

**MINUTES OF THE MEETING OF THE GENERAL PURPOSES COMMITTEE
HELD REMOTELY USING “ZOOM”
ON MONDAY 22nd MARCH 2021 AT 6.30 P.M.**

Present:

Cllr Larry Abraham
Cllr Chris Alford - (*Chairman*)
Cllr Penny Cole
Cllr Perry Cole
Cllr Lesley Driscoll
Cllr David Graeme
Cllr Anne Oxtoby
Cllr Vince Sewell

In attendance:

Mrs H Boden – (*Clerk*)

1. Apologies

No apologies for absence had been received.

2. Declarations of Interest

There were no declarations of interest.

3. Minutes

RESOLVED: That,

the minutes of the meeting of the General Purposes Committee held on 22nd September 2020, be approved and signed by the Chairman as a correct record.

RESOLVED: That,

Pursuant to Standing Order 10 (a) (ix), the order of business be altered so that agenda item 14, Mobile Safety Camera, be brought forward.

4. Mobile Safety Camera

At the meeting of the Parish Council held on 8th February 2021, it was resolved that a quotation received from WCCTV, for the sum of £7,000 + VAT, for the supply and installation of a WCCTV 4G Speed Dome + 4TB HDD + 5yrs service bundle, be accepted.

At its meeting held on 8th March 2021, the Council reversed this decision due to concerns regarding the suitability of the camera due to the lack of street lighting in the parish and the significant cost involved with installing the cameras on the street lights and agreed that further investigations should be carried out, regarding the

possibility of the purchase of a wildlife camera/s which it was considered would be more suitable for the council's requirements.

Cllr Perry Cole reported that he had sought advice from the Environmental Enforcement Department at Sevenoaks District Council and that there are many types and styles of camera available to consider for our needs.

The Committee noted that these range from around £70 for a basic motion detector camera, up to £300 for a top of the range camera that allows much more functionality. There are also other cameras that are available from around £30 that have much more limited capability but allow for much more discreet deployment.

Cllr Oxtoby asked whether the Council would be required to have a CCTV Policy and Cllr Cole advised that whilst this was not a requirement, it would be "best practice".

Members agreed that the presence of cameras would provide a deterrent to fly tippers and those participating in anti-social behaviour.

It would also provide some reassurance to residents.

RECOMMENDED: That,

- (1) the purchase and deployment of wildlife cameras be approved by the Council and,
- (2) Cllr Cole be requested to research the most suitable cameras and to present his findings and quotations to the Council for consideration at its next meeting.

RESOLVED: That,

Pursuant to Standing Order 10 (a) (ix), the order of business be altered so that agenda item 15, Public Consultation about Proposed Changes to Urgent Care Services in Dartford, Gravesham and Swanley, be brought forward.

5. Public Consultation about Proposed Changes to Urgent Care Services in Dartford, Gravesham and Swanley

At the meeting of the General Purposes Committee held on 22nd September 2020, Cllr Perry Cole reported that he was due to attend the Clinical Commissioning Group's AGM on 24th September and that should Members have any questions that they would like to ask, he would put them forward.

Cllr Cole reported that the Parish Council's concerns regarding the appointment system and the new system for the ordering of prescriptions at the Jubilee Surgery, could not be dealt with by the CCG, but needed to be directed to NHS England.

Cllr Cole reported that the issues raised by the Parish Council were not unique to the Jubilee Surgery and that he had recently met with Gareth Johnson MP and Laura Trott MP, to discuss the situation.

RECOMMENDED: That,

a letter outlining the complaints that the Council continues to receive about the Jubilee Surgery, particularly with regard to the appointments system and the new system for the ordering of prescriptions, be sent to NHS England.

Cllr Perry Cole left the meeting at 7.00p.m.

6. Financial Report

RESOLVED: That,

the reports indicating the detailed income and expenditure by account heading of the Newsletter, Annual Report, Website and Youth Services as at 15th March 2021, be received and noted.

7. Youth

(a) The Committee considered a report received from West Kent Housing Association (WKHA), for the period 9th July 2020 to 30th September 2020.

Members noted that WKHA had been commissioned through Kent County Council to deliver detached youth work sessions over the entire Sevenoaks district on a rolling basis.

Alongside this, they have been commissioned to work with young people to start Youth Forums in these areas. One of their focus areas for July to September had been Hartley.

The Committee noted that the young people that WKHA had met with had regularly engaged well with staff and had great ideas for community projects. They hope to be able to hold an official youth forum meeting when possible, to begin the potential implementation of some of the young people's ideas.

The Clerk reported that confirmation had been received from the Lead Youth Worker at WKHA, that they are still delivering detached youth work in line with the Government's and National Youth Agencies Guidelines.

The Lead Youth Worker has reported that they had seen minimal young people during the darker months of December and January, but that they have started to engage with a number of young people are out and about on their daily exercise.

