

THE PARISH COUNCIL OF HARTLEY
MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD IN
THE PAVILION, MANOR FIELD, CHURCH ROAD,
ON MONDAY 13th JULY 2009 AT 8.00 P.M.

Present : Cllr C Alford
Cllr A Barnett
Cllr Mrs J Burns
Cllr R Coates
Cllr Mrs P Cole
Cllr J Gaywood (Chairman)
Cllr S Granger
Cllr J Minns
Cllr Mrs A Oxtoby
Cllr B Ramsay
Cllr V Sewell

In attendance: Mrs J Hoad (Clerk)
Cllr D Brazier (Kent County Council local member)
6 members of the public

1. Apologies

Apologies for absences had been received from Cllr Abraham due to illness and Cllr Graeme due to holiday commitments.

RESOLVED: That, the absences of Cllrs Abraham and Graeme be approved.

2. Declaration of Interests

There were no declarations of interests.

3. Register of Interests

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

4. Minutes

RESOLVED: That, the minutes of the meeting of the Parish Council held on 8th June 2009 be approved and signed by the Chairman as a correct record.

The meeting was adjourned at 8.03 p.m. to receive reports from the County Councillor, District Councillors and to take questions from members of the public.

The meeting resumed at 8.15 p.m.

5. Calendar of meetings

RESOLVED: That, the date for the meeting of the Council to be held in April 2010 be altered from 19th April to 12th April 2010.

6. Amenities and Open Spaces Committee

RESOLVED: That, the minutes of the meeting of the Amenities and Open Spaces Committee held on 16th June 2009 and the recommendations contained therein be received and, where necessary, approved and adopted.

7. Finance and General Purposes Committee

The Council was advised that the Audit Commission would be charging additional costs of £1,212.00 plus VAT in relation to the time spent dealing with objections raised by a local government elector to the 2006/07 accounts. The Council was reminded that the District Auditor had not upheld any of the objections raised by the local government elector.

Concerns were raised about the interview process being adopted by Ash-cum-Ridley Parish Council for the appointment of a full time youth worker for the HAWK Youth Partnership Project following the recent resignation of Mr G Walsh.

RESOLVED: That,

(1) the minutes of the meeting of the Finance and General Purposes Committee held on 8th July 2009 and the recommendation contained therein be received and, where necessary, approved and adopted and,

(2) concerns be expressed to Ash-cum-Ridley Parish Council about the interview process being adopted for the appointment of a full time youth worker for the HAWK Youth Partnership Project.

8. Highways Committee

RESOLVED: That, the minutes of the meeting of the Highways Committee held on 25th June 2009 and the recommendations contained therein be received and where necessary approved and adopted.

9. Planning Committee

The meeting was adjourned to allow the County Councillor to explain Kent County Council's position regarding the Partial Review of the Regional Spatial Strategy for the South East – Provision for Gypsies, Travellers and Travelling Showpeople.

RESOLVED: That,

(1) the minutes of the meetings of the Planning Committee held on 17th June 2009 and 8th July 2009 and the recommendation contained therein be received and, where necessary, approved and adopted; and

(2) the Council submits representations in respect of the Partial Review of the Regional Spatial Strategy for the South East – Provision for Gypsies, Travellers and Travelling Showpeople, expressing its support for the overall aims and objectives of the Strategy to settle Gypsies and other Travellers, with the following comments;

(a) It opposes the proposal in the Strategy that further sites for Gypsies and Other Travellers could be sited in the Green Belt or Areas of Outstanding Beauty and in particular believes that this form of positive discrimination, fuels the very public resentment that the Race Relations Legislation seeks to avoid.

(b) It believes that the positive measures in the Strategy should incorporate a recommendation for new legislation to enable landowners to deal effectively and quickly with the removal of unauthorised sites.

(c) The Strategy should incorporate a policy for dealing with the growth in numbers of Gypsies and Other Travellers and in particular the possible influx of Gypsies from Europe.

(d) The Strategy should include the estimated cost of the proposals, in order that its effect on public finances is made clear.

