

THE PARISH COUNCIL OF HARTLEY

MINUTES OF THE MEETING OF HARTLEY PARISH COUNCIL

HELD IN THE PAVILION, MANOR FIELD, CHURCH ROAD

ON MONDAY 10th FEBRUARY 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 Annette Ewing
Cllr David Graeme
Cllr Mally Malham
Cllr Matt Mohr
Cllr Anne Oxtoby – (*Chairman*)
Cllr Vince Sewell

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

1. Apologies

Apologies for absence had been received from Cllr Ian Ross due to family commitments.

RESOLVED: That,
the absence of Cllr Ross due to family commitments, be accepted and approved.

2. Declarations of interest

Cllr Oxtoby declared an interest under agenda item 10, Internal Redecoration of the Pavilion, as a family member was one of the contractors being considered and left the meeting during discussion and voting on the matter.

Cllr Oxtoby declared an interest under agenda item 11(a), Payments, as she was the recipient of one of the payments.

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 13th January 2020, 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 7.40 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

Cllr Driscoll reported that the recommendation under minute item 10 (a), Trees, was due to be discussed under agenda item 12, on the Council agenda, Tree Located on Land Adjacent to Hartley Burial Ground.

In light of this, the Council agreed to withdraw the recommendation contained in the minutes of the Amenities & Open Spaces Committee held on 28th January 2020, (page 6, minute item 10 (a)).

RESOLVED: That,
the minutes of the meeting of the Amenities & Open Spaces Committee held on 28th January 2020, and the recommendations contained therein, as amended be received and, where necessary approved and adopted.

6. Planning Committee

RESOLVED: That,
the minutes of the meetings of the Planning Committee held on 22nd January and 5th February 2020, be received and, where necessary approved and adopted.

7. Northfield Management Committee

RESOLVED: That,
the minutes of the meeting of the Northfield Management Committee held on 22nd January 2020, be received and noted.

9. Public Consultation about Proposed Changes to Urgent Care Services in Dartford, Gravesham & Swanley

At the meeting of the Parish Council held on 13th January 2020, it was resolved that:

“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.”

Members had been requested to consider any responses received.

The Clerk reported that a letter dated 16th January 2020, had been received from the Dartford, Gravesham & Swanley Clinical Commissioning Group, advising that a formal response would be provided within the next 25 working days.

RESOLVED: That,
the Clerk's report be noted.

10. Parish Office – Photocopier

Members considered a report on the disposal and replacement of the photocopier in the Parish Office.

It was noted that the current contract on the photocopier is due to terminate on 25th February and that a new photocopier is due to be delivered on 13th February and the existing one collected.

There is a hard drive located within the photocopier which Konica Minolta has confirmed will be wiped, but no guarantee can be made that some information will not remain.

The current contract states that on termination of the contract, if, for security reasons, the Council requires the hard drive to be removed from the equipment before collection, this must be noted on the termination request form and a fee may be charged for this.

It was noted that the Clerk has 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 current fee for the removal of the hard drive is £430.00 + VAT.

Sevenoaks District Council has confirmed that it requires the hard drive to be removed and passed to them for disposal.

Information will also be saved on the hard drive in relation to the Parish Council's use and the Parish Council has a responsibility to ensure that the information stored is dealt with in accordance with GDPR.

The District Council has advised that it will no longer use the Parish Council's photocopier for the purposes of the Benefit Surgery.

Members noted that the District Council had asked whether the Parish Council would consider contributing towards the cost of the hard drive removal.

RESOLVED: That,

- 1) a contribution of £100 be made to Sevenoaks District Council, towards the cost of the removal of the hard drive, to be met from the Parish Council's general reserves and

- 2) once removed, the hard drive be passed to the District Council for secure disposal.

Konica Minolta offers a Bizhub Secure option which negates the need for the removal of the hard drive at the end of the contract.

The cost of this is £250.00, which can be paid in one lump sum, or £14.59 per quarter (£291.80), which is considerably cheaper than the removal cost at the end of the contract.