Members were reminded that at the beginning of 2020, the Parish Council had accepted a project proposal from KCC for a 48 week, 1 x 2 hour street based youth provision in Hartley, to be funded by the Parish Council, but that due to the subsequent Government restrictions, this had not been progressed.

RESOLVED: That,

- (1) the report received from West Kent Housing Association (WKHA), for the period 9th July 2020 to 30th September 2020, be noted and,
- (2) the Clerk be requested to contact the Youth Hub Delivery Manager (Sevenoaks) at Kent County Council to obtain an update on the proposed street based youth sessions in Hartley.

(b) The Committee considered an email dated 7th December 2020, received from the newly appointed Lead Youth Worker at West Kent Housing Association, responsible for the organising and delivery of commissioned detached youth work throughout the Sevenoaks District.

Members noted that one of their aims was to work alongside young people, local authorities and partners, to establish youth forums where there aren't already forums in place.

RESOLVED: That,

- (1) the email dated 7th December 2020, received from the newly appointed Lead Youth Worker at West Kent Housing Association, be noted and,
- (2) the Clerk be requested to contact the Lead Youth Worker to request regular updates.

8. Highway Matters

(a) The Committee noted that a speed check had recently been carried out by the Police on Ash Road, by the Black Lion Public House and that most of the vehicles had been travelling within the speed limit.

(b) The Committee considered an email dated 17th February 2021, received from the Sevenoaks District Manager at Kent Highway Services, advising of staff and area changes and the name and contact details of the Hartley steward.

The Committee noted that they hope to organise their regular yearly meeting during May and June this year, subject to Government restrictions.

RESOLVED: That,

the email dated 17th February 2021, received from the Sevenoaks District Manager at Kent Highway Services, be noted.

(c) At the meeting of the General Purposes Committee held on 22nd September 2020, it was agreed that the Clerk be requested to contact Kent Highway Services to enquire about the possible replacement of the existing speed indicator advice sign located outside Fairby Grange, with one that can record vehicle numbers and speeds.

It was noted that the signs have a limited life span and that Kent Highway Services had advised that should the sign fail, it may not be replaced.

The Clerk reported that she had enquired about the possibility of installing a solar powered sign that would record data remotely, but that KHS had advised that this was not an available option.

The Committee considered an email dated 22nd October 2020, received from Kent Highway Services.

Members noted that the replacement of the existing sign with another fixed sign would be treated as a new installation and must follow the agreed procurement process.

KHS have suggested that the most viable option would be to remove the fixed sign and re-use the post as a new location within the existing SID rotation.

RESOLVED: That,

the email dated 22nd October 2020, received from Kent Highway Services, be noted and no further action be taken.

9. Website

The Committee noted that Parish Council's Data Protection Officer had recently highlighted the fact that the Parish Council's website does not have an SSL Certificate.

The Committee considered emails received from the Parish Council's website provider and Satswana, the Parish Council's Data Protection Officer, dated 2nd February 2021.

Members noted that the Parish Council's website provider had advised that SSL Certificates are required where websites are used to send and receive personal information with visitors. Because Parish Council are not used in this way, there is no mandatory requirement for Parish Councils to have SSL Certificates.

The reason that the website provider does not supply an SSL Certificate as standard, is also the cost. A typical SSL Certificate will cost from £250 per year.

The Clerk reported that the website provider had advised that they have a deal with an SSL Certificate provider for £60 per year, which would add encryption and provide <https://> and a small padlock when browsing.

The Clerk reported that she had contacted the Parish Council's Data Protection Officer who had advised that ultimately, it is the Parish Council's decision, but that the lack of it, advertises to users that the site is insecure.

RECOMMENDED: That,

- (1) the, emails received from the Parish Council's website provider and Satswana, the Parish Council's Data Protection Officer, dated 2nd February 2021, be noted;
- (2) the Parish Council's website provider be asked to make arrangements for the SSL Certificate to be added to the Parish Council's website at a cost of £60 per year and,
- (3) due to the fact that there is no budget provision, the total cost of the provision of the SSL Certificate be met from the Parish Council's General Reserves.

10. Parish Office

At the meeting of the General Purposes Committee held on 22nd September 2020, the Clerk reported that she had received a voicemail message from Kent County Council's Property Services Department, but despite calling them back and leaving numerous messages, she had not been able to contact them.

Property Services Department have in the past, dealt with arrangements for the lease on the Parish Office, but it was not clear from the message left, whether this was the reason for them contacting the council on this occasion.

It was resolved that the Clerk be requested to continue to endeavour to contact KCC's Property Department.

The Clerk reported that she has now spoken to KCC and that they had been enquiring whether the Parish Council was still using the library building, or whether the building should be secured and that it had not been regarding the lease.

