

THE PARISH COUNCIL OF HARTLEY

MINUTES OF THE MEETING OF HARTLEY PARISH COUNCIL

HELD IN THE PAVILION, MANOR FIELD, CHURCH ROAD

ON MONDAY 11th OCTOBER 2021 AT 7.30 P.M.

Present :

Cllr Larry Abraham
Cllr Chris Alford
Cllr Penny Cole
Cllr Perry Cole
Cllr Jim Colwell
Cllr Lesley Driscoll
Cllr David Graeme
Cllr Anne Oxtoby
Cllr Brian Ramsay
Cllr Ian Ross
Cllr Vincent Sewell

In attendance:

Mrs Jane Tyrrell - (*Assistant Clerk*)
3 members of the public

1. Apologies

Apologies for absence had been received from Cllr Mally Malham due to work commitments.

RESOLVED: That,
the absence of Cllr Mally Malham due to work commitments, be accepted and approved.

2. Declarations of interest

There were no declarations of interest

3. Dispensations

(a) The Council considered a request from Cllr Colwell to grant a dispensation in relation to the transaction of business on matters relating the Hartley Village Hall Trust.

RESOLVED: That,
pursuant to paragraph 15 of the Code of Conduct adopted by the Council on 10th November 2014, the request from Cllr Colwell for the Council to grant a dispensation to enable participation in discussion and voting on any matter/s relating to the Hartley Village Hall Trust until the next ordinary election in May 2023 on the grounds that, the Council is

the sole trustee of the Charity, and to do otherwise would impede any business to be transacted by the Council on matters relating to the Trust, be approved.

(b) There were no further requests from Members for a dispensation.

4. Minutes

RESOLVED: That,
the minutes of the meeting of Hartley Parish Council held on 13th September 2021, be approved and signed by the Chairman as a correct record.

The meeting was adjourned at 7.31 p.m. to receive reports from the District Councillors and to take questions from members of the public.

The meeting resumed at 7.39 p.m.

5. Resignation

(a) The Council was informed of the resignation of Mrs Fiona Hughes as a member of Hartley Parish Council.

The Chairman expressed her thanks to Mrs Hughes, for the work carried out by her during her time as a Councillor.

RESOLVED: That,
the resignation of Mrs Fiona Hughes as a member of Hartley Parish Council, be received and noted.

(b) A Notice of Vacancy had been displayed on the Parish Council's noticeboard and on the website on 13th September 2021.

The Assistant Clerk reported that if by 1st October 2021 (14 days excluding Dies Non, after the date of the notice) a request for an election to fill said vacancy is made in writing to the Proper Officer by TEN electors, an election will be held to fill the said vacancy, otherwise the vacancy will be filled by co-option.

Members noted that if an election is called, it will take place not later than 3rd December 2021.

If no election is called, the Council must as soon as practicable after the expiry of the 14 day period, fill the vacancy by co-option.

It was noted that there had been no requests for an election and therefore a notice had been placed on the notice boards advertising the vacancy by co-option with an application deadline of 29th October 2021.

RESOLVED: That,
any application forms duly received, be reported to the Council at its meeting to be held on 8th November 2021 and for the co-option process to also be carried out at that meeting.

6. Amenities & Open Spaces Committee

Cllr Graeme proposed and Cllr Abraham seconded an amendment to the recommendation contained in the minutes of the meeting of the Amenities & Open Spaces Committee held on 27th July 2021, (page 7, minute item 12b, Pavilion/Manor Field), so that it refers to ‘Manor Field *Pavilion*’ and not Manor Field in regards to the Risk Assessment.

Cllr Oxtoby suggested that the Special Conditions of Hire be amended in line with the Special Conditions of Hire proposed for the Village Hall so that both remove the title of “*Special Conditions of Hire During Covid-19*” and replace it with “*Suggested Guidance for Hirers During Covid-19 to follow as considered appropriate*”. This amendment was seconded by Cllr Abraham.

RESOLVED: That,

- 1) the minutes of the meeting of the Amenities & Open Spaces Committee held on 27th July 2021 and the recommendations contained therein, as amended, be received and where necessary approved and adopted and,
- 2) the Special Conditions of Hire relating to the Manor Field Pavilion, be amended as suggested.

7. Burial Grounds & Gardens of Remembrance Committee

RESOLVED: That,

the minutes of the meeting of the Burial Grounds & Gardens of Remembrance Committee held on 30th September 2021 and the recommendations contained therein be received and, where necessary approved and adopted.

8. General Purposes Committee

When discussing the arrangements for the Remembrance Sunday Service on the 14th November, Cllr Oxtoby mentioned that the Village Hall would now be available for refreshments after the service, following the cancellation of the production by Hartley Players. Members agreed to contact the W.I, to offer them the option of using the Village Hall instead of the Fawkham & Hartley Church Centre.

RESOLVED: That,

- a) the minutes of the meeting of the General Purposes Committee held on 22nd September 2021 and the recommendations contained therein be received and, where necessary approved and adopted.
- b) the Assistant Clerk be requested to contact the WI and offer them Hartley Village Hall as an alternative venue for refreshments on the 14th November.

