

THE PARISH COUNCIL OF HARTLEY

MINUTES OF THE MEETING OF HARTLEY PARISH COUNCIL

HELD IN HARTLEY PRIMARY ACADEMY, ROUND ASH WAY

ON MONDAY 21st JUNE 2021 AT 7.30 P.M.

Present :

Cllr Larry Abraham
Cllr Chris Alford
Cllr Penny Cole
Cllr Lesley Driscoll
Cllr David Graeme
Cllr Fiona Hughes
Cllr Anne Oxtoby
Cllr Ian Ross
Cllr Vince Sewell

In attendance:

Mrs Helen Boden- (*Clerk*)
Cllr David Brazier – Kent County Councillor

1. Chairman's declaration of acceptance of office

Due to the fact that the Annual Meeting of the Council held on 5th May 2021 was held remotely, because of the COVID-19 Pandemic, Members noted that Cllr Oxtoby had been unable to sign a declaration of acceptance of office.

The Council received the Chairman's declaration of acceptance of office.

2. Apologies

Apologies for absence had been received from Cllr Perry Cole due to work commitments.

RESOLVED: That,

the absence of Cllr Perry Cole due to work commitments, be accepted and approved.

3. Declarations of interest

There were no declarations of interest

4. Dispensations

There were no requests from Members for a dispensation.

5. Minutes

RESOLVED: That,

the minutes of the Annual Meeting of Hartley Parish Council held on 5th May 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 7.36 p.m.

6. Planning Committee

a) The Clerk reported that the following comments had been submitted to the District Council by the Assistant Clerk, under the delegated powers agreed by the Council at its meeting held on 5th May.

Members noted that this had been done in consultation with members of the Planning Committee

Application no	Site	Description
21/01342/HOUSE	The Old Paddock (Dolce Domum), Gorsewood Road	Demolition of existing garage and storage room and erection of side /rear /front extension to create double garage/utility /living space incorporating exterior walls update interior design alteration and Velux roof lights installation. No objection – Noted neighbours comments regarding boundary discrepancies.
21/00998/HOUSE	6, Wellfield	Demolishing existing conservatory space and re-designing, ground floor rear extension with additional space. No objection.
21/01318/HOUSE	Hillview, Hartley Bottom Road ** GREEN BELT**	Demolition of existing barn and stables and change of use to new art, craft and pottery studio. No comment as not consulted.
21/00806/HOUSE	Beresford, Ash Road Amended Consultation	Proposed new garden house to be located to the western side of the garden. No further comments to add.
21/00916/HOUSE	5, Downs Valley Amended Consultation	Proposed demolition of existing conservatory and construction of a new sun room. <i>Alterations and extension to existing balcony area.</i> No further comments to add.

RESOLVED: That,

the comments submitted to Sevenoaks District Council by the Assistant Clerk, under the delegated powers agreed by the Council at its meeting held on 5th May, as set out above, be noted and approved.

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

7. Northfield Management Committee

RESOLVED: That,

(1) the minutes of the meetings of the Northfield Management Committee held on 26th April 2021 and 9th June 2021, be received and noted and;

(2) the amendments to the Northfield Management Committee's Standing Orders, as recommended by the Northfield Management Committee at a meeting held on 9th June 2021, be approved by Hartley Parish Council.

8. Parish Office Lease

Members considered an email dated 30th April 2021, received from Kent County Council, regarding the renewal of the lease of office accommodation within Hartley Library.

Members noted that in order for the lease to be progressed, it would be necessary for the County Council to make arrangements for an Energy Performance Assessor to inspect the accommodation.

The Clerk reported that the proposal included a requirement for each party to bear their own legal costs.

RESOLVED: That,

- 1) the Clerk be requested to contact the Parish Council's Solicitor to obtain an estimate as to their likely fees for progressing the lease;
- 2) the Clerk, in consultation with the Chairman of the Council, be authorised to agree the fee and to instruct the Parish Council's Solicitor to proceed with negotiations with Kent County Council to finalise the lease;
- 3) the Clerk be requested to confirm the Parish Council's agreement to Kent County Council's proposals, subject to advice received from the Parish Council's Solicitor.

