 2007 from local resident to Audit Manager
- Letter dated 23rd August 2007 from Hartley Parish Council to District Auditor, Mr Williams
- Letter dated 18th July 2007 from local resident to District Auditor, Mr Williams

9. Freedom of Information Act – Publication Scheme (GREEN)

To consider the adoption of a new publication scheme.

Under the Freedom of Information Act every public authority has a duty to adopt and maintain a publication scheme. The current publication scheme in operation by the Council was adopted on 9th June 2003.

The Information Commissioner's Office is changing the emphasis in the approval and operation of publication schemes to a generic model which should be adopted and operated by all public authorities by 1st January 2009.

The following documents have been circulated for members' attention:

- Completing the guide to information for parish councils, parish meetings and community councils
- Model publication scheme
- Information available from Parish/Community Council under the model public scheme.

10. Donations (ORANGE)

(a) To consider a request for a donation from the Director of Youth Theatre at The Stag Theatre in Sevenoaks to continue and extend the provision of youth arts for young people in their communities, including the set up of new provision in Swanley. It is anticipated that the set up costs will be covered by "Arts in the Community" fund. She explains that any grant from Hartley Parish Council would be used to support the running costs.

Background documents

E mails dated 6th September 2008 and 8th September 2008 from Director of Youth Theatre

(b) To consider a letter dated 23rd September 2008 from the Swanley and District Citizens Advice Bureau seeking support from the Parish Council. Members are reminded that the Council has approved donations to the following organisations from

the current budget; Salvation Army (£100), Swanley Volunteer Bureau (£50), Kent Air Ambulance (£100) and Victim Support Kent and Kenward Trust (£50).

Background document

Letter dated 23rd September 2008 from the Bureau Manager, CAB

11. Parish Office Lease (PINK)

Kent County Council has appointed a new firm of surveyors to complete the lease on the Parish Office. The Committee is requested to consider letters dated 30th September 2008 and 28th October 2008 from Michael Rogers Chartered Surveyors setting out the terms of the lease that Kent County Council would be prepared to grant in respect of the Parish Council's occupation of the Parish Office.

The Committee is reminded that a draft lease was negotiated with the County Council in 2005 in which the rent of 1,500 per annum was agreed to be inclusive of non-domestic rates and other outgoings. This draft lease was never signed due to delays on the part of the County Council in respect of enquiries raised by the Parish Council about the insurance. It would appear from the latest correspondence from the Michael Rogers Chartered Surveyors that the County Council is not prepared to honour those previous commitments for the reasons set out in their letter of 28th October 2008.

The Committee is requested to consider how the Council should proceed with the negotiations.

Background documents

Letter dated 30th September 2008 from Michael Rogers Chartered Surveyors

Letter dated 13th October 2008 from HPC to Martin Tolhurst Partnership

Letter dated 15th October 2008 from Martin Tolhurst Solicitors to HPC

Letter dated 22nd October 2008 from HPC to Michael Rogers Chartered Surveyors

Letter dated 28th October 2008 from Michael Rogers Chartered Surveyors to HPC

12. Franking machine (DARK GREEN)

To consider a report on the purchase or rental of franking machine.

Background document

Report on purchase or rental of franking machine

13. White paper Communities in control: real people, real power (DARK BLUE)

To receive and note a news release from the Department for Communities and Local Government explaining the White Paper Communities in control: real people, real power published on 9th July 2008.

Background document

Department for Communities and Local Government News Release 9th July 2008

14. Communities in control: Real people, real power: The making and enforcement of byelaws – A consultation

The Government is consulting on a policy commitment contained in the White Paper, *Communities in control: real people, real power* and is inviting views on proposals to make regulations under the Local Government and Public Involvement in Health Act 2007 to provide new procedures for the making and enforcement of certain byelaws in England. The consultation period expires on 20th November 2008.

