

## THE PARISH COUNCIL OF HARTLEY

5<sup>th</sup> May 2009

Dear Councillor

You are hereby summoned to attend the Annual Meeting of Hartley Parish Council to be held at the Pavilion, Manor Field on **MONDAY 11th MAY 2009** commencing at 8.00 p.m. The business to be transacted at the meeting is:

Yours sincerely

Julie Hoad  
**Proper Officer**

**To assist in the speedy and efficient despatch of business, Members wishing to obtain factual information on items included on the Agenda are asked to contact the Clerk prior to the day of the meeting.**

### AGENDA

#### **Apologies**

To receive any apologies for absence.

**1. Election of Chairman of the Council**

To elect a Chairman of the Council for the ensuing municipal year.

**2. Chairman's declaration of acceptance of office**

To receive the Chairman's declaration of acceptance of office or, if not then received, to decide when it shall be received.

**3. Election of Vice-Chairman**

To elect a Vice-Chairman of the Council for the ensuing municipal year.

**4. Declaration of Interests**

To receive Members' declaration of interests.

**5. Minutes**

**(WHITE)**

To approve as a correct record the minutes of the Council meeting held on 20th April 2009. (Annexed).

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

**(WHITE)**

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

A schedule showing the appointments made during 2008/2009 is attached as Appendix 1.

(b) To establish Committees and Working Groups for the ensuing municipal year and to agree their Terms of Reference and delegated powers.

A schedule showing the Committees and Working Groups and their Terms of Reference established during 2008/2009 is attached as Appendix 2.

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

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

## 7. **Calendar of Meetings**

(a) To consider setting the dates for meetings of the Council during the ensuing municipal year.

Apart from the Annual Meeting of the Council, the Parish Council is required by Schedule 12 of the Local Government Act 1972 to hold at least 3 other meetings. Standing Order 5 prescribes that meetings of the Council shall be held at the Pavilion, Manor Field at 8.00 p.m., unless the Council otherwise decides. It has been the custom to hold meetings monthly apart from during the month of August. It is suggested that meetings be held on the following dates:

8 <sup>th</sup> June 2009	13 <sup>th</sup> July 2009
14 <sup>th</sup> September 2009	12 <sup>th</sup> October 2009
9 <sup>th</sup> November 2009	14 <sup>th</sup> December 2009
11 <sup>th</sup> January 2010	8 <sup>th</sup> February 2010
8 <sup>th</sup> March 2010	12 <sup>th</sup> April 2010
10 <sup>th</sup> May 2010 (Annual Meeting of the Council)	

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

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

Historically the Annual Parish Meeting has been held on a Friday evening to allow the local Member of Parliament to attend. The Annual Parish Meeting has in the past been held in March, but more recently the date of the Annual Parish Meeting has been arranged in May to coincide with the launch of the Annual Report. Annual Parish Meetings must be held annually between 1<sup>st</sup> March and 1<sup>st</sup> June (inclusive).

The Council is requested to consider the suggested date of Friday 14<sup>th</sup> May 2010 for the Annual Parish Meeting.

### **Adjournment**

*The meeting will be adjourned to receive any reports from the County Councillor and the District Councillors and to allow a public question time.*

## 8. **Amenities and Open Spaces Committee**

**(GREEN)**

To adopt the minutes of the meeting of the Amenities and Open Spaces Committee held on 21<sup>st</sup> April 2009 and to consider any recommendations contained therein. (Annexed).

