

THE PARISH COUNCIL OF HARTLEY

MINUTES OF THE ANNUAL MEETING OF HARTLEY PARISH COUNCIL

HELD REMOTELY USING “ZOOM”

ON MONDAY 5th MAY 2021 AT 7.30 P.M.

Present :

Cllr Larry Abraham
Cllr Chris Alford
Cllr Lesley Driscoll
Cllr David Graeme
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. 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.

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 Penny Cole due to work commitments, Cllr Perry Cole due to work commitments and Cllr Fiona Hughes due to family commitments.

RESOLVED: That,

the absences of Cllr Penny Cole due to work commitments, Cllr Perry Cole due to work commitments and Cllr Fiona Hughes due to family commitments, be accepted and approved.

5. Declarations of interest

Cllr Abraham declared an interest under agenda item 32 (a), Payments, as he was the recipient of one of the payments.

Cllr Graeme declared an interest under agenda item 15, Amenities & Open Spaces Committee, minute item 12, Routine Maintenance Contract, as a family member was the contractor selected to carry out the works.

Cllr Graeme withdrew from the meeting during discussion and voting on the matter.

6. Dispensations

There were no requests from Members for a dispensation.

7. Resignation

(a) The Council was informed of the resignation of Mrs Sheila Bennett as a member of Hartley Parish Council.

The Chairman expressed her thanks to Mrs Bennett, for the work carried out by her during her time as a Councillor.

RESOLVED: That,

the resignation of Mrs Sheila Bennett as a member of Hartley Parish Council, be received and noted.

(b) The Council was advised that a Notice of Vacancy had been displayed on the Parish Council's noticeboard and on the website on 22nd April 2021.

The Clerk reported that if by 13th May 2021 (14 days excluding Dies Non, after the date of this notice) a request for an election to fill said vacancy is made in writing to the Proper Officer by TEN electors, an election will be held to fill the said vacancy, otherwise the vacancy will be filled by co-option.

Members noted that if an election is called, it will take place not later than 16th July 2021.

If no election is called, the Council must as soon as practicable after the expiry of the 14 day period, fill the vacancy by co-option.

RESOLVED: That,

if by 13th May 2021, (14 days excluding Dies Non, after the date of the notice) a request for an election to fill the vacancy has not been made in writing to the Proper Officer by TEN electors for the Hartley Parish, pursuant to Rule 8 (3) of the Local Elections (Parishes and Communities) Rules 1986 and in line with the good practice guidance L15-08, issued by the National Association of Local Councils, the Clerk, in consultation with the Chairman of the Council, be asked to advertise the casual vacancy on the Council's noticeboard and on the Council's website, inviting eligible individuals interested in being co - opted as a parish councillor, to complete an application form and that any application forms duly received, be reported to the Council at

its meeting to be held on 12th July 2021,
also be carried out at that meeting.

and for the co-option process to

8. Minutes

RESOLVED: That,

the minutes of the meeting of Hartley Parish Council held on 26th April 2021, be approved and signed by the Chairman as a correct record.

The meeting was adjourned at 7.37 p.m. to receive reports from the County Councillor and District Councillor and to take questions from members of the public.

The meeting resumed at 7.41 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.

9. 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

The Chairman proposed that membership of the Finance Committee be comprised of the Chairman of all of the other Committees and that if necessary, the Finance and Burial Grounds & Gardens of Remembrance Committee meetings currently held during the day, be held in the evening, to allow those Councillors working during the day to attend, should they wish to serve on these committees.

The Clerk advised that consideration should be given to membership of the Finance Committee remaining as at present, until the Chairmen of the other Committees have been elected, in case it is necessary to convene a meeting of the Finance Committee in the meantime.

Members agreed that this would be the best option.

The Clerk reported that currently, the Personnel Committee comprised of the Chairman and Vice-Chairman of the Council and the Chairman of the Finance Committee.

Members noted that a meeting of the Personnel Committee would be required before the next meeting of the Finance Committee and that therefore, it would be necessary to appoint an additional member in the interim.

Cllr Driscoll agreed to serve on the Personnel Committee until such time as the Chairman of the Finance Committee is elected.

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.

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.

10. Standing Orders

RESOLVED: That,
the Standing Orders, as approved by the Council on 9th July 2018, be confirmed.

