

THE PARISH COUNCIL OF HARTLEY
MINUTES OF THE MEETING OF HARTLEY PARISH COUNCIL
HELD REMOTELY USING “ZOOM”
ON MONDAY 8th MARCH 2021 AT 7.30 P.M.

Present :

Cllr Larry Abraham
Cllr Chris Alford (*Arrived at 7.32p.m.*)
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
Cllr Vince Sewell

In attendance:

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

1. Apologies

Apologies for absence had been received from Cllr Fiona Hughes due to work commitments.

RESOLVED: That,
the absence of Cllr Fiona Hughes due to work commitments, be accepted and approved.

2. Declarations of interest

There were no declarations of interest.

3. Dispensations

There were no requests from Members for a dispensation.

4. Minutes

RESOLVED: That,
the minutes of the meeting of the Hartley Parish Council held on 8th February 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 7.38 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.

One member of the public expressed an interest under agenda item 5, Amenities & Open Spaces Committee, minute item 9 (d), Allotments, in the minutes of the meeting held on 17th February 2021.

5. Amenities & Open Spaces Committee

At the Chairman's invitation, a member of the public commented on minute item 9 (d), and the Committee's decision not to take any action following the allotment plot holder's request for the trees located outside of the allotment boundary fence to be reduced in height, as they were causing shading on the plot.

Members noted that a Tree Surgeon had inspected the trees in July 2019 and had advised that crowning the trees would not reduce the shading issue on the plot.

Cllr David Brazier reported that at the request of Cllr Perry Cole, he had looked at the trees last year and had sought advice from the Tree Officer at KCC, who had confirmed that KCC was only concerned with clearance issues over the highway and would not carry out any works to the trees with regard to shading issues.

The Chairman suggested that she and the Chairman of the Amenities Committee should visit the site once the tree is in full leaf, to ascertain the extent of the problem.

Cllr Graeme commented on the recommendation contained in minute item 10. Gorse Wood, Fly tipping, authorising the Clerk and the Chairman of the Amenities & Open Spaces Committee to accept the most suitable quotation for the clearance of the fly tipping in Gorse Wood.

Cllr Graeme reported that three quotations had been received.

Members considered the quotations and it was agreed that the quotation received from Sevenoaks District Council for the sum of £500 + VAT, should be accepted.

Members considered that whilst this was not the cheapest quotation, it provided the best value for money.

Cllr Cole commented on the fact that there appeared to be a significant time delay between fly tipping being reported and the Parish Council authorising its clearance, due to the Committee process.

Cllr Alford suggested that the Clerk and the Chairman of the Council could be given delegated authority to make arrangements for the seeking and acceptance of quotations for any fly tipping clearance, in accordance with the Parish Council's Financial Regulations, without the need for the matter to be referred to the Council or Committee.

Members agreed that this would be a sensible solution, as it would significantly reduce the length of time taken to clear the fly tipping and would reduce further build up which occurs when there is a delay in clearance.

Cllr Perry Cole commented on the fact that in the past, West Kent Housing had offered bulky refuse collections for local residents and suggested that the reinstatement of these could help to alleviate the fly tipping problem.

Members noted that Sevenoaks District Council had also offered a similar service in the past.

Members noted the recommendation contained in minute item 18. Mobile CCTV Camera and that in view of concerns regarding the lack of street lighting in the Parish and additional information that had come to light, the matter would be referred back to the full Council for further consideration.

RESOLVED: That.

- (1) the minutes of the meeting of the Amenities & Open Spaces Committee held on 17th February 2021 and the recommendations contained therein, be received and, where necessary, approved and adopted;
- (2) arrangements be made for the Chairman of the Council and the Chairman of the Amenities & Open Spaces Committee to carry out a site visit to the allotment site to inspect the tree once it is in full leaf;
- (3) the quotation received from Sevenoaks District Council for the sum of £500 + VAT, to supply 2 x operatives plus a cage tipper vehicle, to clear all fly tipping and waste from Gorse Wood, be accepted;
- (4) delegated authority be given to the Clerk, in consultation with the Chairman of the Council and/or the Chairman of the Amenities & Open Spaces Committee to seek and accept quotations for any fly tipping or rubbish clearance that may be required, subject to a limit of £1,000, whether or not there is any budgetary provision for the expenditure;
- (5) the Clerk shall report such action to the council as soon as practicable thereafter and,
- (6) the Clerk be requested to contact West Kent Housing Association and Sevenoaks District Council, to enquire as to the possibility of re-instating the bulky refuse collections.