The Clerk reported that the lease on the Parish Office had still not been finalised and that no rent has been charged since 2016, despite numerous attempts by both the Parish Council and Cllr David Brazier (Kent County Council), to try to resolve the situation.

RESOLVED: That,
the Clerk's report and the lack of progress regarding the lease and non- payment of rent, be noted.

11. GDPR

The Committee considered a Council Update dated January 2021, received from Satswana, the Parish Council's Data Protection Officer.

RESOLVED: That,
the Council Update dated January 2021, received from Satswana, the Parish Council's Data Protection Officer, be noted.

12. Queen's Platinum Anniversary

The Committee noted that the Nation would be celebrating the Queen's Platinum Anniversary on the 2nd to 5th June 2022 which would consist of two Bank Holiday dates (Thursday 2nd and Friday 3rd June) followed by the weekend.

Members considered that the Council should commemorate the event on one of the dates, selected to avoid the major national date(s), with activities at Manor Field similar to those cancelled, due to Covid, to mark the end of World War 2. These had involved a picnic, musical entertainment, children's activities, licensed bar and ending with a firework display and the lighting of the beacon.

RECOMMENDED: That

- (1) the Council agrees to participate in the National Celebrations for the Queen's Platinum Anniversary and that in Hartley, this be undertaken through an event at Manor Field, on a date between 2nd and 5th June 2022, to be determined;
- (2) the detailed arrangements, including the preparing of a budget, be made by a Working Party consisting of a few Members of the Council and representatives from local organisations and,
- (3) an initial Ear Marked Reserve of £7000 be set aside for the celebrations and the Finance Committee be requested to make the necessary financial provision.

13. Highway Improvement Plan

The Committee reviewed the Highway Improvement Plan.

The Clerk reported that the additional signs at both ends of Castle Hill, discouraging lorries from using the road and warning motorists that there is no footpath and that there may be pedestrians in the road, was currently being installed.

Members noted that the requested signs in Hartley Bottom Road warning motorists that there are likely to be horses in the road, were also being installed.

The Chairman reported that the Highways Forward Works Programme 2021-2026 had been received from Kent Highway Services and that works to Ash Road were due to be carried out during years 1 & 2 (2021-2023).

The planned works are surface retexturing between Quakers Close and Bramblefield Close and surface renewal between Quakers Close and Chapel Wood Road.

RESOLVED: That,

- (1) the current Highway Improvement Plan be noted, with no further additions and,
- (2) the planned retexturing/resurfacing works on Ash Road be noted.

14. Parish Footpaths

The Committee had been requested to consider publishing a footpath guide for the parish.

Cllr Oxtoby reported that she had recently walked all of the footpaths in Hartley (stopping at the Hartley boundaries) and had taken details of the walks, including photographs.

Members agreed that a footpath guide would benefit local residents and visitors to the parish.

RECOMMENDED: That,

- (1) a footpath guide using the walk details and photographs collated by Cllr Oxtoby be drafted, for consideration by the Committee prior to publication and,
- (2) the printing and publication be undertaken in the Parish Office and the total cost met from the Parish Council's general reserves.

15. Review of Public Rights of Way

At the meeting of the General Purposes Committee held 22nd September 2020, it was noted that on 1 January 2026 the government intends to close the definitive maps to the claim of historic paths which existed before 1949 (section 53 of the Countryside and Rights of Way Act 2000 (CROW Act)), with the aim of providing certainty to landowners about what highways exist on their land.

Therefore, users should ensure that all such routes which are useful or potentially useful are claimed before that date.

Since most surveying authorities have a huge and growing backlog of claims, the aim of the Deregulation Act is to speed up the processing and determination of path claims. It is the result of many years' work, and the consensus reached, by the rights of way stakeholder working group, consisting of balanced representation from landowners, local authorities and users.

It was resolved that 1) *an article be placed in the next edition of the Parish Council's newsletter, seeking resident's views as to whether a review of the Parish's Public Rights of Ways should be conducted and, 2) the local footpath representative be asked for their views.*

The Clerk reported that following the article in the newsletter, no residents had come forward.

The Chairman reported that he had spoken with the local footpath representative and they had not come forward with any suggestions.

The Chairman reported that he had received several requests for the footpath leading from Beechlands Close, into Hartley Wood, to be classified as a Public Right of Way.

It was suggested that the land owners be approached to inform them of the Parish Council's intention, prior to registering an interest in claiming this footpath as a Public Right of Way.

RECOMMENDED: That,

- (1) the Clerk be requested to contact the land owners to inform them of the Parish Council's intention to claim the footpath as a Public Right of Way and,
- (2) subject to a positive response, an interest be registered by the Parish Council in claiming the footpath as a Public Right of Way.

16. Date of the next meeting

To be confirmed.

The meeting closed at 7.45 p.m..

Signed:

Date:.....

Chairman of the General Purposes Committee