11. 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 28th April 2021, be confirmed.

12. Complaints Procedure

RESOLVED: That,
the Complaints Procedure, as approved by the Council on 11th May 2020, be confirmed.

13. 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.

14. Calendar of Meetings

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

Ordinarily, meetings of the Council are held on the second Monday of the month (except for August), but the Chairman proposed that in view of the Government's intention for restrictions to be lifted from 21st June 2021, the June meeting should be moved forward a week.

RESOLVED: That,
the calendar of meetings for ordinary meetings of the Council commencing at 7.30 p.m. at the Pavilion, Manor Field, Church Road,

(subject to any Government restrictions that may be in place at the time and in accordance with COVID-19 guidance on social distancing and prevailing national health guidance) as set out below, be approved.

21 st June 2021	12 th July 2021
13 th September 2020	11 th October 2021
8 th November 2021	13 th December 2021
10 th January 2022	14 th February 2022
14 th March 2022	11 th April 2022

9th May 2022 (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 13th May 2022 be approved.

15. Amenities & Open Spaces Committee

Minute item 8 (a), Allotments, contained a recommendation that “*quotations for the removal of the shrubs and ivy adjacent to the property known as Woodlands, Woodland Avenue, to be removed, to facilitate the installation of the Parish Council’s new boundary fence be referred to the Finance Committee to investigate and make recommendation to the Council*”, as there was no budget provision for the works.

The Clerk reported that following the recent high winds, the fence of the property known as “Woodlands, Woodland Avenue” located adjacent to the Allotment boundary, had been damaged and required extensive repair.

The resident has requested that the shrubs and ivy be cut back to enable the required works to be carried out as a matter of urgency.

In light of this information, the Council agreed to withdraw the recommendation contained in minute item 8 (a), Allotments, relating to the referral of the quotations for the shrub and ivy removal to the Finance Committee.

Members considered 2 quotations for the required works.

RESOLVED: That,

1) the quotation received from NPC Tree Surgery for the sum of £550.00 + VAT, to trim the overhanging hedge back to the boundary up to 2.5 m between the entrance gate and the property known as “Woodlands, Woodland Avenue” and to remove and grind all shrubs/bushes between the property and the previous clearance work, be accepted and;

2) the minutes of the meeting of the Amenities & Open Spaces Committee held on 28th April 2021 and the recommendations contained therein, but excluding the withdrawn recommendation, be received and, where necessary, approved and adopted.

16. Finance Committee

Cllr Oxtoby 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 28th April 2021, 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 16. Finance Committee, be considered after agenda item 26, Signatories.

17. Planning Committee

RESOLVED: That,
the minutes of the meeting of the Planning Committee held on 28th April 2021, be received and adopted.

18. 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 10th February 2021, be confirmed.

19. Financial Risk Assessment

RESOLVED: That,
the Financial Risk Assessment as reviewed by the Finance Committee at its meeting held on 10th February 2021, be confirmed.

20. Statement of Internal Control

RESOLVED: That,
the Statement of Internal Control, reviewed by the Finance Committee at its meeting held on 10th February 2021, be confirmed.

21. 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 Council's – A Practitioners' Guide (England) March 2019, pages 36 to 38 inclusive.

A review of the effectiveness of the system of internal audit was undertaken on 27th January 2021, by Cllrs Abraham, Bennett and Sewell. This was considered and approved by the Finance Committee at its meeting held on 10th February 2021.

Members noted that the review of the effectiveness of the system of internal audit, carried out by Cllrs Abraham, Bennett and Sewell on 27th January 2021, had been approved by the Council at its meeting held on 8th March 2021.

RESOLVED: That,

the Council is satisfied with the review of the effectiveness of the system of internal audit, carried out by Cllrs Abraham, Bennett and Sewell on 27th January 2021 and approved by the Council at its meeting held on 8th March 2021.

22. Internal Auditor's Report 2020-21

The Council considered the Internal Auditor's Report for the year ending 31st March 2021 and noted that two matters had been highlighted in the report:

- 1) Due to Cllr Bennett's resignation, alternative arrangements would need to be made for the monthly payroll to be checked and,
- 2) The Council is strongly recommended to consider the use of a corporate credit card facility.