10. Northfield

- (a) RESOLVED: That, the minutes of the meeting of the Northfield Management Committee held on 26th June 2009 be received and noted.
- (b) RESOLVED: That, the Standing Orders of the Northfield Management Committee, as set out in appendix 1 attached to these minutes, be permanently varied.
- (c) RESOLVED: That, amendments to the Constitution of the Northfield Management Committee, as set out in appendix 2 attached to these minutes, be approved.
- (d) RESOLVED: That, the minutes of the extraordinary meeting of the Northfield Management Committee held on 3rd July 2009 be received and noted.

11. Hartley Parish Plan Steering Committee

- (a) RESOLVED: That, the minutes of the meeting of the Hartley Parish Plan Steering Committee held on 20th May 2009 be received and noted.
- (b) The Council considered responses from the Hartley Parish Plan Steering Committee to suggested amendments to the Hartley Parish Plan as recommended by the Amenities and Open Spaces Committee at a meeting held on 16th June 2009, Finance and General Purposes Committee at a meeting held on 1st June 2009, Highways Committee at a meeting held on 25th June 2009 and Planning Committee at a meeting held on 13th May 2009.

RESOLVED: That, the amendments to the Hartley Parish Plan, as discussed by the Hartley Parish Plan Steering Committee at a meeting held on 1st June 2009, be accepted.

12. Extension to All Saints Church

It was reported that the extension to the west wing of All Saints Church would commence on 24th August 2009 and that the Parish Council had been invited to a pre-contract meeting with the church authorities and the contractor on 23rd July 2009. The Council was advised that the contractor is likely to request the use of the car park for the duration of the contract.

RESOLVED: That,

- (1) the land owned by the Parish Council which is used as an overspill car park in Manor Field be made available to the contractor undertaking the extension work at All Saints Church; and
- (2) the church authorities be advised that permission should be sought from the landowners of the twenty foot wide strips of land on the western and southern boundary of Manor Field in respect of access to the overspill car park though the entrance gate and use of the aforementioned strips of land.

13. HAWK

It was reported that the minutes of the meeting of the HAWK Youth Partnership held on the 7th July 2009 were not available. The Council was advised that Kent County Council was considering becoming the employer of the full time youth worker for HAWK, taking over from Ash-cum-Ridley Parish Council.

14. KALC

RESOLVED: That, the Parish News issue number 340 be received and noted.

15. Payments

RESOLVED: That,

(1) the payment of the accounts for July and August 2009, attached as appendix 3 to these minutes, be approved; and

(2) the summary of receipts and payments as at 7th July 2009 be received and noted.

16. Exclusion of the public

RESOLVED: That, under the Public Bodies (Admission to Meetings) Act 1960 the public be excluded from the meeting during consideration of minute item 17 in respect of the “New Burial Ground” 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.

The public left the meeting at 9.15 p.m.

17. New Burial Ground

The Council was advised that no response had been received to an offer made to the landowners of the two strips of land at Manor Field, Messrs H F & J H Glover, on 24th June 2009, as set out in the minutes of the meeting of the Council held on 8th June 2009, (page 4, minute ref 18, New Burial Ground).

The Council was advised that the Environment Agency had agreed, in principle, with the recommendations and analysis of risks submitted by Cemetery Development Services and that the proposals for the development of the site as a new burial ground had been accepted. The Council noted that it should ensure no surface water drainage schemes presented a risk to groundwater by draining any areas liable to be affected by contamination.

RESOLVED: That, this Council welcomes the report from the Environment Agency confirming land at Manor Field may be used for burial purposes and the Council’s legal advisor be advised accordingly.

The meeting closed at 9.45 p.m.

Signed:.....

Date:

Chairman of the Council

ASH-CUM-RIDLEY and HARTLEY PARISH COUNCILS

NORTHFIELD MANAGEMENT COMMITTEE

STANDING ORDERS

1 MEETINGS

1.1 TIME AND FREQUENCY

Meetings of the Committee shall be held at least six times each year on dates and at times fixed by the Committee.

1.2 VENUE

Meetings shall be held alternately at a venue determined by Ash-cum-Ridley Parish Council and a venue determined by Hartley Parish Council. Smoking is not permitted at any meeting of the Committee.

1.3 ADDITIONAL OR ALTERED MEETINGS

The Committee may by resolution alter the date, venue, or time of any meeting, or convene an additional meeting.