9. 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 the Cricket Club had requested the use of the changing rooms and showers at the Pavilion, but in view of Government advice that participants should be encouraged to avoid or minimise use where possible, the Clerk, in consultation with the Chairman of the Council and the Chairman of the Amenities & Open Spaces

Committee, had agreed that the changing rooms and showers should remain closed until restrictions are eased.

The Clerk reported that she had contacted several local sports facility providers and that they had also made the decision that their facilities should remain closed.

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

10. Sevenoaks District Council – Welcome Back Funding

The Clerk reported that there had been no update on the ideas submitted to Sevenoaks District Council for the Welcome Back Funding.

RESOLVED: That,
the matter be deferred to the next meeting.

11. Plant a Tree for the Queen's Jubilee

a) Members had been requested to consider whether the Parish Council wishes to participate in the "Queen's Green Canopy" initiative, encouraging everyone to mark the Queen's Platinum Jubilee in 2022 by planting trees.

Members noted that any trees planted from October 2021 to the end of the jubilee year in 2022, can be part of the QGC. Tree planting season is October to March – this is when roots are dormant and new trees will have the best chance of flourishing.

RESOLVED: That,
the matter be referred to the Amenities & Open Spaces Committee for consideration at its next meeting.

b) The Council considered a request from the Rainbow & Brownie Guider, for permission to plant some trees under the "Queen's Green Canopy" Initiative.

RESOLVED: That,
1) the request from the Rainbow & Brownie Guider, for permission to plant some trees under the "Queen's Green Canopy" Initiative, be approved and,
2) selection of suitable locations for the trees to be planted be referred to the Amenities & Open Spaces Committee for consideration at its next meeting.

12. KALC Community Awards Scheme 2021

RESOLVED: That,
the matter be deferred to the next meeting.

13. Mobile Safety Camera

a) Cllr Cole reported that 2 wildlife cameras had now been purchased and received, along with various accessories.

The Clerk reported that the Environmental Enforcement Officer at Sevenoaks District Council had supplied the Parish Council with a number of signs advertising that CCTV was present in the area.

The Clerk reported that the draft CCTV Policy received from the Parish Council's Data Protection Officer, stated that the CCTV warning signs should include information on how to contact the Parish Council regarding information or access to the CCTV footage.

Cllr Cole offered to contact the Environmental Enforcement Officer at Sevenoaks District Council, to ascertain as to whether this information was required, as the signs obtained from the District Council did not have this information on them.

RESOLVED: That,

- 1) Cllr Cole be requested to contact the Environmental Enforcement Officer at Sevenoaks District Council to confirm the information required on the CCTV warning notices and,
- 2) once confirmation has been received, arrangements be made for the notices to be erected in suitable locations around the parish.

b) The Council considered two draft CCTV Policies, one of which had been received from the Environmental Enforcement Officer at Sevenoaks District Council and the other from the Parish Council's Data Protection Officer.

Members considered that the draft policy received from the Data Protection Officer was more detailed and agreed that this was the preferred option.

The Clerk reported that the policy was still in the draft stages and would need to be adapted.

Members noted that until such time as the signs had been erected and the CCTV Policy formally adopted, it would not be possible to deploy the cameras.

RESOLVED: That,

the Clerk be requested to adapt the CCTV Policy received from the Parish Council's Data Protection Officer, in consultation with the Environmental Enforcement Officer at Sevenoaks District Council, the Data Protection Officer and the Chairman of the Council, for consideration and adoption at the next meeting of the Council.

14. Delegated Authority

The Council had been requested to receive a report on any decisions made by the Clerk/Assistant Clerk, under the authority given at the meeting of the Council held on 5th May 2021.

The Clerk reported that with the exception of the submission of the responses to planning applications detailed in minute item 6 (a) above, there had been none.

