

**THE PARISH COUNCIL OF HARTLEY**  
**MINUTES OF THE MEETING OF HARTLEY PARISH COUNCIL**  
**HELD REMOTELY USING “ZOOM”**  
**ON MONDAY 11<sup>th</sup> JANUARY 2021 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 Fiona Hughes  
Cllr Mally Malham  
Cllr Anne Oxtoby  
Cllr Ian Ross

**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**

Cllr Graeme declared an interest under agenda item 10, Hire of Manor Field and Pavilion, as a member of the Theatre Company is an acquaintance.

**3. Dispensations**

There were no requests from Members for a dispensation.

**4. Minutes**

RESOLVED: That,  
the minutes of the meeting of the Hartley Parish Council held on 14<sup>th</sup>  
December 2020, be approved and signed by the Chairman as a correct  
record.

*The meeting was adjourned at 7.32 p.m. to receive reports from the County Councillor and District Councillors and to take questions from members of the public.*

*The meeting resumed at 7.50 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.

A member of the public expressed an interest under agenda item 10, Hire of Manor Field and Pavilion.

#### **5. Finance Committee**

RESOLVED: That,

the minutes of the meeting of the Finance Committee held on 16<sup>th</sup> December 2020 and the recommendations contained therein, be received and, where necessary, approved and adopted.

#### **6. Planning Committee**

RESOLVED: That,

the minutes of the meeting of the Planning Committee held on 23<sup>rd</sup> December 2020, be received and, where necessary, approved and adopted.

#### **7. Covid – 19 Pandemic**

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

Members were reminded that the Pavilion would be closed until further notice.

The Clerk reported that she had informed the Parish Council's insurers that the Pavilion was closed and had received confirmation that, as the building had been re-opened and used, (albeit modestly), before the latest lockdown came in to force, full cover would be in place pending any further update or developments with the lockdown situation or period.

Members noted that it would be necessary for a weekly visual check of the Pavilion to be carried out.

The Clerk reported that the cleaners were still carrying out water flushing and temperature checks in line with the Legionella Risk Assessment requirements and it was agreed that they should be asked whether they would be prepared to undertake a visual check of the building at the same time.

RESOLVED: That,

- 1) the Clerk's report be noted and,
- 2) the cleaners be asked whether they would be prepared to undertake a visual inspection of the Pavilion at the same time as they carried out their weekly water flushing and temperature checks.

#### **8. Precept 2021 – 2022**

(a) Members considered a letter dated 11<sup>th</sup> December 2020, received from the Chief Finance Officer at Sevenoaks District Council.

Members noted that the tax base for 2021/22, has been estimated to be £2,532.03. The tax base for 2020/21 was £2,556.57

RESOLVED: That,

the letter dated 11<sup>th</sup> December 2020, received from the Chief Finance Officer at Sevenoaks District Council, advising of the estimated tax base for Hartley for 2021/22, be received and noted.

(b) Members considered the precept for 2021/22 and noted that the information relating to the Council's Precept request for 2021/22 had to be returned to Sevenoaks District Council by the end of January 2021.

Members noted that the current arrangement for payment of the precept was for payment to be delayed until December.

Members noted that in past years, the District Council had offered a deposit facility for those Councils wishing to delay payment of their precept. The interest rate that they would be able to offer is now so low, that the decision has been taken to withdraw this facility. All precepts will therefore be paid as follows: 50% on 30<sup>th</sup> April 2021 and 50% on 30<sup>th</sup> September 2021.

RESOLVED: That,

Sevenoaks District Council be advised that Hartley Parish Council wishes to contain the Band D charge for 2021/22, to the level set in 2020/21, i.e £53.89, which would decrease the Precept from £137,773.55, to £136,451.09, based on a tax base of £2,532.03 for 2021/22.

## **9. Neighbourhood Plan**

At the Parish Council meeting held on the 14<sup>th</sup> December 2020, Members considered a recommendation from the Planning Committee, regarding the production of a Neighbourhood Plan.

It was agreed that the information considered by the Planning Committee should be circulated to all Members of the Council and that an informal meeting should be held to allow those Members not on the Planning Committee to address any concerns/ask any questions that they may have.

