

THE PARISH COUNCIL OF HARTLEY

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3rd October 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 9th OCTOBER 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 11th September 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 4th October 2023 and to consider any recommendations contained therein. (To follow if available).

6. Planning Committee (YELLOW)

To adopt the minutes of the meetings of the Planning Committee held on 20th September 2023 (annexed) and 4th October 2023 (to follow) and to consider any recommendations contained therein.

7. Neighbourhood Plan Steering Group (WHITE)

To receive and note the minutes of the meetings of the Neighbourhood Plan Steering Group held on 30th August 2023 (Annexed) and 4th October 2023 (if available) and to consider any recommendations contained therein.

8. Northfield Management Committee (PINK)

To receive and note the minutes of the meeting of the Northfield Management Committee held on 2nd August 2023 and to consider any recommendations contained therein. (Annexed).

9. D-Day 80

At the meeting of the Parish Council held on 11th September 2023, it was agreed that a Working Group should be established to consider any suggestions as to how the Parish Council could mark the event, provided that four Councillors could be recruited to serve on the Group.

Members are requested to consider an update.

10. Community Infrastructure Levy Payments (WHITE)

The District Council requires a report to be completed on the amount of CIL monies received from Sevenoaks District Council between 1st April 2022 and 31st March 2023 and how it has been spent.

The Council is requested to consider the draft report. (To follow).

11. Manor Field Pavilion – Utility Supply DDR

At the meeting of the Parish Council held on 14th October 2019, it was resolved that pursuant to Financial Regulation 6.7, payment of the electricity supply to the Pavilion, be made by variable direct debit.

Financial Regulation 6.7 states that *“the approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years”*.

The approval of the use of a variable direct debit for payment of the electricity supply to the Pavilion was last renewed on 10th October 2022.

Members are requested to give this matter its consideration.

12. Payments (BLUE)

- (a) To approve the payment of the following accounts for October 2023. (To follow).
- (b) To receive and note a Council detail report setting out actual income and expenditure against budgeted estimates as at 3rd October 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 public will be excluded from the meeting during consideration of agenda item 4, Staff, due to the confidential nature of the business to be transacted relating to staff matters.

13. Personnel Committee (YELLOW)

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

List of circulated documents

1. Minutes of the Meeting of the Council held on 11th September 2023. **(WHITE)**
2. Minutes of the meetings of the Planning Committee held on 20th September 2023. **(YELLOW)**
3. Minutes of the meeting of the Neighbourhood Plan Steering Group held on 30th August 2023. **(WHITE)**
4. Minutes of the meeting of the Northfield Management Committee held on 2nd August 2023. **(PINK)**
5. Council detail report setting out actual income and expenditure against budgeted estimates as at 3rd October 2023. **(BLUE)**
6. Schedule of payments for October 2023. **(BLUE)**
7. Minutes of the meeting of the Personnel Committee held on 27th September 2023. **(YELLOW)**