The finalised report was received from the Internal Auditor on 13th April 2021 and considered by the Finance Committee at its meeting held on 28th April 2021.

At this meeting, it was recommended that Mrs Bennett be appointed to undertake the monthly check of the payroll figures for the sum of £10 per month and that the Clerk be requested to make enquiries with the Unity Trust Bank regarding the use of its corporate credit card facility, for consideration by the full Council at its meeting to be held in June.

RESOLVED: That,

(1) the Internal Auditor's Report for the year ending 31st March 2021 be noted and,

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

23. Annual Governance Statement 2020/21

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 2020/21.

24. Accounts for the Financial Year Ended 31st March 2021 – Accounting Statements

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 2021, should be returned by Friday 2nd July 2021, 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 of Section 1 of the AGAR..

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

Members noted that the External Auditor has suggested Monday 14th June 2021, 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 2021 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 2020/21 on 12th April 2021 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 2020/21.

RESOLVED: That,

(1) the accounting statements for the year ending 31st March 2021, 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 2020/21; 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.

25. Supporting Statement

RESOLVED: That,

the Supporting Statement to the accounts for the year ending 31st March 2021, as set out in **Appendix 7** attached to these minutes, be approved and adopted.

26. Signatories

The Council noted that prior to Cllr Bennett's resignation, there had been five signatories to the Council's bank accounts and each cheque/internet banking payment required the signature/authorisation of two of the five signatories.

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.

Members noted that the current signatories are Councillors Abraham, Graeme, Oxtoby and Ross.

It was agreed that in order to revert to five signatories, Cllr Perry Cole be asked whether he would be willing to become a signatory on the Council's bank accounts.

RESOLVED: That,

Cllr Perry Cole be asked whether he would be willing to be included as a signatory to the Council's bank accounts and if so, the Clerk be requested to make the necessary arrangements.

27. Finance Committee

RESOLVED: That,

the minutes of the meeting of the Finance Committee held on 28th April 2021 and the recommendations contained therein, be received and, where necessary approved and adopted.

28. Delegated Authority

Members were reminded that the regulations which came in to force on 4th April 2020, covering online and remote meetings, are due to cease on 6th May 2021 and as such, it will no longer be possible to hold meetings remotely from that date.

This means that unless the current guidance on social distancing is relaxed, there are no local venues large enough to hold Council or Committee meetings safely.

Section 101 of the Local Government Act 1972, states that a local authority may arrange for the discharge of any of its functions to an officer of the authority.

Should it not be possible to convene a meeting of the Council or Committees in reasonable time, or where restrictions are in place, the Council had been requested to consider delegating authority to the Clerk or in the absence of the Clerk, the Assistant Clerk, to make decisions on behalf of the Council where such decision cannot be

reasonably deferred and must be made in order to comply with a commercial or statutory deadline, or the provision of ongoing Council services and business.

At the meeting of the Parish Council held on 15th April 2020, it was agreed that in relation to matters arising from the COVID-19 pandemic, the Clerk, in consultation with **both** the Chairman and Vice Chairman of the Council, be delegated authority to authorise expenditure on behalf of the Council, which in the Clerk's judgement, it is necessary to carry out, whether or not there is any budgetary provision for the expenditure. Such expenditure shall be subject to a limit of £2,000.00. The Clerk shall report such action to the council as soon as practicable thereafter.

RESOLVED: That,

- 1) in accordance with Section 101 of the Local Government Act 1972, authority be delegated to the Clerk or in the absence of the Clerk, the Assistant Clerk, to make decisions on behalf of the Council where such decision cannot be reasonably deferred and must be made in order to comply with a commercial or statutory deadline, or the provision of ongoing Council services and business;
- 2) such decisions to be carried out where possible in consultation with the Chairman and Vice Chairman by electronic means, or telephone;
- 3) any decisions made under this delegation shall be noted at the next meeting of the Council:
- 4) the delegation does not extend to matters expressly reserved to the council in legislation or in its Standing Orders or Financial Regulations and,
- 5) the resolution made by the Council on 15th April 2020, in relation to matters arising from the COVID-19 pandemic, whereby the Clerk, in consultation with **both** the Chairman and Vice Chairman of the Council, be delegated authority to authorise expenditure on behalf of the Council, which in the Clerk's judgement, it is necessary to carry out, whether or not there is any budgetary provision for the expenditure, with such expenditure being subject to a limit of £2,000.00. and being reported to the council as soon as practicable thereafter, be reconfirmed.

