

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

Website: www.hartleyparishcouncil.gov.uk

2nd December 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 DECEMBER 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 10th November 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. Planning Committee (YELLOW)

To adopt the minutes of the meetings of the Planning Committee held on 19th November 2025 (annexed) and 3rd December 2025 (to follow).

6. Neighbourhood Plan (GREEN)

To receive and note the minutes of the meeting of the Neighbourhood Plan Steering Group held on 3rd November 2025 and to consider any recommendations contained therein. (Annexed).

7. Parish Office (PINK)

(a) Lease

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

(b) Request for Rent, Lease or Ownership Information

To consider a letter dated 3rd November 2025, received from the Valuation Office Agency. (Annexed).

8. Sevenoaks District Local Plan

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

9. KALC Community Awards Scheme 2026 (WHITE)

To consider an email dated 17th September 2025, received from the Kent Association of Local Councils. (Annexed).

10. Payments (BLUE)

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

(b) To receive and note a Council detail report setting out actual income and expenditure against budgeted estimates as at 2nd December 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 11, Personnel Committee and

item 12, Sevenoaks District Council – Land Disposal, due to the confidential nature of the business to be transacted.

11. Personnel Committee (PINK)

To adopt the minutes of the meeting of the Personnel Committee held on 3rd December 2025. (To follow).

12. Sevenoaks District Council – Land Disposal

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

List of circulated documents

1. Minutes of the meeting of the Council held on 10th November 2025. **(WHITE)**
2. Minutes of the meetings of the Planning Committee held on 19th November 2025. **(YELLOW)**
3. Minutes of the meeting of the Neighbourhood Plan Steering Group held on 3rd November 2025. **(GREEN)**
4. Letter dated 3rd November 2025, received from the Valuation Office Agency. **(PINK)**
5. Email dated 17th September 2025, received from KALC. **(WHITE)**
6. Schedule of payments for December 2025. **(BLUE)**
7. Council detail report setting out actual income & expenditure against budgeted estimates as at 2nd December 2025. **(BLUE)**
8. Minutes of the meeting of the Personnel Committee held on 3rd December 2025. **(PINK)**

