

**THE PARISH COUNCIL OF HARTLEY**

**MINUTES OF THE MEETING OF HARTLEY PARISH COUNCIL**

**HELD IN HARTLEY PRIMARY ACADEMY, ROUND ASH WAY**

**ON MONDAY 12<sup>th</sup> JULY 2021 AT 7.30 P.M.**

**Present :**

Cllr Larry Abraham  
Cllr Perry Cole  
Cllr Lesley Driscoll  
Cllr David Graeme  
Cllr Fiona Hughes  
Cllr Anne Oxtoby  
Cllr Brian Ramsay  
Cllr Ian Ross  
Cllr Vincent Sewell

**In attendance:**

Mrs Jane Tyrrell - (*Assistant Clerk*)  
1 member of the public

**1. Apologies**

Apologies for absence had been received from Cllr Chris Alford due to family commitments and Cllr Penny Cole due to work commitments.

RESOLVED: That,

the absences of Cllr Chris Alford due to family commitments and Cllr Penny Cole 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 Hartley Parish Council held on 21<sup>st</sup> June 2021, be approved and signed by the Chairman as a correct record.

*The meeting was adjourned at 7.35 p.m. to receive reports from the District Councillors and to take questions from members of the public.*

*The meeting resumed at 7.45 p.m.*

## 5. Co-option to the Council

The Council considered an application from a resident to be co-opted as a Hartley Parish Councillor.

RESOLVED: That,

Mr Brian Ramsay be co-opted as a Parish Councillor to Hartley Parish Council.

Members were reminded that there was still an unfilled casual vacancy on the Council and that therefore, the Council must, as soon as practicable, fill the vacancy by co-option.

RESOLVED: That,

1) the casual vacancy be advertised on the Council's noticeboards and on the Council's website and an article be placed in the next edition of The Hart and the Hartley Herald, inviting eligible individuals interested in being co-opted as a parish councillor, to complete an application form and,

2) any application forms duly received, be reported to the Council at its meeting to be held on 13<sup>th</sup> September 2021 and for the co-option process to also be carried out at that meeting.

## 6. Declaration of Acceptance of Office

Mr Brian Ramsay signed his declaration of acceptance of office, which was duly delivered to the Council.

## 7. Membership of Committees

RESOLVED: That,

Cllr Ramsay be appointed to the Burial Grounds & Gardens of Remembrance Committee, the Finance Committee and the Planning Committee.

## 8. Planning Committee

RESOLVED: That,

the minutes of the meetings of the Planning Committee held on 23<sup>rd</sup> June 2021 and 7<sup>th</sup> July 2021, be received and adopted.

## 9. Neighbourhood Plan Steering Committee

It was noted that the minutes of the Neighbourhood Plan Steering Group meeting held on 5<sup>th</sup> July 2021, contained an error inasmuch as Cllr Sewell's name had been recorded as *Mr* Vincent Sewell in the list of those present, instead of *Cllr* Vincent Sewell.

RESOLVED: That,

the minutes of the meetings of the Neighbourhood Plan Steering Group held on 18<sup>th</sup> June 2021 and 5<sup>th</sup> July 2021, including the amendment to the minutes of the meeting held on 5<sup>th</sup> July 2021, be received and noted.

## **10. Queen's Platinum Jubilee**

At the meeting of the Parish Council held on 5<sup>th</sup> May 2021, it was agreed that the Queen's Platinum Jubilee be celebrated in Hartley with an event to be held at Manor Field on Saturday 4<sup>th</sup> June 2022.

Cllr Driscoll reported that at its recent meeting, the Working Party had considered details received from the Pageantmaster of the Queen's Platinum Jubilee Beacons, seeking widespread support for Beacons across the country to be lit during the evening of 2<sup>nd</sup> June 2022, the actual anniversary date of the Queen's accession to the throne.

Although the lighting of the Beacon was to be an integral part of the arrangements for the 4<sup>th</sup> June, the Working Party considered that Hartley should also take part in the national celebrations of a chain of beacons on 2<sup>nd</sup> June.

After some discussion it was agreed that arrangements should be made by the Working Party for the Beacon to be lit on 2<sup>nd</sup> June 2022 only and that the firework display would conclude the event on 4<sup>th</sup> June.

Cllr Driscoll reported that the Working Party had reviewed the starting time of the event to be held on 4<sup>th</sup> June, as due to the fact that the fireworks would commence at 10.15p.m. there would be a long time before the proposed starting time of the event (4.00p.m.) and the firework display.

The Working Party had therefore recommended that the event commence at the later time of 6p.m.

RESOLVED: That,

- 1) arrangements be made for the beacon brazier to be lit on 2<sup>nd</sup> June, as part of the national celebrations of a chain of beacons 2022, not on the 4<sup>th</sup> June, as had been originally agreed and,
- 2) the starting time of Hartley's Queen's Platinum Jubilee celebrations on 4<sup>th</sup> June 2022 commence at 6.00p.m. concluding with a firework display.

