

THE PARISH COUNCIL OF HARTLEY

MINUTES OF THE ANNUAL MEETING OF HARTLEY PARISH COUNCIL

HELD REMOTELY USING “ZOOM”

ON MONDAY 11th MAY 2020 AT 7.30 P.M.

Present : Cllr Larry Abraham
Cllr Sheila Bennett
Cllr Penny Cole (*Arrived at 7.35p.m.*)
Cllr Perry Cole (*Arrived at 7.35p.m.*)
Cllr Lesley Driscoll
Cllr David Graeme
Cllr Mally Malham
Cllr Matthew Mohr
Cllr Anne Oxtoby – (*Chairman*)
Cllr Ian Ross
Cllr Vincent Sewell

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

1. Election of Chairman of the Council

RESOLVED: That,

Cllr Anne Oxtoby be elected Chairman of the Council for the ensuing year.

2. Chairman’s declaration of acceptance of office

Due to the fact that meetings are currently being held remotely, because of the COVID-19 Pandemic, Members noted that Cllr Oxtoby had been unable to sign a declaration of acceptance of office.

RESOLVED: That,

Cllr Oxtoby’s declaration of acceptance of office be received by the Council at its next meeting in June 2020.

3. Election of Vice-Chairman

RESOLVED: That,

Cllr Larry Abraham be elected Vice Chairman of the Council for the ensuing year.

4. Apologies

Apologies for absence had been received from Cllr Chris Alford, due to family commitments and Cllr Annette Ewing, due to work commitments.

RESOLVED: That,
the absences of Cllr Chris Alford due to family commitments and Cllr Annette Ewing, due to work commitments, be accepted and approved.

5. Declarations of interest

There were no declarations of interest.

6. Dispensations

There were no requests from Members for a dispensation.

7. Minutes

The Clerk reported that the minutes of the Hartley Parish Council meeting held on 15th April 2020, were incorrect, inasmuch as Cllr Ewing's apologies had not been recorded.

RESOLVED: That,

- (1) Cllr Annette Ewing's apologies for absence at the meeting of Hartley Parish Council, held on 15th April 2020, due to work commitments, be accepted and approved.
- (2) the minutes of the meeting of Hartley Parish Council held on 15th April 2020, be approved and signed by the Chairman as a correct record, subject to the following correction: Cllr Ewing's name be added to the list of Councillors tendering their apologies for absence from the meeting.

The meeting was adjourned at 7.33 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 7.46 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.

8. Appointment of committees, advisory committees and representatives on outside bodies and joint management committees

(a) Committees and Advisory Committees

RESOLVED: That,

the terms of reference and delegated powers of committees and advisory committees, as set out in **Appendix 1** attached to these minutes, be approved and adopted.

(b) Membership of committees and advisory committees

RESOLVED: That,

the membership of committees and advisory committees, as set out in **Appendix 2** to these minutes, be approved and adopted.

(c) Appointment of representatives to outside bodies and joint management committees.

Cllr Perry Cole agreed to fill the vacant position as one of Hartley Parish Council's representatives on the Kent Association of Local Councils.

RESOLVED: That,

the appointments to outside bodies and joint management committees, as set out in **Appendix 3** attached to these minutes, be approved and adopted.

9. Standing Orders

Members agreed that following the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, that came in to force on 4th April 2020, permitting the holding of remote meetings, it would not be necessary to amend the current Standing Orders.

RESOLVED: That,

the Standing Orders, as approved by the Council on 13th May 2019, be confirmed.

10. Financial Regulations

RESOLVED: That,

the Financial Regulations, as approved by the Council on 11th November 2019 and reviewed by the Finance Committee at its meeting held on 29th April 2020, be confirmed.

11. Complaints Procedure

RESOLVED: That,

the Complaints Procedure, as approved by the Council on 13th May 2019, be confirmed.

12. Publication Scheme, Freedom of Information Act 2000 and Data Protection Act 1998

RESOLVED: That,

(1) the publication scheme, as approved by the Council on 10th June 2019, be confirmed; and

(2) the Council's procedures for handling requests under the Freedom of Information Act 2000 and the Data Protection Act 1998, as approved by the Council on 10th June 2019, be confirmed.

13. Calendar of Meetings

(a) The Council considered the dates, times and place of ordinary meetings of the Council during the ensuing year.

RESOLVED: That,

the calendar of meetings for ordinary meetings of the Council commencing at 7.30 p.m. at either the Pavilion, Manor Field, Church Road, or remotely, until May 2021, (as permitted under the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations, 2020, which came in to force on 4th April 2020) as set out below, be approved.

8 th June 2020	13 th July 2020
14 th September 2020	12 th October 2020
9 th November 2020	14 th December 2020
11 th January 2021	8 th February 2021
8 th March 2021	12 th April 2021
10 th May 2021 (Annual Meeting of the Council)	

(b) The Council considered arrangements for the Annual Parish Meeting.

RESOLVED: That,

the date for the Annual Parish Meeting of Friday 14th May 2021 be approved.

14. Finance Committee

Cllr Bennett suggested that in view of the fact that a number of the recommendations contained in the minutes of the meeting of the Finance Committee held on 29th April 2020, relating to the approval of the Annual Governance and Accountability Return (AGAR), were due to be considered later on the Council agenda, it would be prudent to consider and adopt the minutes of the Finance Committee meeting following this.

RESOLVED That,

pursuant to Standing Order 10 (a) (ix), the order of business be altered so that agenda item 14. Finance Committee, be considered after agenda item 23.

15. Planning Committee

RESOLVED: That,

the minutes of the meetings of the Planning Committee held on 22nd April 2020 and 6th May 2020, be received and adopted.

16. Risk Management Review

RESOLVED: That,

the Risk Management Policy Statement, Risk Management Strategy and Risk Register, as reviewed by the Finance Committee at its meeting held on 26th February 2020, be confirmed.

17. Financial Risk Assessment

RESOLVED: That,

the Financial Risk Assessment as reviewed by the Finance Committee at its meeting held on 26th February 2020, be confirmed.

18. Statement of Internal Control

RESOLVED: That,

the Statement of Internal Control, reviewed by the Finance Committee at its meeting held on 26th February 2020, be confirmed.

19. Review of the effectiveness of the system of internal control

Assertion 2 of the Annual Governance Statement contained in Section 1 of the Annual Governance and Accountability Return, requires Members of Hartley Parish Council to confirm that they have “*maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption **and** reviewed its effectiveness*”.