1.4 URGENT MEETINGS

Either of the Chairmen may require the Secretary to summon an additional meeting if it is necessary for the Committee to transact urgent business. The Secretary shall arrange the venue for the meeting. Any two members may request a Chairman to call a meeting to transact urgent business, and if the Chairman fails to do so, they may require the Secretary to summon an urgent meeting.

2 CHAIRMAN OF MEETING

The Chairman of the host Council, if present, shall preside at meetings of the Committee. If the Chairman is absent, the members of that Council who are members of the Committee shall appoint a member of the Committee to preside. **The person presiding at a meeting may exercise all the powers and duties of the Chairman in relation to the conduct of the Meeting.**

In the event of the Chairman of the host Council arriving after the commencement of the meeting, the member chosen shall vacate the chair, and the Chairman shall thereupon preside.

3 EXECUTIVE OFFICERS

The executive officers of the Committee shall be the Clerks of Ash-cum-Ridley and Hartley Parish Councils of whom one shall be Secretary and the other Treasurer of the Committee.

4 MEMBERSHIP AND QUORUM

The Committee shall consist of six persons being the Chairman and two members appointed by resolution of each Council. **Three members shall constitute a quorum.** If a quorum is not present within 15 minutes of the time fixed for a meeting of the Committee, or if during a meeting the number of members present and not debarred by reason of a declared interest falls below the required quorum, the meeting shall be adjourned and business not transacted at that meeting shall be transacted at the next meeting. The Committee shall have power to co-opt for such time as is necessary an additional member or members to assist with specific items or expertise, such additional member or members to be non-voting.

5 VOTING

5.1 Members shall vote by show of hands.

5.2 **If a member so requires, the Secretary shall record in the Minutes the names of the members who voted on any question so as to show whether they voted for or against it. Such a request must be made before moving on to the next business.**

5.3 In the event of a tied vote on a procedural motion the Chairman presiding may give a casting vote. In the event of a tied vote on a motion other than a procedural motion, the Chairman presiding shall not have a casting vote. ~~In this event, the Committee may by resolution appoint an independent arbitrator with the necessary expertise to determine the question.~~ ****If no majority on a motion is reached, then the motion shall fall.***

6 ORDER OF BUSINESS

6.1 **At every meeting the first business shall be to appoint a Chairman if the Chairman of the host Council is absent.**

6.2 After the first business has been completed, the order of business, unless the Committee otherwise decides on the ground of urgency, shall be:

- (a) **To consider the Minutes and to approve the signature of the Minutes by the person presiding as a correct record.**
- (b) To dispose of business, if any, remaining from the last meeting.
- (c) To note the Committee's financial position and authorise orders for payment.
- (d) To receive and consider reports from officers and sub-committees.
- (e) To consider motions in the order in which they have been notified.
- (f) Any other business specified in the summons. Other business not specified may be discussed by way of exchange of information but no decisions may lawfully be made.

6.3 A motion to vary the order of business may be proposed by the Chairman or by any member and put to the vote without discussion.

6.4 Meetings of the Committee shall stand adjourned 2 hours and 30 minutes after the time fixed for the Meeting, provided that a motion to extend the Meeting for not more than a further half hour may at that time be proposed by the Chairman or by any member and put to the vote without discussion.

7 NOTICE OF MOTIONS

7.1 Except as provided by these Standing Orders, no resolution may be moved unless the business to which it relates has been put on the Agenda by the Secretary or the mover has given notice in writing of its terms and has delivered the notice to the Secretary at least seven working days before the next meeting of the Committee or at the discretion of the Secretary/Chairmen.

7.2 The Secretary shall insert in the summons for every meeting all notices of motion in the order in which they have been received unless the member giving notice has stated in writing an intention to move it at some later meeting or to withdraw it.

7.3 If a motion be not moved either by the member who gave notice of it or by any other member, it shall, unless postponed by the Committee, be treated as withdrawn and shall not be moved without fresh notice.

