

THE PARISH COUNCIL OF HARTLEY

MINUTES OF THE ANNUAL MEETING OF HARTLEY PARISH COUNCIL

HELD IN THE PAVILION, MANOR FIELD, CHURCH ROAD

ON MONDAY 10th MAY 2023 AT 7.30 P.M.

Present :

Cllr Larry Abraham
Cllr Perry Cole
Cllr Lesley Driscoll
Cllr Laurence Glander
Cllr Mally Malham
Cllr Anne Oxtoby – (*Chairman*)
Cllr Brian Ramsay
Cllr Ian Ross
Cllr Vince Sewell

In attendance:

Mrs Helen Boden- (*Clerk*)
1 member of the public

1. Election of Chairman of the Council

RESOLVED: That,

Cllr Anne Oxtoby be elected Chairman of the Council for the ensuing year.

2. Chairman's Declaration of Acceptance of Office

The Council received the Chairman's Declaration of Acceptance of Office.

3. Election of Vice-Chairman

RESOLVED: That,

Cllr Larry Abraham be elected Vice Chairman of the Council for the ensuing year.

4. Delivery by Councillors of their Declarations of Acceptance of Office

The Council received delivery of Declarations of Acceptance of Office from Cllrs Abraham, Cole, Cole, Driscoll, Glander, Graeme, Malham, Oxtoby, Ramsay, Ross and Sewell.

5. Declarations of acceptance of office

The Council was advised that, due to family commitments, Cllr Colwell had been unable to sign a Declaration of Acceptance of Office.

RESOLVED: That,

Cllr Colwell's Declaration of Acceptance of Office be received by the Council at its next meeting in June 2023.

6. Apologies for Absence

Apologies for absence had been received from Cllr Penny Cole due to work commitments, Cllr Colwell due to family commitments and Cllr Graeme due to family commitments.

Members noted that apologies had also been received from David Brazier the Kent County Councillor.

RESOLVED: That,
the absences of Cllr Penny Cole due to work commitments, Cllr Colwell due to family commitments and Cllr Graeme due to family commitments, be accepted and approved.

7. Declarations of interest

Councillors were reminded of their duty to complete their register of interests within 28 days of election to the office of parish councillor.

Cllr Glander declared an interest under agenda item 34 (a), Payments, as he was the recipient of one of the payments.

8. Dispensations

(a) The Council considered requests from Members to grant dispensations in relation to the transaction of business on matters relating to the Hartley Village Hall Trust.

RESOLVED: That,
pursuant to paragraph 15 of the Code of Conduct adopted by the Council on 10th November 2014, Members of the Council be granted dispensations to enable participation in discussions and voting on matters relating to the Hartley Village Hall Trust until the next ordinary election in May 2027 on the grounds that, all Members of the Council, acting as sole trustee of the Charity, would otherwise be prohibited from taking part in the meeting which would impede the transaction of business by the Council in matters relating to the Trust.

(b) There were no further requests from Members for a dispensation.

9. Minutes

RESOLVED: That,
the minutes of the meeting of Hartley Parish Council held on 11th April 2023, be approved and signed by the Chairman as a correct record.

The meeting was adjourned at 7.35p.m. to receive reports from the District Councillors and to take questions from members of the public.

The meeting resumed at 7.39 p.m.

Pursuant to Standing Order 3 (e) the Chairman of the Council invited members of the public present to express an interest if they wished to make representations, answer questions or give evidence in respect of any item of business included in the agenda.

No members of the public expressed an interest in making representations answering questions or giving evidence in respect of any item of business included in the agenda.

10. Insufficiency of Candidates at an Ordinary Election

Members were reminded that there were an insufficient number of candidates validly nominated at the Parish Council elections held on 4th May.

The council may therefore co-opt any person or persons to fill the vacancy.

The Chairman explained that if the power of co-option is not exercised within 35 days (in calculating which, Saturday, Sunday, Christmas Eve, Christmas Day, Good Friday, a Bank Holiday and a day appointed for public thanksgiving or mourning are excluded), the principal authority may then exercise its powers to hold a further election or to take other appropriate action to fill the vacancy.

The Chairman reported that an application had been received from an eligible candidate.

RESOLVED: That,

the vacant position be advertised on the Council's noticeboard and on the Council's website, inviting eligible individuals interested in being co-opted as a parish councillor, to complete an application form and that any application forms duly received, be reported to the Council at its meeting to be held on 12th June 2023 and for the co-option process to also be carried out by the Council at that meeting.

11. Appointment of committees

(a) Committees and Advisory Committees

Members agreed that the Finance Committee and General Purposes Committee should be merged in to one committee and be named the Finance & General Purposes Committee.

RESOLVED: That,

1) the terms of reference and delegated powers of committees and advisory committees, as set out in **Appendix 1** attached to these minutes, be approved and adopted and,

2) establishment of the terms of reference for the Finance & General Purposes Committee be carried out at the first meeting of the new committee.

(b) Membership of committees and advisory committees

RESOLVED: That,

the membership of committees and advisory committees, as set out in **Appendix 2** to these minutes, be approved and adopted.

(c) Appointment of representatives to outside bodies, joint management committees and the Hartley Neighbourhood Plan Steering Group.

RESOLVED: That,

the appointments to outside bodies, joint management committees and the Hartley Neighbourhood Plan Steering Group, as set out in **Appendix 3** attached to these minutes, be approved and adopted.

(d) Members reviewed the Terms of Reference of the Neighbourhood Plan Steering Group, in particular section 4. Membership (a) which states that *“the Steering Group will be made up of three Parish Councillors, one of whom shall be appointed Chairman of the Steering Group, together with up to nine volunteers”*.

Members agreed that this should be amended to read *“Chairman or Vice-Chairman of the Steering Group”*.

RESOLVED: That,

the Terms of Reference of the Hartley Neighbourhood Plan Steering Group, as set out in **Appendix 4** attached to these minutes, be approved and adopted.

12. Standing Orders

The Council's Standing Orders were reviewed by the Standing Orders Advisory Committee on 27th June 2018.

Members noted that Standing Order 20 (b) referred to the “General Purposes Committee”.

It was agreed that as this Committee had now been merged with the Finance Committee, the Standing Order would need to be amended to read the “Finance & General Purposes Committee.”

RESOLVED: That,

the Standing Orders, as approved by the Council on 9th July 2018, be confirmed, with the addition of an amendment to Standing Order 20 (b), so that it reads:

“Correspondence from and notices served by, the Information Commissioner shall be referred to the Proper Officer to the Chairman of the Finance & General Purposes Committee. The said Committee shall have the power to do anything to facilitate compliance with freedom of information and data protection legislation”.

13. Financial Regulations

RESOLVED: That,

the Financial Regulations, as approved by the Council on 11th November 2019 and reviewed by the Finance Committee at its meeting held on 27th April 2022, be confirmed.

14. Complaints Procedure

RESOLVED: That,

the Complaints Procedure, as approved by the Council on 9th May 2022, be confirmed.

15. Publication Scheme, Freedom of Information Act 2000 and Data Protection Act 2018

RESOLVED: That,

(1) the publication scheme, as approved by the Council on 10th June 2019, be confirmed; and

(2) the Council's procedures for handling requests under the Freedom of Information Act 2000 and the Data Protection Act 2018, as approved by the Council on 10th June 2019, be confirmed.