This Assertion covers the Council’s responsibility to ensure that its affairs are managed in accordance with proper standards of financial conduct and that arrangements exist to prevent and detect fraud and corruption. The Council is required to confirm that it has tested those arrangements, at least once in the year, to make sure that they are working in an adequate and effective way.

When completing Assertion 2, 6 and 7 in the Annual Governance Statement, local councils should consider the outcome of any review of internal audit. Guidance on how the review could be conducted is set out in the Governance & Accountability for Local Councils – A Practitioners’ Guide (England) March 2019, pages 33 to 37 inclusive.

A review of the effectiveness of the system of internal audit was undertaken on 26th February 2020, by Cllrs Abraham, Bennett and Sewell. This was considered and approved by the Finance Committee at its meeting held on 26th February 2020.

Members noted that the review of the effectiveness of the system of internal audit, carried out by Cllrs Abraham, Bennett and Oxtoby on 6th February 2019, had been approved by the Council at its meeting held on 9th March 2020.

20. Internal Auditor’s Report 2019-20

The Council considered the Internal Auditor’s Report for the year ending 31st March 2020 and noted that two issues had been highlighted in the report.

- 1) Funds held with Barclays Bank exceed the £85,000 threshold covered by the FSCS and,
- 2) Functionality of the existing website is quite good, but needs to be checked with the provider for accessibility compliance. This is an issue for most parish councils at the moment.

The finalised report was received from the Internal Auditor on 14th January 2020 and considered by the Finance Committee at its meeting held on 26th February 2020.

At this meeting, it was recommended that the Clerk be requested to pursue enquiries with the Nationwide Building Society, regarding the possibility of opening a current account and a savings account and to explore the options available to ensure that the Parish Council’s website would be compliant with the Website Content Accessibility Guidelines, by September 2020.

Advice had been received from the Nationwide Building Society, that business current accounts were not available at present, but that the parish council could apply for a Business Saver account.

The Clerk reported that a Business Saver account with the Nationwide Building Society, was in the process of being opened.

RESOLVED: That,

(1) the Internal Auditor's Report for the year ending 31st March 2020 be noted and,

(2) the action taken to resolve the issues highlighted in the report, be noted and approved.

21. Annual Governance Statement 2019/20

The Council considered each of the assertions contained in Section 1 of the Annual Governance and Accountability Return, Annual Governance Statement, in respect of the preparation of the accounting statements and the Council's internal controls.

RESOLVED: That,

the Council is satisfied that it has met all the requirements set out in paragraphs (1) to (9) inclusive, contained in Section 1 of the Annual Governance and Accountability Return and that the Annual Governance Statement, as set out in **Appendix 4** attached to these minutes, be approved by the Council and that the Chairman of the Council and the Clerk be authorised to sign Section 1 of the Annual Governance and Accountability Return, Annual Governance Statement 2019/20.

22. Accounts for the Financial Year Ended 31st March 2020 – Accounting Statements

(1) The Committee considered an Addendum – Coronavirus Emergency Regulation Changes, to the Annual Governance and Accountability Return (AGAR) 2019-20, advising that the statutory audit deadlines for 2019-20 have been extended.

RESOLVED: That,

the Addendum – Coronavirus Emergency Regulation Changes, to the Annual Governance and Accountability Return (AGAR) 2019-20, advising that the statutory audit deadlines for 2019-20 have been extended, be noted.

(2) The Council was advised of the notice received from the Council's external auditor, PKF Littlejohn, advising that the Annual Governance and Accountability Return for the financial year ending 31st March 2020, should be returned by 31st July 2020, with the following documentation;

- a fully completed and approved Annual Governance and Accountability Return. Section 1 must be approved before Section 2, either at separate meetings or as separate agenda items in the correct order;
- the completed yellow form confirming the dates planned for the provision for the exercise of public rights;
- a bank reconciliation showing how the cash balance in Box 8 is arrived at;
- a full explanation, with figures, of any 'significant' variances between the current and prior Accounting Statements and a full explanation, with figures for any high levels of reserves held.;
- a reconciliation for the difference between Boxes 7 and 8.

Members were advised that the Council had not been selected as the 5% sample for intermediate level review procedures.

Members noted that prior to the issue of the Regulation changes, the External Auditor had suggested 15th June 2020 as the date on or after which interested parties and local electors for the area to which the Annual Governance and Accountability Return for the financial year ending 31st March 2020 relates, may exercise their rights under the Local Audit and Accountability Act 2014, Sections 26 and 27, and the Accounts and Audit Regulations 2015 (SI 2015/234).

The notice of appointment of date for the exercise of electors' rights shall be displayed on the Council's notice board outside Hartley Library. It is a requirement of the Regulations, that this notice is published not less than one day before the start of the inspection period.

It was reported that the internal auditor had undertaken an internal audit of the Council's accounts for 2019/20 on 8th April 2020 and completed the section of the Annual Governance and Accountability Return relating to the annual internal audit.

Members examined the Council's statement of accounts for the financial year 2019/20.

RESOLVED: That,

(1) the accounting statements for the year ending 31st March 2020, including the income and expenditure account and the balance sheet, as set out in **Appendix 5** attached to these minutes, be approved and adopted by the Council, and that the Chairman of the Council, and the Responsible Financial Officer be authorised to sign Section 2 of the Annual Governance and Accountability Return, accounting statements 2019/20; and

(2) confirmation of the dates for the period of exercise of public rights be submitted to the external auditor, as set out in **Appendix 6**, attached to these minutes.

23. Supporting Statement

RESOLVED: That,

the Supporting Statement to the accounts for the year ending 31st March 2020, as set out in **Appendix 7** attached to these minutes, be approved and adopted.

24. Finance Committee

RESOLVED: That,

the minutes of the meeting of the Finance Committee held on 29th April 2020 and the recommendations contained therein, be received and, where necessary approved and adopted.

25. Signatories

The Council noted that the current signatories to the Council's bank accounts were Councillors Abraham, Bennett, Graeme, Oxtoby and Ross. The Clerk and the Assistant Clerk have limited and restricted access to the Council's bank accounts to obtain account information, make funds transfers between Barclays bank accounts held in the Council's name and to set up internet banking payments for Unity Bank.

