

THE PARISH COUNCIL OF HARTLEY

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8th September 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 14th SEPTEMBER 2026** commencing at **7.30p.m.** The business to be transacted at the meeting is:

Yours sincerely

Helen Boden

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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

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 Extraordinary Meeting of Hartley Parish Council meeting held on 27th July 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. Amenities & Open Spaces Committee (GREEN)

To adopt the minutes of the meeting of the Amenities & Open Spaces Committee held on 25th August 2026 and to consider any recommendations contained therein. (Annexed)

6. Personnel Committee (PINK)

To adopt the minutes of the meeting of the Personnel Committee held on 29th July 2026 and to consider any recommendations contained therein. (Annexed)

7. Planning Committee

To adopt the minutes of the meetings of the Planning Committee held on 5th August 2026, 19th August 2026, 2nd September 2026 (annexed) and 9th September 2026 (to follow) and to consider any recommendations contained therein.

8. Northfield Management Committee (PINK)

To receive and note the minutes of the meeting of the Northfield Management Committee held on 9th September 2026 and to consider any recommendations contained therein. (If available).

9. Sevenoaks District Council Local Plan – Regulation 19 Consultation

To consider any action required with regard to the Sevenoaks Local Plan Regulation 19 Consultation.

10. Neighbourhood Plan (GREEN)

(a) To receive and note the minutes of the meeting of the Neighbourhood Plan Steering Group held on 29th July 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 any additional expenditure that may be required.

(d) To consider an email dated 26th August 2026, updating Members on progress with the Neighbourhood Plan and to consider the action points recommended by the Steering Group. (Annexed)

11. Code of Conduct (WHITE)

To review the Council's Code of Conduct. (Annexed).

12. Standing Orders (CREAM)

To review the Council's Standing Orders. (Annexed)

NALC has issued an update to Model Standing Orders 14 and 18.

13. Training (GREEN)

To consider a list of training available and whether any councillor wishes to attend.
(Annexed)

14. Speed Indicator Device (WHITE)

(a) To consider arrangements for the moving of the Speed Indicator Device shared with Ash-cum-Ridley Parish Council.

(b) To consider a draft risk assessment for the moving of the Speed Indicator Device.
(Annexed).

15. Formal Governance/Procedural Query

To note that a formal governance/procedural query has been received from a member of the public, with regard to the engagement of the Planning Consultant to assist the Council with its response to the Sevenoaks District Council Local Plan – Regulation 19 Consultation.

16. Environmental Information Regulation request

To note that an Environmental Information Regulation request has been received from a member of the public.

17. Parish Office (PINK)

To consider a letter dated 28th August 2026, received from the Valuation Office Agency. (Annexed).

18. Rectory Meadow

To consider a request from a resident for a themed party to be held in Rectory Meadow.

19. Accounts for the Financial Year Ended 31st March 2026 (WHITE)

To receive and note the External Auditor's Report and Certificate 2025/26 contained in Section 3 of the Annual Governance & Accountability Return (AGAR). On the basis of their review of the AGAR, in their opinion, the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The notice of conclusion of the audit and right to inspect the AGAR for the year ended 31st March 2026, was displayed on the Council's noticeboard and on the Council's website on 8th September 2026, together with a certified copy of sections 1, 2 and 3 of the AGAR.

Background documents

Annual Governance & Accountability Return (AGAR). 2025/26, Section 3. (ANNEXED).

Letter dated 7th September 2026 received from the External Auditor. (ANNEXED)

20. Payments

- (a) To approve the payment of the following accounts for September 2026. (To follow).
- (b) To receive and note a Council detail report setting out actual income and expenditure against budgeted estimates as at 8th September 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.

21. Exclusion of the Press and Public

To resolve that, under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following item of business on the grounds that agenda item 22, Sevenoaks District Council – Land Disposal, involves the likely disclosure of exempt information, as the document provided by the District Council is requested to be kept confidential

22. Sevenoaks District Council – Land Disposal (WHITE)

To consider an email dated 13th August 2026, received from Sevenoaks District Council. (Previously circulated by email)

List of circulated documents

1. Minutes of the Extraordinary Parish Council meeting held on 27th July 2026. **(WHITE)**
2. Minutes of the meeting of the Amenities & Open Spaces Committee held on 25th August 2026. **(GREEN)**
3. Minutes of the meeting of the Personnel Committee held on 29th July 2026. **(PINK)**
4. Minutes of the meetings of the Planning Committee held on 5th August 2026, 19th August 2026 and 2nd September 2026. **(YELLOW)**
5. Minutes of the meeting of the Northfield Management Committee held on 9th September 2026. **(PINK)**
6. Minutes of the meeting of the Neighbourhood Plan Steering Group held on 29th July 2026. **(GREEN)**
7. Email dated 26th August 2026, received from the Neighbourhood Plan Steering Group. **(GREEN)**
8. Code of Conduct. **(WHITE)**
9. Standing Orders. **(CREAM)**
10. List of available training. **(GREEN)**
11. Draft risk assessment for the moving of the SID. **(WHITE)**
12. Letter dated 28th August 2026, received from the Valuation Office Agency. **(PINK)**

13. External Auditor's Report and Certificate 2025/26 contained in Section 3 of the Annual Governance & Accountability Return (AGAR). **(WHITE)**
14. Detailed income and expenditure by budget heading as at 8th September 2026. **(BLUE)**
15. Schedule of payments for September 2026. **(BLUE)**

