

## THE PARISH COUNCIL OF HARTLEY

4<sup>th</sup> May 2010

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 10<sup>th</sup> MAY 2010** 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 and approve, if necessary, 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. Declarations of Interest**

To receive Members' declaration of interests.

**5. Register of Interests**

To update the Register of Interest, if necessary. Members are reminded they are required to update the Register if Interests within 28 days of their interest changing.

**6. Minutes (WHITE)**

To approve as a correct record the minutes of the Council meeting held on 12<sup>th</sup> April 2010. (Annexed).

**7. 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 2009/2010 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 2009/2010 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.

**8. 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:

14 <sup>th</sup> June 2010	12 <sup>th</sup> July 2010
13 <sup>th</sup> September 2010	11 <sup>th</sup> October 2010
8 <sup>th</sup> November 2010	13 <sup>th</sup> December 2010
10 <sup>th</sup> January 2011	14 <sup>th</sup> February 2011
14 <sup>th</sup> March 2011	11 <sup>th</sup> April 2011

9<sup>th</sup> May 2011 (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 20<sup>th</sup> May 2011 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.*

9. **Amenities and Open Spaces Committee** (GREEN)  
To adopt the minutes of the meeting of the Amenities and Open Spaces Committee held on 27<sup>th</sup> April 2010 and to consider any recommendations contained therein. (Annexed).
10. **Finance and General Purposes Committee** (BLUE)  
To adopt the minutes of the meeting of the Finance and General Purposes Committee held on 21<sup>st</sup> April 2010 (annexed).and 5<sup>th</sup> May 2010 (to follow) and to consider any recommendations contained therein.
11. **Highways Committee** (PINK)  
To adopt the minutes of the meeting of the Highways Committee held on 15<sup>th</sup> April 2010 and to consider any recommendations contained therein. (Annexed).
12. **Planning Committee** (YELLOW)  
To adopt the minutes of the meeting of the Planning Committee held on 14<sup>th</sup> April 2010 and 28<sup>th</sup> April 2010 and to consider any recommendations contained therein. (Annexed)
13. **Northfield Management Committee** (DARK GREEN)  
To receive and note the minutes of the Northfield Management Committee held on 23rd April 2010. (To follow, if available).

**14. Kent Association of Local Councils (WHITE)**

- (a) To receive and note the Parish News Issue 346. (Annexed)
- (b) To receive and note the minutes of the meeting of the Sevenoaks Area Committee held on 19<sup>th</sup> March 2010. (Annexed).

**15. Training**

To approve attendance at the following training events:

- (a) Exclusive rights of burial and transfers on 12<sup>th</sup> May 2010 at Swanley at a cost of £40 for the Clerk and £60 for the Assistant Clerk.
- (b) VAT CPD course at Haselmere, Surrey at a cost of £95 on 15<sup>th</sup> June 2010.
- (c) Legal & Finance Day on 22<sup>nd</sup> June 2010 at Battle, East Sussex at a cost of £80. Course content includes Standing Orders, Code of Conduct, Employment Update, Internal Audit, Charity Accounting, VAT, Procurement, Finance Update, Village Greens, Common Land and Charities.
- (d) Allotments CPD course at Haselmere, Surrey on 13<sup>th</sup> September 2010 at a cost of £95.
- (e) Power of Well Being Training at a cost of £20 per attendee on 24<sup>th</sup> May 2010 at Sevenoaks Town Council Offices. Councillors Coates and Minns have expressed an interest in attending.

**16. Payments (DARK BLUE)**

- (a) To approve the payment of the following accounts for May 2010. (Annexed).
- (b) To receive and note a financial report as at 4<sup>th</sup> May 2010. (Annexed).

### **List of circulated documents**

1. Minutes of the meeting of the Council held on 12<sup>th</sup> April 2010. **(WHITE)**
2. Appendix 1 - Appointments to outside bodies and joint management committees 2009/10. **(WHITE)**
3. Appendix 2 - List of Committees and Working Groups and their Terms of Reference. **(WHITE)**
4. Appendix 3 - Committee and Working Group Membership 2009/10 **(WHITE)**
5. Minutes of the meeting of the Amenities and Open Spaces Committee held on 27<sup>th</sup> April 2010. **(GREEN)**
6. Minutes of the meeting of the Finance and General Purposes Committee held on 21<sup>st</sup> April 2010, and 5<sup>th</sup> May 2010 when available. **(BLUE)**
7. Minutes of the meeting of the Highways Committee held on 15<sup>th</sup> April 2010. **(PINK)**
8. Minutes of the meeting of the Planning Committee held on 14<sup>th</sup> April 2010 and 28<sup>th</sup> April 2010. **(YELLOW)**
9. Minutes of the meeting of the Northfield Management Committee held on 23<sup>rd</sup> April 2010. **(DARK GREEN)**
10. Parish News issue 346. **(WHITE)**
11. Minutes of the meeting of the KALC Sevenoaks Area Committee held on 19<sup>th</sup> March 2010. **(WHITE)**
12. Schedule of payments for May 2010. **(BLUE)**
13. Financial report as at 4<sup>th</sup> May 2010. **(BLUE)**