29. 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 Clerk reported that following the re-opening of the Pavilion for permitted activities, the current cleaning contractor had submitted a quotation for the disinfection of the hall floor every 28 days and the changing rooms and showers every 28 days, during the cricket season.

In addition, they had offered the option of using an "i-mop" on the floors, in place of the usual mop cleaning.

The contractor has advised that the i-mop leaves floors 90% cleaner than standard mop cleaning, reducing the amount of live bacteria on the floor.

The Clerk reported that the cost of this would be an additional £81.95 per month.

Members agreed that the proposed measures would enhance the current cleaning regime and benefit hirers.

RESOLVED: That,

the quotation received from DartClean to add the disinfection of the hall floor every 28 days and the changing rooms and showers, every 28 days during the cricket season including the use of an “i-mop” on the floors, in place of the usual mop cleaning, for the sum of £81.95 per month, be accepted on a month by month trial basis..

30. Insurance

The Clerk reported that the Parish Council’s insurance policy falls due for renewal on 1st June 2021 and that the current long term agreement had been due to expire in May 2023.

Members noted that the Insurers have advised that due to the claims under the policy, they have broken the Long Term Agreement.

The Clerk reported that she has queried this with the insurers, as there were two claims listed, one for malicious damage to the swing at Woodland Avenue in December 2018 and the other for the stolen gate at the entrance to Gorse Wood, which was not pursued. A response to this enquiry is still awaited.

The Insurers were advised that the Council would not be pursuing the claim for the stolen gate on 9th March 2021 and confirmation that the case had been closed was received on 11th March 2021.

Members considered three quotations for insurance falling due for renewal on 1st June 2020 which had been received from brokers Came & Company.

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

RESOLVED: That,

- 1) the quotation received from Pen Underwriting Ltd (via AXA), through brokers Came & Company, at a cost of £2,291.27, inclusive of insurance premium tax, be accepted 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 and,
- 2) should a response be received from the current insurers confirming that they are willing to re-instate the Long Term Agreement, the Clerk be authorised to pay the resulting premium subject to it being lower than the sum quoted in 1) above.

31. Queens Platinum Jubilee

The Council considered a report on the proposed arrangements for the Queen’s Platinum Jubilee.

Members noted that the three Members of the Council appointed to serve on the Working Party, Cllrs Alford, Driscoll and Hughes, had met to discuss matters requiring urgent attention.

It was considered that the most pressing matters were to agree a date for the event and to reserve services which are likely to be in limited supply, as organisations throughout the country make their own arrangements.

The Government has announced that Thursday 2nd and Friday 3rd June will be additional Bank Holidays. This will enable the Nation to Celebrate the Platinum Jubilee over 4 days including the Saturday (4th) and Sunday (5th).

Members noted that there are no details available of the national planning but the Working Party considered that if the selection of a date was delayed, it may prove difficult to book services such as marquees, firework displays etc. due to the pressure from other organisations.

It was considered that Saturday the 4th June would be the most appropriate date with the celebrations starting at 4pm.

Members considered that by agreeing a date now it will enable advance bookings to be made and enable hirers of Manor Field to make alternative plans in good time.

The Working Party had been concerned about the possible effect of delays in placing orders, caused by the need to adhere to the Financial Regulations, particularly in relation to the marquee and fireworks.

In both these cases, the Working Party had expressed a desire to use the same contractors, Cobham Marquees and Frontier Fireworks, as had been appointed after quotations had been sought and received for the WW1 event in 2018.

In the case of Cobham Marquees, the price was compared with other suppliers and the cost, flexibility and service was considered excellent. In the case of Frontier Fireworks, representatives met with Councillors and outlined a tailored display which impressed members and did not disappoint on the night.

Members agreed that they had been more than satisfied with both contractors and considered that they had provided excellent value for money.

Members were reminded that the Parish Council's Financial Regulations require two written quotations for contracts not exceeding £5,000, unless there are special circumstances.

