

THE PARISH COUNCIL OF HARTLEY

MINUTES OF THE MEETING OF HARTLEY PARISH COUNCIL

HELD IN THE PAVILION, MANOR FIELD, CHURCH ROAD

ON MONDAY 13th SEPTEMBER 2021 AT 7.30 P.M.

Present :

Cllr Larry Abraham
Cllr Chris Alford
Cllr Penny Cole
Cllr Jim Colwell
Cllr Lesley Driscoll
Cllr David Graeme
Cllr Anne Oxtoby
Cllr Ian Ross
Cllr Vincent Sewell

In attendance:

Mrs Helen Boden - (*Assistant Clerk*)
3 members of the public

1. Apologies

Apologies for absence had been received from Cllr Perry Cole due to work commitments, Cllr Mally Malham due to work commitments and Cllr Brian Ramsay due to family commitments.

RESOLVED: That,
the absences of Cllr Perry Cole due to work commitments, Cllr Mally Malham due to work commitments and Cllr Brian Ramsay due to family commitments, be accepted and approved.

2. Declarations of interest

There were no declarations of interest

3. Dispensations

(a) The Council considered a request from Cllr Ramsay to grant a dispensation in relation to the transaction of business on matters relating the Hartley Village Hall Trust.

RESOLVED: That,
pursuant to paragraph 15 of the Code of Conduct adopted by the Council on 10th November 2014, the request from Cllr Ramsay for the Council to grant a dispensation to enable participation in discussion and voting on any matter/s relating to the Hartley Village Hall Trust until the next ordinary election in May 2023 on the grounds that, the Council is

the sole trustee of the Charity, and to do otherwise would impede any business to be transacted by the Council on matters relating to the Trust, be approved.

(b) There were no further requests from Members for a dispensation.

4. Minutes

RESOLVED: That,
the minutes of the meeting of Hartley Parish Council held on 12th July 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 District Councillors and to take questions from members of the public.

The meeting resumed at 7.33 p.m.

5. Co-option to the Council

The Council considered two applications from residents to be co-opted as a Hartley Parish Councillor.

RESOLVED: That,
Mr James Colwell be co-opted as a Parish Councillor to Hartley Parish Council.

6. Declaration of Acceptance of Office

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

7. Membership of Committees

RESOLVED: That,
Cllr Colwell be appointed to the Finance Committee and the Planning Committee.

8. Planning Committee

Cllr Alford proposed and Cllr Ross seconded, an amendment to the recommendation contained in the minutes of the meeting of the Planning Committee held on 8th September 2021, (page 4, minute item 5, Planning Decisions), so that it reads:

A letter is sent to Sevenoaks District Council querying if application 21/02089/FUL (Fairfields, Manor Lane), conformed with part b of "Policy GB7 Re-use of buildings within the Green Belt" and if a detailed structural survey and method statement were submitted by the applicant to demonstrate that the building is of a permanent and substantial construction and was capable of conversion without major or complete re-construction and to query whether these documents were considered as part of the decision process. This is particularly relevant, as the application describes the building walls as being of weatherboard and no information is available as to the nature of the buildings frame.

RESOLVED: That,
the minutes of the meetings of the Planning Committee held on 21st July 2021 and 8th September 2021 and the recommendations contained therein, as amended, be received and, where necessary approved and adopted.

9. Amenities & Open Spaces Committee

Members noted the recommendation contained in the minutes of the meeting of the Amenities & Open Spaces Committee held on 8th September 2021, (page 13, minute item 16, Plant a Tree for the Queen's Jubilee), that the offer from the local Scout Group to plant some free trees be accepted and that they be asked whether they would consider planting fruit trees.

The Clerk reported that an email had been received from one of the Scout leaders, advising that as the trees are to be obtained from the Woodland Trust, fruit trees may not be an option.

It was suggested that should fruit trees not be available from the Woodland Trust, the Council could purchase up to six trees to be planted by the Scouts.

