

THE PARISH COUNCIL OF HARTLEY
MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL HELD IN
THE PAVILION, MANOR FIELD, CHURCH ROAD,
ON MONDAY 10th MAY 2010 AT 8.00 P.M.

Present : Cllr L Abraham
Cllr A Barnett
Cllr R Coates
Cllr Mrs P Cole
Cllr J Gaywood (Chairman)
Cllr D Graeme
Cllr S Granger
Cllr J Minns
Cllr Mrs A Oxtoby
Cllr B Ramsay
Cllr V Sewell

In attendance: Mrs J Hoad (Clerk)
Cllr Mr D Brazier (Local Member, Kent County Council)
11 members of the public

Apologies

Apologies for absence had been received from Cllr C Alford due to family commitments, which were duly accepted by the Council.

1. Election of Chairman

RESOLVED: That, Cllr J Gaywood be elected Chairman of the Council until the Annual Meeting of the Council in May 2011.

2. Chairman's declaration of acceptance of office

The Council received the Chairman's declaration of acceptance of office. The declaration was duly signed by the Chairman.

3. Election of Vice-Chairman

RESOLVED: That, Cllr Mrs A Oxtoby be elected Vice Chairman of the Council until the Annual Meeting of the Council in May 2011.

4. Declarations of Interest

Cllr R Coates declared a personal interest under minute item 16 (a) in respect of the payments of accounts, as he was the recipient of one of the payments.

5. Register of Interests

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

6. Minutes

RESOLVED: That, the minutes of the meeting of the Parish Council held on 12th April 2009 be approved and signed by the Chairman as a correct record.

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

(a) Representatives on outside bodies and joint management committees.

RESOLVED: That, the appointment of representatives on outside bodies and joint management committees, as set out in appendix 1 attached to these minutes, be approved.

(b) Terms of reference of committees and working groups

RESOLVED: That, the terms of reference of the committees and working groups, as set out in appendix 2 attached to these minutes, be approved.

(c) Membership of committees and working groups

RESOLVED: That, the membership of committees and working groups, as set out in appendix 3 attached to these minutes, be approved.

8. Calendar of meetings

(a) Dates for the meetings of the Council

RESOLVED: That, the dates for the meetings of the Council upto the Annual meeting of the Council in May 2011, as set below, be approved.

14 th June 2010	12 th July 2010
13 th September 2010	11 th October 2010
8 th November 2010	13 th December 2010
10 th January 2011	14 th February 2011
14 th March 2011	11 th April 2011
9 th May 2011 (Annual Meeting of the Council)	

(b) Date for the Annual Parish Meeting

RESOLVED: That, the date for the Annual Parish Meeting on Friday 20th May 2011 be approved.

The meeting was adjourned at 8.15 p.m. to receive reports from the County Councillor and District Councillors and to take questions from members of the public.

The meeting resumed at 8.30 p.m.

9. Amenities and Open Spaces Committee

RESOLVED: That, the minutes of the meeting of the Amenities and Open Spaces Committee held on 27th April 2010 and the recommendations contained therein be received and, where necessary, approved and adopted.

10. Finance and General Purposes Committee

RESOLVED: That, the minutes of the meetings of the Finance and General Purposes Committee held on 21st April 2010 and 5th May 2010 and the recommendations contained therein, be received and, where necessary, approved and adopted.

11. Highways Committee

Cllr Granger proposed and Cllr Mrs Oxtoby seconded an amendment to the recommendation relating to the recommendation on the street lights on Ash Road between Larksfield and the parish boundary of Longfield and New Barn contained in the minutes of the meeting of the Highways Committee held on 15th April 2010, (page 2 minute item 5), so the recommendation reads,

“That, in principle, Hartley Parish Council would be prepared to consider a proposal to switch off the street lights, between specified and agreed times, on the section of Ash Road between Larksfield and the parish boundary of Longfield and New Barn, subject to the outcome of full risk assessments, safety audit and consultation.”

The amendment was put to the vote and CARRIED.