7.4 Resolutions dealing with the following matters may be moved without notice:

- (a) To appoint a Chairman of the meeting.
- (b) To correct the Minutes.
- (c) To approve the Minutes
- (d) To alter the order of business

- (e) To proceed to the next business
- (f) To close or adjourn the debate.
- (g) To adopt a report
- (h) To amend a motion
- (i) To give leave to withdraw a motion or an amendment.
- (j) To extend the time limit for speeches.
- (k) To exclude the public and press.
- (l) To move a motion to resolve a discussion on an item included in the business.
- (m) To suspend any Standing Order.
- (n) At the time fixed for the adjournment, to extend the meeting for not more than a further half hour.
- (o) To adjourn the meeting.

7.5 A decision (whether affirmative or negative) of the Committee shall not be reversed within six months except by a special resolution which has been referred to the Committee by resolution of either of the Councils. When a special resolution has been disposed of, no similar resolution may be moved within a further six months.

8 RULES OF DEBATE

- 8.1 No discussion shall take place upon the Minutes except upon their accuracy. Corrections to the Minutes shall be made by resolution and initialled by the Chairman.
- 8.2 A resolution or amendment shall not be discussed unless it has been proposed and seconded and, unless proper notice has already been given, it shall if required by the Chairman be put in writing and handed to the Chairman before it is further discussed or put to the meeting.
- 8.3 No speech shall exceed five minutes except by consent of the Committee.
- 8.4 An amendment shall be either:
- (a) To leave out words.
 - (b) To leave out words and insert or add others.
 - (c) To insert or add words.
- 8.5 An amendment shall not have the effect of negating the resolution before the Committee.
- 8.6 If an amendment is carried, the resolution, as amended, shall take the place of the original resolution and shall become the resolution upon which any further amendment may be moved.
- 8.7 A further amendment shall not be moved until the Committee has disposed of every amendment previously moved.
- 8.8 A member, other than the mover of a resolution, shall not, without leave of the Committee, speak more than once on any resolution except to move an amendment or further amendment, or on an amendment, or on a point of order, or to move a closure.
- 8.9 The mover of a resolution shall have a right to reply immediately before the resolution is put to the vote. If an amendment is proposed the mover of the amendment shall be entitled to reply immediately before the amendment is put to the vote. A member exercising a right of reply shall not introduce new matter. After the right of reply has been exercised or waived, a vote shall be taken without further discussion.
- 8.10 When a resolution is under debate no other resolution shall be moved except the following:-
- (a) To amend the resolution.
 - (b) To proceed to the next business*.
 - (c) To adjourn the debate*.
 - (d) That the question be now put*.
 - (e) To exclude the public and press*.

(f) To adjourn the meeting*.

Procedural motions marked * shall be put without debate. If the motion ‘that the question be now put’ is moved, the Chairman shall put this procedural motion to the vote only if he is of the opinion that the question before the Committee has been sufficiently debated. If this procedural motion is carried, the Chairman shall call upon the mover of the original resolution to exercise or waive his right of reply and shall put the question immediately after that right has been exercised or waived.

8.11 The ruling of the Chairman on a point of order shall not be discussed.

9 EXPENDITURE

9.1 **Orders for the payment of money shall be authorised by resolution of the Committee and signed by two members.** Payments authorised by the Committee shall be made forthwith unless the Committee shall otherwise direct.

**9.2 Financial regulations governing the conduct of the financial transactions of the Northfield Management Committee shall be approved by Hartley and Ash-cum-Ridley Parish Council.*

~~9.2 Where it is intended to enter into a contract exceeding £1000 in value for the supply of goods or materials or for the execution of works the Committee shall seek at least three competitive tenders. Tenders shall be opened by the Secretary or the Treasurer in the presence of a member of the Committee on the date specified for their return and shall be reported to the Committee. The Committee is not bound to accept the lowest tender, but where the lowest tender is not accepted the reasons shall be recorded in the Minutes.~~

~~9.3 An annual contract may be renewed after renegotiation, but where an annual contract exceeds £1000 in value competitive tenders shall be sought at least every third year.~~

~~9.4 Where it is intended to enter into a contract less than £1000 but exceeding £250 in value the Secretary shall seek two written quotations unless that would be an inappropriate procedure for the work, goods or services to be obtained. For contracts valued at less than £250 the Secretary shall seek one verbal quote.~~

~~9.5 The Secretary may incur expenditure on behalf of the Committee that is necessary to carry out any repair replacement or other work that is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £200. This limit may be exceeded if necessary following consultation with the Chairmen. The Secretary shall report the action to the Committee as soon as practicable thereafter.~~

10 SUB-COMMITTEES

The Committee may at any time appoint such sub-committees as are necessary to determine specific questions between meetings of the Committee.