Cllr Oxtoby proposed and Councillor Sewell seconded an amendment to the recommendation contained in the minutes of the meeting of the Amenities & Open Spaces Committee held on 8th September 2021, (page 13, minute item 16, Plant a Tree for the Queen's Jubilee), so that it reads:

- 1) *the offer from the local Scout Group to plant some free trees be accepted;*
- 2) *the Scout Group be asked whether they would consider planting fruit trees at Billings Hill Shaw, purchased by the Parish Council if necessary and,*
- 3) *no further action be taken with regard to the Parish Council obtaining and planting trees at Billings Hill Shaw*

RESOLVED: That,
the minutes of the meeting of the Amenities & Open Spaces Committee held on 8th September 2021 and the recommendations contained therein, as amended, be received and, where necessary approved and adopted.

10. Queen's Platinum Jubilee

RESOLVED: That,

the minutes of the meeting of the Queen's Platinum Jubilee Working Group held on 5th August 2021, and the recommendations contained therein, be received and, where necessary, approved and adopted.

11. Credit Card

At the meeting of the Finance Committee held on 28th April 2021, the Committee noted that the recent internal audit had highlighted the fact that both the Clerk and Assistant Clerk have had to use their personal bank cards to make substantial purchases on behalf of the Council.

The Auditor recommended that the Council re-consider the use of a corporate credit card facility, especially the Lloyds Bank card linked to the Unity Trust Bank, thereby avoiding any interest charges, with additional security benefits.

The Finance Committee recommended that enquiries be made with the Unity Trust Bank regarding the use of its corporate credit card facility, including relevant charges and information on whether a spending limit can be applied, for consideration by the full Council.

Members noted that an initial set up fee of £50 and a monthly card fee (per card) of £3 would apply.

RESOLVED: That,
the Clerk be authorised to submit an application to Unity Trust Bank for a Unity Corporate Multipay credit card, with a maximum credit/spending limit of £1,000.

12. Covid-19 Pandemic

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

RESOLVED: That,
no further action is required at the current time.

13. Community Infrastructure Levy Payments

Members noted that the District Council requires a report to be completed annually, on the amount of CIL monies received from Sevenoaks District Council and how it has been spent.

The Committee considered the completed CIL report for the period between 1st April 2020 and 31st March 2021 and was satisfied that it had been calculated correctly.

RESOLVED: That,
the Clerk be authorised to return the CIL report to Sevenoaks District Council and to publish it on the Parish Council's website, in accordance with regulation 121B of the Community Infrastructure Levy Regulations 2010 (as amended).

14. Neighbourhood Plan

Cllr Alford reported that it would be necessary to engage the services of a Planning Consultant to carry out some initial work prior to agreeing to take on the project.

Members noted that the estimated cost for this would be in the region of £1,200 + VAT.

It was noted that the questionnaire to be distributed to residents would be considered at the next meeting of the Steering Group, due to take place on 14th September 2021 and that there would obviously be some expenditure incurred with its production.

RESOLVED: That,
1) Cllr Alford's report be noted;
2) the engagement of the services of a Planning Consultant to carry out some initial work prior to agreeing to take on the project, at an estimated cost of £1,200 + VAT, be approved and,
3) the proposed expenditure relating to the production of a questionnaire, be approved.

15. Payments

The Clerk reported that due to necessary works, the Allotment Maintenance and Tree Work budgets had been exceeded.

RESOLVED: That,
(1) the Clerk's report be noted;
(2) the payment of accounts for September 2021, attached as **Appendix 1** to these minutes, be approved.
(3) the Council detail report as at 7th September 2021, setting out actual income and expenditure against budgeted estimates be received and noted;

- (4) the bank reconciliations for the Council's four bank accounts for August 2021, be verified by Cllr Oxtoby after the close of the meeting.
- (5) it be noted that the bank reconciliations for the four bank accounts for July 2021 had been verified by Cllr Ross.

The meeting closed at 8.25 p.m.

Signed:.....

Date:.....