RESOLVED: That, the minutes of the meeting of the Highways Committee held on 15th April 2010 and the recommendations contained therein and as amended, be received and, where necessary, approved and adopted.

12. Planning Committee

RESOLVED: That, the minutes of the meetings of the Planning Committee held on 14th April 2010 and 28th April 2010 and be received and adopted.

13. Northfield Management Committee

RESOLVED: That the minutes of the meeting of the Northfield Management Committee held on 23rd April 2010 be received and noted.

14. Kent Association of Local Councils

RESOLVED: That,

(1) Parish News 346 be received and noted; and

(2) the minutes of the meeting of the Sevenoaks Area Committee held on 19th March 2010 be received and noted.

15. Training

RESOLVED: That, attendances at the following training events be approved:

(a) Exclusive rights of burial and transfers on 12th 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 15th June 2010.

(c) Legal & Finance Day on 22nd 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 13th September 2010 at a cost of £95.

(e) Power of Well Being Training at a cost of £20 per attendee on 24th May 2010 at Sevenoaks Town Council Offices. Cllrs Coates and Minns have expressed an interest in attending.

16. Payments

RESOLVED: That,

(1) the payment of the accounts for May 2010, attached as appendix 4 to these minutes, be approved and,

(2) the summary of receipts and payments as at 4th May 2010 be received and noted.

The meeting closed at 9.30 p.m.

Signed:.....

Date:

Chairman of the Council

Appointment of representatives on outside bodies and joint management committees

Organisation	Membership
Kent Association of Parish Councils (2 representatives)	Cllr L Abraham Cllr R Coates
HAWK Committee (2 representatives)	Cllr Mrs J Burns Cllr V Sewell
Northfield Management Committee (the Constitution states that the Chairman of the Council and two other members will be appointed)	Cllrs A Barnett, J Gaywood (Chairman) and Mrs A Oxtoby
Rural Age Concern	Cllr B Ramsay
Footpaths Representative	Mrs J Rye
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 st August 2010)	Cllr Mrs A Oxtoby
Hartley Parish Plan Steering Committee (2 representatives)	Cllrs Mr D Graeme and Mr J Minns (until such time as the Committee is dissolved).

Committee/ Working Group	Terms of Reference
<p>Amenities and Open Spaces Committee (approved by the Council on 13th July 2009)</p>	<ol style="list-style-type: none">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.2. To arrange for the maintenance of the Pavilion.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.4. To undertake and monitor health and safety inspections of all playground equipment.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.6. To keep under review opportunities to secure funding support from external sources.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. <p><u>Delegated Powers</u></p> <ol style="list-style-type: none">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.

	<p>2. To respond, on behalf of the Council, to orders for the diversion, stopping-up, extinguishment or creation of a public path.</p>
<p>Burial Grounds and Gardens of Remembrance Committee</p>	<ol style="list-style-type: none"> 1. To ensure the Burial Ground, Gardens of Remembrance and Closed Churchyard remain areas of peace and tranquillity for the benefit of the residents. 2. To make arrangements for the general maintenance of the Burial Ground and Gardens of Remembrance subject to the approval of the Parish Council 3. To be responsible for the display and notification of the Parish Council approved Rules and Regulations and ensure these are observed. 4. To work towards establishing a new Burial Ground and obtain the necessary costings. <p><u>Delegated Powers</u></p> <ol style="list-style-type: none"> 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. 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.
<p>Communications Committee</p>	<ol style="list-style-type: none"> 1. To inform residents about the council business and activities through the newsletter and website 2. To publish a newsletter quarterly and an annual report, 3. To monitor and update the website at least monthly, 4. To undertake any initiatives thought necessary to inform and consult with residents,

	<p>5. To monitor the Councillors Handbook about procedures for councillors.</p> <p>6. To monitor Quality Parish Status at regular intervals.</p> <p><u>Delegated Powers</u></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>Finance and General Purposes Committee</p>	<ol style="list-style-type: none"> 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. 2. To undertake quarterly reviews of expenditure against the approved budget and to report thereon to the Council highlighting any variations. 3. To consider applications for financial assistance including expenditure under the provisions of Section 137 of the Local Government Act 1972. 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. 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. 6. To approve the Annual Statement of Accounts and submit them to Council for adoption. 7. To undertake the regular review of the Council's banking arrangements and investments. 8. To review the Council's financial risk assessment 9. To review the administrative functions of the Council and make recommendations as appropriate to the Council.