The consultation document may be viewed at:

<http://www.communities.gov.uk/publications/localgovernment/byelaws>

A hard copy of the document is available in the Parish Office

Background document

Letter dated 27th August 2008 from the Department for Communities and Local Government

Communities in control: Real people, real power – The making and enforcement of byelaws – A consultation – August 2008

15. Communities in control: Real people, real power: Codes of conduct for local authority members and employees – A consultation

The Government is consulting on a policy commitment contained in the White Paper, *Communities in control: real people, real power* and is inviting views on proposals for revising the Local Authorities (Model Code of Conduct) Order 2007 and the Relevant Authorities (General Principles) Order 2001. It is also seeking views on the proposed introduction of a model code of conduct for local government employees. The consultation period expires on 24th December 2008.

The consultation document may be viewed at:

<http://www.communities.gov.uk/publications/localgovernment/codesconductconsultation>

A hard copy of the document is available in the Parish Office.

Background document

Letter dated 1st October 2008 from the Department for Communities and Local Government

Communities in control: Real people, real power: Communities in control: Real people, real power: Code of conduct for local authority members and employees – A consultation – October 2008

16. Register of Common Land and Town or Village Greens – Implementation of Part 1 of the Commons Act 2006 from 1st October 2008 (CREAM)

To consider a letter dated 1st October 2008 from Kent County Council, Commons Registration Team.

Background documents

Letter dated 1st October 2008 from Kent County Council

17. Rural Housing Trust

Following an invitation from Fawkham Parish Council, Members from Hartley and Longfield and New Barn Parish Councils meet on 8th November 2007 to initiate discussions about a possible joint venture between the three parishes to provide housing to meet local needs.

The Clerk to Fawkham Parish Council has recently advised that it has received advice from the Rural Housing Trust explaining that Hartley is not designated as a rural parish therefore the joint venture to provide low cost housing would not be supported by Sevenoaks District Council. Fawkham Parish Council has decided not to progress any action from its housing survey conducted in 2005 which had identified a housing need and will carry out a further housing needs survey as and when required but not before 2013.

The Committee is requested to receive and note the report.

Background document

[Report of a meeting held on 8th November 2007 with Fawkham, Hartley and Longfield and New Barn Parish Councils](#)

E mail dated 15th October from Clerk to Fawkham Parish Council

18. Sevenoaks District Community Safety Action Plan 2008 – 2011

To receive and note the 2008-2011 Sevenoaks District Community Safety Plan which may be viewed online at:

http://www.sevenoaks.gov.uk/documents/strategy_plan2008_2.pdf

A hard copy of the document is available in the Parish Office.

Background document

Sevenoaks District Community Safety Action Plan 2008 – 2011

19. PACT

(GREEN)

To consider an e mail dated 1st July 2008 from the Community Safety Co-ordinator at Sevenoaks District Council explaining the processes involved in setting up a PACT (Partners & Communities Together) Panel in Hartley.

Background documents

E mail dated 1st July 2008 from Community Safety Co-ordinator at Sevenoaks District Council

E mail dated 30th June 2008 from HPC to Community Safety Co-ordinator at Sevenoaks District Council

20. Information Leaflets

To consider the following draft information leaflets:

Local services and useful contacts, what is a Parish Council and how to ask a question at Council and Committee meetings.

21. Foxborough Wood

(BLUE)

This matter has been referred by the Amenities and Open Spaces Committee to the Finance and General Purposes Committee.

The Council recently commissioned a land surveyor to establish the boundaries of land owned by the Parish Council in Foxborough Wood. Following initial survey work it became apparent there was a discrepancy between the records held by the Land Registry under title number K894736 and extent of land conveyed to the Parish Council in 1939. The result of this discrepancy is that two strips of land owned by the Parish Council along the north and eastern boundary of the land owned by the Council in Foxborough Wood are not contained under title plan filed at Land Registry. Furthermore there appears to be boundary encroachments along the western boundary from the landowners of Hartley Court Cottage and Hartley Court.

The Committee is requested to consider how it wishes to proceed with the matter.

