

THE PARISH COUNCIL OF HARTLEY

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8th July 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 JULY 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 10th November 2014.

4. Minutes (WHITE)

To approve, as a correct record, the minutes of the Hartley Parish Council meeting held on 9th June 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 9th July 2025, and to consider any recommendations contained therein. (To follow).

6. Planning Committee (YELLOW)

To adopt the minutes of the meeting of the Planning Committee held on 25th June 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 4th June 2025 and to consider any recommendations contained therein. (Annexed).

8. Scheme of Delegation (WHITE)

To consider a draft Scheme of Delegation. (To follow).

9. Sevenoaks District Council – Land Disposal

To consider any update received on Sevenoaks District Council's land disposal proposals.

10. Community Warden Service Review

To consider an update.

11. Signatories

To review the signatories to the Council's bank accounts.

Currently there are five signatories to the Council's bank accounts and each cheque/internet banking payment requires the signature of two of the five signatories.

The current signatories are Councillors Perry Cole, Glander, Graeme, Oxtoby and Ross. The Clerk and the Assistant Clerk have limited and restricted access to the Council's bank accounts to obtain account information, make fund transfers between Barclays bank accounts held in the Council's name and to set up internet banking payments for Unity Bank.

12. Parish Office - Computers

To review the current "back-up" arrangements for the Council's data.

13. Local Government Reorganisation Survey (WHITE)

To consider an email dated 16th June 2025, received from KALC. (Annexed).

14. Kent Pension Fund -Pooling of Town & Parish Council - Formal Consultation (CREAM)

To consider an email dated 4th June 2025, received from the Kent Pension Fund. (Annexed).

15. Staff Consultation Meetings

To consider a suggestion for the Chairman and Vice-Chairman to hold monthly meetings with the Clerk, Assistant Clerk and Clerk's Assistant and Chairman and Vice-Chairman

16. Review of Committee Membership (PINK)

To review membership of the Council's Committees. (Annexed list of Committee membership).

17. Speeding on Ash Road

At the Parish Council meeting held on 9th June 2025, members considered a report from a member of the public regarding speeding traffic on Ash Road.

It was suggested that a meeting be arranged with Members of the Council and Kent Highway Services.

A meeting was arranged for 9th July 2025.

To receive a report on the meeting held with Kent Highway Services.

18. Manor Field Pavilion – Utility Supply DDR

At the meeting of the Parish Council held on 14th October 2019, it was resolved that payment of the electricity supply to the Pavilion, be made by variable direct debit.

Financial Regulation 7.9 states that *"the approval of the use of a variable direct debit shall be reviewed by the council at least every two years"*.

The approval of the use of a variable direct debit for payment of the electricity supply to the Pavilion was last renewed on 9th October 2023.

Members are requested to give this matter its consideration.

19. Parish Office Lease

At the meeting of the Finance & General Purposes Committee held on 7th May 2025, it was recommended that enquiries be made with Kent County Council and the Parish Council's Solicitor, with regard to arrangements for renewing the lease on the Parish Office, which is due to expire on 31st March 2026.

To receive an update.

20. Payments

- (a) To approve the payment of the following accounts for July & August 2025. (To follow).
- (b) To receive and note a Council detail report setting out actual income and expenditure against budgeted estimates as at 8th July 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.

List of circulated documents

1. Minutes of the meeting of the Council held on 9th June 2025. **(WHITE)**
2. Minutes of the meeting of the Amenities & Open Spaces Committee held on 9th July 2025. **(GREEN)**
3. Minutes of the meetings of the Planning Committee held on 25th June 2025. **(YELLOW)**
4. Minutes of the meeting of the Neighbourhood Plan Steering Group held on 4th June 2025. **(GREEN)**
5. Email dated 16th June 2025, received from KALC. **(WHITE)**
6. Email dated 4th June 2025, received from the Kent Pension Fund. **(CREAM)**
7. List of Committee Membership. **(PINK)**
8. Schedule of payments for July & August 2025. **(BLUE)**
9. Council detail report setting out actual income & expenditure against budgeted estimates as at 8th July 2025. **(BLUE)**