16. Calendar of Meetings

(a) The Council considered the dates, times and place of ordinary meetings of the Council during the ensuing year.

RESOLVED: That,

the calendar of meetings for ordinary meetings of the Council commencing at 7.30 p.m. at the Pavilion, Manor Field, Church Road, as set out below, be approved.

Meeting Dates
12 th June 2023
10 th July 2023
11 th September 2023
9 th October 2023
13 th November 2023
11 th December 2023
8 th January 2024
12 th February 2024
11 th March 2024
Tuesday 8 th April 2024
13 th May 2024 (Annual Meeting of the Council)

(b) The Council considered arrangements for the Annual Parish Meeting.

RESOLVED: That,

the date for the Annual Parish Meeting of Friday 17th May 2024 be approved.

17. Planning Committee

RESOLVED: That,

the minutes of the meeting of the Planning Committee held on 3rd May 2023 and the recommendations contained therein, be received and, where necessary, approved and adopted.

18. Northfield Management Committee

RESOLVED: That,

(1) the minutes of the meeting of the Northfield Management Committee held on 27th March 2023, be received and noted and,

(2) the amendment to the Financial Regulations, as recommended by the Northfield Management Committee at its meeting held on 27th March 2023, be approved by Hartley Parish Council.

19. Localism Act 2011 – General Power of Competence

The Council examined the advice note published by the SLCC in 2023 – Localism Act 2011 – General Power of Competence and Wellbeing.

RESOLVED: That,

Hartley Parish Council is satisfied that it meets the conditions set out in the Parish Council's (General Power of Competence) (Prescribed Conditions) Order 2012 and qualifies as an eligible parish council for the purposes of the adoption of the General Power of Competence and resolves to adopt the General Power of Competence for the duration of the eligibility period, i.e. from the date the resolution is passed until the date of the next Annual meeting that takes place in a year of ordinary elections, (2027).

20. Risk Management Review

RESOLVED: That,

the Risk Management Policy Statement, Risk Management Strategy and Risk Register, as reviewed by the Finance Committee at its meeting held on 22nd February 2023, be confirmed.

21. Financial Risk Assessment

RESOLVED: That,

the Financial Risk Assessment as reviewed by the Finance Committee at its meeting held on 22nd February 2023, be confirmed.

22. Statement of Internal Control

RESOLVED: That,

the Statement of Internal Control, reviewed by the Finance Committee at its meeting held on 22nd February 2023, be confirmed.

23. Review of Income and Expenditure

RESOLVED: That,

the Council detail report as at 31st March 2023, setting out actual income and expenditure against budgeted estimates be received and noted;

24. Review of the Effectiveness of the System of Internal Control

Assertion 2 of the Annual Governance Statement contained in Section 1 of the Annual Governance and Accountability Return, requires Members of Hartley Parish Council to confirm that they have *“maintained an adequate system of internal control, including*

*measures designed to prevent and detect fraud and corruption **and** reviewed its effectiveness”.*

This Assertion covers the Council’s responsibility to ensure that its affairs are managed in accordance with proper standards of financial conduct and that arrangements exist to prevent and detect fraud and corruption. The Council is required to confirm that it has tested those arrangements, at least once in the year, to make sure that they are working in an adequate and effective way.

When completing Assertion 2, 6 and 7 in the Annual Governance Statement, local councils should consider the outcome of any review of internal audit. Guidance on how the review could be conducted is set out in the Governance & Accountability for Local Council’s – A Practitioners’ Guide (England) March 2022, pages 24 to 27 inclusive.

A review of the effectiveness of the system of internal audit was undertaken on 25th January 2023, by Cllrs Abraham, Ramsay and Sewell. This was considered and approved by the Finance Committee at its meeting held on 22nd February 2023.

Members noted that the review of the effectiveness of the system of internal audit, carried out by Cllrs Abraham, Ramsay and Sewell on 25th January 2023, had been approved by the Council at its meeting held on 13th March 2023.

RESOLVED: That,

the Council is satisfied with the review of the effectiveness of the system of internal audit, carried out by Cllrs Abraham, Ramsay and Sewell on 25th January 2023 and approved by the Council at its meeting held on 13th March 2023.

25. Internal Auditor’s Report 2022-23

(a) The Council considered the Internal Auditor’s Report for the year ending 31st March 2023.

Members noted that there were no items requiring action.

The Council expressed its thanks to the Clerk and the Assistant Clerk for their work in relation to the preparation of the year end accounts.

RESOLVED: That,

the Internal Auditor’s Report for the year ending 31st March 2023 be received and noted.

(b) The Council considered the Annual Internal Audit Report 2022/23 (Page 3 of the Annual Governance and Accountability Return).

RESOLVED: That,

the Annual Internal Audit Report 2022/23 (Page 3 of the Annual Governance and Accountability Return, be received and noted.

26. Annual Governance Statement 2022/23

The Council considered each of the assertions contained in Page 4, Section 1 of the Annual Governance and Accountability Return, entitled Annual Governance Statement, in respect of the preparation of the accounting statements and the Council’s internal controls.

RESOLVED: That,

the Council is satisfied that it has met all of the requirements set out in paragraphs (1) to (9) inclusive, contained in Page 4, Section 1 of the Annual Governance and Accountability Return and that the Annual Governance Statement, as set out in **Appendix 5** attached to these minutes, be approved by the Council and that the Chairman of the Council and the Clerk be authorised to sign Section 1 of the Annual Governance and Accountability Return, Annual Governance Statement 2022/23.

27. Accounts for the Financial Year Ended 31st March 2023 – Accounting Statements

The Council was advised of the notice received from the Council's external auditor, Mazars, advising that the Annual Governance and Accountability Return for the financial year ending 31st March 2023, should be returned by no later than 30th June 2023, with the following documentation;

- a fully completed and approved Annual Governance and Accountability Return (AGAR). Section 1 must be approved before Section 2, either at separate meetings or as separate agenda items in the correct order;
- the completed form confirming the dates planned for the provision for the exercise of public rights;
- a bank reconciliation showing how the cash balance in Box 8 is arrived at;
- a full narrative and numerical explanation of any 'significant' variances between the current and prior Accounting Statements and a full explanation, with figures for any high levels of reserves held.;
- a reconciliation for the difference between Boxes 7 and 8 of Section 1 of the AGAR..

Members noted that the External Auditor has advised that Monday 5th June 2023 is the earliest date on which interested parties and local electors for the area to which the Annual Governance and Accountability Return for the financial year ending 31st March 2023 relates, may exercise their rights under the Local Audit and Accountability Act 2014, Sections 26 and 27, and the Accounts and Audit Regulations 2015 (SI 2015/234).

The notice of appointment of date for the exercise of electors' rights shall be displayed on the Council's notice board outside Hartley Library. It is a requirement of the Regulations, that the elector's rights must start exactly one day after the annual return has been published on the Parish Council's website

It was reported that the internal auditor had undertaken an internal audit of the Council's accounts for 2022/23 on 24th April 2023 and completed the section of the Annual Governance and Accountability Return relating to the annual internal audit.

Members examined the Council's statement of accounts for the financial year 2022/23.

