

THE PARISH COUNCIL OF HARTLEY

MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD IN

THE PAVILION, MANOR FIELD, CHURCH ROAD,

ON MONDAY 13th SEPTEMBER 2010 AT 8.00 P.M.

Present : Cllr L Abraham
Cllr C Alford
Cllr A Barnett
Cllr Mrs J Burns
Cllr R Coates
Cllr J Gaywood (Chairman)
Cllr D Graeme
Cllr Mrs A Oxtoby
Cllr B Ramsay
Cllr V Sewell

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

1. Apologies

Apologies for absence had been received from Cllr S Granger due to work commitments, Cllr Mrs P Cole due to work commitments and Cllr J Minns due to family commitments.

RESOLVED: That, the absences of Cllrs Granger, Mrs Cole and Minns be approved.

2. Declarations of Interest

Cllr Abraham declared a personal interest under minute item 14, in respect of the payment of accounts, as he was a recipient of one of the payments.

Cllr Mrs Burns declared a personal interest under minute item 5, Amenities and Open Spaces Committee, in respect of the internal redecoration of part of the Pavilion, as contained in the minutes of the meeting of the Amenities and Open Spaces Committee held on 5th August 2010, (page 3, minute item 8 (a)), as one of the contractors invited to submit a quotation to undertake the works was her husband, Richard W Burns, and his quotation was subsequently accepted by the Amenities and Open Spaces Committee.

Cllr B Ramsay declared a personal interest under minute item 6, Burial Grounds and Gardens of Remembrance Committee, in respect of the quotations for repairs to the paving slabs in the Garden of Remembrance, as contained in the minutes of the meeting of the Burial Grounds and Gardens of Remembrance Committee, (page 3, minute item 9 (b)), as one of the contractors, Graham Budd, had undertaken work for one of his relatives and undertaken work at some of his neighbours' properties.

3. Register of Interests

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

4. Minutes

RESOLVED: That, the minutes of the meeting of the Parish Council held on 12th July 2010 be approved and signed by the Chairman as a correct record.

The meeting was adjourned at 8.02 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 8.10 p.m.

5. Amenities and Open Spaces Committee

RESOLVED: That, the minutes of the meeting of the Amenities and Open Spaces Committee held on 5th August 2010 and the recommendation contained therein be received and, where necessary, approved and adopted.

6. Burial Grounds and Gardens of Remembrance Committee

Cllr Mrs Oxtoby proposed, and Cllr Alford seconded the recommendation relating to the fees for the interment of ashes of the late Colin Amos. as contained in the minutes of the meeting of the Burial Grounds and Gardens of Remembrance Committee held on 31st August 2010, (page 4, minute item 9(d)), On being put to the vote the Chairman exercised his casting vote and the recommendation was LOST.

RESOLVED: That, the minutes of the meeting of the Burial Grounds and Gardens of Remembrance Committee held on 31st August 2010, and the recommendation contained therein, (page 2, minute item 6), be received and, where necessary, approved and adopted.

7. Communications Committee

RESOLVED: That, the minutes of the meeting of the Communications Committee held on 19th July 2010 be received and adopted.

8. Finance and General Purposes Committee

RESOLVED: That, the minutes of the meetings of the Finance and General Purposes Committee held on 28th July 2010 and 18th August 2010 and the recommendations contained therein be received and, where necessary, approved and adopted.

9. Planning Committee

RESOLVED: That, the minutes of the meetings of the Planning Committee held on 28th July 2010, 11th August 2010 and 8th September 2010 be received and adopted.

10. Standing Orders Working Group

Cllr Gaywood proposed, Cllr Alford seconded that Hartley Parish Council's Standing Orders be permanently varied, as set out in Appendix 1 attached to the minutes of the meeting of the Standing Orders Working Group held on 18th August 2010, and that

pursuant to Standing Order 78 the motion stood adjourned without discussion to the next meeting of the Council.

11. Northfield Management Committee

RESOLVED: That, the minutes of the meetings of the Northfield Management Committee held on 2nd August 2010 and 1st September 2010 be received and noted.

