

THE PARISH COUNCIL OF HARTLEY

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7th July 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 13th JULY 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. Declaration of Acceptance of Office

To receive Councillor Andrew's Declaration of Acceptance of Office.

At the meeting of the Council held on 8th June 2026, it was resolved to receive Councillor Gary Andrew's Declaration of Acceptance of Office at the July Council meeting.

3. 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.

4. Dispensations

(a) Pursuant to paragraph 15 of the Code of Conduct adopted by the Council on 10th November 2014, the Council is requested to consider a request from Cllr Andrews, to grant a dispensation to enable participation in discussion and voting on any matter/s relating to the Hartley Village Hall Trust until the next ordinary election in May 2027, on the grounds that the Council is the sole trustee of the Charity and to do otherwise would impede any business to be transacted by the Council relating to the Trust.

(b) 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.

5. Minutes (WHITE)

To approve, as a correct record, the minutes of the Hartley Parish Council meeting held on 8th June 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.

6. Membership of Committees (CREAM)

To review the membership of committees.

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

7. Amenities & Open Spaces Committee (GREEN)

To adopt the minutes of the meeting of the Amenities & Open Spaces Committee held on 8th July 2026, and to consider any recommendations contained therein. (To follow).

8. Personnel Committee (PINK)

To adopt the minutes of the meeting of the Personnel Committee held on 8th July 2026, and to consider any recommendations contained therein. (To follow).

9. Planning Committee

To adopt the minutes of the meetings of the Planning Committee held on 3rd June 2026 and 17th June 2026 (annexed) and 8th July 2026 (to follow) and to consider any recommendations contained therein.

10. Community Events

(a) To consider any update on the proposal for a monthly Members Surgery to be introduced.

(b) To consider any update on the proposal for a Summer Fete to be arranged.

11. Sevenoaks District Council – Land Disposal (WHITE)

To consider an email dated 3rd July 2026, received from Sevenoaks District Council. (Annexed)

12. Payments

- (a) To approve the payment of the following accounts for July 2026. (To follow).
- (b) To approve the payment of the following accounts for August 2026. (To follow).
- (c) To receive and note a Council detail report setting out actual income and expenditure against budgeted estimates as at 7th July 2026. (Annexed).
- (d) To verify the bank reconciliations for the Council's four bank accounts. Bank statements and reconciliations will be available at the meeting.

13. Neighbourhood Plan (GREEN)

- (a) To receive an update on expenditure incurred to date from the Neighbourhood Plan Earmarked Reserve.
- (b) To consider any additional expenditure that may be required.
- (c) To review the Terms of Reference for the Neighbourhood Plan Steering Group.
- (d) To receive a verbal progress report on the draft Neighbourhood Plan.

Pursuant to Standing Order 3 (d) the public will be excluded from the meeting during consideration of agenda item 13 (e), Neighbourhood Plan, due to the confidential nature of the business to be transacted.

- (e) To consider the proposed designation of Local Green Spaces in the Neighbourhood Plan.

List of circulated documents

1. Minutes of the meeting of the Council held on 8th June 2026. **(WHITE)**
2. Committee and Advisory Committee Membership 2026/27. **(CREAM)**
3. Minutes of the meeting of the Amenities & Open Spaces Committee held on 8th July 2026. **(GREEN)**
4. Minutes of the meeting of the Personnel Committee held on 8th July 2026. **(PINK)**
5. Minutes of the meetings of the Planning Committee held on 3rd June 2026, 17th June 2026 and 8th July 2026. **(YELLOW)**
6. Email dated 3rd July 2026, received from Sevenoaks District Council. **(WHITE)**
7. Detailed income and expenditure by budget heading as at 7th July 2026. **(BLUE)**
8. Schedule of payments for July 2026. **(BLUE)**