RESOLVED: That,

(1) the accounting statements for the year ending 31st March 2023, including the income and expenditure account and the balance sheet, as set out in **Appendix 6** attached to these minutes, be approved and adopted by the Council, and that the Chairman of the Council, and the Responsible Financial

Officer be authorised to sign Section 2 of the Annual Governance and Accountability Return, accounting statements 2022/23; and

(2) confirmation of the dates for the period of exercise of public rights be submitted to the external auditor, as set out in **Appendix 7**, attached to these minutes.

28. Supporting Statement

RESOLVED: That,

the Supporting Statement to the accounts for the year ending 31st March 2023, as set out in **Appendix 8** attached to these minutes, be approved and adopted.

29. Signatories

The Council noted that there are five signatories to the Council's bank accounts and each cheque/internet banking payment requires the signature/authorisation of two of the five signatories.

The Clerk and the Assistant Clerk have limited and restricted access to the Council's bank accounts to obtain account information, make funds transfers between Barclays bank accounts held in the Council's name and to set up internet banking payments for Unity Bank.

Members noted that the current signatories are Councillors Abraham, Perry Cole, Graeme, Oxtoby and Ross.

RESOLVED: That,

the Council is satisfied with the current number of signatories to the Council's accounts and that the signatories will remain as Councillors Abraham, Perry Cole, Graeme, Oxtoby and Ross.

30. Insurance

The Clerk reported that the Parish Council's insurance policy falls due for renewal on 1st June 2023 and that the current long term agreement is due to expire in May 2023.

The Clerk reported that quotations have been sought and to date, only one has been received.

RESOLVED: That

(1) the above report be noted and,

(2) authority be delegated to the Finance & General Purposes Committee to consider any quotations received at its next meeting to be held on 17th May 2023 and to accept the quotation considered the most suitable.

In the event that insufficient quotations have been received by that date, authority be delegated to the Clerk, in consultation with the Chairman of the Finance & General Purposes Committee to accept a quotation.

31. Car Park resurfacing – Manor Field

Cllr Glander reported that he, the Clerk and Cllr Ramsey had met with two of the three preferred contractors.

The Clerk reported that she had contacted the third contractor to arrange a meeting, but that to date, she had received no response.

Cllr Glander explained that the purpose of the site meetings was to ensure that the contractors' interpretation of the specification fully meets the Council's requirements.

In addition, in view of the time elapsed since the original quotations were received, the contractors had been requested to submit revised quotations.

The Clerk reported that an email had been received from the Parish Council's Solicitor advising that there had been no further communication received from the land owners Solicitors.

Cllr Ramsay proposed and Cllr Glander seconded the proposal that should negotiations with the landowner be slow to progress, the car park and footpath works be undertaken separately, to enable the car park resurfacing to be carried out without further delay.

On being put to the vote, Cllr Ramsay's motion was CARRIED.

RESOLVED: That,

(1) the above report be noted and,

(2) should negotiations with the landowner be slow to progress, the car park and footpath works be undertaken separately, to allow the car park re-surfacing to be carried out without further delay.

32. Unauthorised Encampments

The Chairman thanked Cllr Malham for re-instating the broken fence at Woodland Avenue so quickly and for giving his labour time free of charge.

Cllr Malham reported that he had spoken to the contractor carrying out the gas works in Woodland Avenue and that they had agreed to the Council using the spoil from their works, to create a bund around the recreation ground.

Cllr Perry Cole reported that he was currently in communication with Kent County Council (KCC), to seek permission to carry out the bund works, as the grass verge surrounding the recreation ground is owned by KCC.

It was agreed that the installation of additional measures to prevent future incursions on parish council owned land, should be discussed at the next meeting of the Amenities & Open Spaces Committee.

The Chairman reported that a letter of thanks had been sent to the Chief Executive of Sevenoaks District Council and the two members of SDC staff who had supported the Clerk and the Council throughout the process of removing the unauthorised encampment.

RESOLVED: That,

(1) the above report be noted and,

(2) the Clerk be authorised to re-imburse Cllr Malham for the cost of the materials needed to effect the emergency repairs to the fence.

33. Pavilion – Manor Field

Members received a report on the outcome of the testing of the water samples taken from the Pavilion and the actions taken to eliminate the Legionella bacteria identified in the wash hand basin in the WC located off the main entrance hall.

The Clerk reported that Brodex Trident (the water testing contractor) had treated the system and following this, additional samples had been taken.

Members noted that the home and away changing rooms and the WC had been locked and closed to hirers whilst awaiting the results of the samples.

The Clerk reported that the cleaners had been instructed that cleaning and water temperature testing/flushing in those areas, would not be required to be undertaken until a negative result had been received.

Brodex Trident had advised that the kitchen and the ladies, gents and disabled toilets on the other side of the building could remain in use for hirers, due to the fact that this side of the building is mains water fed, as opposed to using stored water.

During their last visit, Brodex Trident had reported that the tap on the wash hand basin in the Home team changing room was not working and required replacement.

RESOLVED: That,

- (1) the above report be noted and the Clerk's actions confirmed and,
- (2) arrangements be made for the broken tap in the Home team changing room to be replaced as soon as possible.

34. Payments

RESOLVED: That,

- (a) the payment of accounts for May 2023, attached as **Appendix 8** to these minutes, be approved.
- (b) it be noted that the Council accounts for 2023/24 were in the process of being set up following year end and that a Council detail report setting out income and expenditure since 1st April 2023 against budget estimates was not available.
- (c) it be noted that the bank reconciliations for the Council's 4 bank accounts for March 2023 had been verified by Cllr Perry Cole and,
- (d) it be noted that the bank reconciliations for the four bank accounts for April 2022 would be verified by Cllr Oxtoby.

The meeting closed at 8.35 p.m.

Signed:.....
Chairman of Hartley Parish Council

Date:.....

Amenities and Open Spaces Committee

Terms of Reference

1. To manage the operation of the Manor Field, Pavilion and all open spaces, woodland, playing fields, recreation grounds, play grounds owned by the Council and the allotments at Woodland Avenue; and such land owned by the Council at the village pond and lay-by, with the exception of the open space known as Northfield. Such operation shall include making recommendations to the Council on scales of hiring charges for the use of facilities together with conditions of hire.
2. To arrange for the maintenance of the Pavilion.
3. To review and monitor the grass cutting contracts together with the maintenance of all open spaces and to ensure that they are in safe condition for their use by the public.
4. To undertake and monitor health and safety inspections of all playground equipment.
5. To prepare an annual budget for review by the Council's Finance Committee each year and to monitor expenditure against the annual budget approved by the Council.
6. To keep under review opportunities to secure funding support from external sources.
7. To be responsible for dealing with all matters relating to public rights of way to ensure the general upkeep of footpaths within the Parish, making recommendation to Council where necessary.

Delegated Powers

1. To authorise expenditure on those matters which fall within the responsibility of the Committee up to the sums contained in the annual budget approved by the Council, provided that any new schemes shall be subject to prior approval in principle by the Council.
2. To respond, on behalf of the Council, to orders for the diversion, stopping-up, extinguishment or creation of a public path. Burial Grounds and Gardens of Remembrance Committee

Terms of Reference

1. To ensure the Burial Grounds, Gardens of Remembrance and Closed Churchyard remain areas of peace and tranquillity for the benefit of the residents.

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2. To make arrangements for the general maintenance of the Burial Grounds and Gardens of Remembrance subject to the approval of the Parish Council
3. To be responsible for the display and notification of the Parish Council approved Rules and Regulations and ensure these are observed.
4. To work towards establishing a new Burial Ground and obtain the necessary costings.

