

THE PARISH COUNCIL OF HARTLEY

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3rd February 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 9th FEBRUARY 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. 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 12th January 2026. (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. Finance & General Purposes Committee (BLUE)

To adopt the minutes of the meeting of the Finance & General Purposes Committee held on 28th January 2026. (To follow).

6. Planning Committee (YELLOW)

To adopt the minutes of the meetings of the Planning Committee held on 21st January 2026 (annexed) and 4th February 2026 (to follow).

7. Neighbourhood Plan (GREEN)

(a) To receive and note the minutes of the meeting of the Neighbourhood Plan Steering Group held on 14th January 2026 and to consider any recommendations contained therein. (Annexed).

(b) To receive an update on expenditure incurred to date from the Neighbourhood Plan Earmarked Reserve.

8. Parish Office - Lease

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

9. Lone Working Policy (WHITE)

To review the Council's Lone Working Policy. (Annexed).

10. Equal Opportunities Policy (CREAM)

To review the Council's Equal Opportunities Policy. (Annexed).

11. Dignity at Work Policy (GREEN)

To review the Council's Dignity at Work Policy. (Annexed).

12. Sevenoaks District Council – Local List

To consider whether the Parish Council wishes to nominate a locally important building or structure to be added to the Sevenoaks District Council Local List.

A Local List identifies heritage assets that are valued as being distinctive elements of the local historic environment within the Sevenoaks District.

Adding a heritage asset to a Local List formally identifies it as a Non-Designated Heritage Asset (NDHA).

13. Payments (BLUE)

- (a) To approve the payment of the following accounts for February 2026. (To follow).
- (b) To receive and note a Council detail report setting out actual income and expenditure against budgeted estimates as at 3rd February 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 14, Personnel Committee and agenda item 15, Sevenoaks District Council – Land Disposal, due to the confidential nature of the business to be transacted.

14. Personnel Committee

To adopt the minutes of the meeting of the Personnel Committee held on 4th February 2026. (To follow).

15. 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 12th January 2026. **(WHITE)**
2. Minutes of the meeting of the Finance & General Purposes Committee held on 28th January 2026. **(BLUE)**
3. Minutes of the meetings of the Planning Committee held on 21st January 2026 and 4th February 2026. **(YELLOW)**
4. Minutes of the Neighbourhood Plan Steering Group meeting held on 14th January 2026. **(GREEN)**
5. Lone Working Policy. **(WHITE)**
6. Equal Opportunities Policy. **(CREAM)**
7. Dignity at Work Policy. **(GREEN)**
8. Schedule of payments for February 2026. **(BLUE)**
9. Council detail report setting out actual income & expenditure against budgeted estimates as at 3rd February 2026. **(BLUE)**