The Chairman reported that the Council's application to the Nationwide Building Society, for a business Saver account, was currently being processed. Due to the Covid-19 pandemic, it had not been possible to obtain the signatures of Councillor Ross and Cllr Bennett and therefore, the Finance Committee had recommended at its meeting held on 29th April 2020, that *"the number of signatories on the new Business Saver account, be set at three, being Cllr Abraham, Cllr Graeme and Cllr Oxtoby, with two of the three signatories required to authorise any transactions"*. In addition to this, that *"the number of signatories on the account be increased to five, as soon as it is practically possible to obtain the signatures of Cllr Bennett and Cllr Ross"*.

RESOLVED: That,

- (1) the Council is satisfied with the current number of signatories to the Council's accounts and that the signatories will remain as Councillors Abraham, Bennett, Graeme, Oxtoby and Ross;
- (2) the number of signatories on the new Business Saver account held with the Nationwide Building Society, be set at three, being Cllr Abraham, Cllr Graeme and Cllr Oxtoby, with two of the three signatories required to authorise any transactions and
- (3) the number of signatories on the Business Saver account held with the Nationwide Building Society, be increased to five, as soon as it is practically possible to obtain the signatures of Cllr Bennett and Cllr Ross".

26. Routine Maintenance Contract

The Committee considered a quotation for the Routine Maintenance Contract for the period 1st July 2020 to 30th June 2021 and was advised that a notice, inviting interested individuals or companies to express an interest in submitting a quotation for the 2020/21 Routine Maintenance Contract, had been displayed on the Council's noticeboard outside Hartley Library on 9th April 2020.

RESOLVED: That,

the quotation sum of £10,895.00 received from T D Munday, to undertake the Council's Routine Maintenance Contract for the period 1st July 2020 to 30th June 2021 be accepted.

27. Covid-19 Pandemic

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

The Chairman reported that the Clerk, in consultation with the Chairman and Vice-Chairman of the Council and the Chairman of the Finance Committee, had made arrangements for the purchase of a monitor to assist the Clerk when working from home, at a cost of £111.67 + VAT.

RESOLVED: That,

the purchase of a monitor to assist the Clerk when working from home, at a cost of £111.67 + VAT, be approved.

At the meeting of the Finance Committee held on 29th April 2020, Members noted that an email had been received from the Leader of Sevenoaks District Council, regarding a fund raising effort for vital local charities that have recently seen a reduction in income and a huge rise in demand for their services due to the Covid-19 Pandemic.

Sevenoaks District Council will be supporting and coordinating a fundraising effort for these vital local charities under the banner “Sevenoaks District Communities Together”, through a crowdfunding website.

The four local charities are:

- Age UK (Sevenoaks and Tonbridge) - Providing independent living advice, support and activities for older people
- Domestic Abuse Volunteer Support Services (DAVSS) - Supporting women and men experiencing domestic abuse
- Friends for Families (Sevenoaks) - A small charity working in the Sevenoaks District to help families facing financial hardship
- West Kent Mind - A charity promoting positive mental health and supporting people with mental health problems

All of these local charities are doing incredible work and keeping vulnerable residents across the district safe during the current situation. It is vital they can continue their important work and the District Council wants to help raise as much money as possible for them.

Sevenoaks District Council will be supporting the appeal and will match every donation made, up to a maximum total of £5,000. The initial target is to reach £10,000 but it is hoped to exceed that.

‘Sevenoaks District Communities Together’ will be launching this appeal to the public next week.

The District Council is asking councils to consider supporting these local charities through this appeal.

The Finance Committee recommended that *“this Council gives consideration to making a donation in the sum of £1,000, through the crowdfunding scheme, to Sevenoaks District Council’s the “Sevenoaks District Communities Together” appeal and that the total sum be met from the parish councils general reserves”*.

Members agreed that the Parish Council should support the District Council’s fundraising efforts by making a donation.

RESOLVED: That,
a donation in the sum of £1,000, be made through the crowdfunding scheme, to Sevenoaks District Council’s the “Sevenoaks District Communities Together” appeal and the total sum be met from the parish councils general reserves.

28. Insurance

The Council was advised that quotations for insurance falling due for renewal on 1st June 2020 had been invited and had been received from four insurers; Zurich, Pen Underwriting Limited (the Council’s current insurer), Hiscox and Ecclesiastical (the last three, obtained through brokers Came & Company).

The Council examined the quotations, taking into account the extent of cover provided by each insurer.

Members noted that the level of service and advice received from Came & Company, the insurance brokers, throughout the current insurance period ending on 30th May 2020, had been excellent.

Councillor Bennett raised a query on the Policy offered by Pen Underwriting Ltd regarding the sums covered by the cyber liability cover and data protection cover and questioned what was included under the Coronavirus Exclusion cover, now included in the additional endorsements section of the policy.

The Clerk reported that she had contacted Came and Company to seek clarification on these issues.

Members agreed that regardless of the outcome of the Clerk's enquiries, the policy offering the best value for money was with the Parish Council's current insurer.

It was agreed that once a response was received from Came & Company, the Council would consider whether any additional cover was required, but in the meantime, the long term agreement quotation received from Pen Underwriting should be accepted.

RESOLVED: That,

the Council enters into a long term agreement with Pen Underwriting Limited, through brokers Came & Company, at a cost of £1,772.11, inclusive of insurance premium tax, on the grounds that the Council is very satisfied with the service provided by Came & Company and that the insurance brokers, Came & Company, will assist, in the event of any claim, to ensure that the best interests of the Council are maintained.

29. Payments

RESOLVED: That,

(1) the payment of accounts for May 2020, attached as **Appendix 8** to these minutes, be approved.

(2) The Council was advised that the Council accounts for 2020/21 were in the process of being set up following year end and that a Council detail report setting out income and expenditure since 1st April 2020 against budget estimates was not available.

(3) The Council was advised that the business current accounts bank reconciliations as at 30th April 2020 and the business saver bank reconciliation as at 30th April 2020 were unavailable as the Council accounts for 2020/21 were in the process of being set up following the year end.

The meeting closed at 8.27 p.m.

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

Date:.....

