

THE PARISH COUNCIL OF HARTLEY

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2nd September 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 8th SEPTEMBER 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

To approve, as a correct record, the minutes of the Hartley Parish Council meeting held on 14th July 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

To adopt the minutes of the meetings of the Amenities & Open Spaces Committee held on 13th August 2025 (annexed) and 3rd September 2025 (to follow), and to consider any recommendations contained therein.

6. Burial Grounds & Gardens of Remembrance Committee

To adopt the minutes of the meeting of the Burial Grounds & Gardens of Remembrance Committee held on 23rd July 2025 and to consider any recommendations contained therein. (Annexed).

7. Finance & General Purposes Committee

To adopt the minutes of the meeting of the Finance & General Purposes Committee held on 30th July 2025 and to consider any recommendations contained therein. (Annexed).

8. Planning Committee

To adopt the minutes of the meetings of the Planning Committee held on 16th July 2025, 30th July 2025, 13th August 2025 and 27th August 2025 and to consider any recommendations contained therein. (Annexed).

9. Neighbourhood Plan

To receive and note the minutes of the meetings of the Neighbourhood Plan Steering Group held on 3rd July 2025 and 13th August 2025 and to consider any recommendations contained therein. (Annexed).

10. Sevenoaks District Council – Land Disposal

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

11. Parish Office – Computers

(a) Computers

At the meeting of the Parish Council held on 14th July 2025, it was suggested that further information be sought from the Council's IT provider with regard to using Cloud backups.

To consider any information received.

(b) Air Conditioning Unit

To note that the portable air conditioning unit located in the Parish Office no longer works and to confirm the Clerk's actions, in consultation with the Chairman of the Council, of making arrangements for the purchase of a new air conditioning unit at a cost of £299.17 + VAT.

12. 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.

13. Website

(a) Accessibility Statement

To review the Parish Council's website Accessibility Statement. (Annexed).

(b) AGAR – Assertion 10: Digital & Data Compliance

To ensure that the Parish Council's website meets the requirements of WCAG 2.2 AA, arrangements have been made for the Council's website provider to conduct a digital "MOT" at a cost of £145 + VAT.

Members are requested to confirm the Clerk's actions of making arrangements for the digital "MOT" and to consider any action required as a result.

14. Payments

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

(b) To receive and note a Council detail report setting out actual income and expenditure against budgeted estimates as at 3rd September 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 public will be excluded from the meeting during consideration of agenda item 16, Personnel Committee, due to the confidential nature of the business to be transacted relating to staff matters and agenda item 16, Community Warden Service Review – Draft Agreement, due to the confidential nature of the business to be transacted.

15. Personnel Committee

To adopt the minutes of the meeting of the Personnel Committee held on 27th August 2025 and to consider any recommendations contained therein. (Annexed).

16. Community Warden Service Review – Draft Agreement

At the meeting of the Parish Council held on 14th July 2025, it had been agreed that one Solicitor be appointed to review the draft agreement and that the cost be split between the two parishes.

To review the draft agreement and to consider the comments received from the Solicitor.

List of circulated documents

1. Minutes of the meeting of the Council held on 14th July 2025. **(WHITE)**
2. Minutes of the meetings of the Amenities & Open Spaces Committee held on 13th August 2025 and 3rd September 2025. **(GREEN)**
3. Minutes of the meeting of the Burial Grounds & Gardens of Remembrance Committee held on 23rd July 2025. **(PINK)**
4. Minutes of the meeting of the Finance & General Purposes Committee held on 30th July 2025. **(BLUE)**
5. Minutes of the meetings of the Planning Committee held on 16th July 2025, 30th July 2025 and 13th August 2025. **(YELLOW)**
6. Minutes of the meeting of the Neighbourhood Plan Steering Group held on 3rd July 2025 and 13th August 2025. **(GREEN)**
7. Website Accessibility Statement. **(WHITE)**
8. Schedule of payments for September 2025. **(BLUE)**
9. Council detail report setting out actual income & expenditure against budgeted estimates as at 3rd September 2025. **(BLUE)**
10. Minutes of the Personnel Committee held on 27th August 2025. **(WHITE)**