9. Planning Committee

RESOLVED: That,
the minutes of the meetings of the Planning Committee held on 11th August 2021 and 29th September 2021, and the recommendations contained therein, be received and, where necessary, approved and adopted.

10. Northfield Management Committee

RESOLVED: That,
the minutes of the meeting of the Northfield Management Committee held on 26th April 2021 and 9th June 2021, and the recommendations contained therein, be received and, where necessary, approved and adopted.

11. Covid-19 Pandemic

Members had been requested to consider any action that had been taken/may be required, due to the Covid-19 Pandemic.

RESOLVED: That,
no further action, apart from the amendment to the wording of the Special Conditions of Hire for the Pavilion, Manor Field, as discussed under minute item 6. Amenities & Open Spaces Committee, is required at the current time.

12. Neighbourhood Plan

RESOLVED: That,
the minutes of the meeting of the Neighbourhood Plan Steering Group held on 14th September 2021, and the recommendations contained therein, be received and, where necessary, approved and adopted.

13. Community Garden

Members had been requested to consider an email dated 2nd August 2021, received from a resident regarding the creation of a community garden.

Members discussed this idea but agreed that more information was needed before the matter could be progressed. Cllr Oxtoby proposed and Cllr Graeme seconded the proposal that a meeting be arranged with the resident to establish more details.

RESOLVED: That,
a meeting be arranged with the resident to obtain further information on the proposal.

14. Manor Field Pavilion – Utility Supply DDR

At the meeting of the Parish Council held on 14th October 2019, it was resolved that pursuant to Financial Regulation 6.7, payment of the electricity supply to the Pavilion, be made by variable direct debit.

Financial Regulation 6.7 states that *“the approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years”*.

RESOLVED: That,
pursuant to Financial Regulation 6.7, payment of the electricity supply to the Pavilion, continues to be made by variable direct debit.

15. Payments

RESOLVED: That,

- (1) the payment of accounts for October 2021, attached as **Appendix 1** to these minutes, be approved.
- (2) the Council detail report as at 1st October 2021, setting out actual income and expenditure against budgeted estimates be received and noted;
- (3) the bank reconciliations for the Council’s four bank accounts for September 2021, be verified by Cllr Abraham after the close of the meeting.

The meeting closed at 8.39 p.m.

Signed:.....

Date:.....

Chairman of Hartley Parish Council

Schedule of Payments October 2021 - Paid by Internet Banking from Unity Trust Bank					
Ref:	Payment to	Particulars	Net	VAT	Total
962223419		Salary 01/10/2021 - 31/10/2021 (Pre-approved)	2,310.38	-	2,310.38
944888637		Salary 01/10/2021 - 31/10/2021 (Pre-approved)	1,182.35	-	1,182.35
915066983		Month 7 Employer & Employee NIC & PAYE	1,354.88	-	1,354.88
257185232		Employer & Employees pension contributions October 2021	1,280.76	-	1,280.76
792184033		Allotment water 22/07/21-01/01/22	182.41	-	182.41
995009767		Bulk Propane delivered 16/09/21 968 litres. Inv 34362478	808.28	40.41	848.69
386546881		Empty dog bins July - September inv 2069034	429.00	85.80	514.80
57030941		Stationery inv I3888921	51.20	10.24	-
		Stationery inv I3891650	13.50	2.70	77.64
808134502		Routine Maintenance work	693.00		
		Pitch Marking	84.00		
		Manor Field - cutting of beech hedgerow	42.00		
		Calor Gas compound - strimming	15.75		834.75
247571850		Stationery inv I3898628	54.00	10.80	64.80
62130034		BG Garden Maintenance Inv 48	140.00		
		BG, Garden of Remembrance, Closed Churchyard Inv 49	18.50		
		BG Grass cutting (4 cuts) Inv 50	200.00		
		Grass cutting Manor Field BG Inv 51	136.00		
		Grass cutting All Saints Inv 52	100.00		
		Grass cutting memorial green Inv 53	100.00		
		Northfield visual inspection Inv 54	80.00		774.50
			9,276.01	149.95	9,425.96

Schedule of Payments October 2021 - Paid by cheque/DDR from Barclays Bank					
Chq No	Payment to	Particulars	Net	VAT	Total
DDR	Barclays Bank PLC	Mixed payment plan charges 13/08/21 - 12/09/21	17.72	-	17.72
			17.72	-	17.72

Adjournment

The meeting was adjourned at 7.31 p.m.

Cllr Brazier reported that initial feedback on the KCC Consultation on the Household Waste Recycling Centre booking system, indicated that most people who had responded were in favour of a booking system. He advised that the system may be adapted to allow people to book on the day in addition to booking in advance. The findings of the Consultation will be reported once available.

Cllr Penny Cole reported that she had attended the “volunteer thank you event” hosted by Sevenoaks District Council at the St Clere Estate in Kemsing. It was well attended and photos of the event had been circulated on social media.

The meeting resumed at 7.39 p.m.