Amenities and Open Spaces Committee

Terms of Reference

1. To manage the operation of the Manor Field, Pavilion and all open spaces, woodland, playing fields, recreation grounds, play grounds owned by the Council and the allotments at Woodland Avenue; and such land owned by the Council at the village pond and lay-by, with the exception of the open space known as Northfield. Such operation shall include making recommendations to the Council on scales of hiring charges for the use of facilities together with conditions of hire.
2. To arrange for the maintenance of the Pavilion.
3. To review and monitor the grass cutting contracts together with the maintenance of all open spaces and to ensure that they are in safe condition for their use by the public.
4. To undertake and monitor health and safety inspections of all playground equipment.
5. To prepare an annual budget for review by the Council's Finance Committee each year and to monitor expenditure against the annual budget approved by the Council.
6. To keep under review opportunities to secure funding support from external sources.
7. To be responsible for dealing with all matters relating to public rights of way to ensure the general upkeep of footpaths within the Parish, making recommendation to Council where necessary.

Delegated Powers

1. To authorise expenditure on those matters which fall within the responsibility of the Committee up to the sums contained in the annual budget approved by the Council, provided that any new schemes shall be subject to prior approval in principle by the Council.
2. To respond, on behalf of the Council, to orders for the diversion, stopping-up, extinguishment or creation of a public path.

Burial Grounds and Gardens of Remembrance Committee

Terms of Reference

1. To ensure the Burial Grounds, Gardens of Remembrance and Closed Churchyard remain areas of peace and tranquillity for the benefit of the residents.
2. To make arrangements for the general maintenance of the Burial Grounds and Gardens of Remembrance subject to the approval of the Parish Council
3. To be responsible for the display and notification of the Parish Council approved Rules and Regulations and ensure these are observed.
4. To work towards establishing a new Burial Ground and obtain the necessary costings.

Delegated Powers

1. To authorise expenditure on those matters which fall within the responsibility of the Committee up to the sums contained in the annual budget approved by the Council, provided that any new schemes shall be subject to prior approval in principle by the Council.
2. The Clerk, in consultation with the Chairman of the Burial Grounds and Gardens of Remembrance Committee, be authorised to approve applications to place memorials, inscriptions and additional inscriptions on memorials in the Burial Ground and to approve applications to place plaques and tablets in the Garden of Remembrance, provided such applications comply with the Council's rules and regulations.

Finance Committee

Terms of Reference

1. To make recommendations to the Council on the Budget for the ensuing year; such Budget shall be prepared having regard to the Council's statutory duties, obligations and such objectives that the Council wishes to undertake for the benefit of the Parish.
2. To undertake quarterly reviews of income and expenditure against the approved Budget and to report thereon to the Council highlighting any variations.
3. To consider applications for financial assistance including expenditure under the provisions of Section 137 of the Local Government Act 1972, if appropriate.
4. To undertake the evaluation of tenders and quotations for work to be undertaken on the Council's behalf and to recommend to the Council the most appropriate tender(s) for acceptance where these do not already fall within another Committee.
5. To ensure proper arrangements for the conduct of the interim audit of the Council's accounts and statutory annual audit, including the appointment of the internal auditor.
6. To review the effectiveness of the Council's systems of internal controls and internal audit, as required by the Audit Regulations.
7. To approve the Annual Statement of Accounts and submit them to the Council for adoption.
8. To undertake a regular review of the Council's banking arrangements, investments and insurance.
9. To review the Council's financial risk assessment.
10. To review donations to outside organisations.
11. To review the subscriptions/licences falling to be paid annually.
12. To review the assets and the land leased by the Council annually.

General Purposes Committee

Terms of Reference

Administrative functions

1. To review the administrative functions of the Council and make recommendations to the Council, as appropriate.
2. To review the Council's office accommodation.

Communications

1. To inform residents about the Council's business and activities through the newsletter and website.
2. To publish a newsletter quarterly and an annual report.
3. To monitor and update the website at least monthly.
4. To undertake any initiatives thought necessary to inform and consult with residents.
5. To maintain and update the Councillors' handbook.
6. To monitor the Council's Quality Parish status at regular intervals.

Highways

1. To determine the issues and assess the priorities associated with traffic, highway and associated infrastructure within the Parish and make recommendation, as appropriate, to the Council.

Youth

1. To work on behalf of all of the Youth of Hartley to assist them in taking a full and active role in the life of the village.
2. To engage with any organisation involved with youth work and young people to work with the Council for the benefit of the Youth of Hartley.

General

1. To deal with any matters which do not fall within the Terms of Reference of any other committee.

Delegated powers

1. To authorise expenditure on Youth matters that fall within the sums contained in the annual Budget approved by the Council, provided that any new schemes shall be subject to prior approval, in principle, by the Council.
2. To authorise expenditure on those matters relating to the publication of the Council's quarterly regular newsletters, Annual Report and the Council's website up to the sums contained in the annual budget approved by the Council, provided that any new schemes shall be subject to prior approval, in principle, by the Council
3. To co-opt for such time as is necessary members, in a non-voting capacity, to assist with specific items or who have expertise in a particular matter.

Personnel Committee

Terms of Reference

1. To review the Clerk's and the Assistant Clerk's terms and conditions of employment and make recommendation to Council.
2. To review the Council's disciplinary and grievance procedures and make recommendation to Council.
3. To ensure staff have annual appraisals.
4. To deal with any other matters relating to staff and make recommendation to Council.

PLANNING COMMITTEE
Terms of Reference

Delegation from the Council

These Terms of Reference were agreed by the Parish Council at its meeting held on **11th May 2020** and recorded in the minute number **8 (a)**.

Membership

The Committee shall be elected, and may be re-elected, at the Annual Meeting of the Council.

Procedures

(1) The Committee shall operate in accordance with the Council's Standing Orders and the Guidelines on Procedure at Meetings of the Planning Committee adopted by the Council on 7th February 2005.

(2) At the first meeting of the Committee after the Annual Meeting of the Parish Council, the Committee shall elect a Chairman and, if the Committee deems necessary, a Vice Chairman for the forthcoming year from amongst the Committee membership. The Chairman and Vice Chairman, if appointed, may be re-elected.

(3) The Committee shall submit its minutes for adoption to the next meeting of the Parish Council.

(4) The Clerk or Assistant Clerk shall provide administrative support for the Committee.

Committee functions

(1) To respond on behalf of the Council to requests from the local planning authorities for comments on planning applications, tree preservation orders and breaches of planning control.

(2) Where appropriate, prepare for the Council, grounds for supporting the local planning authority in any planning appeals against refusal of planning permission.

(3) To advise the Council on all planning matters including changes to the Sevenoaks District Local Plan.

(4) To respond on behalf of the Council to applications for the grant and/or transfer of Personal and Premises Licences and Gaming Permits

(5) To respond on behalf of the Council to consultation documents from any appropriate Government body and other local Councils.

