

THE PARISH COUNCIL OF HARTLEY

MINUTES OF THE MEETING OF HARTLEY PARISH COUNCIL

HELD REMOTELY USING “ZOOM”

ON MONDAY 8th FEBRUARY 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 Matt Mohr
Cllr Anne Oxtoby
Cllr Ian Ross
Cllr Vince Sewell

In attendance:

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

1. Apologies

There were no apologies for absence.

2. Declarations of interest

Cllr Penny Cole declared an interest under agenda item 6, Planning Committee, relating to the minutes of the Planning Committee meeting held on 13th January 2021, (minute item 5. Planning Decisions), as the application site “Ludham, Woodland Avenue” is located adjacent to their private residence.

Cllr Perry Cole declared an interest under agenda item 6, Planning Committee, relating to the minutes of the Planning Committee meeting held on 13th January 2021, (minute item 5. Planning Decisions), as the application site “Ludham, Woodland Avenue” is located adjacent to their private residence.

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 11th January 2021 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 7.45 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. Burial Grounds & Gardens of Remembrance Committee

Members noted the suggestion from the Burial Grounds & Gardens of Remembrance Committee, that a path and gate be installed, leading from the existing burial ground to Manor Field burial ground crossing over land owned by the Glover family.

This would mean that those visiting the site could park in the layby and walk from one burial ground to another safely and off the road.

Cllr Oxtoby reported that another option considered had been for the entrance gate to be moved to allow parking at the entrance.

Members agreed that the preferred option would be the installation of a new path and gate, but that this would obviously need to be considered and approved by the Glover family.

RESOLVED: That.

the minutes of the meeting of the Burial Grounds & Gardens of Remembrance Committee held on 27th January 2021 and the recommendations contained therein, be received and, where necessary, approved and adopted.

6. Planning Committee

RESOLVED: That,

the minutes of the meetings of the Planning Committee held on 13th January 2021 and 27th January 2021, 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.

RESOLVED: That,

no additional action was required at the current time.

8. Northfield Management Committee

RESOLVED: That,

the minutes of the meeting of the Northfield Management Committee held on 26th October 2020, be received and noted.

9. Neighbourhood Plan

The Chairman reported that a meeting had been held on 27th January 2021, with the Clerk, members of the Parish Council and a Planning Policy Officer from Sevenoaks District Council.

Cllr Alford reported that the District Council was prepared to assist with the provision of any maps/documents required and the services of a dedicated planning officer throughout the process.

Cllr Alford reported that the draft leaflet had now been circulated to Members for approval.

RESOLVED: That:

- 1) the above report be noted;
- 2) the draft leaflet and questionnaire, once approved, be distributed to residents and
- 3) an article be included in the March edition of the Hartley Herald, urging residents to respond to the questionnaire or the online survey.

10. Gorse Wood

A quotation received from Meopham Fencing, for the sum of £2,180.00 + VAT, to take down the existing fencing and clear from site and install approximately 20m of 1.2m high twin wire mesh ppc green and 1 mobility gate, was accepted by the Finance Committee at its meeting held on 14th October 2020 and ratified by full Council at its meeting held on 9th November 2020.

Work on the installation of the new fencing and gate commenced on 26th January.

The contractor arrived on site the following day, to discover that the gate had been stolen and the remaining gate hoop had been damaged.

The Clerk made arrangements with the contractor, for the remaining gate hoop to be removed and for the installation of the fence to be postponed, to allow the Council to make a decision as to whether it wishes for the works to proceed.

The Clerk reported that the contractor's terms and conditions state that "the customer is responsible for all loss, damage or deterioration of the goods, once the goods are delivered to the premises as requested by the customer" therefore, the contractor would not be able to claim for the loss from their insurance.

The Clerk reported that she had contacted the parish council's insurers and had been advised that a claim could be considered under the Capital Additions cover in the policy, however, an excess of £250 would be applicable.

The Clerk reported that she had asked the contractor for the cost of replacing the stolen part, but that no information had been received to date.

Members agreed that the installation of the gate and fencing should be progressed, but that if the purchase of a mobile safety camera was approved under item 11, of the agenda, the installation should be delayed until such time as the camera was installed.

RESOLVED: That:

- 1) the Clerk be requested to make arrangements for work to resume on the installation of the new gate and fencing at the entrance to Gorse Wood, leading from Caxton Close car park;
- 2) should a decision be made to install a mobile CCTV camera in the area, installation of the gate and fencing be delayed until the camera is in situ;
- 3) the Clerk be requested to ask the contractor to carry out all of the installation work in one day, if possible;
- 4) should the cost of replacing the stolen gate be more than £250, (being the insurance policy excess), consideration be given to submitting a claim through the Parish Councils insurance policy and,
- 5) the cost of the replacement gate and the additional labour costs incurred, be met from the parish council's general reserves.