**Appointment of Representatives on outside bodies and joint management committees as approved by Council at its Annual Meeting on 11<sup>th</sup> May 2009**

<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
Rural Age Concern	Cllr Mr B Ramsay
Footpaths Representative	<i>Mr R Jones</i> <b>VACANT</b>
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
<b>Committee to be dissolved</b>	

<b>Committee/ Working Group</b>	<b>Terms of Reference</b>
<p><b>Amenities and Open Spaces Committee</b>                      (approved by the Council on 13<sup>th</sup> July 2009)</p>	<ol style="list-style-type: none"> <li>1. To manage the operation of the Manor Field, Pavilion and all open spaces, woodland, playing fields, recreation grounds, play grounds owned by the Council; and such land owned by the Council at the village pond and lay-by, 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 and General Purposes Committee 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><u>Delegated Powers</u></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,</li> </ol>

	<p>extinguishment or creation of a public path.</p>
<p><b>Burial Grounds and Gardens of Remembrance Committee</b></p>	<ol style="list-style-type: none"> <li>1. To ensure the Burial Ground, Gardens of Remembrance and Closed Churchyard 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 Remembrance subject to the approval of the Parish Council</li> <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><u>Delegated Powers</u></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 Garden 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> </ol>

	<p>5. To monitor the Councillors Handbook about procedures for councillors.</p> <p>6. To monitor Quality Parish Status at regular intervals.</p> <p><b><u>Delegated Powers</u></b></p> <p>1. To authorise expenditure on those matters that fall within the responsibility of the Committee up to the sums contained in the annual budget approved by the Council, provided that any new schemes shall be subject to prior approval, in principle, by the Council.</p>
<p><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> <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> </ol>

	<ol style="list-style-type: none"> <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> <li>16. To deal with matters relating to the transfer of the ownership of the WI Hall to the Parish Council.</li> <li>17. To work on behalf of all of the youth of Hartley to assist them in taking a full and active role in the life of the village.</li> <li>18. To liaise with any organisation involved with youth work and act to assist them.</li> <li>19. To enlist any organisation involved with youth work and young people to work with the Council to achieve the above aims.</li> <li>20. To co-opt persons who have a particular interest in the well being of young persons or have a special knowledge or expertise.</li> </ol> <p><b><u>Delegated Powers</u></b></p> <ol style="list-style-type: none"> <li>1. To authorise expenditure on Youth matters that fall within 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>Highways Committee</b>  <b>(approved by the Council on</b>  <b>13<sup>th</sup> July 2009)</b></p>	<ol style="list-style-type: none"> <li>1. To determine the issues and assess the priorities associated with traffic, highway and associated infrastructure within the Parish, and to negotiate with the relevant authorities.</li> </ol>

	<p>2. To meet from time to time as deemed necessary by members of the committee.</p> <p>3. To co opt, for such time as is necessary, members of the public to the committee.</p>
<b>Planning Committee</b>	<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 2007 and 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>

(3) To advise the Council on all planning matters including changes to the Sevenoaks District Local Plan.

(4) To respond on behalf of the Council to applications for the grant and/or transfer of Personal and Premises Licences and Gaming Permits

(5) To respond on behalf of the Council to consultation documents from:

(a) the South East England Regional Assembly in respect of regional mineral and waste management strategies,

(b) the Government Office for the South East in respect of regional planning Guidance for the South East,

(c) Kent County Council and Medway Council in respect of the Structure Plan

(6) To respond on behalf of the Council to requests from Kent County Council, Dartford Borough Council, 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

	<p>management strategies,</p> <p>(b) the Government Office for the South East in respect of regional planning guidance for the South East</p> <p>(c) Kent County Council and Medway Council in respect of the Structure Plan</p> <p>(6) To determine and submit the Council's comments on consultation documents from Kent County Council, Dartford Borough Council, Gravesham Borough Council and Sevenoaks District Council.</p>
<b>Standing Orders Working Group</b>	<p>1. To undertake a review of the Council's Standing Orders</p>

**HARTLEY PARISH COUNCIL**  
**Appointments to Committees and Working Groups as approved by the Council  
at its Annual Meeting held on 11<sup>th</sup> May 2009**

**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** (7)

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

**Burial Grounds and Gardens of Remembrance Committee** (7)

Cllrs Barnett, Mrs Burns, Coates, \**Gaywood*, Minns, Ramsay and \**Mrs Oxtoby*

**Communications Committee** (6)

Cllrs Abraham, Mrs Burns, Coates, Graeme, \**Gaywood*, and \**Mrs Oxtoby*

**Finance and General Purposes Committee** (10)

Cllrs Abraham, Alford, Barnett, Mrs Burns, Coates, Mrs Cole, \**Gaywood*, \**Mrs Oxtoby*, Ramsay and Sewell

**Highways Committee** (6)

Cllrs \**Gaywood*, Graeme, Granger, Minns, \**Mrs Oxtoby* and Sewell

**Planning Committee** (7)

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

---

**Working Group**

**Standing Orders Working Group** (4)

Cllrs Alford, Gaywood, Mrs Oxtoby and Ramsay

---

**Others**

**Members Surgery Panel** (13)

All Members of the Council