

THE PARISH COUNCIL OF HARTLEY

MINUTES OF THE MEETING OF HARTLEY PARISH COUNCIL

HELD IN THE PAVILION, MANOR FIELD, CHURCH ROAD

ON MONDAY 9th JANUARY 2017 AT 7.30 P.M.

Present : Cllr Larry Abraham
Cllr Carol Beaman
Cllr Sheila Bennett
Cllr Roger Burchell
Cllr Penny Cole
Cllr Anne Oxtoby (*Chairman*)
Cllr Brian Ramsay
Cllr Andrew Tremain
Cllr Dorothy Vesey

In attendance: Mrs Helen Gilder- (*Clerk*)
Cllr David Brazier – Kent County Councillor
Cllr John Kelly – Sevenoaks District Councillor
6 members of the public

1. Apologies

Apologies for absence had been received from Cllr Alford due to family commitments and Cllr Sewell due to work commitments.

RESOLVED: That, the absences of Cllr Alford and Cllr Sewell, be accepted and approved.

2. Declarations of interest

There were no declarations of interest.

3. Dispensations

(a) The Council considered a request from Cllr Beaman to grant a dispensation on matters relating to 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 Beaman 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 2019, 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 12th December 2016 be approved and signed by the Chairman as a correct record.

The meeting was adjourned at 7.32 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 7.45 p.m.

Pursuant to Standing Order 3 (e) the Chairman of the Council invited members of the public present to express an interest if they wished to make representations, answer questions or give evidence in respect of any item of business included in the agenda. There were no expressions of interest.

5. Amenities & Open Spaces Committee

(a) RESOLVED: That, the minutes of the meeting of the Amenities & Open Spaces Committee held on 4th January 2017 and the recommendations contained therein, be received and, where necessary, approved and adopted.

(b) Cllr Vesey reported that at its meeting held on 12th December 2016, the Council had approved and adopted the minutes of the Amenities & Open Spaces Committee meeting held on 21st November 2016. Minute item 16. Trees, had been omitted from the minutes and the Council was therefore requested to adopt the revised minutes.

RESOLVED: That, the revised minutes of the meeting of the Amenities & Open Spaces Committee held on 21st November 2016, be received and where necessary approved and adopted.

6. Burial Grounds & Gardens of Remembrance Committee

RESOLVED: That the minutes of the meeting of the Burial Grounds & Gardens of Remembrance Committee held on 12th December 2016, be received and where necessary, approved and adopted.

7. Finance Committee

RESOLVED: That the minutes of the meeting of the Finance Committee held on 21st December 2016, be received and where necessary, approved and adopted.

8. Planning Committee

RESOLVED: That, the minutes of the meeting of the Planning Committee held on 21st December 2016, be received and adopted.

9. Telephone and Broadband

The Council considered a report in respect of telephone and broadband provision for the Parish Office.

RESOLVED: That, the Council accepts the BT telephone and broadband package as set out below, for a period of 24 months:

- Unlimited Infinity Broadband at a rate of £36.00 + VAT per month
- Standard phone line at a rate of £15.20 + VAT per month
- Unlimited UK calls to landlines and mobiles at a rate of £10.00 + VAT per month.

10. Volunteer Support Warden Scheme

The Council considered a letter dated 18th November 2016, received from KALC and KCC asking the Parish Council if it would like to participate in the Volunteer Support Warden Scheme.

RESOLVED: That,

(1) the letter dated 18th November 2016, received from KALC and KCC asking the Council if it would like to participate in the Volunteer Support Warden Scheme, be noted and:

(2) the Clerk be requested to inform Kent County Council that Hartley Parish Council does not wish to participate in the Volunteer Support Warden Scheme.

11. Speed Indicator Device

The Council considered an email dated 24th November 2016, received from David Brazier and an email from Ash-cum-Ridley Parish Council dated 22nd December 2016, regarding the Parish SID Scheme.

Cllr Brazier reported that Ash-cum-Ridley Parish Council had expressed an interest in participating in the scheme and that should Hartley Parish Council wish to share a device, he would be willing to contribute half of the cost.

Councillor Oxtoby proposed and Cllr Bennett seconded a proposal that the Council investigates further the possibility of sharing a Speed Indicator Device with Ash-cum-Ridley Parish Council.

