

THE PARISH COUNCIL OF HARTLEY

MINUTES OF THE MEETING OF HARTLEY PARISH COUNCIL

HELD IN THE PAVILION, MANOR FIELD, CHURCH ROAD

ON MONDAY 12th FEBRUARY 2018 AT 7.30 P.M.

Present : Cllr Larry Abraham
Cllr Sheila Bennett
Cllr Penny Cole
Cllr David Graeme
Cllr Matthew Mohr
Cllr Anne Oxtoby – (*Chairman*)
Cllr Vince Sewell
Cllr Andrew Tremain
Cllr Dorothy Vesey

In attendance: Mrs Helen Gilder- (*Clerk*)
Cllr David Brazier – Kent County Councillor
4 members of the public

1. Apologies

Apologies for absence had been received from Cllr Alford, Cllr Beaman and Cllr Burchell, due to family commitments.

RESOLVED: That, the absences of Cllr Alford, Cllr Beaman and Cllr Burchell due to family commitments be accepted and approved.

2. Declarations of interest

Cllr Oxtoby declared an interest under agenda item 6, Burial Grounds & Gardens of Remembrance Committee, minute item 5 (c), as the recommendation involved a family member and left the meeting during discussion and voting on the matter.

3. Dispensations

(a) The Council considered a request from Cllr Mohr 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 Mohr 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 8th January 2018 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 Councillor and to take questions from members of the public.

The meeting resumed at 7.35 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.

Mrs Roberts expressed an interest under agenda item 7, Planning Committee, minute item 4 (b) in the minutes of the meeting held on 24th January 2018.

5. Amenities & Open Spaces Committee

RESOLVED: That, the minutes of the meeting of the Amenities & Open Spaces Committee held on 30th January 2018 and the recommendations contained therein, be received and, where necessary, approved and adopted.

6. Burial Grounds & Gardens of Remembrance Committee

Cllr Oxtoby proposed and Cllr Bennett seconded an amendment to the recommendation contained in the minutes of the Burial Grounds & Gardens of Remembrance Committee meeting held on 31st January 2018, (page 2, minute item 5 (b), New Burial Ground), so that it reads:

“(1) the provision of a metal plaque to be inscribed with the wording “Erected in 2017 by Hartley Parish Council on the creation of Manor Field Burial Ground;

(2) quotations be sought for the provision of the metal plaque”.

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

Cllr Oxtoby proposed and Cllr Bennett seconded an amendment to the recommendation contained in the minutes of the Burial Grounds & Gardens of Remembrance Committee meeting held on 31st January 2018, (page 2, minute item 5 (c), New Burial Ground), so that it reads:

“ the quotation from the Sixpence Company, for the excavation of the area and replacement with concrete and the addition of ‘subways’ for wildlife for the sum of £830.72, be accepted by the Council and that the total cost be met from the Parish Council’s New Burial Ground Reserve”.

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

The Chairman reported that she had been made aware that there was some discrepancy between the work detailed in the quotations received under page 3, minute item 6 (b), Hartley Burial Ground and the work specified by the Committee.

In light of this, the Council agreed to withdraw the recommendation contained in the minutes of the meeting of the Burial Grounds & Gardens of Remembrance Committee,

held on 31st January 2018, (page 3, minute item 6 (b), Hartley Burial Ground, in order that revised quotations could be sought.

On being put to the vote, the withdrawal of the recommendation was CARRIED.

The Chairman reported that she had been made aware that there was some discrepancy between the work detailed in the quotations received under page 4, minute item 7 (c), Old Garden of Remembrance and the work specified by the Committee.

In light of this, the Council agreed to withdraw the recommendation contained in the minutes of the meeting of the Burial Grounds & Gardens of Remembrance Committee, held on 31st January 2018, (page 4, minute item 7 (c), Old Garden of Remembrance, in order that revised quotations could be sought.

On being put to the vote, the withdrawal of the recommendation was CARRIED.

The Council considered the recommendation contained in the minutes of the meeting of the Burial Grounds & Gardens of Remembrance Committee meeting held on 31st January 2018, Old Garden of Remembrance, page 4, minute item 7 (b), asking that the Council gives consideration to making funds available to support the project of refurbishing the paved area in the old Garden of Remembrance.

The Chairman reported that this was likely to cost in the region of £4,000 - £5,000.

The Council agreed that the works were necessary and agreed that the cost of the project should be taken from the Council's General Reserves.

