

## THE PARISH COUNCIL OF HARTLEY

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6<sup>th</sup> October 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 12<sup>th</sup> OCTOBER 2026** commencing at **7.30p.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**

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 10<sup>th</sup> November 2014.

#### **4. Minutes**

To approve, as a correct record, the minutes of the Hartley Parish Council meeting held on 14<sup>th</sup> September 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. Burial Grounds & Gardens of Remembrance Committee**

To adopt the minutes of the meeting of the Burial Grounds & Gardens of Remembrance Committee held on 7<sup>th</sup> October 2026 and to consider any recommendations contained therein. (To follow).

#### **6. Planning Committee**

To adopt the minutes of the meetings of the Planning Committee held on 23<sup>rd</sup> September 2026 (annexed) and 7<sup>th</sup> October 2026 (to follow), and to consider any recommendations contained therein.

#### **7. Neighbourhood Plan – Regulation 15 Submission**

(a) To consider a report on the Neighbourhood Plan – Regulation 15 Submission, including items for decision. (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.

#### **8. Training**

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

#### **9. Billings Hill Shaw – Community Orchard**

To consider a report, including quotations received for the creation of the proposed community orchard at Billings Hill Shaw.

#### **10. Organisational Review - Council HR and Governance Support**

To consider any additional comments from Councillors with regard to the recommendations contained within the Organisational Review Report. (Previously circulated by email).

#### **11. Banking**

To consider a letter dated 11<sup>th</sup> August 2026, received from the Nationwide Building Society. (Annexed).

## **12. Remembrance Sunday Service**

To consider arrangements for the Remembrance Sunday Service, to be held on 8<sup>th</sup> November 2026. (Annexed).

## **13. 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 6<sup>th</sup> October 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.

## **14. 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 15, Sevenoaks District Council – Land Disposal, involves the likely disclosure of exempt information, as the District Council has requested that the documents provided be kept confidential

## **15. Sevenoaks District Council – Land Disposal**

To consider an email dated 5<sup>th</sup> October 2026, received from Sevenoaks District Council.

### **List of circulated documents**

1. Minutes of the Hartley Parish Council meeting held on 14<sup>th</sup> September 2026. **(WHITE)**
2. Minutes of the meeting of the Burial Grounds & Gardens of Remembrance Committee held on 7<sup>th</sup> October 2026. **(PINK)**
3. Minutes of the meetings of the Planning Committee held on 23<sup>rd</sup> September 2026 and 7<sup>th</sup> October 2026. **(YELLOW)**
4. Report on the Neighbourhood Plan Regulation 15 Submission. **(WHITE)**
5. List of available training. **(GREEN)**
6. Letter dated 11<sup>th</sup> August 2026, received from the Nationwide Building Society. **(WHITE)**
7. Remembrance Sunday Traffic Management Plan 2026. **(CREAM)**
8. Remembrance Sunday Risk Assessment. **(CREAM)**
9. Medical Provision Assessment. **(CREAM)**
10. Detailed income and expenditure by budget heading as at 6<sup>th</sup> October 2026. **(BLUE)**
11. Schedule of payments for October 2026. **(BLUE)**