Delegated Powers

1. To authorise expenditure on those matters which fall within the responsibility of the Committee up to the sums contained in the annual budget approved by the Council, provided that any new schemes shall be subject to prior approval in principle by the Council.
2. The Clerk, in consultation with the Chairman of the Burial Grounds and Gardens of Remembrance Committee, be authorised to approve applications to place memorials, inscriptions and additional inscriptions on memorials in the Burial Ground and to approve applications to place plaques and tablets in the Garden of Remembrance, provided such applications comply with the Council's rules and regulations.

Finance Committee

Terms of Reference

1. To make recommendations to the Council on the Budget for the ensuing year; such Budget shall be prepared having regard to the Council's statutory duties, obligations and such objectives that the Council wishes to undertake for the benefit of the Parish.
2. To undertake quarterly reviews of income and expenditure against the approved Budget and to report thereon to the Council highlighting any variations.
3. To consider applications for financial assistance including expenditure under the provisions of Section 137 of the Local Government Act 1972, if appropriate.
4. To undertake the evaluation of tenders and quotations for work to be undertaken on the Council's behalf and to recommend to the Council the most appropriate tender(s) for acceptance where these do not already fall within another Committee.
5. To ensure proper arrangements for the conduct of the interim audit of the Council's accounts and statutory annual audit, including the appointment of the internal auditor.
6. To review the effectiveness of the Council's systems of internal controls and internal audit, as required by the Audit Regulations.

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7. To approve the Annual Statement of Accounts and submit them to the Council for adoption.
8. To undertake a regular review of the Council's banking arrangements, investments and insurance.
9. To review the Council's financial risk assessment.
10. To review donations to outside organisations.
11. To review the subscriptions/licences falling to be paid annually.
12. To review the assets and the land leased by the Council annually.

General Purposes Committee

Terms of Reference

Administrative functions

1. To review the administrative functions of the Council and make recommendations to the Council, as appropriate.
2. To review the Council's office accommodation.

Communications

1. To inform residents about the Council's business and activities through the newsletter and website.
2. To publish a newsletter quarterly and an annual report.
3. To monitor and update the website at least monthly.
4. To undertake any initiatives thought necessary to inform and consult with residents.
5. To maintain and update the Councillors' handbook.
6. To monitor the Council's Quality Parish status at regular intervals.

Highways

1. To determine the issues and assess the priorities associated with traffic, highway and associated infrastructure within the Parish and make recommendation, as appropriate, to the Council.

Youth

1. To work on behalf of all of the Youth of Hartley to assist them in taking a full and active role in the life of the village.

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2. To engage with any organisation involved with youth work and young people to work with the Council for the benefit of the Youth of Hartley.

General

1. To deal with any matters which do not fall within the Terms of Reference of any other committee.

Delegated powers

1. To authorise expenditure on Youth matters that fall within the sums contained in the annual Budget approved by the Council, provided that any new schemes shall be subject to prior approval, in principle, by the Council.
2. To authorise expenditure on those matters relating to the publication of the Council's quarterly regular newsletters, Annual Report and the Council's website up to the sums contained in the annual budget approved by the Council, provided that any new schemes shall be subject to prior approval, in principle, by the Council
3. To co-opt for such time as is necessary members, in a non-voting capacity, to assist with specific items or who have expertise in a particular matter.

Personnel Committee

Terms of Reference

1. To review the Clerk's and the Assistant Clerk's terms and conditions of employment and make recommendation to Council.
2. To review the Council's disciplinary and grievance procedures and make recommendation to Council.
3. To ensure staff have annual appraisals.
4. To deal with any other matters relating to staff and make recommendation to Council.

PLANNING COMMITTEE

Terms of Reference

Delegation from the Council

These Terms of Reference were agreed by the Parish Council at its meeting held on **10th May 2023** and recorded in the minute number **11 (a)**.

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Membership

The Committee shall be elected, and may be re-elected, at the Annual Meeting of the Council.

Procedures

(1) The Committee shall operate in accordance with the Council's Standing Orders and the Guidelines on Procedure at Meetings of the Planning Committee adopted by the Council on 7th February 2005.

(2) At the first meeting of the Committee after the Annual Meeting of the Parish Council, the Committee shall elect a Chairman and, if the Committee deems necessary, a Vice Chairman for the forthcoming year from amongst the Committee membership. The Chairman and Vice Chairman, if appointed, may be re-elected.

(3) The Committee shall submit its minutes for adoption to the next meeting of the Parish Council.

(4) The Clerk or Assistant Clerk shall provide administrative support for the Committee.

Committee functions

(1) To respond on behalf of the Council to requests from the local planning authorities for comments on planning applications, tree preservation orders and breaches of planning control.

(2) Where appropriate, prepare for the Council, grounds for supporting the local planning authority in any planning appeals against refusal of planning permission.

(3) To advise the Council on all planning matters including changes to the Sevenoaks District Local Plan.

(4) To respond on behalf of the Council to applications for the grant and/or transfer of Personal and Premises Licences and Gaming Permits

(5) To respond on behalf of the Council to consultation documents from any appropriate Government body and other local Councils.

Delegated Powers

(1) To determine and submit the Council's observations on planning applications, applications concerning tree preservation orders and breaches of planning control.

(2) To undertake such action, publicity and consultations considered necessary to provide residents with an opportunity to make representations on planning applications and other planning matters.

(3) To appoint working groups to research and advise the Committee on planning applications and appeals.

(4) To determine and submit the Council's comments on applications for the grant and/or transfer of Personal and Premises Licences and Gaming Permits.

(5) To determine and submit the Council's comments on consultation documents from any appropriate Government body and other local Councils.

Guidelines on procedure at meetings of the Planning Committee

(1) Meetings of the Planning Committee to be held on a fortnightly basis or as necessary, in order to respond to the Local Planning Authority within the statutory consultation period.

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- (2) Meetings to be held at 10.00 a.m. at a location decided by the Chairman
- (3) The Chairman or in his absence the Vice Chairman be authorised to determine, if any applications are to be the subject of a site visit by Members of the Committee. Such visits to take place prior to the meeting of the Committee at the Chairman's discretion.
- (4) Members of the public will be permitted to speak for or against an application. Members of the public permitted to speak will be invited to do so before each application is considered by the Committee.
- (5) The procedure, as set out below, shall be followed at each meeting:
 - (a) The Chairman will introduce each application for familiarisation by Members of the Committee.
 - (b) The Chairman will ask which members of the public present at the meeting wish to speak for and against the application.
 - (c) Members of the public wishing to speak in favour of the application will be invited to speak for a maximum of 3 minutes.
 - (d) Members of the public wishing to speak against the application will be invited to speak for a maximum of 3 minutes.
 - (e) Members of the Committee will be invited by the Chairman to participate in the debate, before the motion or any subsequent amendment is put to the vote.
 - (f) The motion will then be put by the Vice Chairman or any other Member of the Committee
 - (g) After determination of the motion no further discussion on the application will take place.
 - (h) The procedures detailed above shall all be subject to the Chairman's discretion.

As approved by Council at its meeting on 10th May 2023

Standing Orders Advisory Committee

Terms of Reference

1. To undertake a review of the Council's Standing Orders and Code of Conduct, and deal with any other issues referred to it by Council.