RESOLVED: That,

- 1) the Queen's Platinum Jubilee be celebrated in Hartley with an event to be held at Manor Field on Saturday 4th June 2022;
- 2) the Working Party be authorised to approve expenditure from the budget allocated for the event, provided that any approved spending fully complies with the Council's Financial Regulations;
- 3) the Financial Regulation 11.1 (j) relating to contract provision, be waived, to allow the Council to secure the services of Cobham Marquees and Frontier Fireworks, in view of the special circumstances outlined above and,
- 4) representatives from local youth groups and the Hartley Women's Institute be invited to join the Working Party.

32. Annual Parish Council Meeting & Annual Parish Meeting

At the meeting of the Parish Council held on 26th April 2021, Members agreed that the Annual Parish Meeting for 2021 should take place on Friday 21st May 2021 at either the Fawkham & Hartley Church Centre or the Hartley Primary Academy, dependent on further Government announcements and hall capacities.

Due to the fact that 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 Clerk had previously advised that the meeting should be held remotely before the regulations ceased.

The Clerk reported that enquiries had been made with regard to the use of the above halls, but that due to current social distancing restrictions, the permitted capacity of the halls would not be sufficient to accommodate the Annual Parish Meeting.

Members noted the legal requirement that the Annual Meeting of the Council should be held between 1st March and 1st June, but considered that it would be irresponsible of the Council to convene a meeting at which historically between 25 and 35 residents have attended.

Due to the current restrictions in place, should such numbers attend, the meeting would have to be abandoned on health and safety grounds, due to insufficient capacity in the hall.

The Clerk reported that although the suggestion of a hybrid meeting had been mooted, the necessary technology was not available to the Council to arrange this. Members noted the advice received from the Parish Council's insurers that the Council should adhere to the latest Government advices and guidelines, most notably in relation to social distancing, should it decide to hold face to face meetings. It was considered that in these unprecedented times, the directive from Government would supersede existing legislation.

Members considered that it would not be possible to limit the number of residents attending and that, therefore, in view of the current COVID regulations, the reduced capacity permitted in the halls and the advice received from the Parish Councils Insurer, the Annual Parish Meeting for 2021, should regrettably be cancelled.

It was suggested that perhaps a social event could be arranged later in the year, once restrictions had been relaxed.

RESOLVED: That,

- 1) due to the fact that 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 and that current Government social distancing guidelines prevent the meeting from being held in any of the available halls, the Annual Parish Meeting scheduled for Friday 21st May 2021, be cancelled, as it would not be possible for it to be held safely;
- 2) the Annual Report 2020/21, detailing the work of the Council during the year and including the accounts, be printed and distributed to every household in Hartley as usual and,
- 3) an article be placed in the June edition of the Hartley Herald inviting any resident with questions regarding any aspect of the Annual Report, to contact the Clerk at the Parish Office.

32. Payments

RESOLVED: That,

(1) the payment of accounts for May 2021, attached as **Appendix 8** to these minutes, be approved.

(2) The Council was advised that the Council accounts for 2021/22 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 2021 against budget estimates was not available.

(3) The Council was advised that the bank reconciliations for the Council's 4 bank accounts as at 30th April 2021 were unavailable as the Council accounts for 2021/22 were in the process of being set up following the year end.

(4) it be noted that the bank reconciliations for the four bank accounts for March 2021 would be verified by Cllr Ross.

The meeting closed at 8.41 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.

APPENDIX 1

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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.

APPENDIX 1

18

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 **5th May 2021** and recorded in the minute number **9 (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 5th May 2021

Standing Orders Advisory Committee
Terms of Reference

APPENDIX 1

21

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 2021 – 2022 (As approved at the Annual Meeting of the Council on 5th May 2021).

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 (7)

Cllrs **Abraham*, Driscoll, Graeme, Hughes, Malham, * *Oxtoby* and Sewell.

Burial Grounds and Gardens of Remembrance Committee (5)

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

Finance Committee (4)

Cllrs **Abraham*, Alford, * *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 Cllr Driscoll.

