

## THE PARISH COUNCIL OF HARTLEY

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6<sup>th</sup> April 2020

Dear Councillor

You are hereby summoned to attend a meeting of Hartley Parish Council to be **held remotely, using “Zoom”** on **WEDNESDAY 15<sup>th</sup> APRIL 2020** commencing at **7.30 p.m.**

Please log in using meeting code **436 7184 770**.

The business to be transacted at the meeting is:

Yours sincerely

*Helen Boden*

Helen Boden  
**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.**

**Please note that the proceedings of this meeting may be recorded in line with regulations set out in the Openness of Local Government Bodies Regulations 2014.**

**Members of the public wishing to attend the meeting, should contact the Clerk at the Parish Office for further instructions.**

### AGENDA

**1. Apologies**

To receive and approve, if necessary, any apologies for absence.

**2. Declarations of Interest**

To receive Members' declarations of interest which have not already been entered in the Members' Register of Interests or notified to the Monitoring Officer.

*Members are reminded of the duty to register with the Monitoring Officer any change to interests or new interests in Appendices A and B of the Council's adopted Code of Conduct within 28 days of becoming aware of it.*

### 3. **Dispensations**

To consider any request/s received from Members to grant a dispensation in order to participate in discussion and voting, as appropriate, on matter/s to be considered at this meeting where a Member has an interest in Appendices A and/or B of the Council's Code of Conduct adopted on 10<sup>th</sup> November 2014.

### 4. **Minutes** **(WHITE)**

To approve, as a correct record, the minutes of the Hartley Parish Council meeting held on 9<sup>th</sup> March 2020. (Annexed).

#### **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.*

**Pursuant to Standing Order 3 (e) the Chairman of the Council will invite members of the public to express an interest should they wish to make representations, answer questions or give evidence in respect of any item of business included in the agenda.**

### 5. **Burial Grounds & Gardens of Remembrance Committee** **(PINK)**

To adopt the minutes of the meeting of the Burial Grounds & Gardens of Remembrance Committee held on 9<sup>th</sup> March 2020 and to consider any recommendations contained therein. (Annexed).

### 6. **Planning Committee** **(YELLOW)**

To adopt the minutes of the meeting of the Planning Committee held on 18<sup>th</sup> March 2020 and to consider any recommendations contained therein. (Annexed)

### 7. **Gorse Wood Clearance**

At the meeting of the Amenities & Open Spaces Committee held on 28<sup>th</sup> January 2020, it was noted that reports of fly tipping in Gorse Wood, continued to be received.

Items dumped included mattresses, a trampoline and enclosure and bags of clothes.

The Clerk reported that she had contacted West Kent Housing Association to enquire as to whether they would be willing/able to assist with a clean up operation, as the fly tipping appeared to be spread throughout the whole wood, rather than isolated to just one area.

The Community Safety Officer at West Kent Housing Association advised that if the Council decides what sort of clean up day they would like to hold, she would look into ways that West Kent Housing could assist.

Staff at West Kent Housing have volunteer days that they can use and the Community Safety Officer could possibly involve another agency in assisting to remove the rubbish that is cleared.

It was noted that Sevenoaks District Council had recently cleared an area of the woods at the request of the Parish Council, at a cost.

It was resolved that “ *the Clerk be requested to contact Sevenoaks District Council to request that they attend a site meeting with the Clerk and Members of the Council to enable them to provide a quotation for the complete clearance of the wood*”

A site meeting was arranged and Members agreed that to delay the clearance of the wood, would be detrimental to the safety of members of the public walking in the woods and could also attract vermin.

In consultation with the Chairman of the Council, in accordance with Financial Regulation 4.5, it was agreed that the quotation received from Sevenoaks District Council, for the sum of £850.00 + VAT, to remove the fly tipping and general litter in Gorse Wood, should be accepted and that in view of the fact that there was no budget provision for this, the total cost should be met from the Parish Council's General Reserves.

The Council is requested to note and approve the above action and expenditure.

**8. Pavilion Closure (GREEN)**

In light of the COVID-19 pandemic and following advice from government, Manor Field Pavilion has been closed to the public until at least 30 April.

Beyond that date, government advice will continue to be followed.

The Council is requested to note the above and to consider advice received from the Council's Insurers and from Brodex Trident, the contractor responsible for undertaking legionella testing at the Pavilion. (Annexed).

**9. Playground Closure (WHITE)**

In light of the COVID-19 pandemic and following advice from government, the Parish Council's playgrounds have been closed to the public until at least 30 April.

Beyond that date, government advice will continue to be followed.

The Council is requested to note the above and to consider advice received from the Council's Insurers. (Annexed).

**10. Parish Office**

To consider working arrangements for the Clerk and Assistant Clerk, in light of the current COVID-19 Pandemic.

**11. Payments (BLUE)**

(a) To approve the payment of the accounts for April 2020. (To follow).

(b) To receive and note a Council detail report setting out actual income and expenditure against budgeted estimates as at 31<sup>st</sup> March 2020.

(c) To verify the bank reconciliations for the Council's three bank accounts. Bank statements and reconciliations will be available at the meeting.

### **List of circulated documents**

1. Minutes of the meeting of the Council held on 9<sup>th</sup> March 2020. **(WHITE)**
2. Minutes of the meeting of the Burial Grounds & Gardens of Remembrance Committee held on 9<sup>th</sup> March 2020. **(PINK)**
3. Minutes of the meeting of the Planning Committee held on 18<sup>th</sup> March 2020. **(YELLOW)**
4. Email dated 24<sup>th</sup> March, received from Came & Company. **(GREEN)**
5. Emails dated 23<sup>rd</sup> March 2020, received from Brodex Trident. **(GREEN)**
6. Email dated 2<sup>nd</sup> April 2020, received from Came & Company. **(WHITE)**
7. Schedule of payments April 2020. **(BLUE)**
8. Council detail report setting out actual income and expenditure against budgeted estimates as at 31<sup>st</sup> March 2020. **(BLUE)**

