

THE PARISH COUNCIL OF HARTLEY

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7th January 2025

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 13th JANUARY 2025** 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 9th December 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. Finance & General Purposes Committee (BLUE)

To adopt the minutes of the meeting of the Finance & General Purposes Committee held on 18th December 2024 and to consider any recommendations contained therein. (Annexed).

6. Planning Committee (YELLOW)

To adopt the minutes of the meeting of the Planning Committee held on 18th December 2024 and to consider any recommendations contained therein. (Annexed).

7. Woodland Avenue – Fencing

To consider quotations for the replacement of the perimeter fencing at Woodland Avenue recreation ground.

8. Community Warden Service Review (GREEN)

To consider a report on the possible retention of Hartley’s Community Warden in Hartley.

9. Budget 2025-2026 (WHITE)

To consider the draft Budget for 2025-26, including the Northfield Management Committee Budget, as recommended by the Finance Committee at its meeting held on 18th December 2024. (Annexed).

2024/25 Precept - £188,797	2023/24 Precept - £160,390
2024/25 Tax Base – 2,586.69	2023/24 Tax Base – 2,560.84
2024/25 Band D - £72.99	2023/24 Band D - £62.63

The tax base is calculated by converting all banding and discount figures to “band D equivalents”, together with an allowance for non-collection. The final figure represents the amount of tax that would be raised by the levy of £1 in band D.

Under amended regulations, any Town or Parish with a precept over £140,000 is required to provide a breakdown of its precept over the following services:

Highways, Planning & Economic Development, Recreation & Tourism and Other Services.

Background documents

Draft Budget 2025-26. (Annexed)

Draft Northfield Management Committee Budget 2025-26. (Annexed).

Nominal ledger a/c for general reserves – code 310

Nominal Ledger a/c for capital reserve – code 320

Nominal Ledger a/c for HVH Earmarked Reserve – code 322

Nominal Ledger a/c for Manor Field Car Park Resurfacing – code 324

Nominal ledger a/c for CIL Receipts A – code 326

Nominal ledger a/c for CIL Receipts B – code 327

Nominal ledger a/c for EMR Local Plan – code 329

Nominal ledger a/c for EMR Neighbourhood Plan – code 331

10. Precept 2025/26 (GREEN)

(a) To consider a letter dated 13th December 2024, received from the Chief Finance Officer at Sevenoaks District Council. (Annexed).

(b) To consider the Precept for 2025/26.

At its meeting held on 18th December 2024, the Finance & General Purposes Committee recommended that the Council seeks to increase the level of Precept for 2025/26 from that of the current financial year.

Under amended regulations, any Town or Parish with a precept over £140,000 is required to provide a breakdown of its precept over the following services:

Highways

Planning & Economic Development

Recreation & Tourism

Other Services

11. Financial Regulations (WHITE)

To review the Parish Council's Financial Regulations. (Annexed).

12. Anti-Harassment and Bullying Policy (CREAM)

The new positive duty for councils (employers) to prevent sexual harassment in the workplace came into effect on 26th October 2024.

(a) To consider the Advice Note dated 11th October 2024 received from NALC. (Annexed).

(b) To consider a draft Anti-Harassment & Bullying Policy. (Annexed).

13. Grievance Procedure (YELLOW)

To consider a draft Grievance Procedure. (Annexed)

14. Disciplinary Policy (GREEN)

To consider a draft Disciplinary Policy. (Annexed)

15. Payments (BLUE)

(a) To approve the payment of the following accounts for January 2025. (To follow).

(b) To receive and note a Council detail report setting out actual income and expenditure against budgeted estimates as at 7th January 2025. (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 Parish Council meeting held on 9th December 2024. **(WHITE)**
2. Minutes of the meeting of the Finance & General Purposes Committee held on 18th December 2024. **(GREEN)**
3. Minutes of the meeting of the Planning Committee held on 18th December 2024. **(YELLOW)**
4. Draft Budget 2025-2026. **(WHITE)**
5. Northfield Management Committee Draft Budget 2025-2026. **(WHITE)**
6. Letter dated 13th December 2024, received from the Chief Finance Officer at Sevenoaks District Council
7. Financial Regulations. **(WHITE)**
8. Advice note dated 11th October 2024, received from NALC. **(CREAM)**
9. Draft Anti-Harassment & Bullying Policy. **(CREAM)**
10. Draft Grievance Procedure. **(YELLOW)**
11. Draft Disciplinary Policy. **(GREEN)**
12. Council detail report setting out actual income and expenditure against budgeted estimates as at 7th January 2025. **(BLUE)**
13. Schedule of payments for January 2025. **(BLUE)**