Planning Committee (5)

Cllrs **Abraham*, Alford, * *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 5th May 2021)**

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 David Graeme
Cllr Fiona Hughes
Cllr Mally Malham

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

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

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 2021, 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.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
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.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
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.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
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.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		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.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
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.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
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	has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.
	✓		

*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:

05/05/2021

and recorded as minute reference:

MINUTE REFERENCE
23

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

WWW.HARTLEYPARISHCOUNCIL.ORG.UK THE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2020/21 for

HARTLEY PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	271,677	243,972	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	133,697	137,773	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	38,378	25,253	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	71,316	77,698	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.
6. (-) 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).
8. (-) All other payments	127,612	66,044	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 6).
7. (=) Balances carried forward	243,972	262,404	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+6+8).
8. Total value of cash and short term investments	249,091	273,019	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.
8. Total fixed assets plus long term investments and assets	295,924	296,815	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	4,112	3,539	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 2021 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 19/04/2021

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

05/05/2021

as recorded in minute reference:

MINUTE 24 REFERENCE

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

SIGNATURE REQUIRED

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION
OF UNAUDITED ANNUAL GOVERNANCE &
ACCOUNTABILITY RETURN**

**ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021
Local Audit and Accountability Act 2014 Sections 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE	NOTES
<p>1. Date of announcement _____ (a)</p> <p>2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review. Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2021, these documents will be available on reasonable notice by application to:</p> <p>(b) _____ _____ _____</p> <p>commencing on (c) Monday 14 June 2021 _____</p> <p>and ending on (d) Friday 23 July 2021 _____</p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none">• The opportunity to question the appointed auditor about the accounting records; and• The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:</p> <p>PKF Littlejohn LLP (Ref: SBA Team) 15 Westferry Circus Canary Wharf London E14 4HD sba@pkf-l.com</p> <p>5. This announcement is made by (e) _____</p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>

Hartley Parish Council
Accounts for the year ended 31 March 2021
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 40 allotment plots at Woodland Avenue to allotment holders by means of an annual tenancy agreement commencing on 1st October. The total rent due for 2020/21 is £952.14, if all plots are fully occupied for the whole year. During the course of the year, there was one vacant plot.

In 2021/22, there will be an additional 2 allotment plots available, due to clearance works undertaken in 2020/21.

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.

There was no newsletter produced in September 2020.

In March 2021, a Neighbourhood Plan consultation leaflet was produced and distributed to residents.

The following costs were incurred during the year:

Newsletter & Annual Report:

Postage	93.06	
Distribution		450.00
Paper	44.54	
P/copier card re Neighbourhood Plan leaflet		40.59
Distribution of Neighbourhood Plan leaflet		300.00
TOTAL		£928.19

(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 2020/21 was 20.7% of payroll. Previously it had been 15.8%. 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 purchased or disposed of.
- (c) At 31st March 2021 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 (1 st June 2020)
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	£277,542.69

Location	Description	Original purchase cost (where known)	Current insurance value (1st June 2020)
Hartley Burial Ground	Burial Ground	£800	
Hartley Wood	Wood (2 plots)	£250 and donated ¹	
Hoselands Green	Green	<u>Transferred from SDG</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 (£) (1st June 2020)
Playground equipment	Woodland Avenue: Phase 1 & 2	46,723.51	£77,300.73
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 £74,300.73
Playground equipment	Longfield Hill	Not known	Not included
Playground equipment	Longfield Hill (new equipment)	1,886.82	Included under playground equip £77,300.73
Youth shelter	Woodland Avenue	5,447.00	Not included
Fences & gates	Various	13,112.22 ²	£12,471.22
Shed	Hartley Burial Ground	639.78 ²	£786.55
Gardening tools	Shed	Not known	Not included
Lych Gate	New Burial Ground, Manor Field	13,200.00	£14,848.00
Storage container	Manor Field	1,400.00	Not included
Pergola	New Burial Ground, Manor Field	4830.00	£5,023.00
Chairman's chain of office	Chairman's house	799.87	£1,446.92

Description	Location	Original purchase cost (£) (where known)	Current insurance value (£) (1st June 2020)
Printer	Parish Office	69.39)	
Computer x 2	Parish Office	808.20)	
Monitor	Parish Office	139.32)	
Laptop	Clerk's House	208.33	
Samsung Monitor	Clerk's House	111.67)	
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, Hoselands Green	500.00 (bench on Ash Road between Hottsfild & Quakers Close).	Not included
Bench	Hartley Green	Memorial Bench £780.00	£780.00
Bench & Picnic Table	Manor Field	1,417.00	Not included
War memorial	Hartley Green	21,115.00 ²	£25,958.95
Beacon Brazier	Manor Field	4,236.00	£4,582.00
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	£3,701.65
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

Description	Location	Original purchase cost (£) (where known)	Current insurance value (£) (1st June 2020) insurance policy
		TOTAL	£142,907.23
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 £425,473.51.