HARTLEY PARISH COUNCIL

Appointments to Committees and Advisory Committees 2023 – 2024 (As approved at the Annual Meeting of the Council on 10th May 2023).

Chairman and Vice Chairman are ex officio members on all committees –
Chairman and Vice Chairman are marked with an * and shown in *italics*.

Amenities and Open Spaces Committee (6)

Cllrs **Abraham*, Glander, Graeme, Malham, * *Oxtoby* and Sewell.

Burial Grounds and Gardens of Remembrance Committee (6)

Cllrs **Abraham*, Perry Cole, Driscoll, * *Oxtoby*, Ramsay and Ross.

Finance & General Purposes Committee (5)

Cllrs **Abraham*, Colwell, * *Oxtoby*, Ramsay and Sewell.

Personnel Committee (3)

Chairman of the Council, Vice Chairman of the Council and Chairman of the Finance Committee.

Planning Committee (7)

Cllrs **Abraham*, Colwell, Driscoll, * *Oxtoby*, Ramsay, Ross and Sewell.

Advisory Committees

Standing Orders Advisory Committee

Cllrs Abraham, Perry Cole and Oxtoby

Appointment of representatives on outside bodies and joint management committees

(as approved at the Annual meeting of the Council on 10th May 2023)

Organisation	Membership
Kent Association of Local Councils (2 representatives)	Cllr Perry Cole VACANCY
Northfield Management Committee (the Constitution states that the Chairman of the Council and two other members will be appointed)	Cllr L Glander Cllr A Oxtoby (Chairman) Cllr V Sewell
Hartley Neighbourhood Plan Steering Group (the Terms of reference state that the Steering Group will be made up of 3 Parish Councillors, together with up to 9 volunteers.	Cllr Perry Cole Cllr J Colwell Cllr I Ross Cllr V Sewell
Footpaths Representative	Mrs J Rye

HARTLEY VILLAGE HALL MANAGEMENT COMMITTEE

Cllr Penny Cole
Cllr Perry Cole
Cllr Lesley Driscoll
Cllr Laurence Glander
Cllr David Graeme
Cllr Mally Malham

plus three representatives from the main user groups of the Hall, i.e. Hartley Women's Institute, Hartley Players and HGS Productions.

Hartley Neighbourhood Plan Steering Group: Terms of Reference

1. Purpose

Hartley Parish Council is the qualifying body for the preparation of a Neighbourhood Plan for the parish of Hartley.

The Parish Council has established the Hartley Neighbourhood Plan Steering Group to project manage the preparation of a sound Neighbourhood Plan for Hartley, that defines the planning policy priorities identified by the community taking into account all representations made during the plan-making process and having regard to all relevant existing plans and evidence.

2. Principles

a. The Steering Group will undertake the process in a democratic, transparent and fair fashion, encouraging widespread participation and giving consideration to opinions and ideas from all members of the community.

b. All decisions made, shall be fully evidenced and supported through consultation with the local community.

3. Roles and Responsibilities

In order to achieve this, the Steering Group will:

a. Be accountable for steering and providing strategic management of the Neighbourhood Plan for Hartley

b. Produce, monitor and update a project timetable.

c. Produce a consultation and engagement strategy, showing how the community will be involved throughout the process.

d. Undertake evidence gathering and analysis to support the plan production process, gathering data from a wide range of sources to ensure that the conclusions reached are fully evidenced and that the aspirations and issues of all residents are understood.

e. Actively support and promote the preparation of Hartley's Neighbourhood Plan throughout the duration of the project.

f. Work closely with Sevenoaks District Council throughout the process.

g. Identify sources of funding.

h. Liaise with relevant authorities and organisations to make the plan as effective as possible.

i. Consult as widely and thoroughly as is possible to ensure that the draft and final NDP is representative of the views of residents.

j. Agree, subject to ratification by the Parish Council, a final submission version of the Hartley Neighbourhood Plan.

4. Membership

a. The Steering Group will be made up of three Parish Councillors, one of whom shall be appointed Chairman or Vice Chairman of the Steering Group, together with up to 9 volunteers.

b. Membership appointments are to be approved, and subsequently reviewed every six months, by Hartley Parish Council, and membership information included on Hartley Parish Council's website.

c. The Parish Council's Clerk may attend meetings to advise on contractual matters and financial issues

5. Decision Making

a. The Steering Group has full delegated authority from the Parish Council to deliver its plan-making functions up to and including publication of the Consultation Draft Plan.

The Group will report quarterly to the Parish Council setting out progress on its work.

The Parish Council will approve the Submission Draft Neighbourhood Development Plan prior to publication for consultation and independent examination.

b. The plan-making process remains the responsibility of the Parish Council as the qualifying body.

All publications, consultation and community engagement exercises will be undertaken by or on behalf of the Parish Council with appropriate recognition of the Parish Council's position given in all communications associated with the project.

6. Meetings

a. Steering Group meetings will take place at least every two months or more frequently as may be required.

b. Where possible, meetings will be held in the Manor Field Pavilion or Hartley Village Hall (or virtually if required by Government restrictions).

c. The dates of future meetings will be made publicly available via Hartley Parish Council's website to provide the maximum opportunity for community participation.

d. The Steering Group will appoint a Secretary from the volunteers who shall keep a record of meetings and circulate notes to Steering Group members for approval at the following meeting.

Approved minutes shall be made available to Members of Hartley Parish Council and included on the Council's website to provide the maximum opportunity for community participation.

f. At least four clear days' notice of meetings shall be sent to members via email.

g. Members must declare an interest at the beginning of a meeting if they have a disclosable pecuniary or non-pecuniary interest relating to an agenda item to be discussed

h. Meetings will normally be open to members of the public. If a member of the public wishes to speak on a particular subject, the Chair shall invite him/her to speak when the subject is discussed, for no more than five minutes.

i. The Steering Group can exclude the public from all or part of the meeting and hold a closed session in exceptional circumstances for matters that are sensitive.

j. Decisions made by the Steering Group should normally be by consensus at Steering Group meetings.

Where a vote is required, each member shall have one vote.

A minimum of 3 members, including one Parish Councillor, shall be present where matters are presented for decisions to be taken.

A simple majority vote will be required to support any motion. The Chair shall have one casting vote if required.

7. Working Groups

a. The Steering Group may establish working groups to aid them in any Neighbourhood Plan related work.

b. Each working group should have a lead person from the Steering Group. The leader may co-opt additional volunteers from the community to further the work, subject to the agreement of the Steering Group.

c. The work of these groups does not need to be open to the public and their meetings are not required to follow the procedures referenced in section 6 above.

8. Finance

a. All grants and funding will be applied for and held by the Parish Council, who will ring-fence the funds for Neighbourhood Development Plan work.

b. The Steering Group will notify the Parish Council, advising them of any planned expenditure before it is incurred

c. The Clerk to Hartley Parish Council, as its Responsible Financial Officer, will maintain a record of all income and expenditure for Neighbourhood Plan work.

