

THE PARISH COUNCIL OF HARTLEY

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2nd January 2024

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 JANUARY 2024** 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

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 December 2023. (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 13th December 2023 and to consider any recommendations contained therein. (Annexed).

6. Finance & General Purposes Committee

(BLUE)

To adopt the minutes of the meeting of the Finance & General Purposes Committee held on 20th December 2023 and to consider any recommendations contained therein. (Annexed).

7. Planning Committee

(YELLOW)

To adopt the minutes of the meetings of the Planning Committee held on 20th December 2023, (annexed) and 3rd January 2024, (to follow) and to consider any recommendations contained therein.

8. Precept 2024 – 2025

(PINK)

(a) To consider a letter dated 15th December 2023, received from the Chief Finance Officer at Sevenoaks District Council. (Annexed).

(b) To consider the Precept for 2024/25.

The Council approved its budget for 2024/25 at a meeting held on 20th December 2023, but the decision relating to the setting of the Precept for 2024/25 was deferred, pending information on next year's tax base.

At its meeting held on 20th December 2023, the Finance Committee made the following recommendation:

“Sevenoaks District Council be advised that Hartley Parish Council wishes to increase the Band D charge for 2024/25 from £62.63 to £72.99, (an increase of 16.5%), which would increase the Precept from £160,390, to £188,797, based on a tax base of 2,586.69 for 2024/25”.

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

Other Services

9. Neighbourhood Plan (GREEN)

To receive and note the minutes of the meeting of the Neighbourhood Plan Steering Group held on 13th December 2023 and to consider any recommendations contained therein. (Annexed).

10. Sevenoaks District Council Local Plan

To consider arrangements for the preparation and submission of the Parish Council's response to Sevenoaks District Council's Regulation 18 (Part 2) Consultation which ends on 11th January 2024.

11. Equal Opportunities Policy (WHITE)

To consider and adopt an Equal Opportunities Policy for Hartley Parish Council. (Annexed).

12. Payments (BLUE)

(a) To approve the payment of the following accounts for January 2024. (Annexed).

(b) To receive and note a Council detail report setting out actual income and expenditure against budgeted estimates as at 2nd January 2024. (Annexed).

(c) To verify the bank reconciliations for the Council's four bank accounts and Barclaycard account.

Bank statements and reconciliations will be available at the meeting.

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

13. Staff

To receive an update following the recent interviews for the position of Clerk's Assistant.

List of circulated documents

1. Minutes of the meeting of the Council held on 11th December 2023. **(WHITE)**
2. Minutes of the meeting of the Amenities & Open Spaces Committee held on 13th December 2023. **(GREEN)**
3. Minutes of the meeting of the Finance & General Purposes Committee held on 20th December 2023. **(BLUE)**
4. Minutes of the meeting of the Planning Committee held on 20th December 2023. **(YELLOW)**
5. Letter dated 15th December 2023, received from the Chief Finance Officer at Sevenoaks District Council. **(PINK)**
6. Minutes of the meeting of the Neighbourhood Plan Steering Group held on 20th December 2023. **(GREEN)**
7. Draft Equal Opportunities Policy. **(WHITE)**

8. Schedule of payments for January 2024. **(BLUE)**
9. Council detail report setting out actual income and expenditure against budgeted estimates as at 2nd January 2024. **(BLUE)**

