

THE PARISH COUNCIL OF HARTLEY

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4th February 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 10th FEBRUARY 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 13th January 2025. (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 5th February 2025 and to consider any recommendations contained therein. (To follow).

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 5th February 2025 and to consider any recommendations contained therein. (To follow).

7. Finance & General Purposes Committee (BLUE)

To adopt the minutes of the meeting of the Finance & General Purposes Committee held on 29th January 2025 and to consider any recommendations contained therein. (Annexed).

8. Planning Committee (YELLOW)

To adopt the minutes of the meetings of the Planning Committee held on 22nd January 2025 (annexed) and 5th February 2025 (to follow) and to consider any recommendations contained therein.

9. Northfield Management Committee (CREAM)

To receive and note the minutes of the meeting of the Northfield Management Committee held on 13th January 2025 and to consider any recommendations contained therein. (Annexed).

10. Neighbourhood Plan (GREEN)

To receive and note the minutes of the meeting of the Neighbourhood Plan Steering Group held on 8th January 2025 and to consider any recommendations contained therein. (Annexed).

11. Community Warden Service Review

At the meeting of the Parish Council held on 13th January 2025, it was resolved that “Hartley Parish Council agrees in principle to fund Jackie West, the Community Warden, under Model 1 of the two models offered by Kent County Council, whereby the Parish Council pays KCC to provide the service, subject to a formal agreement being considered and accepted by the Council”.

Members are requested to consider the notes of a meeting held on 30th January 2025 with members of Hartley and Ash-cum-Ridley Parish Councils and the Head of Community Safety at KCC (annexed) and to receive a progress report.

12. Manor Field Car Park

At the meeting of the Amenities & Open Spaces Committee held on 28th February 2024, it was recommended that the cost of the application of scalplings to two corners of the car park at Manor Field, be met from CIL funds.

This recommendation was ratified by the full council at its meeting held on 11th March 2024.

The Council is requested to confirm the Clerk's actions, in consultation with the Chairman of the Amenities & Open Spaces Committee of accepting a quotation to carry out the work.

13. Payments (BLUE)

- (a) To approve the payment of the following accounts for February 2025. (To follow).
- (b) To receive and note a Council detail report setting out actual income and expenditure against budgeted estimates as at 4th February 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.

Pursuant to Standing Order 3 (d) the public will be excluded from the meeting during consideration of agenda item 14, Staff, due to the confidential nature of the business to be transacted relating to staff matters.

14. Staff

To consider altering the payment dates for the Clerk's Assistant's salary.

List of circulated documents

1. Minutes of the Parish Council meeting held on 13th January 2025. **(WHITE)**
2. Minutes of the meeting of the Amenities & Open Spaces Committee held on 5th February 2025. **(GREEN)**
3. Minutes of the meeting of the Burial Grounds & Gardens of Remembrance Committee held on 5th February 2025. **(PINK)**
4. Minutes of the meeting of the Finance & General Purposes Committee held on 29th January 2025. **(BLUE)**
5. Minutes of the meetings of the Planning Committee held on 22nd January 2025 and 5th February 2025. **(YELLOW)**
6. Minutes of the meeting of the Northfield Management Committee held on 13th January 2025. **(CREAM)**
7. Minutes of the meeting of the Neighbourhood Plan Steering Group held on 8th January 2025. **(GREEN)**

8. Council detail report setting out actual income and expenditure against budgeted estimates as at 4th February 2025. **(BLUE)**
9. Schedule of payments for February 2025. **(BLUE)**