- 9. Burial Ground and Gardens of Remembrance Committee (PINK)**  
To adopt the minutes of the meeting of the Burial Ground and Gardens of Remembrance Committee held on 5<sup>th</sup> May 2009 and to consider any recommendations contained therein. (To follow).
- 10. Finance and General Purposes Committee (DARK BLUE)**  
To adopt the minutes of the meeting of the Finance and General Purposes Committee held on 29<sup>th</sup> April 2009 and to consider any recommendations contained therein. (Annexed).
- 11. Planning Committee (YELLOW)**  
To adopt the minutes of the meeting of the Planning Committee held on 29<sup>th</sup> April 2009 and to consider any recommendations contained therein. (Annexed)
- 12. Northfield Management Committee (RED)**  
(a) To receive and note the minutes of the Northfield Management Committee held on 24<sup>th</sup> April 2009. (To follow, if available).  
(b) At the meeting of the Northfield Management Committee held on 24<sup>th</sup> April 2009, the Committee recommended alterations to the Committee's constitution. The Council is requested to consider and approve the proposed alterations. (Annexed).  
(c) At the meeting of the Northfield Management Committee held on 24<sup>th</sup> April 2009, the Committee reviewed its Financial Regulations. The Council is requested to review the Committee's Financial Regulations, in light of the Committee's recommendation to amend FR 11.1 (b) and (d) in respect of contracts, and to approve and adopt the Financial Regulations, as amended. (Annexed).
- 13. Hartley Parish Plan Steering Committee (CREAM)**  
To receive and note the minutes of the meeting of the Parish Plan Steering Committee held on 27<sup>th</sup> April 2009 . (To follow, if available).
- 14. Kent Association of Local Councils (ORANGE)**  
To receive and note the minutes of the meeting of the Sevenoaks Area Committee held on 20<sup>th</sup> March 2009. (Annexed).
- 15. Payments (DARK BLUE)**  
(a) To approve the payment of the following accounts for May 2009 (Annexed).  
(b) To receive and note a financial report as at 5<sup>th</sup> May 2009. (Annexed).
- 16. Exclusion of the press and public**  
Under the Public Bodies (Admissions to Meetings) Act 1960, it may be necessary to exclude the press and public from the meeting during consideration of agenda item 17, "New Burial Ground", on the grounds that the likely disclosure of exempt information will prejudice the public interest by reason of the confidential nature of the business to be transacted.
- 17. New Burial Ground**  
To consider a report on the provision of a new Burial Ground at Manor Field and to agree a course of action.

**List of circulated documents**

1. Minutes of the meeting of the Council held on 20<sup>th</sup> April 2009 **(WHITE)**
2. Appendix 1 - Appointments to outside bodies and joint management committees 2008/09 **(WHITE)**
3. Appendix 2 - List of Committees and Working Groups and their Terms of Reference **(WHITE)**
4. Appendix 3 - Committee and Working Group Membership 2008/09 **(WHITE)**
5. Minutes of the meeting of the Amenities and Open Spaces Committee held on 21<sup>st</sup> April 2009 **(GREEN)**
6. Minutes of the meeting of the Finance and General Purposes Committee held on 29<sup>th</sup> April 2009 **(DARK BLUE)**
7. Minutes of the meeting of the Planning Committee held on 29<sup>th</sup> April 2009 **(YELLOW)**
8. Minutes of the meeting of the Northfield Management Committee held on 24<sup>th</sup> April 2009. **(RED)**
9. Minutes of the meeting of the Hartley Parish Plan Steering Committee held on 27<sup>th</sup> April 2009 **(CREAM)**
10. Northfield Management Committee Constitution – proposed amendments
11. Northfield Management Committee Financial Regulations – proposed amendments
12. Minutes of the meeting of the KALC Sevenoaks Area Committee held on 20<sup>th</sup> March 2009 **(ORANGE)**
13. Schedule of payments for May 2009 **(DARK BLUE)**
14. Financial report as at 5<sup>th</sup> May 2009 **(DARK BLUE)**

**Appointment of Representatives on outside bodies and joint management committees as approved by Council at its Annual Meeting on 12<sup>th</sup> May 2008**

<b>Organisation</b>	<b>Membership</b>
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)	Cllr Mr A Barnett, Cllr Mr J Gaywood (Chairman) Cllr Mrs A Oxtoby
Crime Prevention Panel	At a meeting of the Council held on 14 <sup>th</sup> July 2008 it was resolved that no further action be taken at that stage to appoint a Parish Council representative on the North Kent Crime Prevention Panel
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 <sup>st</sup> August 2010)	Cllr Mrs A Oxtoby
Hartley Parish Plan Steering Committee (2 representatives)	Cllr Mr D Graeme Cllr Mr J Minns

