

THE PARISH COUNCIL OF HARTLEY

MINUTES OF THE MEETING OF HARTLEY PARISH COUNCIL

HELD IN THE PAVILION, MANOR FIELD, CHURCH ROAD

ON MONDAY 13th JANUARY AT 7.30 P.M.

Present : Cllr Larry Abraham
Cllr Chris Alford
Cllr Sheila Bennett
Cllr Penny Cole
Cllr Perry Cole
Cllr Lesley Driscoll
Cllr David Graeme
Cllr Mally Malham
Cllr Matt Mohr
Cllr Anne Oxtoby – (*Chairman*)
Cllr Ian Ross
Cllr Vince Sewell

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

1. Apologies

There were no apologies for absence.

2. Declarations of interest

There were no declarations of interest.

3. Dispensations

There were no requests from Members for a dispensation.

4. Minutes

RESOLVED: That,
the minutes of the meeting of Hartley Parish Council held on 9th
December 2019, 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 County Councillor and District Councillors and to take questions from members of the public.

The meeting resumed at 7.36 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. Finance Committee

Cllr Abraham commented on minute item 12, (a), Manor Field Car Park Resurfacing and reported that he had spoken to the Planning Officer (Planning Policy) at Sevenoaks District Council, who had confirmed that CIL funds could be used to fund the project.

RESOLVED: That,

the minutes of the meeting of the Finance Committee held on 18th December 2019 and the recommendations contained therein, be received and, where necessary approved and adopted.

6. General Purposes Committee

Cllr Perry Cole commented on minute item 7, Public Consultation about Proposed Changes to Urgent Care Services in Dartford, Gravesham and Swanley.

Cllr Cole reported that there was due to be a meeting of Sevenoaks District Council's Health Liaison Board on 5th February, which he would be attending.

Cllr Cole reported that the CCG would be holding an extraordinary meeting on 16th January, where local health chiefs would decide on the future of urgent care services for patients in Dartford, Gravesham and Swanley.

Cllr Cole advised that members of the public were invited to attend, but that an agenda would not be produced until 2 days before the meeting.

The Council agreed that a letter should be sent to the CCG, the SDC Health Liaison Board, Gareth Johnson MP and Kent County Councillor David Brazier, advising that the Parish Council very much welcomes the fact that that Gravesham Community Hospital was the favoured option as the new location for the UTC, also 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.

Cllr Cole offered to take a copy of the letter to both meetings.

Cllr Alford commented on minute item 13 (b), Photocopier, in respect of the removal of the hard drive.

The Clerk had sought clarification from Konica Minolta, as to how the information on the hard drive would be dealt with when the photocopier was removed.

Konica Minolta had advised that the hard drive would be wiped, but that no guarantee could be made that some information would not remain.

Cllr Alford reported that the Clerk had been liaising with the Dartford and Sevenoaks Revenues and Benefits Service, as they run a Benefit Outreach Surgery on a fortnightly basis in Hartley Library and use the Parish Council's photocopier as and when required.

The District Council have confirmed that they require the removal of the hard drive, due to the type of information that is photocopied.

Members noted that information would also have been saved on the hard drive in relation to the Parish Council's use and that whilst the information stored was not as

sensitive as that stored due to the Benefit Surgery's use, it was still subject to GDPR and therefore the Council would be required to ensure that the information stored on the hard drive was dealt with accordingly.

Cllr Alford reported that the District Council were currently liaising with Konica Minolta with regard to the removal of the hard drive.

RESOLVED: That,

(1) the minutes of the meeting of the of the General Purposes Committee held on 7th January 2020 and the recommendations contained therein, be received and, where necessary approved and adopted and,

(2) a letter be sent to the CCG, the SDC Health Liaison Board, Gareth Johnson MP and Kent County Councillor David Brazier, advising that the Parish Council very much welcomes the fact that that Gravesham Community Hospital was the favoured option as the new location for the UTC, also 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.

