

## THE PARISH COUNCIL OF HARTLEY

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4<sup>th</sup> November 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 10<sup>th</sup> NOVEMBER 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. Budget & Precept**

To note that in accordance with Financial Regulation 4.8. "any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them".

#### **4. 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.

#### **5. Minutes**

To approve, as a correct record, the minutes of the Extraordinary Meeting of Hartley Parish Council held on 27<sup>th</sup> October 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.**

#### **6. Amenities & Open Spaces Committee (GREEN)**

To adopt the minutes of the meeting of the Amenities & Open Spaces Committee held on 15<sup>th</sup> October 2025 and to consider any recommendations contained therein. (Annexed).

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

To adopt the minutes of the meeting of the Planning Committee held on 5<sup>th</sup> November 2025. (To follow).

#### **8. Neighbourhood Plan (GREEN)**

To receive and note the minutes of the meetings of the Neighbourhood Plan Steering Group held on 8<sup>th</sup> October 2025 (annexed) and 3<sup>rd</sup> November 2025 (to follow) and to consider any recommendations contained therein.

#### **9. Parish Office Lease**

To receive an update on arrangements for renewing the lease on the Parish Office, which is due to expire on 31<sup>st</sup> March 2026.

#### **10. Budget 2026 – 27 (WHITE)**

To consider the draft Budget for 2026-27, including the Northfield Management Committee Budget. (Annexed).

2025/26 Precept - £222,096	2024/25 Precept - £188,797
2025/26 Tax Base – 2,600.70	2024/25 Tax Base – 2,586.69
2025/26 Band D - £85.40	2024/25 Band D - £72.99

The tax base is calculated by converting all banding and discount figures to “band D equivalents”, together with an allowance for non-collection. The final figure represents the amount of tax that would be raised by the levy of £1 in band D.

Under amended regulations, any Town or Parish with a precept over £140,000 is required to provide a breakdown of its precept over the following services:

## Highways, Planning & Economic Development, Recreation & Tourism and Other Services.

### Background documents

*Draft Budget 2026-27. (Annexed)*

*Northfield Management Committee Budget 2026-27. (Annexed)*

*Nominal ledger a/c for general reserves – code 310*

*Nominal Ledger a/c for capital reserve – code 320*

*Nominal Ledger a/c for HVH Earmarked Reserve – code 322*

*Nominal Ledger a/c for Manor Field Car Park Resurfacing – code 324*

*Nominal ledger a/c for CIL Receipts A – code 326*

*Nominal ledger a/c for CIL Receipts B – code 327*

*Nominal ledger a/c for EMR Local Plan – code 329*

*Nominal ledger a/c for EMR Neighbourhood Plan – code 331*

## **11. Sevenoaks District Local Plan**

(a) To receive an update on the Local Plan and to consider any correspondence received from the Parish Council's Planning Consultant.

(b) To discuss the proposed sites in Hartley.

## **12. Payments (BLUE)**

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

(b) To receive and note a Council detail report setting out actual income and expenditure against budgeted estimates as at 4<sup>th</sup> November 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 13, Sevenoaks District Council – Land Disposal and item 14, Community Warden Service Review – Draft Agreement, due to the confidential nature of the business to be transacted.**

## **13. Sevenoaks District Council – Land Disposal**

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

## **14. Community Warden Service Review – Draft Agreement**

At the meeting of the Parish Council held on 8<sup>th</sup> 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 Extraordinary Meeting of the Council held on 27<sup>th</sup> October 2025. **(WHITE)**

2. Minutes of the meeting of the Amenities & Open Spaces Committee held on 15<sup>th</sup> October 2025. **(GREEN)**
3. Minutes of the meetings of the Planning Committee held on 5<sup>th</sup> November 2025. **(YELLOW)**
4. Minutes of the meeting of the Neighbourhood Plan Steering Group held on 8<sup>th</sup> October 2025 and 3<sup>rd</sup> November 2025. **(GREEN)**
5. Draft Budget for 2026-27, including the Northfield Management Committee Budget.
6. Schedule of payments for November 2025. **(BLUE)**
7. Council detail report setting out actual income & expenditure against budgeted estimates as at 4<sup>th</sup> November 2025. **(BLUE)**