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	8,765.80
General Contents (including stock)	12,505.42

(8) Debts Outstanding

At 31st March 2021 the following debts were outstanding to the Council.

Use of Longfield Hill re cricket	650.00
TOTAL	650.00

(9) Creditors

At 31st March 2021 the following outstanding invoices were payable by the Council

Cleaning of Pavilion & Water testing	87.50
Emptying Dog bins July – Sept	429.00

Cleaning of Pavilion & Water testing	87.50
Fire extinguisher maintenance	55.00
Garden, black & rec sacks	808.00
TOTAL	1,379.50

(10) Accruals

Estimated rent due on Parish Office	11,250.00
Estimated cost re stolen gate & labour	600.00
Estimated cost of part completed	985.00
QTRA	
Estimated cleaning re use of Parish Office	400.00
Estimated bank charges	12.00
TOTAL	13,247.00

(11) Prepayments

The following payment was paid to ACRK in May 2020 and March 2021.

Annual Subscription ACRK	105.00
TOTAL	105.00

(12) Leases

At 31st March 2021 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 0.0210			

(13) Contingent Liabilities

There were no contingent liabilities at 31st March 2021.

(14) Capital Commitments

There were no capital commitments at 31st March 2021.

(15) Expenditure Approved but still to be Actioned

As at 31st March 2021 the following expenditure had been approved by the Council, but not actioned.

Hartley Village Hall Improvement Works	4,430.00
Fencing & Gate, Gorse Wood, rear of Caxton Close	2,180.00
Tree work in Gorse Wood	550.00
Quantified Tree Risk Assessment	980.00
TOTAL	8,140.00

(16) Borrowings

At the close of business on 31st March 2021 the following loans to the Council were outstanding:

Lender	Loan Period Remaining	Date of final payment	Outstanding capital balance
Public Works Loan 116021	3 months	14 th June 2021	23.39
Public Works Loan 116022	9 months	14 th December 2021	130.69
Public Works Loan 116023	9 months	14 th December 2021	14.39
Public Works Loan 116024	6yrs 3 months	14 th June 2027	2198.75
Public Works Loan 116025	6yrs 3 months	14 th June 2027	748.71
Public Works Loan 116026	6yrs 9 months	14 th December 2027	423.48
			£3,539.41

Loan repayments as at 14th December 2020. Next repayment date due on 14th June 2021.

(17) Capital Reserve

The movements during the year were as follows:

Balance at 1 April 2020	43,679.00
Transfer to Nil	
Transfer from Nil	
Balance at 31 March 2021	43,679.00

(18) Earmarked Reserves

HVH:

Balance at 1 April 2020	10,000.00
Transfer to Nil	
Transfer from Nil	
Balance at 31 March 2021	10,000.00

New Burial Ground

Balance at 1 st April 2020	2,674.89
Transfer to Nil	
Transfer from 420.00	
Balance at 31 st March 2021	2,254.89

CIL Receipts A:

Balance at 1 st April 2020	3,889.16
---------------------------------------	----------

Transfer to	Nil	
Transfer from		Nil
Balance at 31 st March 2021		3,889.16

CIL Receipts B:

Balance at 1 st April 2020		8,090.08
Transfer to	Nil	
Transfer from		Nil
Balance at 31 st March 2021		8,090.08

VE Day – 75th Anniversary Event

Balance at 1 st April 2020		5,986.00
Transfer to	644.00	
Transfer from		6,630.00
Balance at 1 st March 2021		Nil

EMR Neighbourhood Plan

Balance at 1 st April 2020		Nil
Transfer to	1,500.00	
Transfer from		340.59
Balance at 1 st March 2021		1,159.41

(19) Grants

Hartley Parish Council received a SBR grant in the sum of £10,000 from Sevenoaks District Council during the financial year 1st April 2020 to 31st March 2021.