Members considered that the production of a Neighbourhood Plan for Hartley appeared to be the only way to truly protect the village from future development, despite the cost and lengthy process involved.

Members were reminded that in order for the Neighbourhood Plan to progress, it would be necessary to obtain support from the local community, as without this, it could not proceed.

Cllr Alford reported that, as agreed at the meeting of the Parish Council held on 14<sup>th</sup> December, he was in the process of drafting a leaflet to be distributed to residents, highlighting the benefits and limitations of producing a Neighbourhood Plan and seeking their views.

It was suggested that an online questionnaire/comments form, be made available on the Parish Council's website, in addition to that contained in the leaflet.

Members noted that at the meeting of the Finance Committee held on 16<sup>th</sup> December 2020, it had been recommended that an Earmarked Reserve of £1,500, be set up to facilitate the production of the consultation leaflet.

The Chairman reported that a meeting had been arranged with one of the Planning Policy Officers at Sevenoaks District Council on 20<sup>th</sup> January, to discuss the preparation of a Neighbourhood Plan for Hartley. All Council Members are invited to attend.

RESOLVED: That,

- 1) a draft leaflet be prepared and circulated to all Members of the Council for their comments and approval, prior to distribution;
- 2) arrangements be made for the approved leaflet to be distributed to residents;
- 3) the questionnaire/comments form contained in the leaflet be made available on the Parish Council's website and,
- 4) the cost of the production and distribution of the leaflet be met from the new Neighbourhood Plan Earmarked Reserve.

### **10. Hire of Manor Field and Pavilion**

At the meeting of the Amenities & Open Spaces Committee held on 18<sup>th</sup> November 2020, the Committee considered a request received from The Rude Mechanical Theatre Co, requesting the use of the Pavilion and Manor Field, for an outdoor theatre production on Thursday 27<sup>th</sup> May 2021.

The company is a professional touring theatre company that is frequently funded by Arts Council England to take new plays into mainly small rural communities.

It had been noted that in the past, the theatre company had performed in New Ash Green, on the New Ash Green Primary School Field, but that due to a substantial rise in fees, this was no longer a viable option.

The Theatre Company would require the use of Manor Field from approximately 4.00p.m. until approximately 11.15p.m. and would require the use of the Pavilion for toilet facilities.

The recommendation from the Amenities & Open Spaces Committee to approve the hire request, subject to any Government COVID-19 restrictions that may be in force at the time for a fee of in the region of £150 to £200 (the final fee to be agreed by the Chairman of the Amenities & Open Spaces Committee and the Clerk, once the final arrangements have been discussed), was ratified by the full Council at its meeting held on 14<sup>th</sup> December 2020.

The theatre company was informed of the Council's decision and an email was subsequently received from the theatre company, requesting that the hire fee be waived, or reduced to a maximum of £100.

Members agreed that they were keen for the event to take place, but that historically, a fee had been made to hirers for the use of the field and pavilion to cover the Council's costs relating to the cleaning, cesspool emptying and lighting.

The Clerk reported that an email had since been received from the theatre company advising that because it is impossible to know at the moment whether the start date for its tour will have to be delayed due to COVID, it may be necessary for the date to be changed.

RESOLVED: That,

- 1) the request from The Rude Mechanical Theatre Company for the hire charge for its use of the Pavilion and Manor Field for an outdoor

theatre production on Thursday 27<sup>th</sup> May 2021 to be reduced to £100, be approved and,

- 2) should it be necessary for the production date to be delayed, this would be subject to prior approval by the Council.

## 11. Payments

RESOLVED: That,

(1) the payment of accounts for January 2021, attached as Appendix 1 to these minutes, be approved;

(2) the Council detail report as at 4<sup>th</sup> January 2021, setting out actual income and expenditure against budgeted estimates be received and noted;

(3) the bank reconciliations for the Council's four bank accounts for December, be verified by Cllr Abraham, after the close of the meeting.

(4) it be noted that the bank reconciliations for the Council's four bank accounts for November 2020 had been verified by Cllr Graeme.

The meeting closed at 8.15 p.m.

