

## THE PARISH COUNCIL OF HARTLEY

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

Tel: 01474 709441

E mail: mail@hartleyparishcouncil.org.uk

Website: www.hartleyparishcouncil.org.uk

6<sup>th</sup> February 2024

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> FEBRUARY 2024** 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 10<sup>th</sup> November 2014.

#### **4. Minutes (WHITE)**

To approve, as a correct record, the minutes of the Hartley Parish Council meeting held on 8<sup>th</sup> January 2024. (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. Planning Committee (YELLOW)**

To adopt the minutes of the meeting of the Planning Committee held on 17<sup>th</sup> January 2024 and to consider any recommendations contained therein. (Annexed).

#### **6. Neighbourhood Plan (GREEN)**

To receive and note the minutes of the meeting of the Neighbourhood Plan Steering Group held on 8<sup>th</sup> January 2023 and to consider any recommendations contained therein. (Annexed).

#### **7. Manor Field Pavilion**

To receive an update on the recent works carried out to the boiler and showers at the Pavilion.

#### **8. Northfield Management Committee (CREAM)**

(a) To receive and note the minutes of the meeting of the Northfield Management Committee held on 16<sup>th</sup> January 2024 and to consider any recommendations contained therein. (Annexed).

(b) During the interim internal audit visit carried out by Hartley Parish Council's Internal auditor, it was noted that a separate AGAR is completed for the Northfield Management Committee.

The Internal Auditor advised that the proper practices for managing joint arrangements changed in March 2015 and reference to this is included in the JPAG Practitioners Guide (section 5.130 to 5.137). (Annexed).

To consider advice and a quotation received from the Parish Council's accounts software provider, to enable the Council's AGAR to be signed off by the Internal Auditor at year end.

#### **9. Security of Open Spaces – Hoselands Green**

In order to secure the open space at Hoselands Green, it has been proposed that the Council plants 5 no mature trees (including a Christmas tree), on the green.

At the meeting of the Parish Council held on 8<sup>th</sup> January 2024, Members noted that once planted, it would be necessary for the trees to be watered 2 – 3 times per week for at least the first year.

The Clerk reported that quotations had been sought for the watering of the trees, but that initial enquiries had highlighted the fact that this was likely to be somewhat expensive.

It was agreed that additional quotations be sought for the watering of the trees (once planted) and that the Clerk, in consultation with the Chairman of the Council and the Chairman of the Amenities & Open Spaces Committee, be authorised to accept any resultant quotation, if considered suitable.

Members are requested to consider an update.

#### **10. Hartley Wood**

To receive an update on the recently abandoned burnt out car in Hartley Wood.

#### **11. Staff Matters (WHITE)**

(a) To note that the Clerk's Assistant's employment commenced on 2<sup>nd</sup> February 2024.

(b) To approve the Job Description for the Clerk's Assistant. (Annexed).

#### **12. Payments (BLUE)**

(a) To approve the payment of the following accounts for February 2024. (Annexed).

(b) To receive and note a Council detail report setting out actual income and expenditure against budgeted estimates as at 6<sup>th</sup> February 2024. (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 8<sup>th</sup> January 2024. **(WHITE)**
2. Minutes of the meeting of the Planning Committee held on 17<sup>th</sup> January 2024. **(YELLOW)**
3. Minutes of the meeting of the Neighbourhood Plan Steering Group held on 8<sup>th</sup> January 2024. **(GREEN)**
4. Minutes of the meeting of the Northfield Management Committee held on 16<sup>th</sup> January 2024. **(CREAM)**
5. JPAG Practitioners Guide (section 5.130 to 5.137). **(CREAM)**
6. Clerk's Assistant – Job Description. **(WHITE)**
7. Schedule of payments for February 2024. **(BLUE)**
8. Council detail report setting out actual income and expenditure against budgeted estimates as at 6<sup>th</sup> February 2024. **(BLUE)**