On being put to the vote, the motion was CARRIED.

RESOLVED: That, the Clerk be requested to contact Ash-cum-Ridley Parish Council to ask whether they would be interested in sharing a Speed Indicator Device and that the General Purposes Committee be requested to consider the matter further at its next meeting.

12. Banking Arrangements

The Council considered a report on arrangements to open a bank account with Unity Trust Bank.

RESOLVED: That,

(1) the Council opens a Unity Current Account with the Unity Trust Bank;

(2) the Clerk be named as the “Key Contact”. *(The Key Contact will receive all correspondence, stationery, and statements (online or paper) relating to the account. They will also automatically become a telephone banking user but they will not be able to sign cheques or give instructions unless they include their details in Section 47 to become an authorised signatory to the account);*

(3) the Council agrees to be bound by the Unity Trust Bank Terms and conditions and notes that they may vary from time to time;

(4) Councillors Larry Abraham, Sheila Bennett, David Graeme, Anne Oxtoby and Dorothy Vesey, be confirmed as signatories on the account;

(5) the Clerk and Assistant Clerk be authorised as Telephone Banking and Internet Banking users;

(6) the number of users required to set up and/or authorise payments online be confirmed as three;

(7) the required internet banking levels for all users be confirmed as follows:

VS – View and submit – as well as being able to view the accounts, this level allows the user to submit payments but they cannot authorise payments – **Mrs Helen Gilder (Clerk) and Mrs Jane Tyrrell (Assistant Clerk);**

VA – View and Authorise – as well as being able to view the accounts, this level allows the user to authorise payments but they cannot submit payments - **Councillors Larry Abraham, Sheila Bennett, David Graeme, Anne Oxtoby and Dorothy Vesey;**

(8) the Chairman Anne Oxtoby, the Vice-Chairman Larry Abraham and the Chairman of the Finance Committee Sheila Bennet, be authorised to sign the resolution and declaration on page 18 of the application form, on behalf of the Council;

(9) the Clerk be authorised to apply for a Post Office paying in card to enable the Council to pay in cash only at a nominated Post Office Counter and;

(10) the Clerk, in consultation with the Chairman of the Finance Committee be authorised to complete and submit the application for the Council to open a Unity Current Account with the Unity Trust Bank, and to issue a cheque for the sum of £500, required to open the account.

13. New Burial Ground Reserve

At its meeting held on 22nd April 2015, the Finance Committee recommended that: “pursuant to Financial Regulation 11.1 (k), the quotation for the sum of £15,609.00 plus VAT from R Marchant & Sons Ltd to provide all materials necessary and lay a tarmac path using timber edgings, as specified by the Council, be accepted and that the expenditure be met from the New Burial Ground Reserve which currently stands at £44,414”.

This sum was miss-allocated to the General Reserves and following a discussion with the Internal Auditor the Council is requested to authorise the Clerk to transfer the sum of £15,609 from the New Burial Ground Reserve to the General Reserves, to rectify the miss-allocation, reducing the New Burial Ground Reserve to £28,805.

RESOLVED: That, the Clerk be authorised to transfer the sum of £15,609 from the New Burial Ground Reserve to the General Reserves, reducing the New Burial Ground Reserve to £28,805

14. Payments

RESOLVED: That,

(1) the payment of accounts for January 2017, attached as Appendix 1 to these minutes, be approved;

(2) the Council detail report, as at 3rd January 2017, setting out actual income and expenditure against budgeted estimates be received and noted; and

(3) the bank reconciliations for the Council's two bank accounts be verified after the close of the meeting.

The meeting closed at 8.22 p.m.

