

THE PARISH COUNCIL OF HARTLEY

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8th April 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 14th APRIL 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 Extraordinary meeting of Hartley Parish Council held on 2nd April 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. Planning Committee (YELLOW)

To adopt the minutes of the meeting of the Planning Committee held on 19th March 2025 and 2nd April 2025 and to consider any recommendations contained therein. (Annexed).

6. Northfield Management Committee (CREAM)

To receive and note the minutes of the meeting of the Northfield Management Committee held on 10th March 2025 and to consider any recommendations contained therein. (Annexed).

7. Neighbourhood Plan (GREEN)

To receive and note the minutes of the meeting of the Neighbourhood Plan Steering Group held on 12th March 2025 and to consider any recommendations contained therein. (Annexed).

8. Community Warden Service Review

At the meeting of the Parish Council held on 10th March 2025, Members considered the final draft of the formal agreement received from the Head of Community Safety at KCC and agreed that there were a number of matters requiring clarification.

It was agreed that legal advice should be sought from KALC, regarding the formal agreement and that the Clerk be requested to contact the Parish Council's Solicitor to obtain a quote for them to consider the agreement and make a report to the Council.

To receive an update.

9. Donation Request

At the meeting of the Parish Council held on 10th March 2025, Members considered an appeal for funding from the No NAG Solar Group and advice received from the legal representative at KALC and the Parish Council's Internal Auditor, regarding the powers available to the Council should it wish to donate funds to the Group.

It was agreed that the Council's legal position should be clarified before a decision is made as to whether to donate to Group.

To consider advice received from the National Association of Local Councils. (Previously circulated).

10. Garden Waste Sacks (PINK)

To consider a letter dated 24th March 2025, received from Sevenoaks District Council, advising that the price of garden sacks will be increasing with effect from Monday 21st April 2025. (Annexed).

11. Sickness Absence Policy (WHITE)

To consider a draft Sickness Absence Policy. (Annexed).

12. Mobile Phone Survey (CREAM)

To consider a letter dated 7th March 2025, received from Tom Tugendhat MP. (Annexed).

13. Pavilion

To receive an update on arrangements for the re-opening of the changing rooms at the Pavilion, for the cricket season.

14. Payments (BLUE)

(a) To approve the payment of the following accounts for April 2025. (Annexed).

(b) To receive and note a Council detail report setting out actual income and expenditure against budgeted estimates as at 31st March 2025. (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.

Pursuant to Standing Order 3 (d) the press and public will be excluded from the meeting during consideration of agenda item 15, Insurance, due to the confidential nature of the business to be transacted.

15. Insurance

To receive an update on a recent claim.

List of circulated documents

1. Minutes of the Extraordinary Meeting of Hartley Parish Council held on 10th March 2025. **(WHITE)**
2. Minutes of the meetings of the Planning Committee held on 19th March 2025 & 2nd April 2025. **(YELLOW)**
3. Minutes of the meeting of the Northfield Management Committee held on 10th March 2025. **(CREAM)**
4. Minutes of the meeting of the Neighbourhood Plan Steering Group held on 12th March 2025. **(GREEN)**
5. Letter dated 24th March 2025, received from Sevenoaks District Council. **(PINK)**
6. Letter dated 7th March 2025, received from Tom Tugendhat MP. **(CREAM)**
7. Schedule of payments for April 2025. **(BLUE)**

8. Council detail report setting out actual income and expenditure against budgeted estimates as at 31st March 2025. **(BLUE)**