7. Planning Committee

RESOLVED: That,

the minutes of the meetings of the Planning Committee held on 18th December 2019 and 8th January 2020, be received and, where necessary approved and adopted.

8. Precept 2020 – 2021

(a) The Committee considered a letter dated 5th December 2019, received from the Chief Finance Officer at Sevenoaks District Council.

Members noted that the tax base for 2020/21, has been estimated to be £2,556.57. The tax base for 2019/20 was £2,555.38

RESOLVED: That, the letter dated 5th December 2019, received from the Chief Finance Officer at Sevenoaks District Council, advising of the estimated tax base for Hartley for 2020/21, be received and noted.

(b) The Committee considered the precept for 2020/21 and noted that the information relating to the Council's Precept request for 2020/21 had to be returned to Sevenoaks District Council by the end of January 2020.

Members noted that the current arrangements for payment of the precept was for payments to be delayed until July and December.

RESOLVED: That,

(1) Sevenoaks District Council be advised that Hartley Parish Council wishes to increase the Band D charge for 2020/21, by 3% i.e £53.89,

which would increase the Precept from £133,697, to £137,773, based on a tax base of £2,556.57 for 2020/21 and,

(2) Sevenoaks District Council be advised that the receipt of Precept payments be delayed until December 2020, in order to attract the best interest payments.

9. Kent County Council – Strategic Statement – Five Year Plan

RESOLVED: That,

Kent County Council's Strategic Statement – Five Year Plan consultation be referred to the Planning Committee for consideration and comment.

10. Manor Field – Beacon Brazier

The Clerk reported that 4 quotations had been sought for the paving of a circular area of 3m in diameter, around the beacon brazier, using granite setts.

Members noted that of the 4 quotations sought, only 2 had been received.

RESOLVED: That,

the quotation received from Kent County Services, for the sum of £1,750.00 + VAT, to pave an area of 3m in diameter around the beacon brazier, using granite setts, be accepted and the total cost met from the Parish Council's general reserves.

11. Pavilion, Manor Field

The Clerk reported that quotations had been sought for the installation of an external socket at the Pavilion and the replacement of the existing floodlights in the car park at Manor Field.

Three quotations had been received for the installation of a new consumer unit and external socket at the Pavilion.

The Clerk reported that one of the contractors had suggested the installation of a new consumer unit with full RCBO protection as an enhanced option.

Members noted that the contractor's quotation for this option was still substantially cheaper than the other quotations received.

Cllr Abraham reported that he had spoken to the Planning Officer (Planning Policy) at Sevenoaks District Council, who had confirmed that CIL funds could be used to fund the project.

RESOLVED: That,

the quotation received from Hartley Electrical Contractors, for the sum of £641.51 + VAT, for the installation of a new Wylex consumer unit (16 way with full RCBO Protection) and new outdoor double socket, be accepted and the total cost met from CIL funds received.

The Clerk reported that 4 quotations had been received for the replacement of 2 no floodlights in the car park at Manor Field, with LED floodlights.

RESOLVED: That,
the quotation received from Hartley Electrical Contractors, for the sum of £188.20 + VAT, to replace 2 floodlights in the car park at Manor Field, with LED floodlights, be accepted.

12. Payments

RESOLVED: That,
(1) the payment of accounts for January 2020, attached as Appendix 1 to these minutes, be approved.
(2) the Council detail report as at 7th January 2020 , 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 October, be verified after the close of the meeting.

The meeting closed at 8.08 p.m.

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

Date:.....