12. HAWK

RESOLVED: That,

(1) the minutes of the meeting of the HAWK Youth Partnership Project held on 7th September 2010 be received and noted; and

(2) the Terms of Reference of the HAWK Project Committee, as set out in Appendix 1 attached to these minutes, be approved and adopted by Hartley Parish Council.

13. KALC

RESOLVED: That, the Parish News issue numbers 348 and 349 be received and noted.

14. Payments

RESOLVED: That,

(1) the payment of the accounts for September 2010, attached as appendix 2 to these minutes, be approved and,

(2) the summary of receipts and payments as at 7th September 2010 be received and noted.

The meeting closed at 8.45 p.m.

Signed:.....

Date:

Chairman of the Council

HAWK PROJECT COMMITTEE TERMS OF REFERENCE

1. Introduction

The HAWK Project is a multi-agency approach to working with young people across the areas of Hartley, Ash and West Kingsdown. It receives funding from these three Parish Councils, New Ash Green Village Association, Sevenoaks District Council and Kent County Council. The object of the Project is to provide young people with a programme especially, but not exclusively, through leisure time activities so as to develop their physical, mental and spiritual capacities that they may grow to full maturity as individuals and members of society.

The Project intends to work with young people from across the area. Whilst the prime target age range shall be 12 – 19, support shall be give where appropriate to work with younger children through volunteers.

2. Steering Committee

The HAWK Project Committee shall have an understanding of the work undertaken by the Project. It shall support the development of the work of the Project by supporting and advising the youth worker. It will act as a forum for other agencies to have an opportunity to share information and advice, as well as providing links with the local community. The Committee shall receive reports from the youth worker on a quarterly basis.

3. Membership of the Committee

Core membership of the Committee will include a representative of each of the following agencies:

Kent Youth Service (voting member); Sevenoaks District Council (voting member); New Ash Green Village Association (voting member); The Police (non voting member); 2 representatives from each of the Parish Councils, being Hartley (voting member) , Ash-cum-Ridley (voting member) and West Kingsdown (voting member) and the relevant officers from each.

Other agencies and individuals shall be encouraged to attend as appropriate. The youth worker will also facilitate the attendance of up to six young people from across the area at meetings. The Committee will elect a Chair, Secretary and Treasurer at the first meeting of the financial year in July.

4. Quorum of the Committee

Three voting members shall constitute a quorum of the Committee.

5. Voting

Every decision must be made by a majority of voting members present and voting by a show of hands.

One vote will be allocated to each of the following partners:

Ash-cum-Ridley Parish Council
Hartley Parish Council
West Kingsdown Parish Council
New Ash Green Village Association
Kent Youth Service
Sevenoaks District Council

The Chairman of the Committee shall, in the case of an equality of votes, have a second or casting vote.

5. Accounts

The Committee's Treasurer will be responsible for monitoring budgets, including income and expenditure and ensuring that the accounts are audited annually and presented at the July meeting. The Committee will receive quarterly reports for monitoring purposes. The maximum amount of Project funds, which the youth worker will be allowed to spend without consultation with the Committee, is £100.00 each calendar week. This excludes coffee bar purchases, trips and other authorised projects.

6. Recruitment

The Committee will assist the youth worker in recruiting and selecting part-time paid staff and volunteers for furthering the work of the Project.

7. Insurance

The Committee will ensure that adequate and appropriate insurance is in place, and that due care and attention is paid to the health and safety implications of activities undertaken through the Project.

8. Discipline

The Committee will support the youth worker in developing and maintaining appropriate codes of conduct for young people accessing the Project and its activities. In certain circumstances the Committee will assist in the maintaining of the standards of behaviour through appropriate contact with parents, guardians and other concerned parties.

9. Inventory

The youth worker will be responsible for maintaining and keeping an up to date inventory of equipment owned by the Project, to be overseen by the Committee.