Members were consulted by email as to whether this option should be taken with the new photocopier and it was agreed that in order to fully comply with GDPR, the Bizhub Secure option should be purchased.

RESOLVED: That,

the Clerk's actions in making arrangements for the purchase of Bizhub Secure for a one off cost of £250.00, be confirmed and the total cost be met from the Parish Council's general reserves.

10. Internal Redecoration of the Pavilion

At the meeting of the Amenities & Open Spaces Committee held on 28th January, the Committee considered quotations for the internal re-decoration of the Pavilion.

It was noted that the Schedule of Works had been incorrect inasmuch as there were four internal doors located in the home and away changing rooms that had not been included on the Schedule.

In addition, the Schedule of Works included the washing down and touching up of the radiators, not repainting.

Members agreed that this would not be satisfactory and that the radiators should be repainted.

The Committee had examined the quotations and considered two to be the best value for money.

In view of the fact that the four internal doors had been inadvertently excluded from the Schedule, it was agreed that the two contractors should be contacted to confirm whether doors had been included in their quotations and asked to provide a quotation for the repainting of the radiators.

7.55p.m. Cllr Oxtoby left the meeting.

Members considered the revised quotations and noted that one of the contractors was a relative of the Chairman of the Council.

RESOLVED: That,

the quotation received from The Sixpence Company, for the sum of £2,549.87, for the internal redecoration of the Pavilion, be accepted and the total cost met from the Parish Council's general reserves.

7.57p.m. Cllr Oxtoby returned to the meeting.

11. Payments

RESOLVED: That,

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

(2) the Council detail report as at 4th February 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 January, be verified by Cllr Graeme after the close of the meeting.

(4) it be noted that the bank reconciliations for the Council's three bank accounts for December 2019 had been verified by Cllr Ross.

RESOLVED: That,

pursuant to Standing Order 3 (d), members of the press and public be excluded from the meeting due to the confidential nature of the business to be transacted.

12. Tree Located on Land Adjacent to Hartley Burial Ground

Members considered a progress report on action taken regarding a large branch on the crown of a third party boundary tree at Hartley Burial Ground, which was identified in the Quantified Tree Risk Assessment carried out in July, as being dangerous.

Members agreed that in view of the regularity of the Planning Committee meetings, authority should be delegated to the Committee to take any further action considered necessary, including the acceptance of any quotations received for professional expertise.

RESOLVED: That,

1) the Clerk be requested to write to the landowner requesting a written response within 7 days, and confirmation that the necessary action would be taken to make the tree safe, within 21 days;

2) the Clerk be requested to advise the land owner that should a response not be received within 7 days, the matter will be referred to the Parish Council's Solicitor;

3) the Planning Committee be given delegated authority to consider and approve any further action considered necessary, including the seeking of professional advice, the instruction of a Solicitor and the acceptance of any resulting quotations.

The meeting closed at 8.15 p.m.

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

Date:.....