Background documents

Letter dated 17th June 2008 from J C White Geomatics Ltd

Letter dated 15th July 2008 from Land Registry

Letter dated 29th August 2008 from HPC to J C White Geomatics Ltd

Letter dated 1st September 2008 from J C White Geomatics Ltd

Letter dated 4th September 2008 from the landowner at Hartley Court Cottage

Letter dated 3rd October 2008 from HPC to J C White Geomatics Ltd

Letter dated 6th October 2008 from J C White Geomatics Ltd

22. Flight paths

(RED)

To consider a letter dated 24th October 2008 from Ash-cum-Ridley Parish Council expressing concerns about flight paths routes in terms of numbers of flights and noise

levels. Ash-cum-Ridley has enquired whether Hartley Parish Council or its residents has any issues relating to the matter.

Background document

Letter dated 24th October 2008 from Ash-cum-Ridley Parish Council

23. Centenary celebrations of girl guiding (DARK GREEN)

To consider a letter dated 25th October 2008 from the local Rainbow and Brownie Guide Leader requesting permission to create a raised flowerbed with the Centenary logo on Hartley Green. The unit is also exploring the possibility of planting a tree somewhere in Hartley to commemorate the Centenary.

Background document

Letter dated 25th October 2008 from Rainbow and Brownie Guide Leader

24. Highway verges (WHITE)

To consider an e mail dated 29th October 2008 from Kent Highway Services asking whether Hartley Parish Council would be interested in carrying out grass cutting, shrub clearance and weed control within the parish of Hartley on behalf of Kent County Council.

Background document

E mail dated 29th October 2008 from Kent Highway Services.

25. Date of the next meeting

List of circulated documents

1. Minutes of the meeting of the Finance and General Purposes Committee held on 25th June 2008 **(WHITE)**
2. Statement of the receipts and payments for the period 1st April 2008 to 30th October 2008 **(BLUE)**
3. Draft Budget 2009/10 **(CREAM)**
4. Northfield Management Committee budget 2009/10 **(CREAM)**
5. Extract from weekly auditor communication 41-2008 issued on 13th October 2008 **(RED)**
6. Letter dated 18th July from District Auditor to local resident **(DARK YELLOW)**
7. Letter dated 21st December 2007 from Hartley Parish Council to Audit Commission **(DARK YELLOW)**
8. Letter dated 14th November 2007 from local resident to Audit Manager **(DARK YELLOW)**
9. Letter dated 23rd August 2007 from Hartley Parish Council to District Auditor, Mr Williams **(DARK YELLOW)**
10. Letter dated 18th July 2007 from local resident to District Auditor, Mr Williams **(DARK YELLOW)**
11. Completing the guide to information for parish councils, parish meetings and community councils **(GREEN)**
12. Model publication scheme **(GREEN)**
13. Information available from Parish/Community Council under the model public scheme **(GREEN)**
14. Letter dated 23rd September 2008 from CAB **(ORANGE)**
15. Letter dated 30th September 2008 from Michael Rogers Chartered Surveyors **(PINK)**
16. Letter dated 28th October 2008 from Michael Rogers Chartered Surveyors **(PINK)**
17. Report on franking machine **(DARK GREEN)**
18. Department for Communities and Local Government News Release 9th July 2008 **(DARK BLUE)**
19. Letter dated 1st October 2008 from KCC re common land and village/town greens **(CREAM)**
20. E mail dated 1st July 2008 from Community Safety Co-ordinator at Sevenoaks District Council **(GREEN)**
21. Local services and useful contacts, what is a Parish Council and how to ask a question at Council and Committee meetings
22. Letter dated 6th October 2008 from J C White Geomatics Limited **(BLUE)**
23. Letter dated 17th June 2008 from J C White Geomatics Limited **(BLUE)**
24. Letter dated 24th October 2008 from Ash-cum-Ridley Parish Council **(RED)**
25. Letter dated 25th October 2008 from Rainbow and Brownie Guide Leader **(DARK GREEN)**
26. E mail dated 29th October 2008 from Kent Highway Services **(WHITE)**

Committee membership
Cllr Abraham
Cllr Barnett
Cllr Cole
Cllr Harris (ex officio)
Cllr Sewell

Cllr Alford
Cllr Burns
Cllr Gaywood (ex officio)
Cllr Ramsay