

THE PARISH COUNCIL OF HARTLEY

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7th October 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 13th OCTOBER 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 8th September 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. Burial Grounds & Gardens of Remembrance Committee (PINK)

To adopt the minutes of the meeting of the Burial Grounds & Gardens of Remembrance Committee held on 17th September 2025 and to consider any recommendations contained therein. (Annexed).

6. Planning Committee (YELLOW)

To adopt the minutes of the meetings of the Planning Committee held on 24th September 2025 (annexed) and 8th October 2025 (to follow) and to consider any recommendations contained therein.

7. Northfield Management Committee (PINK)

To receive and note the minutes of the meeting of the Northfield Management Committee held on 30th September 2025 and to consider any recommendations contained therein. (Annexed).

8. Neighbourhood Plan (GREEN)

To receive and note the minutes of the meetings of the Neighbourhood Plan Steering Group held on 10th September 2025 and to consider any recommendations contained therein. (Annexed).

9. Sevenoaks District Council – Land Disposal

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

10. 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.

11. Accounts for the Financial Year Ended 31st March 2025 (WHITE)

To receive and note the External Auditor's Report and Certificate 2024/25 contained in Section 3 of the Annual Governance & Accountability Return (AGAR). On the basis of their review of the AGAR, in their opinion, the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to their

attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The notice of conclusion of the audit and right to inspect the AGAR for the year ended 31st March 2025, was displayed on the Council's noticeboard and on the Council's website on 24th September 2025, together with a certified copy of sections 1, 2 and 3 of the AGAR.

Background documents

Annual Governance & Accountability Return (AGAR). 2024/25, Section 3. (ANNEXED).

Letter dated 23rd September 2025 received from the External Auditor. (ANNEXED)

12. KCC – Members' Grant Allocation

To consider any projects that may be eligible for the Council to apply for a grant under the KCC Combined Members Grant scheme.

13. Transparency Code (CREAM)

To consider a report on the Local Government Transparency Code 2015. (Annexed)

14. Staff – Job Evaluation Review

To consider commissioning a Job Evaluation Review for the staff/roles in the Parish Office.

15. Pooling of Parish & Town Councils from 1 April 2026.

To consider an email dated 23rd September 2025, received from the Head of Pensions & Treasury at Kent County Council. (Annexed).

16. GDPR

(a) Information Asset Register **(WHITE)**

To consider a draft Information Asset Register. (Annexed).

(b) Councillor GDPR Training

To consider arrangements for GDPR training for Councillors.

17. Kent & Medway LGR (PINK)

To consider a letter dated 18th September 2023, received from the Leader of Sevenoaks District Council. (Annexed).

18. Payments

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

(b) To receive and note a Council detail report setting out actual income and expenditure against budgeted estimates as at 7th October 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 agenda item 19, Community Warden Service Review – Draft Agreement, due to the confidential nature of the business to be transacted.

19. Community Warden Service Review – Draft Agreement

At the meeting of the Parish Council held on 8th September 2025, it was agreed that the remaining concerns raised by the Council be submitted to Ash-cum-Ridley Parish Council, to be referred to the Solicitor for their advice/clarification.

To receive an update on any advice/clarification received.

List of circulated documents

1. Minutes of the meeting of the Council held on 8th September 2025. **(WHITE)**
2. Minutes of the meeting of the Burial Grounds & Gardens of Remembrance Committee held on 17th September 2025. **(PINK)**
3. Minutes of the meetings of the Planning Committee held on 10th September 2025, 24th September 2025 and 8th October 2025. **(YELLOW)**
4. Minutes of the meeting of the Neighbourhood Plan Steering Group held on 10th September 2025. **(GREEN)**
5. Minutes of the meeting of the Northfield Management Committee held on 30th September 2025. **(PINK)**
6. Annual Governance & Accountability Return (AGAR) 2024/25, Section 3. **(WHITE)**
7. Letter dated 23rd September 2025, received from the External Auditor. **(WHITE)**
8. Report on the Local Government Transparency Code 2015. **(CREAM)**
9. Email dated 23rd September 2025, received from the Head of Pensions & Treasury at Kent County Council. **(GREEN)**
10. Draft Information Asset Register. **(WHITE)**
11. Letter dated 18th September 2023, received from the Leader of Sevenoaks District Council.
12. Schedule of payments for October 2025. **(BLUE)**
13. Council detail report setting out actual income & expenditure against budgeted estimates as at 7th October 2025. **(BLUE)**

