

THE PARISH COUNCIL OF HARTLEY

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3rd March 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 MARCH 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

To approve, as a correct record, the minutes of the Hartley Parish Council meeting held on 9th February 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. Co-option to the Council

At the meeting of the Council held on 12th January 2026, the Council noted the resignation of Cllr Mally Malham.

It was agreed that the casual vacancy be advertised on the Council's noticeboards and on the Council's website, in The Hart magazine and on local social media sites, inviting eligible individuals interested in being co-opted as a parish councillor, to complete an application form.

It was agreed that any application forms duly received, be reported to the Council at its meeting to be held on 9th March 2026 and that the co-option process also be carried out at that meeting.

The Council is requested to consider any applications received.

6. Declaration of Acceptance of Office

Subject to the Council's approval of Agenda item 5, to receive the prospective Councillor's Declaration of Acceptance of Office.

7. Membership of Committees

Subject to items 5 and 6, to review the membership of committees.

A schedule indicating the current membership of Committees and Advisory Committees is annexed.

8. Amenities & Open Spaces Committee

To adopt the minutes of the meeting of the Amenities & Open Spaces Committee held on 18th February 2026. (Annexed)).

9. Burial Grounds & Gardens of Remembrance Committee

To adopt the minutes of the meeting of the Burial Grounds & Gardens of Remembrance Committee held on 25th February 2026. (Annexed).

10. Planning Committee

To adopt the minutes of the meetings of the Planning Committee held on 18th February 2026 (annexed) and 4th March 2026 (to follow).

11. Northfield Management Committee

To receive and note the minutes of the meeting of the Northfield Management Committee held on 4th March 2026 and to consider any recommendations contained therein. (Annexed).

12. Neighbourhood Plan

(a) To receive and note the minutes of the meeting of the Neighbourhood Plan Steering Group held on 4th March 2026 (if available) and to consider any recommendations contained therein.

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

(c) To consider a letter dated 16th February 2026, received from the Chairman of the Neighbourhood Plan Steering Group. (Annexed).

13. 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.

14. Speed Indicator Device

To consider a report dated March 2026, received from Ash-cum-Ridley Parish Council. (Annexed).

15. Manor Field

At the meeting of the Amenities & Open Spaces Committee held on 17th December 2026, it was recommended that a quotation received from Weed Management for the applications of fertilizer and Sulphate of Iron (March), Fertilizer and Herbicide (June) and Fertilizer and Sulphate of Iron (September) to Manor Field, be accepted.

This recommendation was ratified by the Council at its meeting held on 12th January 2026.

Members are requested to note that a copy of the contractors Public Liability insurance, Method Statements, Risk Assessment and COSHH certificates have been obtained. (Annexed).

The contractor will erect signage whilst the treatments are being applied and will only remove them when safe to do so.

As an additional precaution, signage will be erected at the entrances to Manor Field, prior to the work taking place, advising of the date that the applications will be carried out and that the area should be avoided whilst spraying is in progress.

In addition, the contractor has been instructed to observe a two meter buffer strip, measured from the centre of the hedgerow on the northern boundary of Manor Field, in order to comply with the current hedgerow regulations. (Annexed).

Members are requested to:

(1) approve the Method Statement and Risk Assessments received from the contractor;

(2) receive and note the COSHH assessments relating to the applications, received from the contractor;

(3) confirm the location of the signage to be erected at the entrances to Manor Field and,

(4) note the current hedgerow regulations (annexed) and that confirmation has been received from the contractor that the regulations will be adhered to.

Members are requested to note that the treatments will be carried out on 26th March 2026

16. Insurance

(a) To note that the Parish Council's insurance policy falls due for renewal on 1st June 2026.

The current long term agreement is due to expire in May 2026.

(b) To consider the insurance Pre Renewal Questionnaire. (Annexed).

17. Payments

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

(b) To receive and note a Council detail report setting out actual income and expenditure against budgeted estimates as at 3rd March 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 18, Sevenoaks District Council – Land Disposal and agenda item 19, Staff, due to the confidential nature of the business to be transacted.

18. Sevenoaks District Council – Land Disposal

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

19. Staffing/Structural Review

(a) To consider quotations received for an organisational review to be undertaken.

(b) At the meeting of the Personnel Committee held on 4th February 2026, it was recommended that the quotation received from Worknest for Legal Expenses insurance cover for 1 year, be accepted.

Members are requested to consider an email dated 20th February 2026 received from the Council's Insurers. (Annexed).

List of circulated documents

1. Minutes of the meeting of the Council held on 9th February 2026. **(WHITE)**
2. Schedule indicating the current membership of Committees and Advisory Committees. **(CREAM)**
3. Minutes of the meeting of the Amenities & Open Spaces Committee held on 18th February 2026. **(GREEN)**

4. Minutes of the meeting of the Burial Grounds & Gardens of Remembrance Committee held on 25th February 2026. **(PINK)**
5. Minutes of the meetings of the Planning Committee held on 18th February 2026 and 4th March 2026. **(YELLOW)**
6. Letter dated 16th February 2026, received from the Chairman of the Neighbourhood Plan Steering Group. **(GREEN)**
7. Minutes of the meeting of the Northfield Management Committee held on 4th March 2026. **(PINK)**
8. Report dated March 2026, received from Ash-cum-Ridley Parish Council. **(WHITE)**
9. Method Statement and Risk Assessment received from Weed Management. **(GREEN)**
10. COSHH assessments received from Weed Management. **(GREEN)**
11. Current hedgerow regulations relating to buffer strips. **(GREEN)**
12. Insurance pre-renewal questionnaire. **(WHITE)**
13. Schedule of payments for March 2026. **(BLUE)**
14. Council detail report setting out actual income & expenditure against budgeted estimates as at 3rd March 2026. **(BLUE)**
15. Email dated 20th February 2026, received from the Council's insurers. **(CREAM)**
16. Council detail report setting out actual income & expenditure against budgeted estimates as at 3rd March 2026. **(BLUE)**