6. Finance Committee

Cllr Perry Cole commented on the recommendation contained in minute item 15. Funding and reported that he had recently been made aware of the launch of Kent County Council's "CrowdFund Kent", which was due to launch on 17th March 2021.

This is an opportunity for community groups to raise money to deliver projects locally.

Cllr Cole reported that he would be attending the free online launch event and that he had raised a question in advance of the launch as to whether the Hartley Village Hall would be eligible to submit a bid for further renovation works.

RESOLVED: That,

the minutes of the meeting of the Finance Committee held on 10th February 2021 and the recommendations contained therein, be received and, where necessary, approved and adopted.

7. Planning Committee

Members noted that the meeting of the Planning Committee due to be held on 3rd March 2021 had been postponed.

RESOLVED: That,
the minutes of the meeting of the Planning Committee held on 17th February 2021, be received and, where necessary, approved and adopted.

8. Covid – 19 Pandemic

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

Members had previously been provided with a copy of the Action with Communities in Rural England (ACRE), COVID-19 Update, detailing the 4 step roadmap out of lockdown as applied to Village and Community Halls.

Members had also been provided with information dated 25th February 2021, received from the Parish Council's insurers regarding premises that are compulsorily closed.

Members noted the conditions to be followed to comply with the insurance requirements, in particular the requirement for the gas, electricity and water to be turned off/isolated at the mains.

The Chairman reported that whilst the renovation works to the village hall were being carried out, these services would need to remain on.

With regard to the Pavilion, weekly water flushing and temperature checks are still being undertaken, again requiring the services to remain on.

RESOLVED: That,

- 1) the ACRE, COVID-19 Update, detailing the 4 step roadmap out of lockdown as applied to Village and Community Halls, be noted;
- 2) Government guidelines continue to be reviewed and that authority be delegated to the Clerk, in consultation with the Chairman of the Council, to act on any relevant advice,
- 3) information dated 25th February 2021, received from the Parish Council's insurers regarding premises that are compulsorily closed, be noted and,
- 4) the Clerk be requested to contact the Parish Council's Insurers to confirm that the requirement for the services at the Pavilion and Hartley Village Hall to be turned off/isolated would not apply in view of the ongoing cleaning/maintenance work.

9. Neighbourhood Plan

Cllr Alford reported that the newsletter and consultation leaflet was in the process of being distributed.

The Clerk reported that a number of responses to the consultation had already been received.

RESOLVED: That,
the above report be noted.

10. Mobile Safety Camera

At the meeting of the Parish Council held on 8th February 2021, it was resolved that a 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.

At the meeting of the Amenities & Open Spaces Committee held on 17th February 2021, the Committee was asked to consider a draft policy statement and CCTV policy, but it was recommended that in light of concerns regarding the suitability of the camera due to the lack of street lighting in the parish, that the matter, be referred back to the full Council for further consideration.

Cllr Perry Cole reported that further information had also come to light, that there would be substantial additional costs payable to Kent County Council for permission to erect the camera on their street lights and the deployment and electrical installation of the camera would also come at a cost, as the District Council had advised that it would not be in a position to carry out this work.

Cllr Cole reported that he had been researching alternatives and that a wildlife camera could be a preferable and cheaper alternative.

Cllr Cole reported that he, the Clerk and Cllr Graeme had met (remotely), with one of the District Enforcement Officers at Sevenoaks District Council regarding an initiative which is achieving successes in the battle against fly tipping across the district.

The initiative aims to reduce incidents of fly tipping by Identifying hot spot locations within each parish and then proactively working with the community to make these areas less attractive to fly tippers. When fly tips are committed, a reactive response increases opportunities for enforcement and prosecutions.

Cllr Cole reported that SDC would be able to provide any signage required.

The above information had not been available to the Council when considering the quotation for the supply and installation of a WCCTV 4G Speed Dome + 4TB HDD + 5yrs service bundle at its last meeting.

RESOLVED: That,

1) pursuant to Standing Order 7 (a), the resolution made by the Council on 8th February 2021, to accept 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 reversed and,

2) Cllr Perry Cole be requested to carry out further investigations in to the possibility of the purchase of a wildlife camera/s, for consideration at the next meeting of the General Purposes Committee.

11. Annual Parish Council Meeting & Annual Parish Meeting

At the Annual Meeting of the Parish Council held on 11th May 2020, Members considered the calendar for ordinary meetings of the Council up to May 2021.

It was agreed that the Annual Meeting of the Parish Council for 2021, would be held on Monday 10th May.

The agreed date for the Annual Parish Meeting was Friday 14th May 2021.

The present regulations which came in to force on 4th April 2020, covering online and remote meetings, are due to cease on 6th May 2021.