Delegated Powers

(1) To determine and submit the Council's observations on planning applications, applications concerning tree preservation orders and breaches of planning control.

(2) To undertake such action, publicity and consultations considered necessary to provide residents with an opportunity to make representations on planning applications and other planning matters.

(3) To appoint working groups to research and advise the Committee on planning applications and appeals.

(4) To determine and submit the Council's comments on applications for the grant and/or transfer of Personal and Premises Licences and Gaming Permits.

(5) To determine and submit the Council's comments on consultation documents from any appropriate Government body and other local Councils.

Guidelines on procedure at meetings of the Planning Committee

- (1) Meetings of the Planning Committee to be held on a fortnightly basis or as necessary, in order to respond to the Local Planning Authority within the statutory consultation period.
- (2) Meetings to be held at 10.00 a.m. at a location decided by the Chairman
- (3) The Chairman or in his absence the Vice Chairman be authorised to determine, if any applications are to be the subject of a site visit by Members of the Committee. Such visits to take place prior to the meeting of the Committee at the Chairman's discretion.
- (4) Members of the public will be permitted to speak for or against an application. Members of the public permitted to speak will be invited to do so before each application is considered by the Committee.
- (5) The procedure, as set out below, shall be followed at each meeting:
 - (a) The Chairman will introduce each application for familiarisation by Members of the Committee.
 - (b) The Chairman will ask which members of the public present at the meeting wish to speak for and against the application.
 - (c) Members of the public wishing to speak in favour of the application will be invited to speak for a maximum of 3 minutes.
 - (d) Members of the public wishing to speak against the application will be invited to speak for a maximum of 3 minutes.
 - (e) Members of the Committee will be invited by the Chairman to participate in the debate, before the motion or any subsequent amendment is put to the vote.
 - (f) The motion will then be put by the Vice Chairman or any other Member of the Committee
 - (g) After determination of the motion no further discussion on the application will take place.
 - (h) The procedures detailed above shall all be subject to the Chairman's discretion.

As approved by Council at its meeting on 11th May 2020

Standing Orders Advisory Committee

Terms of Reference

1. To undertake a review of the Council's Standing Orders and Code of Conduct, and deal with any other issues referred to it by Council.

HARTLEY PARISH COUNCIL

Appointments to Committees and Advisory Committees 2020 – 2021 (As approved at the Annual Meeting of the Council on 11th May 2020).

Chairman and Vice Chairman are ex officio members on all committees –
Chairman and Vice Chairman are marked with an * and shown in *italics*.

Amenities and Open Spaces Committee (9)

Cllrs **Abraham*, Bennett, Driscoll, Ewing, Graeme, Malham, Mohr * *Oxtoby* and Sewell.

Burial Grounds and Gardens of Remembrance Committee (5)

Cllrs **Abraham*, Cole, Cole, * *Oxtoby* and Ross.

Finance Committee (5)

Cllrs **Abraham*, Alford, Bennett, * *Oxtoby* and Sewell.

General Purposes Committee (8)

Cllrs **Abraham*, Alford, Cole, Cole, Driscoll, Graeme, * *Oxtoby*, and Sewell.

Personnel Committee (3)

Chairman of the Council, Vice Chairman of the Council and Chairman of Finance Committee.

Planning Committee (7)

Cllrs **Abraham*, Alford, Bennett, Ewing, * *Oxtoby*, Ross and Sewell.

Advisory Committees

Standing Orders Advisory Committee

Cllrs Abraham, Alford and Oxtoby

Appointment of representatives on outside bodies and joint management committees

(as approved at the Annual meeting of the Council on 11th May 2020)

Organisation	Membership
Kent Association of Local Councils (2 representatives)	Cllr L Abraham Cllr Perry Cole
Northfield Management Committee (the Constitution states that the Chairman of the Council and two other members will be appointed)	Cllr D Graeme Cllr A Oxtoby (Chairman) Cllr V Sewell
Footpaths Representative	Mrs J Rye

HARTLEY VILLAGE HALL MANAGEMENT COMMITTEE

Cllr Christopher Alford
Cllr Penny Cole
Cllr Perry Cole
Cllr Annette Ewing
Cllr David Graeme
Cllr Mally Malham

plus three representatives from the main user groups of the Hall, i.e. Hartley Women's Institute, Hartley Players and Hartley Gilbert & Sullivan.

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

EN Hartley Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

	Agreed		"Yes" means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	✓		

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

11/05/2020

and recorded as minute reference:

MINUTE REFERENCE 21

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman	SIGNATURE REQUIRED
----------	--------------------

Clerk	SIGNATURE REQUIRED
-------	--------------------

Other information required by the Transparency Codes (not part of Annual Governance Statement)	
Authority web address	www.hartleyparishcouncil.org.uk

Section 2 – Accounting Statements 2019/20 for

EM Hartley Parish Council TY

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	257,322	271,677	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	132,803	133,697	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	43,542	38,378	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	68,832	71,316	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	852	852	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	92,307	127,612	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	271,677	243,972	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	280,696	249,091	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	289,612	295,924	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	4,646	4,112	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
	✓		N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date 08/04/2020

I confirm that these Accounting Statements were approved by this authority on this date:

11/05/2020

as recorded in minute reference:

MINUTE REFERENCE 22

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Hartley Parish Council

Accounts for the year ended 31 March 2020 **Supporting statement**

(1) Agency Work

During the year the Council undertook no agency work on behalf of other authorities.

(2) Tenancies

Allotments at Woodland Avenue

(a) The Allotments in Woodland Avenue were transferred from Sevenoaks District Council to Hartley Parish Council for a term of 99 years commencing on 26th October 2012 at a peppercorn rent.

(b) The Council lets 41 allotment plots at Woodland Avenue to allotment holders by means of an annual tenancy agreement commencing on 1st October. The total rent due for 2019/20 is £952.14, if all plots are fully occupied for the whole year. During the course of the year, there were several vacant plots, but these were all taken as at 31st March 2020.

Northfield

The Council leases an area of land known as Northfield jointly with Ash-cum-Ridley Parish Council for a term 99 years commencing on 10th March 1999 at a rent of £1 per annum.

(3) Advertising and Publicity

The Council's quarterly newsletter and annual report are designed, printed and published by Hartley Parish Council.

Due to the Covid -19 pandemic, there was no newsletter produced in March 2020.

