

## THE PARISH COUNCIL OF HARTLEY

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6<sup>th</sup> June 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 12<sup>th</sup> JUNE 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. Delivery by Councillors of their Declarations of Acceptance of Office**

To receive Councillor Colwell's Declaration of Acceptance of Office.

At the Annual meeting of the Council held on 10<sup>th</sup> May 2023 it was resolved to receive Councillor Jim Colwell's Declaration of Acceptance of Office at the June Council meeting.

#### **3. 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.*

#### **4. 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 10<sup>th</sup> November 2014.

#### **5. Minutes (WHITE)**

To approve, as a correct record, the minutes of the Hartley Parish Council meeting held on 10<sup>th</sup> May 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.**

#### **6. Co-option to the Council**

At the Annual Meeting of the Council held on 10<sup>th</sup> May 2023, the Council noted that there were an insufficient number of candidates validly nominated at the Parish Council elections held on 4<sup>th</sup> May.

The Council may therefore co-opt any person or persons to fill the vacancy.

A public notice of the vacancy was displayed on the Council's noticeboards and placed on the Council's website. The closing date for applications was Wednesday 7<sup>th</sup> June 2023.

The Council is requested to consider any applications received.

#### **7. Declaration of Acceptance of Office**

Subject to the Council's approval of Agenda item 6, to receive the prospective Councillor's Declaration of Acceptance of Office.

#### **8. Membership of Committees**

Subject to items 6 and 7, to review the membership of committees.

A schedule indicating the current membership of Committees and Advisory Committees is annexed.

#### **9. Amenities & Open Spaces Committee**

To adopt the minutes of the meeting of the Amenities & Open Spaces Committee held on 15<sup>th</sup> May 2023 and to consider any recommendations contained therein. (Annexed).

#### **10. Finance & General Purposes Committee**

To adopt the minutes of the meeting of the Finance & General Purposes Committee held on 17<sup>th</sup> May 2023 and to consider any recommendations contained therein. (Annexed).

### **11. Planning Committee**

To adopt the minutes of the meetings of the Planning Committee held on 17<sup>th</sup> May 2023 and 31<sup>st</sup> May 2023 and to consider any recommendations contained therein. (Annexed).

### **12. Northfield Management Committee**

To receive and note the minutes of the meeting of the Northfield Management Committee held on 15<sup>th</sup> May 2023 and to consider any recommendations contained therein. (Annexed).

### **13. Security of Open Spaces**

To receive an update on the emergency works undertaken to improve the security of the Parish Council's open spaces and to consider any additional measures required.

### **14. Neighbourhood Plan Steering Committee**

To receive and note the minutes of the meeting of the Neighbourhood Plan Steering Group held on 10<sup>th</sup> May 2023 (Annexed) and 7<sup>th</sup> June 2023 (to follow if available) and to consider any recommendations contained therein.

### **15. Car Park Resurfacing/footpath – Manor Field**

To receive an update on the proposed car park resurfacing and creation of a footpath at Manor Field and to consider any quotations received.

### **16. Internal Auditor**

To consider any quotations received to carry out the internal audit of the Council's accounts for 2023/24.

### **17. Grants/Donations**

To consider a letter dated 25<sup>th</sup> May 2023, received from Beams, requesting a donation of £2,000, towards the cost of their Beamers Playschemes 2023. (Annexed).

### **18. Payments**

- (a) To approve the payment of the following accounts for June 2023. (To follow).
- (b) To receive and note a Council detail report setting out actual income and expenditure against budgeted estimates as at 6<sup>th</sup> June 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 Annual Meeting of the Council held on 10<sup>th</sup> May 2023. **(WHITE)**
2. Schedule indicating the current membership of Committees and Advisory Committees. **(PINK)**
3. Minutes of the meeting of the Amenities & Open Spaces Committee held on 15<sup>th</sup> May 2023. **(GREEN)**

4. Minutes of the meeting of the Finance & General Purposes Committee held on 17<sup>th</sup> May 2023
5. Minutes of the meetings of the Planning Committee held on 17<sup>th</sup> May & 31<sup>st</sup> May 2023. **(YELLOW)**
6. Minutes of the meeting of the Northfield Management Committee held on 15<sup>th</sup> May 2023. **(PINK)**
7. Minutes of the meeting of the Neighbourhood Plan Steering Group held on 10<sup>th</sup> May 2023. **(WHITE)**
8. Letter dated 25<sup>th</sup> May 2023, received from Beams. **(GREEN)**
9. Council detail report setting out actual income and expenditure against budgeted estimates as at 6<sup>th</sup> June 2023. **(BLUE)**
10. Schedule of payments for May 2023. **(BLUE)**