RESOLVED: That,

the Clerk's report be noted.

15. Quantified Tree Risk Assessment

a) The Council considered the Quantified Tree Risk Assessment (QTRA) carried out by Duramen Consulting Ltd, dated 23rd April 2021.

The report suggested that the Parish Council contacts the Kent Wildlife Trust or similar organisation to ask for advice with the management of Gorse Wood.

The alternative is to let the woodland remain as it is: there will be continuing tree loss in storms or due to disease, or because neighbours find trees are interfering with their property and request removal or pruning.

Gaps within the woodland will get larger and the understorey, particularly bramble, will hinder access.

The Consultant has advised that at this stage, the gaps are not large enough to justify the planting of new trees and considers that it would be a waste of money to attempt to plant trees before removing some of the older trees.

The Committee noted that there were several trees where a formal risk assessment had been undertaken and trees were considered for works.

All other trees are considered to be either free of significant defects, or remote from potential targets, based on assessed use and using QTRA's inherent methodology.

The Clerk reported that the Consultant had highlighted the fact that he had been unable to locate some of the ground survey markers in Hartley Wood, marking the Parish Council's boundaries.

It is only those missing along the eastern boundary that are of concern, as a footpath runs along the boundary and some large, leaning trees are located along the edge of the footpath.

Members noted the table showing an assessment of sites for the presence and frequency of ash trees.

The Consultant has advised that a formal inspection of Hartley's trees is appropriate about every 18 months, allowing alternate summer and winter inspections with at least one inspection in three being during the autumn months.

RESOLVED: That,

- 1) the Quantified Tree Risk Assessment carried out by Duramen Consulting Ltd, dated 23rd April 2021, be received and noted and,
- 2) the issue of the missing ground markers be referred to the Amenities & Open Spaces Committee to consider seeking quotations for the ground in Hartley Wood to be re-surveyed and the ground markers re-instated.

b) The Committee considered quotations received from Tree Surgeons for the works recommended in the Quantified Tree Risk Assessment (Q.T.R.A) carried out by Duramen Consulting Ltd on 23rd April 2021.

The Clerk reported that quotations had been invited from six contractors, but that only three quotations had been received.

The quotation document had stated that any contractor submitting a quotation should have public liability insurance of £10,000,000.

The contractor selected by the Council has public liability of £5,000,000.

In previous years, public liability of £5,000,000 has been accepted.

RESOLVED: That,

1) the quotation for the sum of £3,300 + VAT, received from NPC Tree Surgery , to undertake the tree works, as recommended in the Quantified Tree Risk Assessment carried out by Duramen Consulting Ltd, dated 23rd April 2021, be accepted and,

2) the reduced limit of indemnity of £5,000,000, under the contractors public liability insurance, be accepted.

16. Insurance

The Council considered an email dated 14th June 2021, received from the Parish Council's Insurers, regarding cyber insurance.

Members agreed that the addition of this to the current policy would be beneficial.

RESOLVED: That,

the Clerk be requested to contact the Parish Council's Insurers to ask that Cyber Insurance be added to the policy at an a cost of £285 + IPT.

17. Payments

RESOLVED: That,

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

(2) the Council detail report as at 15th June 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 May 2021, be verified by Cllr Abraham after the close of the meeting.

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

The meeting closed at 8.15 p.m.

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

Date:.....

Adjournment

The meeting was adjourned at 7.31 p.m.

Cllr Brazier reported that he was now the Cabinet Member for Highways & Transportation.

Cllr Cole reported that the Sevenoaks District Council Volunteer Scheme would be continuing for another month, but that there had been no calls for help in Hartley since January.

Cllr Cole reported that an event recognising the efforts of the volunteers was due to be held at the St Cleers estate next month.

Cllr Abraham reported that face to face meetings had resumed in the Chamber at Sevenoaks District Council.

Cllr Abraham reported that he had attended the raising of the Armed Forces Flag at Sevenoaks District Council earlier in the day.

The meeting resumed at 7.41 p.m.