11 ADMISSION OF THE PUBLIC AND PRESS TO MEETINGS

**11.1 The public shall be admitted to all meetings of the Committee, which may, however, temporarily exclude the public by means of the resolution, ‘That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw.’ The Secretary shall afford to the press reasonable facilities for taking their report of any proceedings at which they are entitled to be present. Members of either Council are entitled to remain during the transaction of confidential business. There shall be no audio or video recording or photographs of the meeting without the express approval of the Committee.*

**11.2 At all meetings of the Committee, and its sub committees, the Chairman may at his discretion and at a convenient time in the transaction of business, adjourn the meeting so as to allow any members of the*

public to address the meeting to make representations, answer any questions or give evidence relating to the business to be transacted at that meeting.

12 MINUTES

All Minutes kept by the Committee shall be open for the inspection of any member of either Council. The Minutes of any confidential business shall not be open for the inspection of any other person except as required by law, and no member of either Council shall disclose to any person not a member of that Council any business declared to be confidential by the Committee.

13 CODE OF CONDUCT

13.1 ~~All~~ *Members must observe their *respective* Council's Code of Conduct, as adopted by Hartley Parish Council on 10th September 2007 and as adopted by Ash-cum-Ridley Parish Council on 21st June 2007.

13.2 A member who has a personal interest as defined by their **respective* Council's Code of Conduct shall declare such interest as soon as it becomes apparent, disclosing the existence and nature of that interest as required.

~~13.3 A member who has declared a personal interest and who considers the interest to be prejudicial must withdraw from the room or chamber during consideration of the item to which the interest relates, unless a dispensation from the standards committee of the district council has been obtained, and the member shall not seek improperly to influence a decision about that matter.~~

13.3 **A member who has declared a personal and prejudicial interest in a matter must withdraw from the room or chamber during consideration of the item to which the interest relates. In accordance with provisions under Standing Order 11.2, a member who has declared such a personal and prejudicial interest may continue to attend the meeting prior to withdrawing from the meeting, but only for the purpose of making representations, answering questions or giving evidence relating to the business, provided the public are so allowed to attend the meeting for the same purpose whether under statutory right or otherwise.*

13.4 **The Proper Officers of Ash-cum-Ridley Parish Council and Hartley Parish Council are required to compile and hold a register of members' interests of their respective members appointed to serve on the Northfield Management Committee, in accordance with agreement reached with the Monitoring Officer of the Responsible Authority and/or as required by statute.*

13.4 No member shall at a meeting persistently disregard the ruling of the Chairman, wilfully obstruct business, or behave irregularly, offensively, improperly or in such a manner as to bring the Committee or either Council into disrepute.

13.5 If, in the opinion of the Chairman, a member has acted in a manner contrary to that required, the Chairman shall express that opinion to the Committee and thereafter any member may move that the member named be no longer heard or that the member named do leave the meeting, and the motion, if seconded, shall be put forthwith and without discussion. If the motion is disobeyed, the Chairman may adjourn the meeting or take such further steps as may be reasonably necessary to enforce them. ~~If a member reasonably believes another member is in breach of the code of conduct, that member is under a duty to report the breach to the Standards Board.~~

14 *RECOMMENDATIONS TO THE COUNCILS

14.1 *If a recommendation is made by the Committee on a matter to be taken back to the Councils for decision, then the wording of that recommendation shall be placed in its entirety on the agendas of both Parish Councils to be proposed and voted on without amendment.

**14.2 If no agreement can be reached by the Councils in respect of a recommendation from the Northfield Management Committee, then the recommendation will fall.*

***15 VARIATION, REVOCATION AND SUSPENSION OF STANDING ORDERS**

Any part of the Standing Orders, **except those laid down in Acts of Parliament and printed in bold type**, may be suspended by resolution in relation to any specific item of business. A resolution permanently to add, vary or revoke a Standing Order shall when proposed be referred without discussion to the two Councils *for approval*. A copy of these Standing Orders shall be given to every member by the Secretary upon appointment to the Committee.

