

THE PARISH COUNCIL OF HARTLEY

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2nd June 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 8th JUNE 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 11th May 2026. (Previously sent by email).

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 Parish Council held on 13th April 2026, the Council noted the resignation of Cllr Ian Ross.

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 8th June 2026 and that the co-option process also be carried out at that meeting.

The closing date for applications was 29th May 2026.

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, or, if not then received, to decide when it shall be received.

7. Membership of Committees (CREAM)

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 (GREEN)

To adopt the minutes of the meeting of the Amenities & Open Spaces Committee held on 20th May 2026, and to consider any recommendations contained therein. (Annexed).

9. Planning Committee

To adopt the minutes of the meetings of the Planning Committee held on 13th May 2026 (annexed) and 3rd June 2026 (to follow) and to consider any recommendations contained therein.

10. Northfield Management Committee (PINK)

To receive and note the minutes of the meeting of the Northfield Management Committee held on 22nd May 2026 and to consider any recommendations contained therein. (To follow).

11. Neighbourhood Plan (GREEN)

(a) To receive and note the minutes of the meeting of the Neighbourhood Plan Steering Group held on 15th April 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.

(c) To consider a report on the proposed designation of Local Green Spaces in the Neighbourhood Plan.

12. I.T Policy (WHITE)

To review the Parish Council's I.T Policy. (Annexed)

13. Community Warden (PINK)

To consider the End of Financial Year report, received from Kent County Council. (Annexed).

14. Community Events

(a) To consider a proposal for a monthly Members Surgery to be introduced.

(b) To consider a proposal for a Summer Fete to be arranged.

15. Sevenoaks District Council – Land Disposal

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

16. Asset of Community Value Nomination

To consider an email dated 1st June 2026, received from Sevenoaks District Council. (Previously circulated by email).

17. Payments

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

(b) To receive and note a Council detail report setting out actual income and expenditure against budgeted estimates as at 2nd June 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.

List of circulated documents

1. Minutes of the meeting of the Council held on 11th May 2026. **(WHITE)**
2. Committee and Advisory Committee Membership 2026/27. **(CREAM)**
3. Minutes of the meeting of the Amenities & Open Spaces Committee held on 20th May 2026. **(GREEN)**

4. Minutes of the meeting of the Planning Committee held on 13th May 2026.
(YELLOW)
5. Minutes of the Northfield Management Committee held on 22nd May 2026.
(PINK)
6. Minutes of the Neighbourhood Plan Steering Group held on 15th April 2026.
(GREEN)
7. I.T. Policy **(WHITE)**
8. Community Warden End of Financial Year report. **(PINK)**
9. Detailed income and expenditure by budget heading as at 2nd June 2026.
(BLUE)
10. Schedule of payments for June 2026. **(BLUE)**