Signed:..... Date:

Chairman of Hartley Parish Council

<b>Schedule of Payments January 2021 - Paid by Internet Banking from Unity Trust Bank</b>					
<b>Ref:</b>	<b>Payment to</b>	<b>Particulars</b>	<b>Net</b>	<b>VAT</b>	<b>Total</b>
119428466		Salary 01/01/2021 - 31/01/2021 (Pre-approved)	2,334.58	-	2,334.58
722622199		Salary 01/01/2021 - 31/01/2021 (Pre-approved)	1,257.34	-	1,257.34
250824225		Month 10 Employer & Employee NIC & PAYE	1,333.86	-	1,333.86
864841298		Employer & Employees pension contributions January 2021	1,280.76	-	1,280.76
220351895		Garden maint @ BG inv 97	130.00	-	-
		Litter pick MF inv 98	72.00	-	-
		Line marking & goal check inv 98	120.00	-	-
		Inspection of playground equip inv 98	340.00	-	-
		Clean gutters @ Pavilion inv 98	20.00	-	-
		Inspection of allotments inv 98	40.00	-	-
		Litter pick Rectory Meadow inv 98	68.00	-	-
		Litter pick Hartley greens inv 98	88.00	-	-
		Litter pick Gorse Wood inv 98	72.00	-	-
		Litter pick pond inv 98	30.00	-	-
		Grass cutting All Saints inv 99	18.50	-	998.50
359874470		5 litre bottle Simply Gone inv SG5967	51.33	10.27	61.60
95565159		Dog bin emptying Oct - Dec inv 2062788	429.00	85.80	514.80
990108704		Maplink tech support & updates until 31/12/2021 inv 128945	85.00	17.00	102.00
724650651		Grounds maintenance (grass cutting & gang mowing) October & November. Inv LS198219	602.43	120.49	722.92
141557969		Stationery inv I3734788	9.99	2.00	-
		Stationery inv I3733092	6.16	1.23	19.38
574351250		Cleaning & water testing @ Pavilion 02/12/12 - 31/12/12 inv 02602	95.50	-	95.50
		Collection & disposal of tyres @ allotment site inv 57412	46.67	9.33	56.00
			<b>8,531.12</b>	<b>246.12</b>	<b>8,777.24</b>

## **Adjournment**

The meeting was adjourned at 7.32 p.m.

Cllr Brazier reported that the procedures relating to continental traffic in Kent, from 1<sup>st</sup> January 2021 were working well.

Cllr Brazier reported that Kent County Council was currently occupied with COVID related issues, such as monitoring and supporting the Kent economy and providing asymptomatic testing at a range of centres.

Cllr Brazier reported that he was heavily involved with advising residents about the COVID vaccination process.

Members noted that there is one vaccination centre for every Primary Care Centre. For Longfield, Meopham and New Ash Green surgeries, this is currently Meopham.

Cllr Brazier reported that the Government has advised that if a resident is unable to travel to their designated vaccination centre, then the vaccination could be carried out by their local GP.

Cllr Brazier informed Members that at the current time, this facility was not being offered by the Jubilee Surgery.

Cllr Oxtoby asked whether the vaccination centre at Meopham would continue, as there had been speculation on social media that it would not.

Cllr Brazier confirmed that it would continue at present, but that this could be subject to change.

Cllr Abraham reported that the Sevenoaks District Council refuse collections were now back on track, following a spate of COVID related sickness.

Cllr Abraham reported that a date was still awaited for the Sevenoaks District Council Local Plan appeal.

Cllr Penny Cole reported that the asymptomatic testing centre located at Northfleet was working well, with test results returned within half an hour.

A member of the public asked whether The Rude Mechanical Theatre would still be performing at Manor Field, as approved at the meeting of the Council in December.

The Chairman reported that this was due to be discussed later in the agenda.

A member of the public asked whether there was an update on the paving repairs at Cherry Trees shops.

Cllr Abraham reported that he had been informed that the area outside the Co-op was due to be tarmacked and that bollards were to be erected.

Cllr Brazier reported that Kent County Council had inspected the area, following a number of complaints and was currently working with the landlords to try and resolve the issues.

Cllr Abraham reported that the Parish Council continued to chase the landlords, requesting that they take action regarding the poor state of the area and had also requested Gareth Johnson's assistance, but that to date, nothing had been resolved.

The meeting resumed at 7.50p.m.