** proposed additions shown in red bold italics*

Proposed additions and deletion as discussed by the Northfield Management Committee at its meeting held on 24th April 2009

NORTHFIELD MANAGEMENT COMMITTEE

CONSTITUTION

The Northfield Management Committee is a joint venture of the Parish Councils of Ash-cum-Ridley and Hartley and has been established to manage an area of land know as 'Northfield' leased from the New Ash Green Village Association Limited from 10th March 1999 for a term of 99 years.

**** The general principles are to establish the whole area as a local amenity for recreation, applying conservation principles where possible. To guard against large scale increased use by outside bodies. Any variation to the terms of the lease must be agreed by the Parish Councils of Hartley and Ash-cum-Ridley and by the New Ash Green Village Association Ltd.***

1. The Northfield Management Committee will consist of The Chairman plus two members from each respective Parish Council and the Clerks of both Ash-cum-Ridley and Hartley Parish Councils. The Secretary will be the Clerk of Ash-cum-Ridley Parish Council and the Treasurer the Clerk of Hartley Parish Council, or vice-versa according to circumstances.
2. The Northfield Management Committee will be responsible for complying in full with the terms of the lease, payment of rent (£1.00) per annum and respect all covenants so contained within the lease.
3. The venue of the meetings will alternate between Hartley and Ash-cum-Ridley and the host Parish Council will chair the meetings.
4. The committee will meet at least six times a year.
5. To operate ~~a~~ bank accounts with three authorised signatories ~~on each~~ cheque.
6. To prepare a budget with its own respective Parish Councils before setting its precept.
7. To produce yearly accounts for public inspection and audit.
8. The Model Code of Conduct for Parish and Town Councils unamended and including paragraph 12(2), as adopted by Ash-cum-Ridley Parish Council on 21st June 2007 and Hartley Parish Council on 10th September 2007. Registers containing members' interests will be maintained.
9. Members will abide by Standing Orders approved by Ash-cum-Ridley Parish Council on ***** (insert date) and approved by Hartley Parish Council on *** (insert date) and adopted by Northfield Management Committee on ***** (insert date) These will be reviewed from time to time. A resolution to

permanently add, vary or revoke a Standing Order shall, when proposed, be referred without discussion to the two Councils for approval before adoption by the Northfield Management Committee.

10. Members will abide by Financial Regulations reviewed by the Northfield Management Committee on 24th April 2009 and approved and adopted by Ash-cum- Ridley Parish Council on 21st May 2009 and by Hartley Parish Council 11th May 2009.
11. Members will be aware of the aims and objectives of Northfield when making decisions relating to the use of the land as follows:-
 - The general philosophy will be to apply conservation principles wherever possible, manage the woodland appropriately and match planting to purpose.
 - A grassed open area for all age groups to enjoy, subject to byelaws.
 - Car parking as detailed in the planning permission already given.
 - Junior football pitches as detailed in the planning permission already given.
 - A mown area between the football pitches and Farm Holt/Caling Croft for general knockabouts.
 - A jogging route with small markers to judge distance.
 - A horse riding route on the perimeter suitably defined apart from the general area, with arrangement to prevent motor cycle entry.
 - Appropriate planting of trees to enhance the general amenity if necessary.
 - Appropriate screening by planting of boundaries, if necessary.
12. Where no agreement may be reached between the two Parish Councils in respect of a proposal beyond the scope of the aims and objectives set out in paragraph 11 above, then the proposal will fall.
13. To co-opt for such time as is necessary members to assist with specific items or expertise.