RESOLVED: That,

(1) the minutes of the meeting of the Burial Grounds & Gardens of Remembrance Committee held on 31st January 2018 and the recommendations contained therein, as amended, be received and, where necessary, approved and adopted and,

(2) the cost of the project of refurbishing the paved area in the old Garden of Remembrance be met from the Council's General Reserves.

7. Planning Committee

Mrs Roberts asked the reason why the Planning Committee had objected to the planning application contained in the minutes of the Planning Committee meeting held on 24th January 2018, page 2, minute item 4 (b).

The Chairman explained that the Committee believed that it did not appear that the conditions of enforcement previously applied had been adhered to.

RESOLVED: That, the minutes of the meetings of the Planning Committee held on 24th January 2018 and 7th February 2018, be received and adopted.

8. Payments

RESOLVED: That

(1) the payment of accounts for February 2018, attached as Appendix 1 to these minutes, be approved;

- (2) the Council detail report as at 6th February 2018, setting out actual income and expenditure against budgeted estimates be received and noted; and
- (3) the bank reconciliations for the Council's three bank accounts for September, be verified after the close of the meeting.

The meeting closed at 7.53p.m.

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

Date:.....

Schedule of Payments February 2018 - Paid by Internet Banking from Unity Trust Bank					
Ref:	Payment to	Particulars	Net	VAT	Total
599667719	British Telecommunications	PAID -Broadband Services 01/01/18-31/03/18	113.10	22.62	135.72
911164544	British Telecommunications	Line rental 01/01-31/03 & call charges 12/10-10/01	113.38	22.68	136.06
	H Gilder	Salary 01/02/2018-28/02/2018 (Pre-approved)	2,121.18	-	-
372026244		Travel allowance 16/01/18 SDC Town Council - Town & Parish Forum 20 miles @ 45p per mile	9.00		2,130.18
302692483	J Tyrrell	Salary 01/02/2018-28/02/2018 (Pre-approved)	967.09	-	967.09
724803045	KCC re Kent Pension Fund	Employer & Employees pension contributions February 2018	936.48	-	936.48
596574850	H M Revenue & Customs	Month 11 Employer & Employee NIC & PAYE	1,229.21	-	1,229.21
314655374	T D Munday	Garden maintenance @ BG Inv inv 1	123.00	-	-
		Litter pick @ Manor Field inv 2	56.00	-	-
		Pitch marking & goal check inv 2	72.00	-	-
		Cut Beech hedge around car park inv 2	185.00	-	-
		Playground inspection inv 2	280.00	-	-
		Allotment inspection inv 96	40.00	-	-
		Litter pick Rectory Meadow inv 2	60.00	-	-
		Litter pick Hartley Greens inv 2	76.00	-	-
		Litter pick Gorse Wood inv 2	60.00	-	-
		Litter pick pond inv 2	20.00	-	-
		BG Visual inspection inv 3	18.50	-	-
		Clean & repointing Garden of Remembrance inv 6	60.00	-	-
		Cut Beech hedge top & sides new BG inv 4	85.00	-	-
		Lower new Beech hedge New BG inv 4	25.00	-	1,160.50
527135336	Down to Earth Trees Ltd	Works recommended under QTRA inv 1609	2,420.00	484.00	2,904.00
537127516	Wrotham Computer Care	Encrypt hard disks on 2 PCs in Parish Office inv 211042	100.00	20.00	120.00
259579806	Sebias Cleaning Services	Cleaning at Pavilion & water testing w/o 04/01/18 to w/o 25/01/18 inv 3	126.00	25.20	151.20
649545913	Sevenoaks District Council	20 bundles of garden waste sacks 08/01/18 inv 146596	260.00	-	260.00
601754308	Commercial Services Trading Ltd	Set out & mark 3 football pitches inv LS185542	422.33	84.47	506.80
			9,978.27	658.97	10,637.24

Schedule of Payments February 2018 - Paid by cheque/DDR from Barclays Bank					
Chq No	Payment to	Particulars	Net	VAT	Total
DDR	Barclays Bank PLC	Mixed Payment Plan Charges 13/12/17 - 14/01/18	20.35	-	20.35
106909	Calor Gas Limited	Bulk propane delivery 16/01/18 inv 30060766	815.15	40.76	-
		Standing charge inv 30040504	19.61	0.98	876.50
106910	CPRE	Annual subscription	36.00	-	36.00
106911	KALC	3 x attendance @ GDPR Workshop Cllr Beaman, H Gilder & J Tyrrell inv 6067	90.00	18.00	108.00
106912	Post Office Limited	200 x 2nd class stamps	112.00	-	112.00
			1,093.11	59.74	1,152.85