THE PARISH COUNCIL OF HARTLEY

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3rd November 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 NOVEMBER 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 10th November 2014.

4. Minutes

To approve, as a correct record, the minutes of the Hartley Parish Council meeting held on 12th October 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

To adopt the minutes of the meeting of the Amenities & Open Spaces Committee held on 13th October 2026 and to consider any recommendations contained therein. (Annexed).

6. Finance & General Purposes Committee

To adopt the minutes of the meeting of the Finance & General Purposes Committee held on 21st October 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 21st October 2026 (annexed) and 4th November 2026 (to follow), and to consider any recommendations contained therein.

8. Neighbourhood Plan

To consider any update on the Neighbourhood Plan.

9. Training

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

10. Councillor Policy Checklist

To remind all members of the Parish Council to complete, sign, and return their annual policy checklists to the Clerk.

As part of our commitment to good governance, transparency, and audit compliance, all councillors are required to review the council's core policies annually. The checklist confirms that members have read and agree to abide by key regulations, including the Code of Conduct, Standing Orders, Financial Regulations, and Data Protection (GDPR) policies.

Councillors who have not yet done so are requested to return their completed and signed forms to the Clerk by Friday 13th November 2026.

If any member requires a replacement copy of the checklist or the associated policy documents, please contact the Clerk immediately following this meeting.

11. Budget 2027 – 28

To consider the draft Budget for 2027-28, including the Northfield Management Committee Budget. (Annexed).

2026/27 Precept - £226,607	2025/26 Precept - £222,096
2026/27 Tax Base – 2,580.73	2025/26 Tax Base – 2,600.70
2026/27 Band D - £87.81	2025/26 Band D - £85.40

The tax base is calculated by converting all banding and discount figures to "band D equivalents", together with an allowance for non-collection. The final figure represents the amount of tax that would be raised by the levy of £1 in band D.

Under amended regulations, any Town or Parish with a precept over £140,000 is required to provide a breakdown of its precept over the following services:

Highways, Planning & Economic Development, Recreation & Tourism and Other Services.

Background documents

Draft Budget 2027-28. (Annexed)

Northfield Management Committee Budget 2027-28. (Annexed)

Nominal ledger a/c for general reserves – code 310

Nominal Ledger a/c for capital reserve – code 320

Nominal Ledger a/c for HVH Earmarked Reserve – code 322

Nominal ledger a/c for CIL Receipts A – code 326

Nominal ledger a/c for CIL Receipts B – code 327

Nominal ledger a/c for EMR Local Plan – code 329

Nominal ledger a/c for EMR Neighbourhood Plan – code 331

12. Payments

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

(b) To receive and note a Council detail report setting out actual income and expenditure against budgeted estimates as at 3rd November 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.

13. 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 14, 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

14. Sevenoaks District Council – Land Disposal

To consider any update received from Sevenoaks District Council.

List of circulated documents

1. Minutes of the Hartley Parish Council meeting held on 12th October 2026. **(WHITE)**
2. Minutes of the meeting of the Amenities & Open Spaces Committee held on 13th October 2026. **(GREEN)**
3. Minutes of the meeting of the Finance & General Purposes Committee held on 21st October 2026. **(BLUE)**
4. Minutes of the meetings of the Planning Committee held on 21st October 2026 and 4th November 2026. **(YELLOW)**
5. List of available training. **(GREEN)**
6. Detailed income and expenditure by budget heading as at 3rd November 2026. **(BLUE)**
7. Schedule of payments for November 2026. **(BLUE)**