Schedule of Payments January 2020 - Paid by Internet Banking from Unity Trust Bank					
Ref:	Payment to	Particulars	Net	VAT	Total
564603486		PAID 23/12/19 - CWS Water tank works @ Pavilion Inv 2019/10954	283.40	56.68	340.08
118737204		PAID 23/12/19 - Service of boilers @ Pavilion Inv 2019/10955	350.00	70.00	420.00
66534592		PAID 19/12/19 - Supply & installation of 2 village gateways inv 900101625	2,786.00	-	2,786.00
707590930		Salary 01/01/2020 - 31/01/2020 (Pre-approved)	2,318.23	-	-
		Reimburse re purchase of Tamperproof screwdriver bits	6.10	-	2,324.33
270612726		Salary 01/01/2020 - 31/01/2020 (Pre-approved) + extra hours	1,323.12	-	1,323.12
111053167		Employer & Employees pension contributions January 2020	1,075.69	-	1,075.69
267763413		Month 10 Employer & Employee NIC & PAYE	1,344.62	-	1,344.62
51021136		Final invoice re grounds maintenance 2019 inv LS195691	99.45	19.89	119.34
268469003		Black & recycling sacks 09/09-14/10 inv 2055650	87.00	11.00	98.00
53399777		Cleaning of Pavilion 03/12 - 31/12 invoice 02045	186.25	-	186.25
4176698891		Quarterly charge for dog bin emptying Oct - Dec inv 158480	429.00	85.80	-
		20 bundles of garden waste sacks 16/12/19 inv 158583	280.00	-	794.80
855132023		First Aid course H Boden & J Tyrrell Inv no HPC	53.34	-	53.34
293284000		Stationery inv I3535658	18.50	3.70	22.20
495900273		Maplink support & updates to 31/12/20 Inv no 125525	85.00	17.00	102.00
105088283		Garden maint BG inv 95	125.00	-	-
		Litter pick MF inv 96	68.00	-	-
		Line marking & goal check inv 96	112.00	-	-
		Clean gutters at Pavilion inv 96	18.00	-	-
		Playground inspection inv 96	240.00	-	-
		Allotment inspection inv 96	30.00	-	-
		Litter pick Rectory Meadow inv 96	51.00	-	-
		Litter pick Hartley greens inv 96	66.00	-	-
		Litter pick Gorse Wood inv 96	54.00	-	-
		Litter pick pond inv 96	24.00	-	-
		BG visual inspection inv 97	18.50	-	806.50
111617195		Water hygiene contract January 2020 work onv 23331	196.00	39.20	235.20
			8,308.80	176.59	8,485.39

Schedule of Payments January 2020 - Paid by cheque/DDR from Barclays Bank					
Chq No	Payment to	Particulars	Net	VAT	Total
DDR		Mixed Payment Plan Charges 13/11/19 - 12/12/19	18.98	-	18.98
106989		PAID - 20/12/19 -Data Protection renewal fee	40.00	-	40.00
106990		100 x 1st & 2nd class stamps & 100 x 10p stamps	141.00	-	141.00
106991		To top up balance in Unity Bank a/c to £85,000	49,000.00	-	49,000.00
			49,199.98	-	49,199.98

Adjournment

The meeting was adjourned at 7.31 p.m.

Councillor Brazier had nothing to report.

Cllr Abraham reported that Sevenoaks District Council had written to the Planning Inspector advising that the District Council has no intention of withdrawing the draft Local Plan. A meeting with the Secretary of State had been requested and a response was awaited.

Cllr Perry Cole reported that he had recently met with the Community Safety Manager at the District Council, who had asked for the Parish Council's co-operation with the purchase of a CCTV camera to supplement the one owned by the District Council.

Cllr Cole advised that he hoped to have the relevant costs in the next few days and that he would bring them to the next meeting of the General Purposes Committee.

Cllr Cole reported that Sevenoaks District Council had sanctioned the use of the youth bus for the VE Day event on 8th May, at no cost to the Parish Council, although a volunteer to collect and return the bus and volunteers with DBS certificates would be required.

A member of the public commented that there were 2 street signs in need of replacing. One was on the corner of Stack Lane and Church Road and the other in Manor Lane.

The Clerk and Cllr Penny Cole advised that the District Council is aware of the one in Stack Lane and that it is on the list to be replaced.

The Clerk confirmed that she would report the sign in Manor Lane.

The meeting resumed at 7.36 p.m.

