

**THE PARISH COUNCIL OF HARTLEY**

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

**HELD IN THE PAVILION, MANOR FIELD, CHURCH ROAD**

**ON MONDAY 13<sup>th</sup> 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 10<sup>th</sup> 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 12<sup>th</sup> 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 8<sup>th</sup> 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 21<sup>st</sup> July 2021 and 8<sup>th</sup> 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 8<sup>th</sup> 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 8<sup>th</sup> 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 8<sup>th</sup> 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 5<sup>th</sup> 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 28<sup>th</sup> 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 14<sup>th</sup> 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 7<sup>th</sup> 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

<b>Schedule of Payments September 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>
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	-



<b>Schedule of Payments September 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 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
			<b>33,168.58</b>	<b>-</b>	<b>33,168.58</b>



## **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.