10. Openings

In consultation with the Committee the youth worker will be responsible for setting and arranging times and venues for the Project opening hours. This shall be flexible to reflect holiday and residential programmes as delivered by the Project as part of its programme.

11. Dissolution

Should the organisation be dissolved, the Committee shall ensure that any assets of the Project shall be distributed to relevant groups and organisations for the purpose of youth activities across the areas of Hartley, New Ash Green and West Kingsdown appropriate to contribution.

Schedule of Payments September 2010

Chq No	Payment to	Particulars	Net	VAT	Total
105221	BT Payment Services Ltd	Calls 14/04/10 - 09/07/10 & rental charges 01/07/10 - 30/09/10 re Parish Office. CHQ ISSUED 20/07/10	110.26	17.72	127.98
105222	Sevenoaks District Council	2 rolls of blue trade sacks inv 95142. CHQ ISSUED 23/07/10	102.44	17.93	120.37
105223	BT Payment Services Ltd	Internet Services 01/07/10 - 30/09/10. CHQ ISSUED 05/08/10	89.97	15.74	105.71
105224	J Hoad	Salary 01/09/2010 - 30/09/2010 (prev approved)	1,713.87	-	1,713.87
105225	H Gilder	Salary 01/09/2010 - 30/09/2010 (prev approved)	887.26	-	-
		Re-imburement re eye test Linklaters Opticians 10/09/10	27.50	-	<u>914.76</u>
105226	H M Revenue & Customs	Month 6 Employer & Employee NIC & PAYE	929.82	-	929.82
105227	KCC re Kent Pension Fund	Employer & Employees pension contributions September 2010	589.42	-	589.42
105228	Mr D Cunningham	Clean Pavilion September 2010	80.00	-	-
		Temperature checks and descaling	20.00	-	<u>100.00</u>
105229	Castle Marquees	Hire of portable toilet 19/08/10 re In the Zone @ W/Ave Inv 13220	65.00	11.38	76.38
105230	Mr G Hawkins	Rectory Meadow grass cutting inv 2883	275.00	48.13	323.13
105231	Sevenoaks District Council	30 bundles of garden waste sacks inv 94952	300.00	-	-
		2000 gallons from cesspool @ Pavilion 19/07/10 inv 94592	148.00	-	-
		30 bundles of garden waste sacks inv 94506	300.00	-	-
		30 bundles of garden waste sacks inc 95550	300.00	-	<u>1,048.00</u>
105232	Kent County Council (KCS)	Stationery inv IN614872	36.06	6.31	-
		Photocopier copy charges 24/03/10 - 23/06/10 inv PRCOP0090398	229.54	40.17	-
		Stationery inv IN651277	2.69	0.47	-
		Stationery inv IN648401	2.99	0.52	-
		To set out and remark football pitches @ Manor Field inv LS134186	188.70	33.02	-
		Stationery inv IN662327	27.70	4.85	<u>573.02</u>
105233	SLCC Enterprises Ltd	CPD Allotments course 13/09/2010 J Hoad - Inv 105763	95.00	16.62	111.62
105234	Beachcroft LLP	Professional fees re Manor Field restrictive covenants 04/05/10 - 23/07/10 - inv 10114677	380.00	66.50	446.50
105235	Calor Gas Limited	Standing charge Inv 20852611	18.33	0.92	19.25
105236	Fleet Glass Ltd	Board up and make safe glass at the Pavilion Manor Field. Hack out and reglaze broken glass. Inv 2837	152.11	26.62	178.73
105237	A.M.H Decorating Services	Repaint storage container @ Manor Field inv 100072	712.68	-	712.68
105238	Mr L Abraham	Travelling allowance 17/07/10 KALC Executive meeting - Lenham 54 miles @ 65.0p per mile	35.10	-	-