Schedule of Payments February 2020 - Paid by Internet Banking from Unity Trust Bank					
Ref:	Payment to	Particulars	Net	VAT	Total
55821434		PAID 23/01/20 - Telephone & broadband 21/11-31/03 & usage chgs 22/10-20/01	100.62	20.12	120.74
124884016		PAID 23/01/20 - Telephone & broadband 21/11-31/03 & usage chgs 22/10-20/01	147.01	7.35	154.36
422409098		PAID 28/01/20 - P/copier rental 25/05-24/08 inv KPS137113	190.90	38.18	229.08
13940498		PAID - 28/01/20 - 2 no computers re Parish Office inv 2416221285	808.20	161.64	969.84
549340055		Salary 01/02/2020 - 29/02/2020 (Pre-approved)	2,318.23	-	2,318.23
793456034		Salary 01/02/2020 - 29/02/2020 (Pre-approved) + extra hours	1,148.22	-	1,148.22
479830353		Month 10 Employer & Employee NIC & PAYE	1,250.57	-	1,250.57
865579315		Employer & Employees pension contributions February 2020	1,021.91	-	1,021.91
522606589		Garden maint BG inv 01	125.00	-	-
		Litter pick MF inv 02	70.00	-	-
		Line marking & goal check inv 02	168.00	-	-
		Cut hedge top & sides in car park MF inv 02	200.00	-	-
		Playground inspection inv 02	320.00	-	-
		Allotment inspection inv 02	40.00	-	-
		Litter pick Rectory Meadow inv 02	68.00	-	-
		Litter pick Hartley greens inv 02	88.00	-	-
		Litter pick Gorse Wood inv 02	72.00	-	-
		Litter pick pond inv 02	30.00	-	-
		Burial Ground visual inspection inv 3	18.50	-	-
		Hoselands Green - cut back overhanging trees inv 4	120.00	-	-
		Remove & replace broken hand rail in BG inv 5	120.00	-	1,439.50
193479171		Stationery inv I3545730	5.15	1.03	-
		Stationery and computer equipment inv I3560620	38.40	7.68	52.26
756537134		Cleaning of Pavilion 06/01-31/01 inv 02121	186.25	-	186.25
487963200		Playground inspection 15/12/19 inv 305	175.00	-	175.00
649252213		7 days work in April, June, July & August @ Rectory Meadow inv 900103009	1,680.00	336.00	2,016.00
43383939		Interim internal audit 2019/20 inv 1117	450.00	-	450.00
596497954		Set up 2 new pcs inv 214652	302.50	60.50	363.00
		Install new Wylex Consumer Unit (16 ways with full RCBO protection) at Pavilion inv INV-04228	547.90	109.58	-
		Install new outdoor double socket at Pavilion inv INV-04227	113.61	22.72	793.81

		Install new outdoor double socket at Pavilion inv INV-04227	113.61	22.72	793.81
579599826		32 x recycling sacks 29/10/19 inv 2055841	16.00	-	-
		22 x black sacks 30/12/19 inv 2055841	27.50	5.50	-
		16 x recycling sacks 30/12/19 inv 2055841	8.00	-	57.00
			11,536.94	704.65	12,241.59

Schedule of PaymentsFebruary 2020 - Paid by cheque/DDR from Barclays Bank					
Chq No	Payment to	Particulars	Net	VAT	Total
DDR		Mixed Payment Plan Charges 13/12/19 - 12/01/20	13.69	-	13.69
106992		Standing chg inv 32486916	19.61	0.98	-
		Bulk propane delivered 30/01/20 inv 32574081	865.06	43.25	928.90
106993		Chairman's allowance 2019/20	500.00	-	500.00
106994		100 x 1st class stamps	70.00	-	-
		200 x 2nd class stamps	122.00	-	-
		100 x 10p stamps	10.00	-	202.00
			898.36	44.23	942.59

Adjournment

The meeting was adjourned at 7.31 p.m.

Councillor Brazier reported that advice had been received by KCC on the settlement from central government, which was £73 million more than expected.

Cllr Brazier reported that a large proportion of this would be spent on highways resurfacing.

Cllr Brazier reported that there was a need to maintain the drainage infrastructure more competently and that a capital investment was needed to improve drainage.

Cllr Brazier reported that KCC had made a decision to leave County Hall and that several options were under consideration.

It is anticipated that the move would take place within the next five years.

Councillor Alford asked whether it would be possible to restore some of the cuts in the youth provision. Councillor Brazier replied that there were more funds available in the youth portfolio and that he had advised the Leader of KCC that it was an issue that needed pursuing.

Cllr Abraham reported that there was no further information available on progress with the Sevenoaks District Council Draft Local Plan.

Cllr Perry Cole reported that Steve Whitehead had recently been appointed as the Planning Enforcement Officer at Sevenoaks District Council and that he would be attending the Planning Committee meeting due to be held on 4th March, to discuss Green Belt issues.

A member of the public congratulated Cllr Penny Cole on making arrangements for the damaged sign on the corner of Stack Lane to be replaced.

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

The meeting resumed at 7.40 p.m.