9. Conduct

a. It is expected that all Steering Group members conduct themselves when working on the Neighbourhood Plan in a manner consistent with the standards of conduct expected for those in public life, i.e. selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

b. The Steering Group as a whole is accountable to the wider community for ensuring that the Plan reflects their collective expectations.

c. The Steering Group will achieve this through applying the following principles:

i. Be clear and open when their individual roles or interests are in conflict;

ii. Treat everyone with dignity, courtesy and respect regardless of their age, gender, sexual orientation, ethnicity, or religion and belief and,

iii. Actively promote equality of access and opportunity.

10. Changes to the Terms of Reference

This constitution may be amended with the support of at least two-thirds of the current membership at a Steering Group Meeting and with the approval of Hartley Parish Council.

11. Dissolution

- a. The Steering Group will be dissolved once its purpose has been attained and/or when at least two-thirds of its members and Hartley Parish Council consider its services are no longer required.
- b. Hartley Parish Council will then dispose of any remaining funds held in accordance with any conditions imposed by the grant funders and in the best interests of Hartley Parish.

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

HARTLEY PARISH COUNCIL
ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes ✓	No	N/A <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

10/05/2023

and recorded as minute reference:

MINUTE 26 REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman	SIGNATURE REQUIRED
Clerk	SIGNATURE REQUIRED

WWW.HARTLEYPARISHCOUNCIL.GOV.UK WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2022/23 for

HARTLEY PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	262,404	257,879	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	136,451	137,768	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	28,328	54,024	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	77,090	83,451	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	827	651	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	91,387	89,530	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	257,879	276,039	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	268,811	288,568	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	299,407	299,411	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	2,950	2,500	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	✓			The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)	✓			The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

[Signature]

Date: 26/04/2023

I confirm that these Accounting Statements were approved by this authority on this date:

10/05/2023

as recorded in minute reference:

MINUTE 27 REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED



Attachment 3.2

Local council name: **Hartley Parish Council**

Notice of appointment of date for the exercise of public rights

Accounts for the year ended 31st March 2023

The Local Audit and Accountability Act 2014, and
The Accounts and Audit (England) Regulations 2015 (SI 234)

<p>1. Date of announcement: 2nd June 2023 (a)</p> <p>2. Any person interested has the right to inspect and make copies of the accounts to be audited and all books, deeds, contracts, bills, vouchers and receipts relating to them. For the year ended 31 March 2023 these documents will be available on reasonable notice on application to:</p> <p>(b) Mrs Helen Boden, Clerk to Hartley Parish Council, The Parish Council Office, Hartley Library, Ash Road, Hartley, Longfield, Kent DA3 8EL</p> <p>commencing on (c) Monday 5th June 2023</p> <p>and ending on (d) Friday 14th July 2023</p> <p>3. Local Government Electors and their representatives also have:</p> <ul style="list-style-type: none">• the opportunity to question the auditor about the accounts; and• the right to make objections to the accounts or any item in them. Written notice of an objection must first be given to the auditor and a copy sent to the Authority (f). <p>The auditor can be contacted at the address in paragraph 4 below for this purpose during the inspection period at 2 above.</p> <p>4. The auditor's limited assurance review is being conducted under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit (England) Regulations 2015 and the National Audit Office' Code of Audit Practice. Your review is being carried out by:</p> <p>Mazars LLP, The Corner, Bank Chambers, 26 Mosley Street, Newcastle upon Tyne, NE1 1DF Email: local.councils@mazars.co.uk</p> <p>5. This announcement is made by (e) Mrs H Boden (Clerk)</p>	<p>(a) Insert date of placing of this notice on your website.</p> <p>(b) Insert name, position and contact details of the Clerk or other person to whom any person may apply to inspect the accounts.</p> <p>(c) And</p> <p>(d) The inspection period must be 30 working days in total and commence no later than 3 July 2023.</p> <p>(e) Insert name and position of person placing the notice</p>
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Hartley Parish Council
Accounts for the year ended 31 March 2023
Supporting statement

(1) Agency Work

During the year the Council undertook no agency work on behalf of other authorities.

(2) Tenancies

Allotments at Woodland Avenue

(a) The Allotments in Woodland Avenue were transferred from Sevenoaks District Council to Hartley Parish Council for a term of 99 years commencing on 26th October 2012 at a peppercorn rent.

(b) The Council lets 44 allotment plots at Woodland Avenue to allotment holders by means of an annual tenancy agreement commencing on 1st October. The total rent due for 2022/23 would be £1,196.42, if all plots were fully occupied for the whole year. There is currently one vacant plot.

The total allotment income for 2022/23 was £1,201.00, due to the fact that some plots were let twice due to the original plot holders giving them up.

Northfield

The Council leases an area of land known as Northfield jointly with Ash-cum-Ridley Parish Council for a term 99 years commencing on 10th March 1999 at a rent of £1 per annum.

(3) Advertising and Publicity

The Council's quarterly newsletter and annual report are designed, printed and published by Hartley Parish Council.

The following costs were incurred during the year:

Newsletter & Annual Report:

Postage	383.52
Distribution	525.00
Paper	168.95
TOTAL	£1,077.47

(4) General Power of Competence

At a meeting held on the 13th May 2019, the Council was satisfied that it met the conditions set out in the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 and qualifies as an eligible parish council for the purposes of the adoption of the General Power of Competence and resolved that the General Power of Competence be adopted for the duration of the eligibility period, i.e. from the date the resolution was passed until the date of the next Annual meeting that takes place in a year of ordinary elections, (2023).

(5) Pensions

The Council makes contributions to the Local Government Pension Scheme administered by Kent County Council. The Clerk joined the Local Government Pension Scheme on 1st January 2013 and the Assistant Clerk joined the Scheme on 1st September 2016.

The employers' contribution rate during 2022/23 was 20.7% of payroll. Following the triennial valuation as at 31st March 2022, the Council was advised that the employers contribution would remain at 20.7% of payroll effective from 1st April 2023, payable for 2023/24, 2024/25 and 2025/26.

(6) Assets

Movements in the Year:

- (a) No land or property was purchased or disposed of.
- (c) At 31st March 2023 the following assets were held:

COMMUNITY ASSETS

Land and property owned by Hartley Parish Council

Location	Description	Original purchase cost (where known)	Current insurance value (£) (1st June 2022)
Woodland Avenue	Recreation ground	£14,900	
Chantry Avenue	Recreation ground	Dedicated by builder ¹	
Gorse Wood	Wood	Transferred from SDC ¹	
Manor Field	Public open space and sports ground and part of land designated for burial purposes.	£10,000	
Longfield Hill	Public open space and sports ground	Acquired following boundary change ¹	
Rectory Meadow	Local Nature Reserve	£15,500	
Billings Hill Shaw	Public open space	£2,450	
Hartley Green	Village green	Not known ¹	
Hartley Court Green	Green	Not known ¹	
Foxborough Wood	Wood	Donated as Burial Ground ¹	
Pavilion	Building	£110,000	£314,856
Hartley Burial Ground	Burial Ground	£800	
Hartley Wood	Wood (2 plots)	£250 and donated ¹	
Hoselands Green	Green	<u>Transferred from SDC ¹</u>	
	TOTAL	£153,908	

¹ Community assets bequeathed to local councils, such as public open spaces/village greens, are valued as a nominal £1 in the Council's Assets Register.