Signed:.....
Chairman of Hartley Parish Council

Date:.....

| Schedule of Payments January 2017 | | | | | |
|--|---------------------------------|--|------------|------------|--------------|
| Chq No | Payment to | Particulars | Net | VAT | Total |
| DDR | Barclays Bank | Mixed Payment Plan Charges for the period 14/11 -12/12 | 30.54 | - | 30.54 |
| 106783 | H Gilder | Salary 01/01/2017 - 31/01/2017(prev approved) | 2,053.72 | - | 2,053.72 |
| 106784 | J Tyrrell | Salary 01/01-2017 - 31/01/2017 (prev approved) | 970.52 | - | 970.52 |
| 106785 | H M Revenue & Customs | Month 10 Employer & Employee NIC & PAYE | 1,199.22 | - | 1,199.22 |
| 106786 | KCC re Kent Pension Fund | Employer & Employees pension contributions January 2017 | 1,082.31 | - | 1,082.31 |
| 106787 | T D Munday | Garden maintenance @ BG inv 92 | 123.00 | - | - |
| | | Litter pick @ Manor Field inv 93 | 56.00 | - | - |
| | | Football pitch line marking & goal check inv 93 | 82.00 | - | - |
| | | Inspection of playground equipment inv 82 | 264.00 | - | - |
| | | Litter pick @ Rectory Meadow inv 93 | 60.00 | - | - |
| | | Inspection of allotments inv 93 | 40.00 | - | - |
| | | Litter pick Hartley Greens inv 93 | 76.00 | - | - |
| | | Litter pick @ Gorse Wood inv 93 | 60.00 | - | - |
| | | Litter pick @ Pond inv 93 | 20.00 | - | - |
| | | Burial Ground visual inspection inv 94 | 18.50 | - | 799.50 |
| 106788 | Mr D Cunningham | Cleaning services to Pavilion 1st - 31st December Inv 12/2016 | 80.00 | - | - |
| | | Water testing & descaling 1st - 31st December Inv 12/2016 | 20.00 | - | 100.00 |
| 106789 | Sevenoaks District Council | 20 bundles of Garden waste sacks 01/12/16 inv 139347 | 250.00 | - | 250.00 |
| 106790 | Pear Technology Services Ltd | Maplink technical support & Updates until 31/12/17 inv 116742 | 85.00 | 17.00 | 102.00 |
| 106791 | Commercial Services Trading Ltd | Second half yearly invoice for grounds maintenance 2016 inv LS181396 | 3,323.33 | 664.67 | 3,988.00 |
| 106792 | Sevenoaks District Council | Emptying dog bins Oct - Dec 2016 | 317.20 | 63.44 | 380.64 |
| 106793 | Kent County Council | Stationery inv I2749193 | 8.20 | 1.64 | - |
| | | Stationery inv I2745935 | 16.15 | 3.23 | - |
| | | Pitch marker x 2 inv I2756983 | 92.00 | 18.40 | 139.62 |
| 106794 | Craigdene Ltd | Operation inspection of playgrounds inv 1598/16 | 195.00 | 39.00 | 234.00 |
| 106795 | SLCC | CILCA General Power of Competence Module | 30.00 | - | 30.00 |
| 106796 | Post Office Limited | 100 x 1st class stamps | 64.00 | - | - |
| | | 100 x 2nd class stamps | 55.00 | - | 119.00 |
| | | | | | |
| | | | 10,671.69 | 807.38 | 11,479.07 |

Adjournment

The meeting was adjourned at 7.32 p.m.

Cllr Brazier, the Kent County Councillor reported that the traffic survey that he had commissioned in response to the Parish Council's request for a pedestrian crossing to be installed on Ash Road to the north of the junction with Parkfield was due to commence on 10th January 2017. Cllr Brazier confirmed that the pedestrian survey would take place on 11th January 2017 and that it would take approximately one month for the results to be obtained.

Cllr Abraham reported that the District Council was currently carrying out a review of the Local Plan and that the Call for Sites were due to be considered by the various Committees in the middle and at the end of January. Cllr Abraham advised that following this, there would be a public consultation.

Cllr Kelly reported that he was still pursuing the issue of dangerous parking at the junction of Wellfield and Ash Road and that he supported the move to install double yellow lines.

The owner of the dental practice expressed concern over the impact that the installation of double yellow lines would have on his clients parking.

Dr Roberts suggested the introduction of parking restrictions as an alternative to double yellow lines.

Cllr Kelly confirmed that this could be a possibility, but that in any case any solution put forward by the District Council would be subject to public consultation.

Cllr Kelly agreed to make the District Council aware of the concerns of the owner of the dental practice.

The meeting resumed at 7.45 p.m.