## **11. Covid-19 Pandemic**

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

Members were reminded that Government restrictions were due to be lifted on 19<sup>th</sup> July and that there would be various actions necessary following this.

RESOLVED: That,

the Clerk, in consultation with the Chairman of the Council and the Chairman of the Amenities & Open Spaces Committee, be authorised to carry out any actions considered necessary following the updated guidance due on 19<sup>th</sup> July 2021.

## **12. Sevenoaks District Council – Welcome Back Funding**

One of the ideas submitted to Sevenoaks District Council for the Welcome Back Funding, had been for fingerpost signs.

Members noted that an email had been received from the District Council, asking a number of questions regarding the proposed signs.

The Clerk reported that the Parish Council's Amenities & Open Spaces Committee was due to meet on 27<sup>th</sup> July and would be considering this as an item on the agenda.

Members noted that the Parish Council's request for the signs had not at this stage been approved, as the email received from the District Council was a preliminary collation of details only.

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

### **13. KALC Community Awards Scheme 2021**

At its meeting held on 14<sup>th</sup> December 2020, the Parish Council considered an email received from the Kent Association of Local Councils, giving details of the 2021 KALC Community Awards Scheme.

It was resolved that Hartley Parish Council adopt the KALC Community Awards Scheme 2021 and suitable nominations be submitted to KALC.

The aim of the Community Awards Scheme is to acknowledge and give recognition to those that have made a significant contribution to their local community.

The Chairman reported that the Parish Council's nomination had been accepted and she was delighted to be able to present the award to Colin Senneck, based on the following:

He voluntarily ;-

Is actively involved in supporting the local community.

Promotes Hartley and Kent Petanque.

Helps maintain Fawkham church.

Act as Road Fund Treasurer

Attends Parish Council meetings and co-produces the local publication.

The award was duly accepted by Mr Senneck.

### **14. Mobile Safety Camera**

The Council considered a draft CCTV Policy.

Cllr Cole reported that he had discussed the draft Policy with the Environmental Enforcement Officer at Sevenoaks District Council, who had suggested a number of amendments/additions.

RESOLVED: That,

- 1) the CCTV Policy, attached as **Appendix 1** to these minutes be approved and adopted;
- 2) the CCTV Policy be reviewed by the Parish Council on an annual basis and,

- 3) Cllr Cole be requested to seek advice as to whether, should an incident occur, the whole SD card should be presented to the Police, or just the relevant snap shot.

Cllr Cole reported that Sevenoaks District Council, in conjunction with West Kent Housing Association, would be installing 4 temporary CCTV cameras in the car park at the rear of Caxton Close on 23<sup>rd</sup> July, which would remain in situ for approximately 4 weeks.

### 15. Delegated Authority

The Clerk reported that there had been no decisions made by the Clerk/Assistant Clerk, under the authority given at the meeting of the Council held on 5<sup>th</sup> May 2021.

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

### 16. Payments

- RESOLVED: That,
- (1) the payment of accounts for July & August 2021, attached as **Appendix 2** to these minutes, be approved.
  - (2) the Council detail report as at 6<sup>th</sup> July 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 June 2021, be verified by Cllr Ross after the close of the meeting.
  - (4) it be noted that the bank reconciliations for the four bank accounts for May 2021 had been verified by Cllr Abraham.

The meeting closed at 8.35 p.m.

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

Date:.....



## HARTLEY PARISH COUNCIL

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### CCTV POLICY

<b>DATE APPROVED</b>	12 <sup>th</sup> July 2021		
<b>REVIEW DATE Annually</b>	12 <sup>th</sup> July 2022		
<b>SIGNED CHAIRMAN OF THE COUNCIL</b>		<b>DATE</b>	
<b>SIGNED CLERK TO THE COUNCIL</b>		<b>DATE</b>	

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## 1. Data Protection:

Any personal data processed in the delivery of this policy will be processed in accordance with the Parish Council's Data Protection Policy.

## 2. Policy Statement

Hartley Parish Council operates a Closed Circuit Television (CCTV) system (hereafter called the System). The System comprises of a number of re-deployable cameras, that can be strategically positioned within the parish. The purpose of this policy is to set out the operation, use, storage and disclosure of CCTV within the parish.

The implementation and use of the system is in line with the provisions set out in S.31 of the Local Government and Rating Act 1997 – 'combatting crime'.

This policy applies to all data subjects whose image may be captured by the system. It works in concurrence with the Parish Council's Data Protection Policy.

As some footage generated will not be on Parish Council owned land, General Data Protection Regulation (GDPR) and the Data Protection Act (DPA) 2018, will apply and the Parish Council must ensure that the use of CCTV complies with these laws.