Other assets

Description	Location	Original purchase cost (£) (where known)	Current insurance value (£) (1st June 2022)
Playground equipment	Woodland Avenue: Phase 1 & 2	46,723.51	£85,862
Other equipment; play wall football posts	Woodland Avenue	Not known	Not included
Playground equipment	Chantry Avenue	Not known	Not included
Playground equipment	Chantry Avenue (new equipment)	17,412.65	Included under playground equip £85,862
Playground equipment	Longfield Hill	Not known	Not included
Playground equipment	Longfield Hill (new equipment)	1,886.82	Included under playground equip £85,862
Youth shelter	Woodland Avenue	5,447.00	Not included
Fences & gates	Various	15,292.22 ²	£16,203
Shed	Hartley Burial Ground	639.78 ²	£892.00
Gardening tools	Shed	Not known	Not included
Lych Gate	New Burial Ground, Manor Field	13,200.00	£16,845
Storage container	Manor Field	1,400.00	Not included
Pergola	New Burial Ground, Manor Field	4,830.00	£5,578
Chairman's chain of office	Chairman's house	799.87	£1,560.00
Printer	Parish Office	69.39)
Computer x 2	Parish Office	808.20)
Monitor	Parish Office	139.32)
Laptop	Clerk's House	208.33)
Samsung Monitor	Clerk's House	111.67)
Office furniture	Parish Office	640.27)
UPS x 2	Parish Office	213.62)
Air conditioning unit	Parish Office	211.00) £17,993.00
Laminator	Parish Office	91.18)
Telephone	Parish Office	40.95)
Shredder	Parish Office	169.45)

Description	Location	Original purchase cost (£) (where known)	Current insurance value (£) (1st June 2022)
Fire safe	Parish Office	391.25)
2 no wildlife cameras & accessories	Parish Office	411.58)
Line marking machine	Pavilion, Manor Field	394.00	£757.00
Benches x 6	Ash Road, Manor Lane, Manor Field, Hartley Green, Hoselands Green	500.00 (bench on Ash Road between Hottsfeld & Quakers Close).	Not included
Bench	Hartley Green	Memorial Bench £780.00	£866.00
2 x Bench & Picnic Table	Manor Field	1,417.00	Not included
Bench	Rectory Meadow	£1	£654.00
Bench	Manor Field BG	£1	£654.00
Picnic Table	Manor Field	£1	£544.00
Picnic Table	Longfield Hill	£1	£544.00
War memorial	Hartley Green	21,115.00 ²	£28,834.00
Beacon Brazier	Manor Field	4,236.00	£5,089.00
Dog bins x 10	Rectory Meadow, Billings Hill Shaw, Manor Field, Longfield Hill, 2 at Woodland Avenue, Brambledown, Hartley Wood, Church Road/Manor Drive	Not known	Not included
6 no Acer Trees	New Burial Ground, Manor Field	3,226.23	£4,112.00
2 no defibrillators	1 at the Pavilion, Manor Field & 1 at Hartley Village Hall	Donated	Up to 5,000.00
Speed indicator device	Pole located on the verge adjacent to Black Lion Public House, Ash Road	2,692.52	Not included, Shared with Ash-cum-Ridley PC and included on their insurance policy
TOTAL		£145,502.81	

² Proxy value

Land leased by Hartley Parish Council

Description	Location	Cost
Public open space	Northfield	£1.00 p.a.
Allotments	Woodland Avenue	Peppercorn p.a.

(7) Property held in Trust

Hartley Village Hall, (formerly known as the Hartley Women’s Institute Hall), was transferred to Hartley Parish Council acting as the sole trustee of the Charity, (Registered Charity Number 1043030), and is held in Trust in accordance with governing documents, as amended by the Trustees on 17th February 2011. Hartley Village Hall is included on the Council’s insurance schedule for the insured sum of £482,675.00.

During the summer of 2014 the Hartley G & S Society installed a new prefabricated storage unit on land at the rear of the premises to replace the dilapidated timber shed and concrete garage. The new storage unit has become the property of the Trust by virtue of the fact that it has been installed on Trust land. The Trustees have negotiated with the Hartley G & S Society and Hartley Players an Occupational Licence renewed annually.

The Charity’s assets include;

Asset	Sum insured
Prefabricated storage unit	9,945.00
General Contents (including stock)	12,283.00

(8) Debts Outstanding

At 31st March 2023 the following debts were outstanding to the Council.

Reimburse postage re HVH	43.08
Rent due L/hill	715.00
Reimburse re hand towels	5.00
TOTAL	763.08

(9) Creditors

At 31st March 2023 the following outstanding invoices were payable by the Council

Set up emails	65.00
Cut beech hedge MFBG	175.00
Remove ivy All Saints	100.00
Garden maint BG	145.00
Vis insp BG	18.50
TOTAL	503.50

(10) Accruals

Estimated rent due on Parish Office	14,450.00
Estimated bank charges	10.00
Estimated website hosting fee	600.00
TOTAL	15,060.00

(11) Receipts in Advance

Hire of Pavilion April-June 23	150.00
TOTAL	150.00

(12) Leases

At 31st March 2023 the following finance lease was in operation:

Lessor	Purpose	Annual Rent Payable	Year of expiry
Kent County Supplies	Photocopier	£561.80	2025
Framework contract ref Y17035			
Black/white copy charge 0.0021p			
Colour copy charge 0.0210p			

(13) Contingent Liabilities

There were no contingent liabilities at 31st March 2023.

(14) Capital Commitments

There were no capital commitments at 31st March 2023.

(15) Expenditure Approved but still to be Actioned

As at 31st March 2023 the following expenditure had been approved by the Council, but not actioned.

Herbicide & fertilizer treatment to Manor Field BG	590.00
Memorial Testing Hartley BG	500.00
Decommissioning of alarm sensor at Pavilion	415.00
TOTAL	1,505.00

(16) Borrowings

At the close of business on 31st March 2023 the following loans to the Council were outstanding:

Lender	Loan Period Remaining	Date of final payment	Outstanding capital balance
Public Works Loan 116024	4yrs 3 months	14 th June 2027	1623.57
Public Works Loan 116025	4yrs 3 months	14 th June 2027	552.90

Lender	Loan Period Remaining	Date of final payment	Outstanding capital balance
Public Works Loan 116026	4yrs 9 months	14 th December 2027	323.46
			£2,499.93

Loan repayments as at 14th December 2022. Next repayment date due on 14th June 2023.

(17) Capital Reserve

The movements during the year were as follows:

Balance at 1 April 2022 43,679.00

Transfer to Nil

Transfer from Nil

Balance at 31 March 2023 43,679.00

(18) Earmarked Reserves

HVH:

Balance at 1 April 2022 5,570.00

Transfer to Nil

Transfer from Nil

Balance at 31 March 2023 5,570.00

New Burial Ground:

Balance at 1st April 2022 1,192.75

Transfer to Nil

Transfer from 474.00

Balance at 31st March 2023 718.75

Manor Field Car Park Re-surfacing:

Balance at 1st April 2022 50,000.00

Transfer to Nil

Transfer from 250.00

Balance at 31st March 2023 49,750.00

CIL Receipts A:

Balance at 1st April 2022 2,996.46

Transfer to 11,040.00

Transfer from Nil

Balance at 31st March 2023 14,036.46

CIL Receipts B:

Balance at 1st April 2022 11,445.31

Transfer to 19,626.74

Transfer from 2,946.00

Balance at 31st March 2023 28,126.05

Platinum Jubilee:

Balance at 1st April 2022 7,000.00

Transfer to 99.00

Transfer from 7,099.00

Balance at 31st March 2023 Nil

Local Plan:

Balance at 1st April 2022 Nil

Transfer to 4,000.00

Transfer from 3,664.10

Balance at 31st March 2023 335.90

Neighbourhood Plan:

Balance at 1st April 2022 23,534.65

Transfer to Nil

Transfer from 1,330.80

Balance at 31st March 2023 22,203.85

(19) Grants

Hartley Parish Council received a Groundworks grant in the sum of £3,500.00 in respect of the Neighbourhood Plan during the financial year 1st April 2022 to 31st March 2023. As per the terms and conditions of the grant, the funds were spent by 31st March 2023.

