# **THE PARISH COUNCIL OF HARTLEY**

The Parish Council Office, Hartley Library, Ash Road, Hartley, Longfield, Kent DA3 8EL

Tel: 01474 709441

E mail: enquiries@hartleyparishcouncil.gov.uk

Website: [www.hartleyparishcouncil.gov.uk](http://www.hartleyparishcouncil.gov.uk/)

4th July 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 10th JULY 2023** commencing at **7.30 p.m**. The business to be transacted at the meeting is:

Yours sincerely

Helen Boden

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**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

(a) Pursuant to paragraph 15 of the Code of Conduct adopted by the Council on 10th November 2014, the Council is requested to consider a request from Cllr Conroy, 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 2027, 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 relating to the Trust.

(b) 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 12th June 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. Amenities & Open Spaces Committee (GREEN)

To adopt the minutes of the meeting of the Amenities & Open Spaces Committee held on 28th June 2023 and to consider any recommendations contained therein. (Annexed).

## 6. Planning Committee (YELLOW)

To adopt the minutes of the meetings of the Planning Committee held on 14th June 2023 and 28th June 2023 and to consider any recommendations contained therein. (Annexed).

## 7. Personnel Committee (CREAM)

To adopt the minutes of the meetings of the Planning Committee held on 28th June 2023 and to consider any recommendations contained therein. (Annexed).

## 8. Neighbourhood Plan Steering Committee (WHITE)

To receive and note the minutes of the meeting of the Neighbourhood Plan Steering Group held on 7th June 2023 and to consider any recommendations contained therein. (Annexed).

## 9. 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 quotations received for the installation of a collapsible bollard at the entrance to Woodland Avenue recreation ground.

## 10. 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.

## 11. Benches re schools

At the meeting of the Parish Council held on 13th March 2023, it was resolved that a donation be made to the two local primary schools to commemorate the King’s Coronation.

A suggestion had been made by Jackie West, the Community Warden, that perhaps a friendship bench could be donated by the Parish Council to the two schools.

The Clerk was requested to contact Hartley Primary Academy and Our Lady of Hartley Catholic Primary School, to ask whether they would like to take up the Parish Council’s offer of the donation of a friendship bench or picnic table.

To consider the response from the two primary schools.

## 12. D-Day 80 (WHITE)

To consider an email dated 20th June 2023, received from the Pageantmaster, regarding D-Day 80 on 6th June 2024. (Annexed).

Due to the size of the document, the official Guide to Taking Part in D-Day 80 has been previously circulated by email.

## 13. Fawkham Parish Council – Neighbourhood Plan

To consider Fawkham Parish Council’s Neighbourhood Plan which is currently out for consultation.

## 14. Football Sessions – Millwall Football Club (GREEN)

To consider an email dated 23rd June 2023, received from Sevenoaks District Council regarding the football sessions run by Millwall Football Club. (Annexed).

## 15. Removed Vehicle Activated Sign – Ash Road (YELLOW)

To consider an email (and attachments) dated 8th June 2023, received from the Traffic Technology Officer at Kent Highway Services. (Annexed).

## 16. Sevenoaks District Council Garden Waste Sacks (WHITE)

To consider a letter dated 20th June 2023, received from Sevenoaks District Council regarding the sale of garden waste sacks. (Annexed).

## 17. Payments

(a) To approve the payment of the following accounts for July and August 2023. (To follow).

(b) To receive and note a Council detail report setting out actual income and expenditure against budgeted estimates as at 4th July 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 12th June 2023. **(WHITE)**
2. Minutes of the meeting of the Amenities & Open Spaces Committee held on 28th June 2023. **(GREEN)**
3. Minutes of the meetings of the Planning Committee held on 14th June 2023 & 28th June 2023. **(YELLOW)**
4. Minutes of the meeting of the Personnel Committee held on 28th June 2023. **(CREAM)**
5. Minutes of the meeting of the Neighbourhood Plan Steering Group held on 7th June 2023. **(WHITE)**
6. Email dated 20th June 2023, received from the Pageantmaster. **(WHITE)**
7. Email dated 23rd June 2023, received from Sevenoaks District Council. **(GREEN)**
8. Email dated 8th June 2023, received from Kent Highway Services. **(YELLOW)**
9. Letter dated 20th June 2023, received from Sevenoaks District Council. **(WHITE)**
10. Council detail report setting out actual income and expenditure against budgeted estimates as at 4th July 2023. **(BLUE)**
11. Schedule of payments for July & August 2023. **(BLUE)**