

THE PARISH COUNCIL OF HARTLEY

MINUTES OF THE MEETING OF HARTLEY PARISH COUNCIL

HELD IN THE PAVILION, MANOR FIELD, CHURCH ROAD

ON MONDAY 14th MARCH 2022 AT 7.30 P.M.

Present :

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

In attendance:

Mrs Jane Tyrrell - (*Assistant Clerk*)
1 member of the public
PS Kevin Savill & PCSO Arran Ostridge - Kent Police

1. Apologies

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

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

2. Declarations of interest

Cllr Graeme declared an interest under agenda item 13, Payments, as a family member was the recipient of one of the payments.

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 14th February 2022, 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 7.38 p.m.

Cllr Oxtoby suggested that in view of the fact that there were two representatives from Kent Police present and the subject of ANPR camera was due to be considered later on the Council agenda, it would be prudent to bring agenda item 12 forward.

RESOLVED That,
pursuant to Standing Order 10 (a) (ix), the order of business be altered so that agenda item 12, ANPR Camera Deployment be considered as the next agenda item.

5. ANPR Camera Redeployment

Members had been requested to consider an email dated 28th February 2022 received from the Health & Communities Manager at Sevenoaks District Council. Cllr Oxtoby invited the representatives from Kent Police the option to speak.

PS Kevin Savill gave a verbal report on the merits of ANPR cameras explaining that they provide a great deal of information that is used by the Police *in addition to* monitoring untaxed and uninsured vehicles. They are used for crime prevention and can also be used to monitor ‘Live Alerts’ for example, when vulnerable people are reported missing.

Once the report was concluded, Members were given the opportunity to ask questions. A question was raised about the location of the camera and whether it was in an optimum location. A discussion followed and it was concluded that this concern could be reported back but the principal of having the camera in Hartley was not contested.

RESOLVED: That,
the redeployment of the ANPR camera to Hartley be approved.

PCSO Arran Ostridge reported that the Police are using a new system called “My Community Voice”. This is a two way engagement tool where residents can share their views or concerns. Residents can also share messages with others and reply to police alerts if they have information to share.

Advice, updates, appeals or events can be received by email, text or voice message.

RESOLVED: That,
the system “My Community Voice” be promoted in the Parish via the notice boards, website and Newsletter.

6. Finance Committee

RESOLVED: That,
the minutes of the meeting of the Finance Committee held on 16th February 2022 and the recommendations contained

therein, be received and, where necessary, approved and adopted.

7. General Purposes Committee

The Lease Report dated 20th January 2022, received from the Parish Council's Solicitor, including queries raised by the Solicitor at the end of the report had been considered by the Committee at its meeting and a copy had been circulated to all Council Members.

RESOLVED: That,

- 1) the Lease Report dated 20th January 2022, received from the Parish Council's Solicitor, including the queries raised, be received and noted,
- 2) the Council agrees the terms of the Renewal Lease by reference to an Existing Lease, as circulated with the agenda papers and instructs the Council's Solicitor to complete the Lease on the Parish Office in Hartley Library with Kent County Council and authorises the Chairman of the Council to sign the Lease and,
- 3) enquiries be made with the Parish Council's Solicitor to establish the procedure when the lease ends and,
- 4) the minutes of the meeting of the General Purposes Committee held on 2nd March 2022 and the recommendations contained therein, be received and, where necessary, approved and adopted.

8. Planning Committee

RESOLVED: That,

the minutes of the meetings of the Planning Committee held on 16th February 2022 and 2nd March 2022 and the recommendations contained therein, be received and, where necessary, approved and adopted.

9. Northfield Management Committee

Cllr Cole raised a question regarding item 5.3 on page 3 'Kent County Council' as it was unclear where the land that was mentioned was located and what it was being used for. Cllr Oxtoby gave a verbal explanation that this was regarding tree planting in a copse adjacent to Ash Road.

RESOLVED: That,

the minutes of the meeting of the Northfield Management Committee held on 21st February 2022 and the recommendations contained therein, be received and, where necessary, approved and adopted.

10. Covid -19 Pandemic

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

RESOLVED: That,
no additional action is required at the present time.

11. Neighbourhood Plan

Members had been requested to receive and note the minutes of the meeting of the Neighbourhood Plan Steering Group held on 7th March 2022.

Cllr Alford reported that the funds applied for from the Government Grant had now been received and would be required to be spent by the end of March. He also advised that the group were moving ahead with the new website.

He explained to Members the requirement to obtain a licence from Ordnance Survey in order to produce documents for the Steering Group and the Planning Consultant. Members agreed that this licence should be obtained and that that Cllr Oxtoby would sign it on behalf of the Parish Council

RESOLVED: That,

- 1) Cllr Alford's report be noted;
- 2) the minutes of the meeting of the Neighbourhood Plan Steering Group held on 7th March 2022, be received and noted and,
- 3) Cllr Oxtoby be authorised to sign the licence from Ordnance Survey on behalf of the Parish Council in order for the necessary documents to be obtained.

12. Credit Card

At the meeting of the Parish Council held on 13th September 2021, it was 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. Further enquiries established that a credit card with Barclays with no annual fee represented better value for money.

