

THE PARISH COUNCIL OF HARTLEY

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3rd September 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 9th SEPTEMBER 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 10th November 2014.

4. Minutes

To approve, as a correct record, the minutes of the Extraordinary Meeting of Hartley Parish Council held on 24th July 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

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

6. Burial Grounds & Gardens of Remembrance Committee

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

7. Planning Committee

To adopt the minutes of the meetings of the Planning Committee held on 10th July 2024, 24th July 2024, 7th August 2024, 21st August 2024 (annexed) and 4th September 2024 (to follow) and to consider any recommendations contained therein.

8. Neighbourhood Plan Steering Group

To receive and note the minutes of the meetings of the Neighbourhood Plan Steering Group held on 4th July 2024 and 6th August 2024 and to consider any recommendations contained therein. (Annexed).

9. Northfield Management Committee

To receive and note the minutes of the meeting of the Northfield Management Committee held on 2nd September 2024 and to consider any recommendations contained therein. (To follow).

10. Community Warden Service Review

To receive an update on the possible retention of the Hartley Warden, in conjunction with Ash-cum-Ridley, West Kingsdown and Fawkham Parish Councils.

11. VE Day 80

To consider an email dated 31st July 2024, received from KALC, regarding the VE Day 80th Anniversary on 8th May 2025 and to consider whether the Council wishes to mark the event. (Annexed).

12. Grants/Donations

To consider a letter dated 20th May 2024, received from We Are Beams Ltd, requesting a donation towards their "Shortbreak Service). (Annexed).

13. Allotments

To consider an email dated 28th August 2024, received from an allotment tenant wishing to erect a structure on their allotment plot that is larger than the Tenancy Agreement permits. (Annexed).

14. Accounts for the Financial Year Ended 31st March 2024

To receive and note the External Auditor's Report and Certificate 2023/24 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 2024, was displayed on the Council's noticeboard and on the Council's website on 3rd September 2024, together with a certified copy of sections 1, 2 and 3 of the AGAR.

Background documents

Annual Governance & Accountability Return (AGAR). 2023/24, Section 3. (ANNEXED).

15. Payments

- (a) To approve the payment of the following accounts for September 2024. (To follow).
- (b) To receive and note a Council detail report setting out actual income and expenditure against budgeted estimates as at 3rd September 2024. (If available).
- (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 Extraordinary Parish Council meeting held on 24th July 2024. **(WHITE)**
2. Minutes of the meeting of the Amenities & Open Spaces Committee held on 28th August 2024. **(GREEN)**
3. Minutes of the meeting of the Burial Grounds & Gardens of Remembrance Committee held on 28th August 2024. **(PINK)**
4. Minutes of the meeting of the Planning Committee held on 10th July 2024, 24th July 2024, 7th August 2024 and 21st August 2024. **(YELLOW)**
5. Minutes of the meetings of the Neighbourhood Plan Steering Group held on 4th July 2024 and 6th August 2024. **(WHITE)**
6. Minutes of the meeting of the Northfield Management Committee held on 2nd September 2024. **(PINK)**
7. Email dated 31st July 2024, received from KALC. **(WHITE)**
8. Letter dated 20th May 2024, from We Are Beams. **(CREAM)**

9. Email dated 28th August 2024, received from an allotment tenant. **(GREEN)**.
10. Allotment Tenancy Agreement. **(GREEN)**
11. Annual Governance & Accountability Return (AGAR). 2023/24, Section 3. **(WHITE)**
12. Council detail report setting out actual income and expenditure against budgeted estimates as at 3rd September 2024. **(BLUE)**
13. Schedule of payments for September 2024. **(BLUE)**