The CCTV system is owned and operated by Hartley Parish Council and the deployment is determined by the Parish Council with consultation from the Data Protection Officer (DPO).

The Parish Council will:

- Notify the ICO of its use of CCTV as part of its registration.
- Appoint a nominated member of staff/Councillor or Councillors to operate the equipment.
- Seek approval from the necessary land owner to place the equipment and notices on their land, with each deployment being accompanied by the relevant signage to support such deployment.
- The footage from the equipment will only be looked at in reaction to an offence taking place in the immediate vicinity.
- The Clerk or nominated Councillor will only review the material captured during the specific period of time that the event has occurred.
- If there is any potential evidence captured on the footage from the SD card, this will be sent immediately to the Environmental Enforcement Team at Sevenoaks District Council for assessment and potential action, or to the relevant authority, dependant on the evidence captured.
- Once the footage has been sent to SDC, ore the relevant authority, the SD card will be fully deleted unless otherwise requested by the relevant authority and the equipment redeployed. In the event that the SD card is required for evidential purposes, the card will be retained securely in line with best practice by the relevant authority until such time as it is either produced as evidence or can be re-deployed; in which case the card will be electronically 'wiped' and re-used.
- The Policy will be reviewed annually.

### 3. Camera Setup

The CCTV system is comprised of a number of re-deployable cameras which record day and night.

The cameras will be placed so that they only capture images relevant for the purposes for which they are installed, and all care will be taken to ensure that reasonable privacy expectations are not violated.

### 4. Purpose of CCTV

The Parish Council uses CCTV for the following purposes:

- To provide a safe and secure environment for the local community.
- To protect the Parish Council's buildings and assets.
- To assist in the prevention and detection of criminal activity.
- To assist law enforcement agencies in apprehending suspected offenders.

### 5. Covert Monitoring

The Parish Council retains the right in exceptional circumstances to set up covert monitoring. For example;

- Where there is good cause to suspect illegal or serious unauthorized action(s) are taking place, or where there are grounds to suspect serious misconduct.
- Where notifying the individuals about the monitoring would seriously prejudice the reason for making the recording.

In these circumstances authorisation must be obtained from the Chairman and Vice-Chairman of the Council.

Covert monitoring will cease following the completion of an investigation. All safeguards concerning the deployment, capture, viewing and retention of any cameras or product obtained from such deployment will comply with this CCTV policy.

### 6. Storage and Retention

Recorded data will not be retained for longer than is necessary. While retained, the integrity of the recordings will be maintained to ensure their evidential value and to protect the rights of people whose images have been recorded.

All Data will be stored securely and will be erased after a period of 31 days, unless required evidentially.

### 7. Access to CCTV Images

The ability to view live and historical CCTV footage is only to be provided at designated locations and by authorised persons.

## 8. Disclosure of Images to Data Subjects (Subject Access Requests)

Any individual recorded in any CCTV image is considered a data subject and therefore has the right to request access to those images.

These requests will be considered a Subject Access Request and should follow the Parish Council's Subject Access Request process. (Legal Topic Notes as published by the National Association of Local Councils)

When such a request is made, the footage will be reviewed in accordance with the request.

If the footage contains only the data subject making the request, then the individual may be permitted to view the footage.

This will be strictly limited to the footage of the data subject making the request and the specific reason for the request.

If the footage contains images of other data subjects, then the Parish Council will consider if;

- The request requires the disclosure of the images of data subjects other than the requester, and if these additional data subjects can be anonymized from the footage.
- The other individuals in the footage have consented to the disclosure of the images or if their consent could be obtained.
- If not either, then it is reasonable in the circumstances to disclose those images to the data subject making the request.

The Parish Council reserves the right to refuse access to the CCTV footage where this would prejudice the legal rights of other data subjects or jeopardise an ongoing investigation.

## 9. Disclosure of Images to Third Parties

The Parish Council will only disclose recorded CCTV footage to third parties where there is a lawful basis to do so.

Third parties acting on behalf of a data subject will be handled in accordance with the Subject Access Request Policy.

CCTV footage will only be disclosed to law enforcement agencies in line with the purpose for which the CCTV system is in place.

If a request is received from a law enforcement agency for the disclosure of footage then the Parish Council will follow the Subject Access Request process, obtaining the reasoning for wanting to obtain the footage and any data subjects of concern.

This will help to enable proper consideration of the extent that can be disclosed. This information will be treated with the utmost confidentiality.

If an order is granted by a court for the disclosure of CCTV images then this should be complied with. However, consideration must be given to exactly what the court requires.

In all instances, if there are any concerns as to what should or should not be disclosed then the DPO should be contacted and further legal advice sought as per requirements.