11. Mobile Safety Camera

At the meeting of the General Purposes Committee held on 4th March 2020, the Committee considered a request from the Community Safety Manager at Sevenoaks District Council, for the Parish Council to fund a permanent mobile camera for use in the parish.

The camera would be mobile, allowing it to be re-sited to different areas as required.

Sevenoaks District Council has confirmed that it would be able to arrange for the camera to be moved at little or no cost to the council, but would not be able to monitor it.

The camera would record continuously.

A decision on the purchase of a camera was deferred, pending receipt of further information.

The Clerk reported that 4 quotations had been sought, but only 2 had been received. One of the providers approached had declined to quote due to the fact that they were only able to provide fixed cameras.

Cllr Cole reported that one of the camera providers had offered the opportunity to meet (via Zoom), to discuss the parish council's requirements and to demonstrate the different types of camera and their capabilities.

The Clerk and Cllr Cole had attended the demonstration and Cllr Cole reported that the company offered training and support as part of the package, as well as the initial installation and configuration.

The Clerk reported that the camera provider had recommended that those monitoring the CCTV footage obtain a CCTV SIA Licence, which, whilst not a legal requirement, would be best practice.

This would entail a 2 day training course at a cost of approximately £200 per attendee.

Members agreed that the presence of a CCTV camera would provide a deterrent to fly tippers and those participating in anti-social behaviour.

It would also provide some reassurance to residents.

Members noted that consent would need to be obtained from KCC for the use of their street lights to mount the camera.

The Clerk reported that she had contacted the Parish Councils Data Protection officer for advice and that the CCTV would have to be added to the council's registration with the Information Commissioner.

Members considered information received from the Parish Council's Data Protection Officer and noted that a policy statement would be required in addition to a CCTV Policy.

The Clerk reported that it is a requirement of the General Data Protection Regulation that signage is installed to notify people entering a CCTV protected area, that the area is monitored by CCTV and that pictures are recorded.

All CCTV operations should be compliant with the ICO Code of Practice.

Members considered 2 quotations received from WCCTV and Chroma Vision, noting that in accordance with Financial Regulation 11 (k), for 3 written quotations to be sought for contracts of £5,001 and up to £60,000, 4 quotations had been sought.

Members noted that the quotation received from WCCTV was an "End of Financial Year" offer, valid until March 31st 2021.

The Clerk reported that after the initial 5 year period, the annual cost for the Sim card and service agreement would be approximately £1,000.

RESOLVED: That,

- 1) the Clerk's report be noted;
- 2) in accordance with Financial Regulation (n), the quotation received from WCCTV, for the sum of £7,000 + VAT, for the supply and installation of a WCCTV 4G Speed Dome + 4TB HDD + 5yrs service bundle, be accepted;
- 3) arrangements be made for the Clerk and Assistant Clerk to obtain a CCTV SIA Licence at an estimated cost of £400.00 + VAT, prior to the camera being installed;
- 4) arrangements be made for the necessary signage to be purchased and erected, prior to the camera being installed;
- 5) confirmation be sought from Sevenoaks District Council that they would be willing to re-locate the camera as and when required, including the cost (if any) involved;
- 6) arrangements be made for CCTV to be added to the council's registration with the Information Commissioner, prior to the camera being installed;
- 7) a policy statement and CCTV policy be drafted for approval by the Council, prior to the camera being installed and,

- 8) the total cost of the above, be met from the Parish Council's general reserves.

12. Payments

RESOLVED: That,

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

(2) the Council detail report as at 1st February 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 January , be verified by Cllr Oxtoby after the close of the meeting.

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

The meeting closed at 8.49 p.m.

Signed:..... Date:

