

THE PARISH COUNCIL OF HARTLEY

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7th March 2023

Dear Councillor

You are hereby summoned to attend a Meeting of Hartley Parish Council to be held at the **Pavilion, Manor Field, Church Road** on **MONDAY 13th MARCH 2023** commencing at **7.30 p.m.** The business to be transacted at the meeting is:

Yours sincerely

Helen Boden

Helen Boden
Proper Officer

To assist in the speedy and efficient despatch of business, Members wishing to obtain factual information on items included on the Agenda are asked to contact the Clerk prior to the day of the meeting.

Please note that the proceedings of this meeting may be recorded in line with regulations set out in the Openness of Local Government Bodies Regulations 2014.

AGENDA

1. Apologies

To receive and approve, if necessary, any apologies for absence.

2. Declarations of Interest

To receive Members' declarations of interest which have not already been entered in the Members' Register of Interests or notified to the Monitoring Officer.

Members are reminded of the duty to register with the Monitoring Officer any change to interests or new interests in Appendices A and B of the Council's adopted Code of Conduct within 28 days of becoming aware of it.

3. Dispensations

To consider any request/s received from Members to grant a dispensation in order to participate in discussion and voting, as appropriate, on matter/s to be considered at this meeting where a Member has an interest in Appendices A and/or B of the Council's Code of Conduct adopted on 10th November 2014.

4. Minutes (WHITE)

To approve, as a correct record, the minutes of the Hartley Parish Council meeting held on 13th February 2023. (Annexed).

Adjournment

The meeting will be adjourned to receive any reports from the County Councillor and the District Councillors and to allow a public question time.

Pursuant to Standing Order 3 (e) the Chairman of the Council will invite members of the public to express an interest should they wish to make representations, answer questions or give evidence in respect of any item of business included in the agenda.

5. Finance Committee (BLUE)

To adopt the minutes of the meeting of the Finance Committee held on 22nd February 2023 and to consider any recommendations contained therein. (Annexed).

6. General Purposes Committee (CREAM)

To adopt the minutes of the meeting of the General Purposes Committee held on 27th February 2023 and to consider any recommendations contained therein. (Annexed).

7. Amenities & Open Spaces Committee (GREEN)

To adopt the minutes of the meeting of the Amenities & Open Spaces Committee held on 1st March 2023 and to consider any recommendations contained therein. (Annexed).

8. Burial Grounds & Gardens of Remembrance Committee (PINK)

To adopt the minutes of the meeting of the Burial Grounds & Gardens of Remembrance Committee held on 2nd March 2023 and to consider any recommendations contained therein. (To follow).

9. Planning Committee (YELLOW)

To adopt the minutes of the meetings of the Planning Committee held on 8th February 2023, 22nd February 2022 (Annexed) and 8th March 2023 (To follow) and to consider any recommendations contained therein. (Annexed).

10. Neighbourhood Plan (WHITE)

(a) To receive and note the minutes of the meetings of the Neighbourhood Plan Steering Group held on 30th November 2022 and 15th February 2023 and to consider any recommendations contained therein. (Annexed).

(b) To note that AECOM have been appointed to produce a draft design code for the village by Locality (a Government department).

In order for them to proceed with the work, Sevenoaks District Council has advised that a Standard Form Contractor Licence will need to be completed, to enable AECOM to request the mapping.

To note that the Licence has been completed and signed by Cllr Oxtoby and the Clerk on behalf of the Parish Council and to confirm this action.

11. Community Transport Scheme

To receive an update on the grant application submitted by the Parish Council and to consider any action that may be required.

12. Donation request

To consider a request received from Ash-cum-Ridley Parish Council for a donation to support the New Ash Green Sports Centre.

13. Trees

At the meeting of the Amenities & Open Spaces Committee held on 1st March 2023, the Committee considered a request received from a resident of Gorsewood Road, for trees adjacent to their property to be reduced/removed.

At the meeting it was noted that arrangements had been made for two Tree Surgeons to inspect the trees, but that differing opinions had been received in their reports.

In view of this, the Clerk had made arrangements for an additional Tree Surgeon to inspect the trees.

This had not been carried out in time for the meeting of the Committee and the matter was deferred.

An inspection was carried out on 7th March 2023.

The Council is requested to consider the three reports and agree a course of action.

14. Payments (BLUE)

(a) To approve the payment of the following accounts for March 2023. (Annexed).

(b) To receive and note a Council detail report setting out actual income and expenditure against budgeted estimates as at 7th March 2023. (Annexed).

(c) To verify the bank reconciliations for the Council's four bank accounts and Barclaycard account.

Bank statements and reconciliations will be available at the meeting.

List of circulated documents

1. Minutes of the meeting of the Council held on 13th February 2023. **(WHITE)**
2. Minutes of the meeting of the Finance Committee held on 22nd February 2023. **(BLUE)**
3. Minutes of the meeting of the General Purposes Committee held on 27th February 2023. **(CREAM)**
4. Minutes of the meeting of the Amenities & Open Spaces Committee held on 1st March 2023. **(GREEN)**
5. Minutes of the meeting of the Burial Grounds & Gardens of Remembrance Committee held on 2nd March 2023. **(PINK)**
6. Minutes of the meetings of the Planning Committee held on 8th February 2023, 22nd February 2023 and 8th March 2023. **(YELLOW)**

7. Schedule of payments for March 2023. **(BLUE)**
8. Council detail report setting out actual income and expenditure against budgeted estimates as at 7th March 2023. **(BLUE)**

