

## THE PARISH COUNCIL OF HARTLEY

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5<sup>th</sup> March 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 11<sup>th</sup> MARCH 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 12<sup>th</sup> February 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. Amenities & Open Spaces Committee (GREEN)**

To adopt the minutes of the meeting of the Amenities & Open Spaces Committee held on 28<sup>th</sup> February 2024 and to consider any recommendations contained therein. (Annexed).

#### **6. Burial Grounds & Gardens of Remembrance Committee (PINK)**

To adopt the minutes of the meeting of the Burial Grounds & Gardens of Remembrance Committee held on 28<sup>th</sup> February 2024 and to consider any recommendations contained therein. (Annexed).

#### **7. Finance & General Purposes Committee (BLUE)**

To adopt the minutes of the meeting of the Finance & General Purposes Committee held on 28<sup>th</sup> February 2024 and to consider any recommendations contained therein. (Annexed).

#### **8. Community Warden Service Review (WHITE)**

To consider an email dated 27<sup>th</sup> February 2024, received from the Engagement & Consultation Team at Kent County Council, regarding the review of the Community Warden service. (Annexed).

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

To receive and note the minutes of the meeting of the Neighbourhood Plan Steering Group held on 21<sup>st</sup> February 2024 and to consider any recommendations contained therein. (Annexed).

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

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

#### **11. Retirement**

To consider whether the Council wishes to mark the occasion of the retirement of a long serving contractor and if so, how.

#### **12. Longfield Hill (YELLOW)**

(a) To consider an email dated 29<sup>th</sup> February 2024, received from the Senior Surveyor at Network Rail Property (Southern). (Annexed).

(b) To consider an email dated 1<sup>st</sup> March 2024, received from the Drainage Asset Engineer at Kent Highway Services. (Annexed).

### **13. Payments (BLUE)**

- (a) To approve the payment of the following accounts for March 2024. (Annexed).
- (b) To receive and note a Council detail report setting out actual income and expenditure against budgeted estimates as at 5<sup>th</sup> March 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 12<sup>th</sup> February 2024. **(WHITE)**
2. Minutes of the meeting of the Amenities & Open Spaces Committee held on 28<sup>th</sup> February 2024. **(GREEN)**
3. Minutes of the meeting of the Burial Grounds & Gardens of Remembrance Committee held on 28<sup>th</sup> February 2024. **(PINK)**
4. Minutes of the meeting of the Finance & General Purposes Committee held on 28<sup>th</sup> February 2024. **(PINK)**
5. Email dated 27<sup>th</sup> February 2024, received from the Engagement & Consultation Team at KCC. **(WHITE)**
6. Minutes of the meeting of the Neighbourhood Plan Steering Group held on 21<sup>st</sup> February 2024. **(GREEN)**
7. Email dated 29<sup>th</sup> February 2024, received from Network Rail Property. **(YELLOW)**
8. Email dated 1<sup>st</sup> March 2024, received from Kent Highway Services. **(YELLOW)**
9. Schedule of payments for March 2024. **(BLUE)**
10. Council detail report setting out actual income and expenditure against budgeted estimates as at 5<sup>th</sup> March 2024. **(BLUE)**