The following costs were incurred during the year:

Newsletter & Annual Report:

Postage	258.03
Distribution	290.00
Paper	<u>142.68</u>
TOTAL	£690.71

(4) General Power of Competence

At a meeting held on the 13th May 2019, the Council was satisfied that it met the conditions set out in the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 and qualifies as an eligible parish council for the purposes of the adoption of the General Power of Competence and resolved that the General Power of Competence be adopted for the duration of the eligibility period, i.e. from the date the resolution was passed until the

date of the next Annual meeting that takes place in a year of ordinary elections, (2023).

(5) Pensions

The Council makes contributions to the Local Government Pension Scheme administered by Kent County Council. The Clerk joined the Local Government Pension Scheme on 1st January 2013 and the Assistant Clerk joined the Scheme on 1st September 2016.

The employers' contribution rate during 2019/20 was 15.8% of payroll. Following the triennial valuation as at 31st March 2019, the Council was advised that the employers contribution would increase to 20.7% of payroll effective from 1st April 2020, payable for 2020/21, 2021/22 and 2022/23.

(6) Assets

Movements in the Year:

- (a) No land or property was disposed of.
- (c) At 31st March 2020 the following assets were held:

COMMUNITY ASSETS

Land and property owned by Hartley Parish Council

Location	Description	Original purchase cost (where known)	Current insurance value (29th Nov 2019)
Woodland Avenue	Recreation ground	£14,900	
Chantry Avenue	Recreation ground	Dedicated by builder ¹	
Gorse Wood	Wood	Transferred from SDC ¹	
Manor Field	Public open space and sports ground and part of land designated for burial purposes.	£10,000	
Longfield Hill	Public open space and sports ground	Acquired following boundary change ¹	
Rectory Meadow	Local Nature Reserve	£15,500	
Billings Hill Shaw	Public open space	£2,450	
Hartley Green	Village green	Not known ¹	
Hartley Court Green	Green	Not known ¹	
Foxborough Wood	Wood	Donated as Burial Ground ¹	
Pavilion	Building	£110,000	£266,867.97
Hartley Burial Ground	Burial Ground	£800	

Hartley Wood	Wood (2 plots)	£250 and donated ¹
Hoselands Green	Village green	<u>Transferred from SDC</u> ¹
TOTAL		£153,908

¹ Community assets bequeathed to local councils, such as public open spaces/village greens, are valued as a nominal £1 in the Council's Assets Register.

Other assets

Description	Location	Original purchase cost (£) (where known)	Current insurance value (£) (29th Nov 2019)
Playground equipment	Woodland Avenue: Phase 1 & 2	46,723.51	£74,327.62
Other equipment; play wall football posts	Woodland Avenue	Not known	Not included
Playground equipment	Chantry Avenue	Not known	Not included
Playground equipment	Chantry Avenue (new equipment)	17,412.65	Included under playground equip £74,327.62
Playground equipment	Longfield Hill	Not known	Not included
Playground equipment	Longfield Hill (new equipment)	1,886.82	Included under playground equip £74,327.62
Youth shelter	Woodland Avenue	5,447.00	Not included
Fences & gates	Various	13,112.22 ²	11,991.55
Shed	Hartley Burial Ground	639.78 ²	756.30
Gardening tools	Shed	Not known	Not included
Lych Gate	New Burial Ground, Manor Field	13,200.00	14,277.00
Storage container	Manor Field	1,400.00	Not included
Pergola	New Burial Ground, Manor Field	4830.00	4830.00
Chairman's chain of office	Chairman's house	799.87	1,391.27
Printer	Parish Office	69.39)
Computer x 2	Parish Office	808.20)
Monitor	Parish Office	139.32)
Laptop	Parish Office	208.33)
Office furniture	Parish Office	640.27)
UPS x 2	Parish Office	213.62)
Air conditioning unit	Parish Office	211.00) 15,576.10
Laminator	Parish Office	91.18)

Telephone	Parish Office	40.95)	
Shredder	Parish Office	169.45)	
Fire safe	Parish Office	391.25)	
Line marking machine	Pavilion, Manor Field	394.00		655.31
Benches x 8	Ash Road, Manor Lane, Manor Field, Hartley Green	500.00 (bench on Ash Road between Hottsfild & Quakers Close).		Not included
Bench & Picnic Table	Manor Field	1,417.00		Not included
War memorial	Hartley Green	21,115.00 ²		24,960.52
Beacon Brazier	Manor Field	4,236.00		4,405.44
Dog bins x 10	Rectory Meadow, Billings Hill Shaw, Manor Field, Longfield Hill, 2 at Woodland Avenue, Brambledown, Hartley Wood, Church Road/Manor Drive	Not known		Not included
6 no Acer Trees	New Burial Ground, Manor Field	3,226.23		3,422.38
2 no defibrillators	1 at the Pavilion, Manor Field & 1 at Hartley Village Hall	Donated		Up to 5,000.00
Speed indicator device	Pole located on the verge adjacent to Black Lion Public House, Ash Road	2,692.52		Not included, Shared with Ash-cum-Ridley PC and included on their insurance policy
		TOTAL		£142,015.56

² Proxy value

Land leased by Hartley Parish Council

Description	Location	Cost
Public open space	Northfield	£1.00 p.a.
Allotments	Woodland Avenue	Peppercorn p.a.

(7) Property held in Trust

Hartley Village Hall, (formerly known as the Hartley Women's Institute Hall), was transferred to Hartley Parish Council acting as the sole trustee of the Charity, (Registered Charity Number 1043030), and is held in Trust in accordance with governing documents, as amended by the Trustees on 17th

February 2011. Hartley Village Hall is included on the Council's insurance schedule for the insured sum of £409,109.14.

During the summer of 2014 the Hartley G & S Society installed a new prefabricated storage unit on land at the rear of the premises to replace the dilapidated timber shed and concrete garage. The new storage unit has become the property of the Trust by virtue of the fact that it has been installed on Trust land. The Trustees have negotiated with the Hartley G & S Society and Hartley Players an Occupational Licence renewed annually.

The Charity's assets include;

Asset	Sum insured
Prefabricated storage unit	8,428.65
General Contents (including stock)	10,224.20

(8) Debts Outstanding

At 31st March 2020 the following debts were outstanding to the Council.