Members agreed to apply for the credit card with Barclays with no annual fee.

RESOLVED: That,

the Clerk be authorised to submit an application to Barclays Bank for a credit card with a maximum credit/spending limit of £1,000

13. Payments

RESOLVED: That,

- (1) the payment of accounts for March 2022, attached as **Appendix 1** to these minutes, be approved.
- (2) the Council detail report as at 8th March 2022, 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 March 2022, be verified by Cllr Perry Cole after the close of the meeting.
- (4) it be noted that the bank reconciliations for the Council's four bank accounts for December 2021 had been verified by Cllr Graham.

The meeting closed at 8.30p.m.

Signed:.....

Date:.....

Chairman of Hartley Parish Council

Schedule of Payments March 2022 - Paid by Internet Banking from Unity Trust Bank					
Ref:	Payment to	Particulars	Net	VAT	Total
227725611		PAID 24/02/22 - Telephone & broadband 03/11-31/03	120.97	24.19	145.16
465404801		Salary 01/03/2022 - 31/03/2022 (Pre-approved)	2,310.38	-	2,310.38
440200759		Salary 01/03/2022 - 31/03/2022 (Pre-approved)	1,401.63	-	-
		Reimburse re Defib pads (Defib World)	173.99	34.00	1,609.62
119208325		Month 12 Employer & Employee NIC & PAYE	1,509.37	-	1,509.37
247836532		Employer & Employees pension contributions March 2022	1,373.47	-	1,373.47
516074857		Grey base plate covers re W/Ave inv 44851	54.93	10.99	65.92
130308001		Delivery of Hartley Herald March inv 5239	75.00	-	75.00
62838119		Cleaning of Pavilion inv 03471	229.00	-	229.00
475157313		Dog bin emptying Oct - Dec 2021 inv 2072138	429.00	85.80	514.80
284297322		Stationery inv I3979045	24.84	4.97	-
		Stationery & hand towels inv I3975397	36.93	7.39	-
		Photocopier charge 18/11/21-17/02/22	235.34	47.07	-
		Photocopier rental 18/02/22 - 17/05/22	140.45	28.09	525.08
763156546		Dismantle 4 no Ash trees Grange Way inv 1097	400.00	80.00	480.00
546446286		Garden maint BG Feb inv 77	140.00	-	-
		BG Visual insp Feb inv 78	18.50	-	-
		Remove gate, replace post & rehang W/Ave inv 79	100.00	-	258.50
660239230		Charge for water hygiene contract Feb 22 inv 45668	115.00	23.00	138.00
294549913		Repairs to boiler @ Pavilion inv 2022/13597	336.00	67.20	403.20
961619031		Site call out for boiler failure @ Pavilion (Lack of Gas)	22.50	4.50	27.00
249079657		Agreed fee for reviewing payroll from April 2021 to March 2022	120.00	-	120.00
257216909		Routine maint work, pitch marking and various repairs inv 146	894.61		894.61
113855761		Supply & deliver 20 x garden waste sacks 22/02/22 inv 2072600	280.00		
		Supply & deliver 1 bundle black refuse sacks 22/02/22 inv 2072600	5.50		
		Supply & deliver 2 bundles recycling sacks 22/02/22 inv 2072600	16.00	5.50	329.00
712296738		1x fallen tree B Hill Shaw, 1 x damaged branch R Meadow inv 1147	270.00	54.00	324.00
355791942		Stationery inv I3986268	24.94	4.99	29.93
			10,858.35	481.69	11,362.04

Schedule of Payments February 2022 - Paid by cheque/DDR from Barclays Bank

Chq No	Payment to	Particulars	Net	VAT	Total
DDR		Mixed payment plan charges 13/12/21 - 12/01/22	15.64	-	15.64
107031		200 x 2nd class stamps	132.00	-	-
		100 x 1st class stamps	85.00	-	217.00
107032		Annual Contribution	10.00	-	10.00
			242.64	-	242.64

Adjournment

The meeting was adjourned at 7.31 p.m.

Cllr Abraham reported that he had attended Sevenoaks District Council's event "Council flies the flag for the Commonwealth" earlier in the day.

Westerham Sea Cadets, the Deputy Lieutenant of Kent and local veterans were amongst the guests who joined the Council Chairman, Cllr Diana Esler, to celebrate Commonwealth Day.

Cllr Penny Cole reported that she attended the Sevenoaks District Council's "Making it Happen" awards. At this event, The Community Cupboard was awarded joint winner with "Care for our Community". Both of these awards were presented for their work as part of a Covid Response Team.

The member of the public asked who was responsible for flytipping in Foxborough Woods. Cllr Oxtoby advised that the Parish Council was responsible for a small area but that the local landowner was responsible for this area in question.

The member of the public also asked if the dog bin at the junction of Manor Dive and Church Road was going to be replaced. This bin had been damaged beyond repair as the result of being hit by a car.

Cllr Oxtoby advised the member of the public that the Parish Council was looking into the cost of replacing the bin.

Cllr Oxtoby noted that Eileen Tucker, ex-Chairperson of the Parish Council and local resident had passed away. Thanks were given for the work that she had contributed to the Parish in that role

The meeting resumed at 7.38 p.m.