		Travelling allowance 26/08/10 SDC Planning One Year On - 32 miles @65.0p per mile	20.80	-	-
		Travelling allowance 07/09/10 KALC Executive meeting - Lenham 54 miles @ 65.0p per mile	35.10	-	<u>91.00</u>
105239	Kent County Council	Conservation works @ Rectory meadow 05/08/09, 14/10/09, 02/12/09 & 17/03/10 - Inv 4012013	740.00	129.50	869.50
105240	RBL Poppy Appeal	3 no poppy wreaths re Remembrance Sunday service	49.50	-	49.50
105241	Northfield Management Committee	Annual contribution	500.00	-	500.00
105242	Kent Association of Local Councils	KALC Finance Conference 25/09/10 to be attended by Cllr Abraham	60.00	10.50	70.50
105243	Scribe 2000 Ltd	Scribe 2000 annual software licence inv 1011/14/8	245.00	42.88	287.88
105244	Post Office Ltd	100 x 1st class stamps	41.00	-	-
		100 x 2nd class stamps	32.00	-	<u>73.00</u>
105245	T D Munday	Litter pick @ Manor Field inv 30	70.00	-	-
		Strim around entrance to Manor Field inv 30	11.00	-	-
		Spray weedkiller in car park and around hedge inv 30	70.00	-	-
		Inspect playground equipment inv 30	208.00	-	-
		Litter pick @ Rectory Meadow inv 30	52.00	-	-
		Litter pick Hartley greens inv 30	68.00	-	-
		Litter pick @ pond inv 30	25.00	-	-
		Litter pick @ Gorse Wood inv 30	52.00	-	<u>556.00</u>
105246	T D Munday	Garden maintenance @ Burial Ground inv 29	120.00	-	-
		Burial Ground visual inspection inv 31	18.50	-	-
		Grass cutting @ Burial Ground inv 32	130.00	-	-
		Grass cutting @ All Saints inv 33	80.00	-	-
		Grass cutting @ Memorial Green inv 34	64.00	-	-
		Strim grass around new trees and seat at Rectory Meadow inv 35	25.00	-	<u>437.50</u>
105247	T D Munday	Cut back trees @ Woodland Avenue recreation ground inv 36	23.00	-	-
		Cut back trees @ Woodland Avenue kissing gate inv 36	10.00	-	-
		Cut back trees at entrance to Chantry Avenue Recreation Ground inv 36	10.00	-	-
		Strim grass in between new trees @ Longfield Hill inv 37	20.00	-	<u>63.00</u>
105248	Mr R Malpas	Emergency callout to Pav re changing rooms lights not working inv 4	30.00	-	30.00

APPENDIX 2

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105249	Mr T Bowles	Distribution of the September 2010 Hartley Herald inv 5	71.18	-	71.18
105250	Sevenoaks District Council	Dog bin emptying July - September 2010 inv 2024274	350.35	61.31	411.66
105251	Mr B Ballard	Dress hedge at Manor Field	200.00	35.00	235.00
105252	Cash	To reimburse petty cash 12/08/10 05/10 100 x 1st class stamps	41.00	-	-
		23/08/10 06/10 100 x 2nd class stamps	32.00	-	<u>73.00</u>
		TOTAL			
			<hr/>		
			11,323.87	586.09	11,909.96

Adjournment

The meeting was adjourned at 8.02 p.m. to receive reports from the County Councillor and District Councillors and to take questions from members of the public.

The County Councillor reported on the winter maintenance programme and in particular the provision of salt bins. He explained that he was pursuing a suggestion to make available bags of salt at District depots and where parish councils had suitable facilities, at those locations.

Cllr Ramsay reported on proposed cuts from the Sevenoaks budget which would be in the region of £5.5 million. At this stage it was not known how much the grants to Sevenoaks would be cut by central government which made planning difficult, but explained that Sevenoaks had plans in hand to cut spending over the next 4 years.

Dr Roberts asked whether the lease on the Parish Office had been signed and whether the holding of Council committee meetings in Hartley Library was legal.

Mrs Sharp explained her difficulties in attending meetings at Hartley Library and that she would be pursuing the provision of a disabled parking bay at Hartley Library with the County Councillor.

The meeting resumed at 8.10 p.m.