

## THE PARISH COUNCIL OF HARTLEY

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6<sup>th</sup> January 2026

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 12<sup>th</sup> JANUARY 2026** 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. Councillor Resignation (PINK)**

(a) To receive and note the resignation of Mr Mally Malham, as a Member of Hartley Parish Council.

(b) To consider a letter dated 5<sup>th</sup> January 2026, received from the Electoral Assistant at Sevenoaks District Council.

A Notice of Vacancy was displayed on the Parish Council's noticeboard on 9<sup>th</sup> December 2025.

#### **6. Minutes (WHITE)**

To approve, as a correct record, the minutes of the Hartley Parish Council meeting held on 8<sup>th</sup> December 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.**

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

To adopt the minutes of the meeting of the Amenities & Open Spaces Committee held on 17<sup>th</sup> December 2025. (Annexed).

#### **8. Finance & General Purposes Committee (BLUE)**

To adopt the minutes of the meeting of the Finance & General Purposes Committee held on 17<sup>th</sup> December 2025. (Annexed).

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

To adopt the minutes of the meetings of the Planning Committee held on 17<sup>th</sup> December 2025 (annexed) and 7<sup>th</sup> January 2026 (to follow).

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

To consider an email dated 21<sup>st</sup> December 2025, received from the Chairman of the Neighbourhood Plan Steering Group. (Annexed).

#### **11. KCC Combined Members' Grant**

In light of the recommendations contained in the minutes of the Amenities & Open Spaces Committee and the Finance & General Purposes Committee meetings held on 17<sup>th</sup> December 2025, the Council is requested to consider which projects should be submitted for Combined Members' Grant funding.

## **12. 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.

## **13. Interim half year audit 2025/26 (CREAM)**

To consider the internal auditor's interim half year audit report for 2025 - 26. (Annexed).

## **14. 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*

## **15. Precept 2026/27 (PINK)**

(a) To consider a letter dated 13<sup>th</sup> December 2025, received from the Chief Finance Officer at Sevenoaks District Council. (Annexed).

(b) To consider the Precept for 2026/27.

At its meeting held on 17<sup>th</sup> December 2025, the Finance & General Purposes Committee recommended that the Council seeks to increase the level of Precept for 2026/27 from that of the current financial year.

At its meeting held on 17<sup>th</sup> December 2025, the Finance & General Purposes Committee made the following recommendation:

*“Sevenoaks District Council be advised that Hartley Parish Council wishes to increase the Band D charge for 2026/27 from £85.40 to £88.70, (an increase of 3.86%), which would increase the Precept from £222,096, to £228,907, based on a tax base of 2,580.73 for 2026/27”.*

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  
Other Services

**16. Anti-Harassment and Bullying Policy (WHITE)**

To review the Council's Anti-Harassment and Bullying Policy. (Annexed).

**17. Grievance Policy (CREAM)**

To review the Council's Grievance Procedure. (Annexed).

**18. Disciplinary Policy (GREEN)**

To review the Council's Disciplinary Policy. (Annexed).

**19. Payments (BLUE)**

(a) To approve the payment of the following accounts for January 2026. (To follow).

(b) To receive and note a Council detail report setting out actual income and expenditure against budgeted estimates as at 6<sup>th</sup> January 2026. (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 20 Sevenoaks District Council – Land Disposal, due to the confidential nature of the business to be transacted.**

**20. Sevenoaks District Council – Land Disposal**

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

**List of circulated documents**

1. Letter dated 5<sup>th</sup> January 2026, received from SDC. (**PINK**)
2. Minutes of the meeting of the Council held on 8<sup>th</sup> December 2025. (**WHITE**)
3. Minutes of the meeting of the Amenities & Open Spaces Committee held on 17<sup>th</sup> December 2025. (**GREEN**)
4. Minutes of the meeting of the Finance & General Purposes Committee held on 17<sup>th</sup> December 2025. (**BLUE**)
5. Minutes of the meetings of the Planning Committee held on 17<sup>th</sup> December 2025 and 7<sup>th</sup> January 2026. (**YELLOW**)

6. Email dated 21<sup>st</sup> December 2025, received from the Chairman of the Neighbourhood Plan Steering Group. **(GREEN)**
7. Internal auditor's interim half year audit report for 2025 – 26. **(CREAM)**
8. Draft Budget 2026-2027. **(WHITE)**
9. Northfield Management Committee Budget 2026-2027. **(WHITE)**
10. Letter dated 12<sup>th</sup> December 2025, received from the Chief Finance Officer at Sevenoaks District Council. **(PINK)**
11. Anti-Harassment and Bullying Policy. **(WHITE)**
12. Grievance Procedure. **(CREAM)**
13. Disciplinary Policy. **(GREEN)**
14. Schedule of payments for January 2026. **(BLUE)**
15. Council detail report setting out actual income & expenditure against budgeted estimates as at 6<sup>th</sup> January 2026. **(BLUE)**