The Government is being lobbied to consider extending the option to hold remote meetings, as the prevailing advice from The National and Kent Association of Local Councils and the Society of Local Council Clerks, is that all meetings should be remote for the duration.

The legal requirement is for the Annual Meeting of the Council to be held in May and the Annual Parish Meeting between 1st March and 1st June.

Members had been requested to consider bringing forward the dates of both the Annual Meeting of the Council and the Annual Parish Meeting to Thursday 6th May 2021, to enable them to be held remotely, via Zoom.

RESOLVED: That,
the matter be deferred until the April Parish Council meeting.

12. Payments

RESOLVED: That,

- (1) the payment of accounts for March 2021, attached as Appendix 1 to these minutes, be approved;
- (2) the Council detail report as at 1st March 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 February 2021, be verified by Cllr Graeme after the close of the meeting.
- (4) it be noted that the bank reconciliations for the Council's four bank accounts for January 2021 had been verified by Cllr Oxtoby.

The meeting closed at 8.44p.m.

Signed:..... Date:

Chairman of Hartley Parish Council

Schedule of Payments March 2021 - Paid by Internet Banking from Unity Trust Bank					
Ref:	Payment to	Particulars	Net	VAT	Total
419038833		Salary 01/03/2021 - 31/03/2021 (Pre-approved)	2,334.58	-	2,334.58
802918763		Salary 01/03/2021 - 31/02/2021 (Pre-approved)	1,326.81	-	-
289562435		Reimburse re postage 270 x 2nd class stamps, 200 x 1st class stamps, 50 x 10p & 200 x 1p stamps	355.20		1,682.01
328116545		Month 12 Employer & Employee NIC & PAYE inc underpayment from October	1,488.26	-	1,488.26
795680237		Employer & Employees pension contributions March 2021	1,341.90	-	1,341.90
669594005		Garden maint @ BG inv 29	130.00	-	-
		Litter pick MF inv 30	72.00	-	-
		Cut hedge around car park top & sides inv 30	215.00	-	-
		Inspection of playground equip inv 30	340.00	-	-
		Inspection of allotments inv 30	40.00	-	-
		Litter pick Rectory Meadow inv 30	68.00	-	-
		Litter pick Hartley greens inv 30	88.00	-	-
		Litter pick Gorse Wood inv 30	72.00	-	-
		Litter pick pond inv 30	30.00	-	-
		Grass cutting All Saints inv 30	18.50	-	1,073.50
613983893		P/copier rental 18/02/21 - 17/05/21 Inv KPS190880	140.45	28.09	-
		Stationery inv I3756923	40.59	8.12	-
		Stationery inv I3627146	21.05	4.21	-
		P/copier copy charges 18/11/20 - 17/02/21 inv KPS190709	40.26	8.05	-
		Stationery inv I3752981	19.32	3.86	314.00
419397013		Water flushing & testing & building check Feb inv 02670	70.00	-	70.00
483428908		Delivery of Hartley Herald inv 5038	75.00	-	75.00
614548465		Annual subscription	105.00	-	105.00
318237747		2000 gallons from cesspool 28/01/21 inv 2063438	213.00		213.00
354794868		Operation playground inspection inv HAR21480	195.00	39.00	234.00
			8,839.92	91.33	8,931.25

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

Chq No	Payment to	Particulars	Net	VAT	Total
DDR		Mixed payment plan charges 13/01/21 - 14/02/21	8.49	-	8.49
107019		Planning application re Manor Field BG	58.00	-	58.00
107020		Top up Unity Bank - Previously approved at February meeting as chq no 107019	61,442.73	-	61,442.73
			61,509.22	-	61,509.22

Adjournment

The meeting was adjourned at 7.31 p.m.

Cllr Brazier reported that arrangements were ongoing for the KCC elections due to take place in May.

Cllr Brazier reported that Hodsoil Street was currently closed due to work being carried out by BT Openreach, but that local residents had not been notified of the closure due to an error. Cllr Brazier reported that the road was due to be closed for 3 days.

The Chairman reported that the white lines on the pedestrian crossing in Longfield had not been repainted since the resurfacing works had been carried out several weeks ago. The Chairman advised that this had been reported, but asked Cllr Brazier if he could pursue the matter as it was a safety issue.

Cllr Perry Cole reported that he had seen comments on social media that the first 423 bus had not run/had been cancelled, causing travellers to have to use the school bus.

Cllr Cole asked if this would be long term.

Cllr Brazier advised that he was aware of this and would make some enquiries and report back.

Cllr Abraham reported that Sevenoaks District Council had held a virtual flag raising to commemorate Commonwealth Day.

The meeting resumed at 7.38p.m.