Chairman of Hartley Parish Council

| Schedule of Payments February 2021 - Paid by Internet Banking from Unity Trust Bank | | | | | |
|--|-------------------|--|------------|------------|--------------|
| Ref: | Payment to | Particulars | Net | VAT | Total |
| 80936541 | | PAID 01/02/21 - Cradle seat inv 40682 | 209.33 | 41.87 | 251.20 |
| 76020854 | | PAID 01/02/21 - Line rental/broadband & usage chg Bill ref Q069 | 156.88 | 31.38 | 188.26 |
| 224108706 | | PAID 27/01/21 - Water chgs @ Pavilion 01/08/20-31/01/21 bill no 0005027157 | 537.77 | - | 537.77 |
| DDR | | PAID 29/01/21 DDR -15/10/20-25/12/20 Electricity @ Pavilion | 123.17 | 6.15 | 129.32 |
| 503898856 | | Salary 01/02/2021 - 28/02/2021 (Pre-approved) | 2,334.58 | - | 2,334.58 |
| 524327171 | | Salary 01/02/2021 - 28/02/2021 (Pre-approved) | 1,180.55 | - | 1,180.55 |
| 825876070 | | Month 11 Employer & Employee NIC & PAYE | 1,333.86 | - | 1,333.86 |
| 6374415 | | Employer & Employees pension contributions February 2021 | 1,280.76 | - | 1,280.76 |
| 1116208 | | Garden maint @ BG inv 21 | 130.00 | - | - |
| | | Litter pick MF inv 22 | 72.00 | - | - |
| | | Inspection of playground equip inv 22 | 340.00 | - | - |
| | | Inspection of allotments inv 22 | 40.00 | - | - |
| | | Litter pick Rectory Meadow inv 22 | 68.00 | - | - |
| | | Litter pick Hartley greens inv 22 | 88.00 | - | - |
| | | Litter pick Gorse Wood inv 22 | 72.00 | - | - |
| | | Litter pick pond inv 22 | 30.00 | - | - |
| | | Grass cutting All Saints inv 23 | 18.50 | - | - |
| | | Fill gap in fence at allotments inv 24 | 30.00 | - | - |
| | | Cut up fallen tree Gorse Wood inv 25 | 30.00 | - | 918.50 |
| 370663 | | Tree works at BHS inv RF13240 | 340.00 | 68.00 | 408.00 |
| | | An Introduction to Chairmanship training 27/02/21 Cllr Cole inv 1595372441 | 50.00 | 10.00 | - |
| | | Web Accessibility Regulations & GDPR Updates in 2021 24/02/21 H Boden inv 1591379171 | 35.00 | 7.00 | - |
| | | Web Accessibility Regulations & GDPR Updates in 2021 24/02/21 Cllr Cole inv 1587800493 | 35.00 | 7.00 | - |
| | | Using Facebook to Enhance your Council's Communications training 11/02/21 H Boden & J Tyrrell inv 1576106885 | 70.00 | 14.00 | - |
| | | Beyond Facebook Training H Boden & Cllr Oxtoby inv 1576109157 | 70.00 | 14.00 | 312.00 |
| 807873278 | | 20 x garden waste sacks 13/10/20 inv 2063349 | 280.00 | - | - |
| | | 16 x recycling sacks 13/10/21 inv 2063349 | 8.00 | - | - |
| | | 48 x recycling sacks 27/10/20 inv 2063349 | 24.00 | - | - |
| | | 20 x garden waste sacks 16/11/20 inv 2063349 | 280.00 | - | 592.00 |

| | | | | | |
|-----------|--|--|-----------------|---------------|-----------------|
| 162150953 | | Water flushing & testing & building check January inv 02631 | 70.00 | - | 70.00 |
| 474979773 | | Standing Charge inv 33616634 | 19.61 | 0.98 | 20.59 |
| 857920315 | | Annual subscription | 36.00 | - | 36.00 |
| 605099166 | | Getting in front of the camera 28/01/21 Cllr Oxtoby inv 1567895441 | 35.00 | 7.00 | 42.00 |
| | | | | | |
| | | | 9,428.01 | 207.38 | 9,635.39 |

Schedule of Payments February 2021 - Paid by cheque/DDR from Barclays Bank

| Chq No | Payment to | Particulars | Net | VAT | Total |
|---------------|-------------------|--|------------------|------------|------------------|
| DDR | | Mixed payment plan charges 14/12/20 - 12/01/21 | 10.73 | | 10.73 |
| 107019 | | Top up Unity Bank Account | 61,432.00 | | 61,432.00 |
| | | | 61,442.73 | - | 61,442.73 |

Adjournment

The meeting was adjourned at 7.31 p.m.

Cllr Brazier reported that the KCC budget had been agreed.

The County Council is responsible for running the no symptoms testing stations which are currently very busy.

Cllr Brazier reported that the County Council was rolling out its Helping Hands Scheme. The scheme has been set up to help people that, due to COVID are having to cope without their normal income.

The scheme would also assist those that are self employed, as well as those suffering from digital poverty.

Cllr Brazier confirmed that as soon as he had any further information on the schemes, he would pass it on to the Clerk for dissemination to local residents.

Cllr Brazier reported that KCC were also still dealing with the Brexit transition, although the situation is easing.

There are still lorry drivers that are trying to enter Kent without access permits and the County Council is taking action on lorries parking up in villages.

Cllr Penny Cole reported that during the November lockdown, no help had been required by a Hartley residents from the SDC volunteer scheme, but that in January, two people had been in contact requiring help.

procedures relating to continental traffic in Kent, from 1st 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.

The meeting resumed at 7.45p.m.