Schedule of Payments July 2009

Chq No	Payment to	Particulars	Net	VAT	Total
104916	J Hoad	Salary 01/07/09 - 31/07/09 (prev approved)	1,698.51	-	-
		Fee re Submission of Section 7 - The Power of Well-Being	15.00	-	1,713.51
104917	H Gilder	Salary 01/0709 - 31/07/09 (prev approved)	907.47	-	907.47
104918	H M Revenue & Customs	Month 4 Employer & Employee NIC & PAYE	932.75	-	932.75
104919	Kent County Council	Employer & Employees pension contributions July 2009	545.80	-	545.80
104920	Mr D Cunningham	Cleaning @ the Pavilion 1st - 31st July inv 07/2009	80.00	-	-
		Temperature checks & descaling inv 07/2009	20.00	-	-
		Additional cleaning @ Pavilion section B inv 07/2009	60.00	-	-
		Additional cleaning @ Pavilion Section D inv 07/2009	10.00	-	-
		To remove polish from wooden floor in hall & clean, repolish & buff inv 07/2009	150.00	-	320.00
104921	EDF Energy Customers PLC	Electricity @ Manor Field Pavilion	135.72	-	135.72
104922	Cemetery Development Services Ltd	Undertaking of EA T1 assessment at the Hartley proposed new burial site. Inv CDS/070774.	2,100.00	315.00	2,415.00
104923	Supplies Team	Ink Cartridges inv 2658268	60.89	9.13	70.02
104924	J B Westwood	Grass cutting May 15th - June 18th inv 2913	1,395.00	209.25	1,604.25
104925	HF & JH Glover	Supply of 6 x padlocks & keys inv 23	66.00	9.90	75.90
104926	Beachcroft LLP	Professional fees - 14th May - 12th June 2009 inv 10103863	650.00	97.50	747.50
104927	Martin Tolhurst Partnership LLP	Professional services re WI Hall inv B110695	200.00	30.00	230.00
104928	Action with Communities in Rural Kent	Annual subscription	35.00	-	35.00
104929	KALC	Councillors Information Day 29/07/09 - Cllr Coates	60.00	9.00	-
		2 packets of 'next meeting' notices inv 09/10 - 359	7.73	0.90	-
		Power of Well Being training 24/06/09 Cllrs Abraham & Granger	40.00	-	117.63
104930	Austin Treework	Felling & grinding of Horse Chestnut tree @ Chantry Avenue recreation ground inv 7965.	180.00	27.00	207.00
104931	Mr G Hawkins	1st cut of Rectory Meadow inv 2622	270.00	40.50	310.50
104932	Sevenoaks District Council	40 rolls of recycling sacks inv 2020845	20.00	-	-
		Emptying dog bins April - June 2009 inv 2020896	336.70	50.51	-

			<u>407.21</u>		
104933	Kent County Council (KCS)	Konica black & white copies 21/03/09-20/06/09 inv PR0068574	67.36	10.10	-
		Photocopier rental 21/06/09 - 20/09/09 inv PR0068533	161.46	24.22	-
		Hand towels, toilet rolls & stationery inv IN265878	22.08	3.31	-
		Stationery inv IN255805	24.98	3.75	<u>317.26</u>
104934	Mr R Malpas	Repairs to kitchen light @ Pavilion inv 2	40.00	-	40.00
104935	W Mzimba	Internal audit of HPC for y/e 31/03/09	425.00	-	425.00
104936	Cash	To reimburse petty cash - 04/06/09 -100 x 2nd class stamps & 1 x recorded delivery to SDC 05/09	31.36	-	-
		18/06/09 - 60 x 1st & 2nd class stamps 06/09	39.06	-	-
		26/06/09 - Postage re minutes cd KCC 07/09	0.90	-	<u>71.32</u>
104937	Kent Wildlife Trust	Annual subscription	41.00	-	41.00
104938	Mr L Abraham	Travelling allowance - 09/06/09 Lenham re KALC F & GP meeting	33.65	-	-
		Travelling allowance - 12/06/09 Sevenoaks TC re KALC Sevenoaks Area Meeting	19.23	-	-
		Travelling allowance - 24/06/09 Sevenoaks re Power of Well Being training	19.23	-	<u>72.11</u>
104939	T D Munday	Garden maintenance at Burial Ground inv 26	120.00	-	-
		Burial Ground visual inspection inv 28	18.50	-	-
		Grass cutting Burial Ground inv 29	130.00	-	-
		Strim grass @ BG, verge and pond inv 29	16.00	-	-
		Grass cutting @ All Saints inv 30	80.00	-	-
		Grass cutting Memorial green inv 31	60.00	-	<u>424.50</u>
104940	T D Munday	Cutting of ornamental hedge both sides of the lych gate @ BG inv 32	25.00	-	-
		Strim area immediately inside the gate at entrance and around new trees around seat inv 33	30.00	-	<u>55.00</u>
104941	T D Munday	Routine maintenance - litter pick @ Manor Field inv 27	70.00	-	-
		Inspect playground equipment inv 27	192.00	-	-
		Rectory Meadow litter pick inv 27	48.00	-	-
		Hartley greens litter pick inv 27	32.00	-	-