Committee/ Working Group	Terms of Reference
<b>Amenities and Open Spaces Committee</b>	<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, and such land owned by the Council at the 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 <b>*and General Purposes</b> Committee <del>*in November of</del> 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>* proposed insertions and deletions</b></p>
<b>Burial Grounds and Gardens of Remembrance Committee</b>	<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</li> </ol>

	<p>Remembrance subject to the approval of the Parish Council</p> <ol style="list-style-type: none"> <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>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 Gardens of Remembrance, provided such applications comply with the Council's rules and regulations.</li> </ol>
<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 monitor the Councillors Handbook about procedures for councillors.</li> <li>6. To monitor Quality Parish Status at regular intervals.</li> </ol> <p><u>Delegated Powers</u></p> <ol style="list-style-type: none"> <li>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</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> </ol>

	<ol style="list-style-type: none"> <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 half yearly 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 Council's financial risk assessment</li> <li>9. To review the administrative functions of the Council and make recommendations as appropriate to the Council.</li> <li>10. To review donations to outside organisations.</li> <li>11. To review the subscriptions/licences falling to be paid annually</li> <li>12. To review the assets and land leased by the Council annually</li> <li>13. To review the Clerk's and the Assistant Clerk's terms and conditions of employment.</li> <li>14. To review the Council's office accommodation.</li> <li>15. To deal with any matters which do not fall within the Terms of Reference of any other Committee.</li> </ol>
<p><b>Highways Committee</b></p>	<ol style="list-style-type: none"> <li>1. To determine the problems and assess the priorities associated with traffic issues within the Parish.</li> <li>2. To meet from time to time as deemed necessary by members of the committee.</li> </ol>

	<p>3. To co opt, for such time as is necessary, members of the public to the committee.</p> <p>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>
<p><b>Planning Committee</b></p>	<p><b><u>Delegation from the Council</u></b></p> <p>These Terms of Reference were agreed by the Parish Council at its meeting held on 14th May 2007and recorded in the minute number 8 (b).</p> <p><b><u>Membership</u></b></p> <p>The Committee shall be elected, and may be re-elected, at the Annual Meeting of the Council.</p> <p><b><u>Procedures</u></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><u>Committee functions</u></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>

(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, Gravesham Borough Council and Sevenoaks District Council for comments on any of its consultation documents.

**Delegated Powers**

(1) To determine and submit the Council's observations on planning applications, applications concerning tree preservation orders and breaches of planning control.

(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.

(3) To appoint working groups to research and advise the Committee on planning applications and appeals.

(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.

(5) To determine and submit the Council's comments on 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 determine and submit the Council's comments on consultation documents from Kent County Council, Dartford Borough Council, Gravesham Borough Council and Sevenoaks District Council.
<b>Special Projects Committee</b>	<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><b><u>Delegated Powers</u></b></p> <p>1. To seek any necessary advice.</p> <p>2. To spend such monies as allocated by the Council.</p>
<b>Youth Committee</b>	<p>1. To work on behalf of all of the youth and young people 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><u>Delegated Powers</u></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>
<b>Standing Orders Working Group</b>	1. To undertake a review of the Council's Standing Orders
<b>WI Hall Working Group</b>	Established at a meeting of the Council held on 10 <sup>th</sup> September 2007 to further discussions with the WI on the proposal to transfer ownership of the hall to the Parish Council

**HARTLEY PARISH COUNCIL**

**Appointments to Committees and Working Groups as approved by the Council  
at its Annual Meeting held on 12<sup>th</sup> May 2008**

**Committees**

(Chairman and Vice Chairman are ex officio members on all committees –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, 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

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**Working Group**

**Standing Orders Working Group** (4)

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

**W.I. Hall Working Group** (3)

Cllrs Abraham, *Harris* and Ramsay

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**Others**

**Members Surgery Panel** (13)

All Members of the Council

