

## THE PARISH COUNCIL OF HARTLEY

The Parish Council Office, Hartley Library, Ash Road, Hartley, Longfield, Kent DA3 8EL

Tel: 01474 709441

E mail: [enquiries@hartleyparishcouncil.gov.uk](mailto:enquiries@hartleyparishcouncil.gov.uk)

Website: [www.hartleyparishcouncil.gov.uk](http://www.hartleyparishcouncil.gov.uk)

3<sup>rd</sup> June 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 9<sup>th</sup> JUNE 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 for absence**

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> May 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 28<sup>th</sup> May 2025, and to consider any recommendations contained therein. (Annexed).

#### **6. Finance & General Purposes Committee (CREAM)**

At the meeting of the Parish Council held on 12<sup>th</sup> May 2025, the Council adopted the minutes of the meeting of the Finance & General Purposes Committee held on 7<sup>th</sup> May 2025.

Members are requested to note that the minutes were incomplete and are asked to review, adopt and consider any recommendations contained within the revised minutes. (Annexed).

#### **7. Planning Committee (YELLOW)**

To adopt the minutes of the meeting of the Planning Committee held on 21<sup>st</sup> May 2025 and to consider any recommendations contained therein. (Annexed).

#### **8. IT Policy (WHITE)**

To consider a draft IT Policy. (Annexed).

#### **9. Sevenoaks District Council – Land Disposal (PINK)**

To consider an email dated 23<sup>rd</sup> May 2025, received from Sevenoaks District Council. (Annexed).

#### **10. Community Warden Service Review**

At the meeting of the Parish Council held on 10<sup>th</sup> 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

The Clerk had contacted the Head of Community Safety at KCC to seek clarification on a number of clauses in the draft agreement and he had advised that he was in the process of collating the comments received from Hartley Parish Council and a number of other parishes and that once completed, he would seek advice from KCC's lawyers regarding the proposed changes.

The Council's Solicitor had advised that they are unable to assist with this matter.

Advice has been sought from KALC and they have suggested a number of Solicitors that may be able to assist once the final agreement has been received from KCC.

At the meeting of the Parish Council held on 14<sup>th</sup> April 2025, it was agreed that upon receipt of the final agreement, the Clerk be requested to seek quotations from the list of Solicitors provided by KALC, for them to review the agreement and make recommendation to the Council and delegated authority be given to the Clerk, in consultation with the Chairman of the Council, to accept the most suitable quotation, and to appoint the Solicitor to review the agreement and make recommendation to the Council.

To receive an update..

#### **11. Allotments**

To consider a request from an allotment tenant for a fruit cage to be erected on their plot.

#### **12. Speeding on Ash Road (GREEN)**

To consider an email dated 1<sup>st</sup> June 2025, received from a resident. (Annexed).

#### **13. Payments**

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

(b) To receive and note a Council detail report setting out actual income and expenditure against budgeted estimates as at 3<sup>rd</sup> June 2025. (Annexed).

(c) To verify the bank reconciliations for the Council's four bank accounts. 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 13, Hartley Burial Ground, due to the sensitive nature of the business to be transacted.**

#### **14. Hartley Burial Ground**

To consider a report regarding a possible interment in Hartley Burial Ground.

#### **List of circulated documents**

1. Minutes of the meeting of the Council held on 12<sup>th</sup> May 2025. **(WHITE)**
2. Minutes of the meeting of the Amenities & Open Spaces Committee held on 28<sup>th</sup> May 2025. **(GREEN)**
3. Minutes of the meeting of the Finance & General Purposes Committee held on 7<sup>th</sup> May 2025. **(CREAM)**
4. Minutes of the meeting of the Planning Committee held on 21<sup>st</sup> May 2025. **(YELLOW)**
5. Draft IT Policy. **(WHITE)**
6. Email dated 23<sup>rd</sup> May 2025, received from Sevenoaks District Council. **(PINK)**

7. Email dated 1<sup>st</sup> June 2025, received from a resident. **(GREEN)**
8. Schedule of payments for June 2025. **(BLUE)**
9. Council detail report setting out actual income & expenditure against budgeted estimates as at 3<sup>rd</sup> June 2025. **(BLUE)**