		Pond litter pick inv 27	25.00	-	-
		Gorse Wood litter pick inv 27	48.00	-	<u>415.00</u>
104942	Sevenoaks District Council	30 bundles of garden sacks inv 85096	135.00	-	135.00
104943	Wrotham Computer Care Ltd	AVG anti virus 2 PC's for 2 years inv 6386	26.09	3.91	30.00
104944	Victim Support Kent	Donation Section 137	50.00	-	50.00
104945	Kent Air Ambulance Trust	Donation Section 137	100.00	-	100.00
104946	Swanley Volunteer Bureau	Donation Section 137	50.00	-	50.00
104947	Kenward Trust	Donation Section 137	50.00	-	50.00
104948	Swanley & District Citizens Advice	Donation Section 137	200.00	-	200.00
104949	Rural Age Concern Darent Valley	Donation Section 137	250.00	-	250.00
104950	Ellenor Lions Hospice	Donation Section 137	200.00	-	200.00
		TOTAL			
			<u>12,857.47</u>	<u>843.98</u>	<u>13,701.45</u>

Schedule of Payments August 2009

Chq No	Payment to	Particulars	Net	VAT	Total
104951	J Hoad	Salary 01/08/09 - 31/08/09 (prev approved)	1,698.51	-	1,698.51
104952	H Gilder	Salary 01/08/09 - 31/08/09 (prev approved)	846.36	-	846.36
104953	H M Revenue & Customs	Month 5 Employer & Employee NIC & PAYE	894.00	-	894.00
104954	Kent County Council	Employer & Employees pension contributions August 2009	545.80	-	545.80
104955	Mr D Cunningham	Clean Pavilion August 2009	80.00	-	-
		Temperature checks and descaling	20.00	-	-
		Additional cleaning Section B	60.00	-	160.00
104956	Post Office Ltd	200 x 2nd class stamps re September newsletter	60.00	-	60.00
104957	T D Munday	Garden maintenance @ Burial Ground inv 35	120.00	-	-
		Burial Ground visual inspection inv 37	18.00	-	-
		Grass cutting @ Burial Ground inv 38	104.00	-	-
		Strim grass @ BG, verge and pond inv 38	16.00	-	-
		Grass cutting All Saints inv 39	80.00	-	-
		Grass cutting Hartley Memorial green inv 40	60.00	-	398.00
104958	T D Munday	Routine maintenance work litter pick @ Manor Field inv 36	56.00	-	-
		Strim around entrance to MF inv 36	11.00	-	-
		Strim behind Pavilion & Calor Gas compound inv 36	23.00	-	-
		Apply weedkiller around hedge & car park @ MF inv 36	65.00	-	-
		Inspect playground equipment inv 36	240.00	-	-
		Rectory Meadow litter pick inv 36	60.00	-	-
		Hartley greens litter pick inv 36	32.00	-	-
		Hoselands Green litter pick inv 36	32.00	-	-
		Pond litter pick inv 36	20.00	-	-
		Gorse wood litter pick inv 36	60.00	-	599.00
TOTAL			5,201.67	-	5,201.67

Adjournment

The meeting was adjourned at 8.03 p.m. to receive reports from the County Councillor, District Councillors and to take questions from members of the public.

Cllr Brazier informed the Council of his re election as the local County Council member. He explained his new role on the County Council.

Cllr Ramsay reported on the recent pay award to staff at Sevenoaks District Council. He reported on recent assessment of the District Council by the Audit Commission. HE explained that a new housing surgery would commence on 17th August working in conjunction with the housing and council tax benefit surgery held in Hartley Library on Wednesday afternoons.

Mrs Sharp asked why the provision of a practice cricket net had been refused. It was explained the application for a lawful development certificate had been refused.

Dr Roberts enquired about the activities to be provided by the Parish Council in the Hartley WI Hall.

The meeting resumed at 8.15 p.m.