Hire of Pavilion	144.00
Hire of Pavilion	331.00
Hire of Pavilion	13.50
Hire of Pavilion	9.00
Reimbursement of postage V Hall	40.66
Reimbursement of toilet rolls V/Hall	12.00
TOTAL	550.16

(9) Creditors

At 31st March 2020 the following outstanding invoices were payable by the Council

Cleaning of Pavilion & Water testing	186.25
32 rolls recycling sacks	16.00
Photocopier rental 18/02-17/05	140.45
Water at allotments 29/10/19 - 31/03/20	490.97
Contribution to hard drive removal in old photocopier	100.00
TOTAL	933.67

(10) Accruals

Estimated rent due on Parish Office	9,000
Estimated Website hosting fee *	1,500
Estimated p/copier copy chgs	260.00

Estimated annual playground insp fee	225.00
TOTAL	10,985.00

* As at 31st March 2020, the annual hosting fee relating to the Parish Council's website (£300 per year) has not been invoiced, despite emails and phone calls to the website provider, requesting that these invoices be raised. The total accrual to date is £1,500.00.

(11) Leases

At 31st March 2020 the following finance lease was in operation:

Lessor	Purpose	Annual Rent Payable	Year of expiry
Kent County Supplies	Photocopier	£561.80	2025
Framework contract ref Y17035			
Black/white copy charge 0.0021p			
Colour copy charge 0.0210p			

(12) Contingent Liabilities

There were no contingent liabilities at 31st March 2020.

(13) Capital Commitments

There were no capital commitments at 31st March 2020.

(14) Borrowings

At the close of business on 31st March 2020 the following loans to the Council were outstanding:

Lender	Loan Period Remaining	Date of final payment	Outstanding capital balance
Public Works Loan 116021	1yrs 3 months	14 th June 2021	67.53
Public Works Loan 116022	1yrs 9 months	14 th December 2021	253.16
Public Works Loan 116023	1yrs 9 months	14 th December 2021	27.95
Public Works Loan 116024	7yrs 3 months	14 th June 2027	2457.99
Public Works Loan 116025	7yrs 3 months	14 th June 2027	836.96
Public Works Loan 116026	7yrs 9 months	14 th December 2027	468.31
			£4,111.90

Loan repayments as at 16th December 2019. Next repayment date due on 14th June 2020.

(15) Capital Reserve

The movements during the year were as follows:

Balance at 1 April 2019	43,679.00
Transfer to	Nil
Transfer from	Nil
Balance at 31 March 2020	43,679.00

(16) Earmarked Reserves

HVH:	Total
Balance at 1 April 2019	10,000.00
Transfer to	Nil
Transfer from	Nil
Balance at 31 March 2020	10,000.00

New Burial Ground	Total
Balance at 1 st April 2019	9,163.29
Transfer to	Nil
Transfer from	6,488.40
Balance at 31 st March 2020	2,674.89

Highway Improvements:	
Balance at 1 st April 2019	25,581.10
Transfer to	Nil
Transfer from	25,581.10
Balance at 31 st March 2020	Nil

CIL Receipts A:	
Balance at 1 st April 2019	8,608.58
Transfer to	4,951.04
Transfer from	9,670.46
Balance at 31 st March 2020	3,889.16

CIL Receipts B:	
Balance at 1 st April 2019	10,139.00
Transfer to	8,801.86
Transfer from	10,850.78
Balance at 31 st March 2020	8,090.08

Nation's Tribute:	
Balance at 1 st April 2019	92.00

Transfer to	NIL
Transfer from	92.00
Balance at 30 th March 2020	Nil

Local Plan:

Balance at 1 st April 2019	8,904.34
Transfer to	NIL
Transfer from	8,904.34
Balance at 30 th March 2020	Nil

VE Day – 75th Anniversary Event

Balance at 1 st April 2019	NIL
Transfer to	7,000.00
Transfer from	1,014.00
Balance at 1 st April 2020	5,986.00

(17) Grants

Hartley Parish Council received no grants during the financial year 1st April 2019 to 31st March 2020.

(18) Audit fees

Hartley Parish Council incurred the following audit fees during the financial year 1st April 2019 to 31st March 2020.

Internal audit fees	£850.00
External audit fees	£400.00

(19) Parish Office

The Parish Office is located in Hartley Library, Ash Road.

The Parish Council previously rented accommodation in Hartley Library at a rental sum of £600 per annum. The Lease expired on 2nd July 2006.

The Council relocated within the Library premises in 2005, to improved and extended office accommodation and have since that date been negotiating with the Landlord, Kent County Council, to surrender the Lease on the previous office, (now expired) and grant a Lease on the new accommodation.

The Council's Solicitor had been instructed to open negotiations with Kent County Council on the provision of a new Lease, based on the terms of the existing lease, i.e a 10 year lease with a five year break clause and a rent review after 5 years.

Kent County Council confirmed that it would be willing to extend the proposed lease term on the Parish Council accommodation in Hartley Library, by 5 years, subject to Hartley Parish Council agreeing a mutual yearly break clause and a similar rent review pattern to the draft lease, i.e annual rent reviews.

The Council's Surveyor negotiated with Surveyors acting on behalf of Kent County Council in respect of the rent review due on the Parish Office for the period from 1st April 2011 to 31st March 2016.

The Council's Surveyor recommended that the Council accepts the rent review figure of £2,250 per annum for the period 1st April 2011 to 31st March 2016, an increase of £750 from £1,500 per annum. This was approved by the Council at its meeting held on 11th January 2016.

The Council's Surveyor was instructed to liaise with Mouchel, Surveyors acting on behalf of Kent County Council, on the outstanding rent due on the Parish Office.

Invoices were received from KCC as follows:

Rent for the period 01/04/15 – 31/03/16	£1,000.00
Back rent increase apportion for the period 01/04/06 – 31/03/15	£3,600.00

These were authorised at the April 2015 Council meeting, although the actual outstanding rent is still being negotiated, as is the lease.

As at 31st March 2020, no further progress has been made with regard to the outstanding rent or the lease.

A provision for rent for the year to 31st March 2020 of £2,250.00, has been included as an accrual in the accounts. This makes a total accrual as at 31st March 2020 of £9,000.

Signed:.....
Chairman

.....
Responsible Financial Officer

Date:.....

Hartley Parish Council

Notes to the Accounts

Year ended 31st March 2020

Principal Accounting Policies

Accounting Convention

The accounts have been prepared in accordance with the Governance & Accountability for Smaller Authorities in England, “A Practitioners Guide March 2019” published by the Joint Panel on Accountability and Governance.