(20) Audit fees

Hartley Parish Council incurred the following audit fees during the financial year 1st April 2020 to 31st March 2021.

Internal audit fees	£959.40
External audit fees	£400.00

(21) 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 2021, 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 2021 of £2,250.00, has been included as an accrual in the accounts. This makes a total accrual as at 31st March 2021 of £11,250.

Signed:.....
 Chairman Responsible Financial Officer

Date:.....

Hartley Parish Council

Notes to the Accounts

Year ended 31st March 2021

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 2021 - Paid by Internet Banking from Unity Trust Bank					
Ref:	Payment to	Particulars	Net	VAT	Total
		PAID - 04/05/21 telephone & broadband 01/04-30/06	155.97	31.19	187.16
626866405		Salary 01/05/2021 - 31/05/2021 (Pre-approved)	2,304.98	-	-
		Reimburse re Zoom subscription	119.90	23.98	2,448.86
689182257		Salary 01/05/2021 - 31/05/2021 (Pre-approved)	1,182.35	-	1,182.35
78295606		Month 2 Employer & Employee NIC & PAYE	1,360.28	-	1,360.28
701483556		Employer & Employees pension contributions May 2021	1,280.76	-	1,280.76
588331367		Alpha software support & maintenance inv SM23460	172.00	34.40	206.40
		Supply & fit new PIR at Hartley Village Hall inv 853	190.00	38.00	228.00
816557542		Cut up fallen tree G/Wood inv 10	40.00	-	-
		Grass cutting memorial green inv 9	100.00	-	-
		Grass cutting All Saints inv 8	100.00	-	-
		Grass cutting new BG inv 7	136.00	-	-
		Grass cutting BG inv 6	200.00	-	-
		Visual insp BG inv 5	18.50	-	-
		Litter pick MF inv 4	72.00	-	-
		Line marking & goal check inv 4	120.00	-	-
		Inspection of playground equip inv 4	425.00	-	-
		Allotment inspection inv 4	50.00	-	-
		Litter pick Rectory Meadow inv 4	85.00	-	-
		Litter pick Hartley greens inv 4	110.00	-	-
		Litter pick Gorse Wood inv 4	90.00	-	-
		Litter pick pond inv 4	24.00	-	-
		Garden maint @ BG inv 2	140.00	-	1,710.50
547508443		Water flushing and temp checks inc cleaning of toilets inv 02790	99.06	-	-
		Pre opening clean @ Pavilion inv 02749	75.22	-	174.28
47548849		Annual insurance premium inv 2079390	2,291.27	-	2,291.27
53472613		Stationery inv I3785422	13.50	2.70	-
		Stationery inv I3789900	20.30	4.06	-
		Stationery inv I3785421	83.55	16.71	-
		Pitch marker inv I3781210	52.28	10.46	203.56
401986300		Major visit boiler service at Pavilion inv 2021/12455	350.00	70.00	420.00
857938607		Reimburse re allotment keys	16.00	-	16.00
586568093		Year end internal audit fee 2020/21 + mileage inv 1235	509.40	-	509.40

948919444		Annual Subscription inv 4458/2021/22	95.00	-	95.00
528999604		Tree works to Ash tree Gorse Wood inv 641	550.00	110.00	660.00
953772811		Standing Chg inv 33938932	19.61	0.98	20.59
			12,651.93	342.48	12,994.41

Schedule of Payments March 2021 - Paid by cheque/DDR from Barclays Bank					
Chq No	Payment to	Particulars	Net	VAT	Total
DDR	Barclays Bank PLC	Mixed payment plan charges 15/03/21 - 12/04/21	12.70	-	12.70
			12.70	-	12.70

Adjournment

The meeting was adjourned at 7.37 p.m.

Cllr Brazier reported that County Hall had been closed during campaigning and that 6th May was election day.

Cllr Abraham reported that Sevenoaks District Council's annual meeting would be held at the Stag Theatre on 25th May 2021.

A member of the public reported that the Hartley W.I had decorated the memorial green as part of their centenary celebrations.

The meeting resumed at 7.41 p.m.

