

THE PARISH COUNCIL OF HARTLEY

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5th September 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 11th SEPTEMBER 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 10th July 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 16th August 2023 and to consider any recommendations contained therein. (Annexed).

6. Finance & General Purposes Committee (BLUE)

To adopt the minutes of the meeting of the Finance & General Purposes Committee held on 16th August 2023 and to consider any recommendations contained therein. (Annexed).

7. Planning Committee (YELLOW)

To adopt the minutes of the meetings of the Planning Committee held on 26th July 2023, 23rd August 2023 (annexed) and 6th September (to follow) and to consider any recommendations contained therein.

8. Neighbourhood Plan Steering Group (WHITE)

To receive and note the minutes of the meetings of the Neighbourhood Plan Steering Group held on 12th July 2023 and 30th August 2023 (if available) and to consider any recommendations contained therein. (Annexed).

9. King's Coronation Commemoration Benches (CREAM)

At the meeting of the Parish Council held on 10th July 2023, it was noted that the Clerk had contacted Hartley Primary Academy and Our Lady of Hartley Catholic Primary School, to ask whether they had any preference with regard to style (i.e to match any existing benches) and whether they would prefer a full or junior sized bench.

At the time of the meeting, no response had been received.

To consider any response received from the two schools and to agree a course of action.

10. D-Day 80

At the meeting of the Parish Council held on 10th July 2023, Members considered an email dated 20th June 2023, received from the Pageantmaster, regarding D-Day 80 on 6th June 2024.

It was resolved that Cllr Abraham be appointed to establish a Working Party to consider how the Parish Council could participate and that any suggestions be considered by the Parish Council at its next meeting.

Members are requested to consider any proposals.

11. Kent Community Warden Service Review (GREEN)

To consider an email dated 13th July 2023, regarding the Kent Community Warden Service Review.

The closing date for comments to be received is 3rd October 2023.

The proposals and consultation material can be viewed at kent.gov.uk/communitywardenreview

12. Accounts for the Financial Year Ended 31st March 2023 (WHITE)

To receive and note the External Auditor's Report and Certificate 2022/23 contained in Section 3 of the Annual Governance & Accountability Return (AGAR). On the basis of their review of the AGAR, in their opinion, the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The notice of conclusion of the audit and right to inspect the AGAR for the year ended 31st March 2023, was displayed on the Council's noticeboard and on the Council's website on 23rd August 2023, together with a certified copy of sections 1, 2 and 3 of the AGAR.

Background documents

Annual Governance & Accountability Return (AGAR). 2022/23, Section 3. (ANNEXED).

13. Internal Auditor (PINK)

To consider an email received from the Parish Council's Internal Auditor regarding the pricing structure for 2023-24 onwards. (Annexed).

14. Payments

(a) To approve the payment of the following accounts for September 2023. (To follow).

(b) To receive and note a Council detail report setting out actual income and expenditure against budgeted estimates as at 5th September 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.

Pursuant to Standing Order 3 (d), the press and public will be excluded from the meeting during consideration of agenda item 15, Car Park Resurfacing/footpath – Manor Field due to the commercially sensitive nature of the business to be transacted.

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.

List of circulated documents

1. Minutes of the Meeting of the Council held on 10th July 2023. **(WHITE)**
2. Minutes of the meeting of the Amenities & Open Spaces Committee held on 16th August 2023. **(GREEN)**
3. Minutes of the meeting of the Finance & General Purposes Committee held on 16th August 2023. **(BLUE)**
4. Minutes of the Planning Committee held on 26th June 2023, 9th August 2023 and 23rd August 2023. **(YELLOW)**
5. Email dated 13th July 2023 regarding the Kent Community Warden Service. **(GREEN)**
6. Minutes of the meeting of the Neighbourhood Plan Steering Group held on 12th July 2023 and 30th August 2023. **(WHITE)**
7. Emails dated 5th June 2023 and 18th July 2023, received from Hartley Primary Academy. **(CREAM)**
8. Email dated 6th June 2023, received from Our Lady of Hartley Catholic Primary School. **(CREAM)**
9. Annual Governance & Accountability Return (AGAR). 2022/23, Section 3. **(WHITE)**
10. Email received from the Parish Council's Internal Auditor. **(PINK)**
11. Council detail report setting out actual income and expenditure against budgeted estimates as at 5th September 2023. **(BLUE)**
12. Schedule of payments for September 2023. **(BLUE)**