Debtors and creditors

The revenue accounts of the Council are maintained on an accruals basis in accordance with the guide. That is, sums due to or from the council during the year are included whether or not the cash has actually been received or paid in the year. Exceptions to this are payment of insurance premiums and regular quarterly accounts (e.g. telephones, electricity). This policy is applied consistently each year. Therefore, it will not have a material effect on the year's accounts or on the Council's annual budget.

Schedule of Payments May 2020 - Paid by Internet Banking from Unity Trust Bank					
Ref:	Payment to	Particulars	Net	VAT	Total
953542495		PAID 31/03/20 - Purchase of refurbished laptop re PO inv 214925	208.33	41.67	-
		PAID 31/03/20 - Avast Antivirus re laptop inv 214925	19.10	3.82	-
		PAID 31/03/20 - Set up Logmein for laptop inv 214922	55.00	11.00	338.92
127321963		PAID 31/03/20 - Internal redecoration of Pavilion inv 200325	2,809.87	-	2,809.87
404550409		PAID 31/03/20 - Tree works at Gorse Wood inv RF10301	600.00	120.00	-
		PAID 31/03/20 - Tree works Gorse Wood inv RF10334	330.00	66.00	1,116.00
196163326		PAID 31/03/20 - Barrier tape inv I3579271	9.65	1.93	-
		PAID 31/03/20 - Toilet rolls inv I3593132	32.00	4.00	-
		PAID 31/03/20 - Pitchmarker inv I3589832	49.50	9.90	106.98
791886990		PAID 31/03/20 - Garden maint @ BG inv 13	125.00	-	-
		PAID 31/03/20 - BG Visual insp inv 15	18.50	-	-
		PAID 31/03/20 - Litter pick MF inv 14	85.00	-	-
		PAID 31/03/20 - Line marking & goal check inv 14	56.00	-	-
		PAID 31/03/20 - Inspection of playground equip inv 14	256.00	-	-
		PAID 31/03/20 - Litter pick allotments inv 14	40.00	-	-
		PAID 31/03/20 - Litter pick Rectory Meadow inv 14	68.00	-	-
		PAID 31/03/20 - Litter pick Hartley green inv 14	88.00	-	-
		PAID 31/03/20 - Litter pick Gorse Wood inv 14	72.00	-	-
		PAID 31/03/20 - Litter pick pond inv 14	30.00	-	-
		PAID 31/03/20 - Cut beech hedge @ new BG inv 16	95.00	-	-
		PAID 31/03/20 - Cut beech hedge dividing new BG inv 16	30.00	-	-
		PAID 31/03/20 - Cut hedge @ Longfield Hill inv 17	90.00	-	-
		PAID 31/03/20 - Cut up fallen trees Rectory Meadow inv 18	70.00	-	-
		PAID 31/03/20 - Cut up fallen tree @ Chantry Avenue inv 18	80.00	-	1,203.50
968593033		PAID 31/03/20 - Supply & application of fertilizer with iron @ MF inv 17188	344.30	68.86	413.16
162332092		PAID 31/03/20 - Waste removal & litter clearance Gorsewood inv 2056549	850.00	170.00	-
		PAID 31/03/20 - Dog bin emptying Jan - March inv 2056496	429.00	85.80	1,534.80
545379717		PAID 31/03/20 - Granite sets around beacon braxier inv INV-2	1,750.00	350.00	2,100.00
633516624		PAID 22/04/20 - Telephone & broadband 01/04-30/06	119.97	23.99	143.96
752104491		Salary 01/05/2020 - 31/05/2020 (Pre-approved)	2,278.99	-	-
		Reimburse re purchase of monitor (Currys PC World)	111.67	22.33	-

Schedule of Payments May 2020 - Paid by cheque/DDR from Barclays Bank					
Chq No	Payment to	Particulars	Net	VAT	Total
DDR		Mixed Payment Plan Charges 13/02/20 - 12/03/20	15.34	-	15.34
107000		Annual Contribution 2019/20	10.00	-	-
		Annual Contribution 2020/21	10.00	-	20.00
107001		Annual Subscription	105.00	-	105.00
107002		Standing charge inv 32815300	19.61	0.98	20.59
107003		Top up Unity Bank to £85,000	17,000.00	-	17,000.00
			17,159.95	0.98	17,160.93

Adjournment

The meeting was adjourned at 7.33 p.m.

Cllr Brazier reported that County Hall was closed and that all meetings were now being held remotely.

Cllr Brazier reported that the County Council had set up a 24/7 helpline “Kent Together” organising volunteers to enable local government to serve vulnerable residents.

Cllr Brazier reported that Kent County Council had taken over the procurement of PPE in Kent, drawing on stocks held as part of resilience plans.

The cost to KCC of supplying and delivering this equipment to care homes etc. has been substantial and it has now been decided that the initial funding, made as an emergency response, can no longer continue and that recipients will be expected to pay for this service.

Cllr Abraham reported that Dunbrik depot has a full complement of staff and that refuse collections will continue as normal.

Cllr Abraham reported that whilst the Sevenoaks District Council offices in Argyle Road remain closed, approximately 40 staff are working from the premises, with the remainder working from home.

Cllr Perry Cole reported that the volunteer scheme continues to be a success, with 4,700 residents in the tier 1 category.

Cllr Cole reported that there are currently 35 volunteers in Hartley, looking after 69 households that require at least weekly assistance.

Cllr Cole reported that all local shops had been willing to assist and that the scheme is going well.

Cllr Oxtoby suggested that details of the scheme should be included in the June edition of the Parish Council’s newsletter.

Cllr Brazier reported that the Pepper Hill Waste and Recycling Centre was due to re-open and that residents would be required to book a slot.

Cllr Graeme asked for clarification as to whether there were any restrictions on what would be accepted, e.g whether it was general waste, or just waste that was causing a health and safety issue.

Cllr Brazier confirmed that all waste would be accepted.

Cllr Malham asked Cllr Brazier whether there would be a limit to the number of slots that residents would be able to book. Cllr Brazier confirmed that it would be limited to one slot per month, per household.

A resident congratulated the Parish Council on the recently installed village gateways.

Cllr Abraham reported that the Clerk had contacted the landlords of Cherry Trees shops, to ask when the damaged paving would be repaired. Confirmation had been received that the contract had been awarded, but that the work had been delayed due to COVID-19.

The meeting resumed at 7.46 p.m