	<p>10.To review donations to outside organisations.</p> <p>11.To review the subscriptions/licences falling to be paid annually</p> <p>12.To review the assets and land leased by the Council annually</p> <p>13.To review the Clerk’s and the Assistant Clerk’s terms and conditions of employment.</p> <p>14.To review the Council’s office accommodation.</p> <p>15.To deal with any matters which do not fall within the Terms of Reference of any other Committee.</p> <p>16.To deal with matters relating to the transfer of the ownership of the WI Hall to the Parish Council.</p> <p>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.</p> <p>18.To liaise with any organisation involved with youth work and act to assist them.</p> <p>19.To enlist any organisation involved with youth work and young people to work with the Council to achieve the above aims.</p> <p>20.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><u>Delegated Powers</u></p> <p>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.</p>
<p>Highways Committee (approved by the Council on</p>	<p>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.</p>

13th July 2009)	<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>
Planning Committee	<p><u>Delegation from the Council</u></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><u>Membership</u></p> <p>The Committee shall be elected, and may be re-elected, at the Annual Meeting of the Council.</p> <p><u>Procedures</u></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><u>Committee functions</u></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</p>

	<p>Local Plan.</p> <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</p> <p>(5) To respond on behalf of the Council to consultation documents from:</p> <p>(a) the South East England Regional Assembly in respect of regional mineral and waste 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 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.</p> <p><u>Delegated Powers</u></p> <p>(1) To determine and submit the Council’s observations on planning applications, applications concerning tree preservation orders and breaches of planning control.</p> <p>(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.</p> <p>(3) To appoint working groups to research and advise the Committee on planning applications and appeals.</p> <p>(4) To determine and submit the Councils comments on applications for the grant and/or transfer of Personal and Premises Licences and Gaming Permits.</p> <p>(5) To determine and submit the Council’s comments on consultation documents from:</p> <p>(a) the South East England Regional Assembly in respect of regional mineral and waste management strategies,</p>
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	<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>
Standing Orders Working Group	<p>1. To undertake a review of the Council's Standing Orders</p>

Appointments to Committees and Working Groups

Committees

(Chairman and Vice Chairman are ex officio members on all committees – Current 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 (11)

Cllrs Abraham, Alford, Barnett, Mrs Burns, Coates, Mrs Cole, **Gaywood*, Minns, **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

Schedule of Payments May 2010

Chq No	Payment to	Particulars	Net	VAT	Total
105147	J Hoad	Salary 01/05/2010 - 31/05/2010 (prev approved)	1,713.67	-	1,713.67
105148	H Gilder	Salary 01/05/2010 - 31/05/2010 (prev approved)	853.07	-	853.07
105149	H M Revenue & Customs	Month 2 Employer & Employee NIC & PAYE	907.85	-	907.85
105150	Kent County Council	Employer & Employees pension contributions May 2010	589.42	-	589.42
105151	Mr D Cunningham	Clean Pavilion March 2010	80.00	-	-
		Temperature checks and descaling	20.00	-	-
		Additional clean for May (Section B)	60.00	-	-
		Additional clean (jet washing section C)	40.00	-	200.00
105152	Kent County Council (KCS)	Stationery invoice no IN547128	38.80	6.79	-
		Photocopier rental inv PRCOP0084885	237.45	41.55	-
		Stationery invoice no IN538808	18.66	3.27	346.52
105153	BT Payment Services Ltd	Call charges 13/01/10 - 13/04/10 & rental charges 01/04/10 - 30/06/10 re Parish Office	99.93	15.92	-
		Internet services 01/04/10 - 30/06/10	89.97	15.75	221.57
105154	Memsafe Ltd	Inspection & testing of 226 memorials inv 724	580.15	101.53	681.68
105155	Aon Ltd	Insurance renewal 11/AC/05277890/06	2,846.96	-	2,846.96
105156	SLCC Enterprises Ltd	CPD Burial Rights course inv 105240	80.00	14.00	94.00
105157	Sevenoaks District Council	25 bundles of garden sacks inv 92073	112.50	-	-
		15 bundles of garden sacks inv 92045	67.50	-	-
		25 bundles of garden sacks inv 92135	250.00	-	430.00
105158	Mr R Coates	Travelling allowance 15/04/10 re Councillors			
		Code of Conduct workshop	13.36	-	13.36
105159	Open Spaces Society	Annual Subscription	40.00	-	40.00
105160	Bayly Environmental Services Ltd	Legionella sampling inv 206126	100.00	17.50	117.50