Chairman of Hartley Parish Council

| Schedule of Payments September 2021 - Paid by Internet Banking from Unity Trust Bank | | | | | |
|---|-------------------|--|------------|------------|--------------|
| Ref: | Payment to | Particulars | Net | VAT | Total |
| 924685432 | | PAID 12/08/21 - Portable toilet re fun day Woodland Avenue Inv - 059 | 80.00 | 16.00 | 96.00 |
| 553622783 | | PAID 12/08/21 - Annual subscription | 55.00 | 11.00 | 66.00 |
| 6130448691 | | PAID 12/08/21 - Reconfigure back up inv 217466 | 30.00 | 6.00 | 36.00 |
| 672100353 | | PAID 12/08/21 - Fell & remove failed stems of large laurel at BG inv 808 | 450.00 | 90.00 | - |
| | | PAID 12/08/21 - Tree works at Billings Hill Shaw inv 807 | 275.00 | 55.00 | - |
| | | PAID 12/08/21 - Emergency tree works at Rectory Meadow inv 809 | 275.00 | 55.00 | 1,200.00 |
| 676946812 | | PAID 12/08/21 - Repairs to pavilion window surround & beading inv 1043 | 130.00 | - | 130.00 |
| 177945570 | | PAID 12/08/21 - Water hygiene contract @ Pavilion inv 41305 | 179.00 | 35.80 | 214.80 |
| 429329771 | | PAID 26/08/21 - Cyber insurance inv 508956698 | 319.20 | - | 319.20 |
| 7839544 | | PAID 26/08/21 - Data back up service inv SM23981 | 180.00 | 36.00 | 216.00 |
| 40403498 | | PAID 26/08/21 - Max the entertainer 10/08/21 inv JS1030821 | 175.00 | - | 175.00 |
| 671981600 | | PAID 26/08/21 - Routine maint work 22/07-14/08 inv 113 | 703.50 | - | 703.50 |
| 831477398 | | PAID 26/08/21 - Payment on account re Parish Office lease | 500.00 | - | 500.00 |
| 901023584 | | PAID 27/08/21 - Tree work re QTRA inv 810 | 3,300.00 | 660.00 | 3,960.00 |
| 981550029 | | Salary 01/09/2021 - 30/09/2021 (Pre-approved) | 2,336.98 | - | - |
| 255382550 | | Reimburse re postage 10/09/21 | 20.69 | - | 2,357.67 |
| 930018260 | | Salary 01/09/2021 - 30/09/2021 (Pre-approved) | 1,328.61 | - | - |
| | | Reimburse re purchase of batteries PO safe | 3.99 | - | - |
| | | Reimburse re high vis jacket | 4.97 | - | 1,337.57 |
| 438406256 | | Month 6 Employer & Employee NIC & PAYE | 1,431.20 | - | 1,431.20 |
| 438406256 | | Employer & Employees pension contributions September 2021 | 1,341.90 | - | 1,341.90 |
| 658590436 | | Cleaning of pavilion Inv 03040 | 333.53 | - | 333.53 |
| 252108158 | | Service and repair of bollard at MF inv Z001029979 | 264.00 | 52.80 | 316.80 |
| 747339789 | | Cesspool emptying @ Pavilion 02/09/21 inv 2068367 | 192.00 | - | - |
| | | 40 bundles of garden waste sacks 03/08/21 inv 2067754 | 560.00 | - | 752.00 |
| 142906473 | | Photocopier rental 18/08/21-17/11/21 Inv KPS209220 | 140.45 | 28.09 | - |
| | | Photocopier paper inv I3869772 | 29.70 | 5.94 | - |
| | | First aid refill inv I3868302 | 6.30 | 1.26 | - |

| Schedule of Payments September 2021 - Paid by cheque/DDR from Barclays Bank | | | | | |
|--|-------------------|--|------------------|------------|------------------|
| Chq No | Payment to | Particulars | Net | VAT | Total |
| DDR | | Mixed payment plan charges 14/06/21 - 12/07/21 | 12.19 | - | 12.19 |
| DDR | | Mixed payment plan charges 13/07/21 - 12/08/21 | 24.39 | | 24.39 |
| 107024 | | Top up Unity Bank Account | 33,000.00 | - | 33,000.00 |
| 107025 | | 200 x 2nd class stamps | 132.00 | - | 132.00 |
| | | | | | |
| | | | | | |
| | | | 33,168.58 | - | 33,168.58 |
| | | | | | |

Adjournment

The meeting was adjourned at 7.31 p.m.

Cllr Abraham reported that Sevenoaks District Council has now resumed face to face meetings in the Council Chamber.

Cllr Penny Cole reported that Sevenoaks District Council would be hosting a “volunteer thank you event” at the St Cleer Estate in Kemsing.

The meeting resumed at 7.45 p.m.