The grant income and spending was shown separately in the accounts under a dedicated cost code.

(20) Audit fees

Hartley Parish Council incurred the following audit fees during the financial year 1st April 2022 to 31st March 2023.

Internal audit fees **£959.40**

External audit fees **£400.00**

Payroll audit fees **£120.00**

(21) Parish Office

The Parish Office is located in Hartley Library, Ash Road.

On 30th April 2021, Kent County Council confirmed that it would be willing to grant a new lease to the Parish Council, as defined within the previous lease between both Councils dated 30th November 2015.

The new lease to be for a term of 10 years, deemed to have commenced on 1st April 2016. No rent has been invoiced or paid from this date.

The rent payable under the new lease to be stepped as follows:

(a) 1st April 2016 – 31st March 2021 - £1,850 per annum

(b) 1st April 2021 – 31st March 2026 - £2,600 per annum

A provision for rent for the year to 31st March 2023 of £2,600, has been included as an accrual in the accounts. This makes a total accrual as at 31st March 2023 of £14,450.

The lease was finally completed on 28th April 2022, but no invoice has been received from KCC.

Signed:.....
Chairman Responsible Financial Officer

Date:.....

Hartley Parish Council

Notes to the Accounts

Year ended 31st March 2023

Principal Accounting Policies

Accounting Convention

The accounts have been prepared in accordance with the Governance & Accountability for Smaller Authorities in England, “A Practitioners Guide March 2022” published by the Joint Panel on Accountability and Governance.

Debtors and creditors

The revenue accounts of the Council are maintained on an accruals basis in accordance with the guide. That is, sums due to or from the council during the year are included whether or not the cash has actually been received or paid in the year. Exceptions to this are payment of insurance premiums and regular quarterly accounts (e.g. telephones, electricity). This policy is applied consistently each year. Therefore, it will not have a material effect on the year’s accounts or on the Council’s annual budget.

Schedule of Payments May 2023 - Paid by Internet Banking from Unity Trust Bank					
Ref:	Payment to	Particulars	Net	VAT	Total
208245455		PAID 25/04/23 - Landowners legal fees & disbursements re MF footpath	1,850.00	-	1,850.00
68882163		Salary 01/05/23 - 31/05/23 (Pre-approved)	2,490.14	-	-
		Reimburse re parking - Attendance at Medway CC re unauthorised encampment	5.30	-	-
		Reimburse re train fare - Attendance at Medway CC re unauthorised encampment	8.90	-	2,504.34
412265829		Salary 01/05/23 - 31/05/23 (Pre-approved)	1,482.32	-	1,482.32
200976893		Month 2 Employer & Employee NIC & PAYE	1,653.22	-	1,653.22
275702700		Employer & Employee pension contributions May	1,476.86		1,476.86
547552199		Remote IT support to repair email inv 220191	35.00	7.00	-
		Transfer of domain & web/email forwarding inv 220196	65.00	13.00	120.00
573616501		30 x garden waste sacks 02/05 inv 2081476	450.00	-	-
		2 x recycling sacks 02/05 inv 2081476	16.00	-	-
		2 x black refuse sacks 02/05 inv 2081476	55.00	11.00	-
		3 x recycling sacks 17/04 inv 2080983	24.00	-	-
		2 x black refuse sacks 17/04 inv 2080983	55.00	11.00	622.00
732809842		Crown lift & tidy yew and various other low hanging branches & cut back boundary hedge at BG inv 1795	400.00	80.00	480.00
87978330		Grass cutting Memorial Green inv 66	116.00	-	-
		BG maint MFBG inv 65	60.00	-	-
		Grass cutting All Saints inv 64	124.00	-	-
		Grass cutting B Grounds inv 63	330.00	-	-
		BG Maint Hartley BG inv 61	160.00	-	-
		BG Visual inspection Inv 62	18.50	-	808.50
447463963		Repairs to slide at Longfield Hill rec ground inv 23731	474.50	94.90	569.40
855131979		Refund of deposit for hire of Pavilion	100.00	-	100.00
566258905		Stationery inv I4191135	27.99	5.60	33.59
484377781		Reimburse re installation of locks at Pavilion	10.00	-	10.00
803163471		Standing charge inv 36098655	19.61	0.98	20.59
78588764		Routine maint contract 03/04 - 01/05 inv 144	865.00	-	-
		Prepare plot re interment of ashes inv 144	25.00	-	-
		Repair fencing at Rectory Meadow inv 144	32.70	-	-
		Football pitch marking 21/04 inv 144	33.50	-	956.20

241604764	Clean Pavilion inv 04331	158.66	-	-
	Clean Pavilion inv 04392	35.00	-	193.66
186213458	Donation as approved at Council meeting 13/03/23	4,000.00	-	4,000.00
367552371	Water services at Pavilion inv 55691	400.00	80.00	-
	Samples at Pavilion inv 55420	134.00	26.80	640.80
649242260	Year end internal audit + travel expenses 04/23 & 11/22 inv 1420	509.40	-	509.40
758464229	Annual subscription inv 8850	1,695.00	339.00	2,034.00
767657196	Payment of statement dated 7th May 2023	332.20	-	332.20
	Line charge, maintenance & monitoring of alarm at Pavilion inv 52466035	788.90	157.78	946.68
		20,516.70	827.06	21,343.76

Schedule of Payments May 2023 - Paid by cheque/DDR from Barclays Bank					
Chq No	Payment to	Particulars	Net	VAT	Total
DDR		Period 13/03 - 12/04 mixed plan charges	17.69	-	17.69
DDR		Monthly payment re Pavilion	39.00	-	39.00
107053		Top up Unity Bank	42,000.00	-	42,000.00
			42,056.69	-	42,056.69

Schedule of Payments May 2023 - Paid by Barclaycard						
Ref:	Payment to	Particulars	Net	VAT	Total	
		PAID 02/05/23 - Legionnaires premium water temperature thermometer kit	152.50	30.50	183.00	
		PAID 02/05/23 - 1 x £2.20 stamp	2.20	-	-	
		PAID 02/05/23 - 50 x 2nd class stamps	150.00	-	152.20	
			304.70	30.50	335.20	

Adjournment

The meeting was adjourned at 7.35 p.m.

Cllr Abraham reported that he, Cllr Penny Cole and Cllr Perry Cole had all been re-elected on to the District Council in the recent election.

Cllr Perry Cole reported that the Leader of Sevenoaks Council had lost their seat and that a new Leader would be appointed at the first meeting to be held on 23rd May 2023.

Cllr Sewell asked whether the leisure centres had re-opened and Cllr Cole confirmed that they had.

The meeting resumed at 7.39 p.m.