APPENDIX 4

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105161	Post Office Ltd	200 x 2nd class stamps re June newsletter	64.00	-	64.00
105162	Cash	Re-imburse petty cash - 14/04/10 - Special delivery fee 01/10	5.05	-	-
		Re-imburse petty cash - 27/04/10 - postage re large letter 02/10	0.66	-	5.71
105163	W Mzimba	Internal audit for y/e 31/03/10	425.00	-	425.00
105164	South Eastern Plumbers	Works at Pavilion inv B00113	403.00	70.53	473.53
105165	Beachcroft LLP	Professional fees 27 March 2010 to 23 April 2010 re Manor Field inv 10112338	208.00	36.40	244.40
105166	South East Water	Standing charge 1/10/2009 - 31/03/2009 and consumption 01/10/2009 - 09/04/2010 re Allotments	26.77	-	-
		Standing charge 01/10/2009 - 31/03/2010 and consumption 05/10/09 - 13/04/10 re Manor Field Pavilion	25.51	-	52.28
105167	Calor Gas Limited	Standing charge inv 20503084	18.33	0.92	19.25
105168	T D Munday	Routine maintenance @ MF litter pick inv 100	56.00	-	-
		Football pitch line marking & goal post check inc 100	20.00	-	-
		Inspect playground equipment inv 100	240.00	-	-
		Litter pick @ Rectory Meadow inv 100	60.00	-	-
		Litter pick Hartley greens inv 100	32.00	-	-
		Litter pick Hoselands Green inv 100	40.00	-	-
		Litter pick @ pond inv 100	20.00	-	-
		Litter pick @ Gorse Wood inv 100	60.00	-	528.00
105169	T D Munday	Garden maintenance @ BG inv 99	120.00	-	-
		Grass cutting @ Hartley Memorial Green inv 18	60.00	-	-
		Grass cutting @ All Saints inv 17	80.00	-	-
		Grass cutting @ BG inv 16		-	-

Burial Ground visual inspection inv 15	104.00		
	18.50	-	382.50
TOTAL			
	10,926.11	324.16	11,250.27

Adjournment

The meeting was adjourned at 8.15 p.m. to receive reports from the County Councillor and District Councillors and to take questions from members of the public.

The County Councillor had nothing to report.

Cllr Gaywood reported that a meeting arranged with West Kent Housing Association to discuss the issues relating to the changes in the community lettings policy at Brambledown had been scheduled for 10th May 2010, but had been cancelled by West Kent Housing Association earlier this morning. Arrangements were in hand to reschedule the meeting.

Dr Roberts asked by the Council' reasons for objecting to the planning application to build a hotel complex at the London Golf Club. Mr Swain enquired whether the Council had considered the employment opportunities before reaching its decision about the planning application.

Mrs Sharp referred to the action plan in the Hartley Parish Plan relating the Bramblefield Estate. Mrs Sharp enquired about what action the Council intended to take. It was pointed out that only the Boundary Commission can instigate boundary changes.

The meeting resumed at 8.30 p.m.