## 10. Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer. Satswana Ltd, Pembroke House, St. Christopher's Place, Farnborough, Hampshire GU14 0NH. Email: [info@satswana.com](mailto:info@satswana.com) Telephone no: 01252 516898.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

<b>Schedule of Payments July 2021 - Paid by Internet Banking from Unity Trust Bank</b>					
<b>Ref:</b>	<b>Payment to</b>	<b>Particulars</b>	<b>Net</b>	<b>VAT</b>	<b>Total</b>
371062453		Salary 01/07/2021 - 31/07/2021 (Pre-approved)	2,304.98	-	2,304.98
93896163		Salary 01/07/2021 - 31/07/2021 (Pre-approved)	1,255.58	-	1,255.58
703785860		Month 4 Employer & Employee NIC & PAYE	1,411.64	-	1,411.64
774940328		Employer & Employees pension contributions June 2021	1,311.33	-	1,311.33
538075131		Grass cutting memorial green inv 27	100.00	-	-
		Grass cutting All Saints inv 26	100.00	-	-
		Grass cutting new BG inv 25	136.00	-	-
		Grass cutting BG inv 24	200.00	-	-
		Visual insp BG inv 23	18.50	-	-
		Litter pick MF inv 22	72.00	-	-
		Strim grass entrance to MF inv 22	14.00	-	-
		Inspection of playground equip inv 22	340.00	-	-
		Allotment inspection inv 22	40.00	-	-
		Litter pick Rectory Meadow inv 22	65.00	-	-
		Litter pick Hartley greens inv 22	88.00	-	-
		Litter pick Gorse Wood inv 22	72.00	-	-
		Litter pick pond inv 22	30.00	-	-
		weedkiller around car park MF Inv 22	82.00	-	-
		Garden maint @ BG inv 21	140.00	-	-
		Replace fencing @ L/Hill inv 28	70.65	-	-
		Replace gate post & re hang gate inv 29	130.56	-	-
		Cut down tree overhanging footpath Gorse Wood inv 30	35.00	-	-
		Replace fence rails in car park bordering Gorse wood inv 31	25.00	-	1,758.71
55604446		Make safe 6 dangerous trees Porchester Close inv 756	400.00	80.00	480.00
598634557		Understanding Risk & Insurance during COVID training H Boden inv 1653107139	35.00	7.00	42.00
692691058		Emptying dog bins April - June 2021 inv 2066264	429.00	85.80	514.80
820413959		Cleaning of pavilion June inv 02926	274.53	-	274.53
594814622		Hand towels Inv I3825197	15.10	3.02	-
		Photocopier paper Inv I3818075	14.85	2.97	35.94
619594144		Supply of parts Inv 42755	25.46	5.09	30.55
575277708		Supply & application of fertilizer @ MF inv 20098	351.75	70.35	422.10
354871691		32 rolls of recycling sacks 08/06/21 inv 2066670	16.00	-	-
		25 x garden waste sacks 08/06/21 inv 2066670	350.00	-	-

	48 x recycling sacks 16/06/21 inv 2066655	24.00	-	-
	10 x garden waste sacks 16/06/21 inv 2066655	140.00	-	-
	1 x black refuse sacks 16/06/21 inv 2066655	24.00	4.80	558.80
		<b>10,141.93</b>	<b>259.03</b>	<b>10,400.96</b>

<b>Schedule of Payments July 2021 - Paid by cheque/DDR from Barclays Bank</b>					
<b>Chq No</b>	<b>Payment to</b>	<b>Particulars</b>	<b>Net</b>	<b>VAT</b>	<b>Total</b>
DDR		Mixed payment plan charges 13/04/21 - 12/05/21	12.00	-	12.00
107022		100 x 1st class stamps	85.00	-	-
		100 x 2nd class stamps	66.00	-	-
		100 x 10p stamps	10.00	-	-
		100 x 2p stamps	2.00	-	-
		100 x 1p stamps	1.00	-	164.00
107023		Top up Unity Bank Account	60,000.00		60,000.00
			<b>60,176.00</b>	<b>-</b>	<b>60,176.00</b>



## **Adjournment**

The meeting was adjourned at 7.35 p.m.

Cllr Cole reported that COVID cases in the district were on the rise, but that there were less hospitalisations due to COVID.

He reported that Swanley and Ash were slightly behind with the vaccination program.

Cllr Cole reported that the Green Man Public House at Hodsoll Street had recently burnt down and that there had been some questions over the response time from the fire service.

A suggestion had been made that an application be made for Community Asset Status to be applied to the public house. The process takes approximately 6 weeks.

Cllr Cole asked Members to consider whether there were any sites in Hartley that could be considered for Community Asset Status.

It was agreed that this should be included as an agenda item at the next meeting of the Planning Committee.

Cllr Cole reported that the Black Lion Public House had now closed, but the restaurant remains open.

The meeting resumed at 7.45 p.m.



