

THE PARISH COUNCIL OF HARTLEY

MINUTES OF THE ANNUAL MEETING OF HARTLEY PARISH COUNCIL

HELD IN THE PAVILION, MANOR FIELD, CHURCH ROAD

12th MAY 2025 AT 7.30 P.M.

Present :

Cllr Larry Abraham
Cllr Penny Cole
Cllr Perry Cole
Cllr Jim Colwell
Cllr David Conroy
Cllr Lesley Driscoll
Cllr Laurence Glander – (*Chairman*)
Cllr David Graeme
Cllr Mally Malham
Cllr Anne Oxtoby
Cllr Ian Ross
Cllr Vincent Sewell

In attendance:

Mrs Helen Boden - (*Clerk*)

1. Election of Chairman of the Council

RESOLVED: That,

Cllr Laurence Glander 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 David Conroy be elected Vice Chairman of the Council for the ensuing year.

4. Apologies for Absence

Apologies for absence had been received from Cllr Brian Ramsay due to family commitments.

RESOLVED: That,

the absence of Cllr Brian Ramsay due to family commitments, be accepted and approved.

5. Declarations of interest

Cllr Graeme declared an interest under agenda item 30, Payments, as a family member is the recipient of one of the payments.

Cllr Laurence Glander declared an interest under agenda item 30, Payments, as he is the recipient of one of the payments.

6. Dispensations

There were no requests from Members for a dispensation.

7. Minutes

RESOLVED: That,

the minutes of the meeting of Hartley Parish Council held on 14th April 2025, be approved and signed by the Chairman as a correct record.

The meeting was adjourned at 7.32 p.m. to receive reports from the District Councillors.

The meeting resumed at 7.46 p.m.

8. Appointment of Committees

(a) Committees and Advisory Committees

RESOLVED: That,

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.

(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,

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.

9. Standing Orders

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

The Clerk reported that a Model Standing Orders 2025 Update has been issued by NALC and that this will need to be reviewed by the Standing Orders Advisory Committee in due course.

RESOLVED: That,

(1) the Standing Orders, as approved by the Council on 13th May 2024, be confirmed and,

(2) the Model Standing Orders 2025 Update, issued by NALC be reviewed by the Standing Orders Advisory Committee in due course.

10. Financial Regulations

RESOLVED: That,

the Financial Regulations, as reviewed and approved by the Council on 13th January 2025, be confirmed.

11. Complaints Procedure

The Council considered the Complaints Procedure and noted that it only referred to the Council's "two" employees.

It was agreed that this should be amended to include the recently appointed Clerk's Assistant.

RESOLVED: That,

the Complaints Procedure, as approved by the Council on 13th May 2024, with the addition of the above amendment, be confirmed.

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

RESOLVED: That,

(1) the publication scheme, as approved by the Council on 13th May 2024, 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 13th May 2024, be confirmed.

13. 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.

9th June 2025

14th July 2025

8th September 2025

13th October 2025

10th November 2025

8th December 2025

12th January 2026

9th February 2026

9th March 2026

13th April 2026

11th May 2026 (Annual Meeting of the Council)

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

It was suggested that the date of the Annual Parish Meeting be altered from a Friday, to encourage more residents to attend.

Members agreed to set a provisional date and to reconsider the day/date nearer the time.

RESOLVED: That,
a provisional date for the Annual Parish Meeting of Friday 15th May 2026 be approved.

14. Finance & General Purposes Committee

RESOLVED: That,
the minutes of the meeting of the Finance & General Purposes Committee held on 7th May 2025 and the recommendations contained therein, be received and, where necessary, approved and adopted.

15. Planning Committee

RESOLVED: That,
the minutes of the meetings of the Planning Committee held on 16th April 2025, and 30th April 2025 and the recommendations contained therein, be received and, where necessary, approved and adopted.

16. Northfield Management Committee

RESOLVED: That,
the minutes of the meeting of the Northfield Management Committee held on 6th May 2025, be received and noted.

17. Risk Management Review

RESOLVED: That,
the Risk Management Policy Statement, Risk Management Strategy and Risk Register, as reviewed by the Finance & General Purposes Committee at its meeting held on 29th January 2025, be confirmed.

18. Financial Risk Assessment

RESOLVED: That,
the Financial Risk Assessment as reviewed by the Finance & General Purposes Committee at its meeting held on 29th January 2025, be confirmed.

19. Statement of Internal Control

RESOLVED: That,
the Statement of Internal Control, as reviewed by the Finance & General Purposes Committee at its meeting held on 29th January 2025, be confirmed.

20. Review of Income and Expenditure

RESOLVED: That,

the Council detail report as at 31st March 2025, setting out actual income and expenditure against budgeted estimates be received and noted.

21. 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 these 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 2024, pages 24 to 33 inclusive.

A review of the effectiveness of the system of internal audit was undertaken on 29th January 2025, by the Finance & General Purposes Committee.

Members noted that the review of the effectiveness of the system of internal audit, carried out by the Finance & General Purposes Committee, had been approved by the Council at its meeting held on 10th February 2025.

RESOLVED: That,

the Council is satisfied with the review of the effectiveness of the system of internal audit, carried out by the Finance & General Purposes Committee on 29th January 2025 and approved by the Council at its meeting held on 10th February 2025.

22. Internal Auditor’s Report 2024-25

(a) The Council considered the Internal Auditor’s Report for the year ending 31st March 2025.

There had been one interim internal audit recommendation highlighted, regarding the requirement to post on the website any supporting documentation with the agendas, as outlined by the Information Commissioner’s Office.

Members noted that this matter had been considered by the Council at its meeting held on 13th January 2025 and it had been agreed that should any member of the public require the supporting documentation, it could be obtained upon request and that no further action was required, due to the additional work required to comply with website accessibility regulations.

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

RESOLVED: That,

(1) the Internal Auditor's Report for the year ending 31st March 2025 be received and noted and,

(2) the audit point relating to the requirement to post on the website any supporting documentation with the agendas, as outlined by the Information Commissioner's Office, be noted and no further action taken.

(b) The Council considered the Annual Internal Audit Report 2024/25 (Page 3 of the Annual Governance and Accountability Return.

RESOLVED: That,

the Annual Internal Audit Report 2024/25 (Page 3 of the Annual Governance and Accountability Return, be received and noted.

(c) The Clerk reported that the Internal Auditor has advised that the 2025/26 Annual Governance and Accountability Return will have an additional assertion included on Page 4, Section 1, Annual Governance Statement. This has been added to clarify data compliance.

To warrant a positive response to the assertion, the Council is required to take a number of actions

Members considered the actions that would be required, as set out on page 3 of the Smaller Authorities Proper Practices Panel - Changes to the Practitioners' Guide 2025.

The Council noted that all Councillors would be required to use their .gov.uk Council email address and that an IT Policy would be required.

RESOLVED: That,

(1) the requirements relating to the additional assertion to be included on Page 4, Section 1, Annual Governance Statement, as set out on page 3 of the Smaller Authorities Proper Practices Panel - Changes to the Practitioners' Guide 2025, be noted;

(2) arrangements be made with the Council's IT provider, to assist any Councillor with the transition of their emails to the gov.uk address, if required and,

(3) the Clerk be requested to draft an IT Policy for consideration at the next meeting.

23. Annual Governance Statement 2024/25

The Council considered each of the assertions contained in Page 4, Section 1 of the Annual Governance and Accountability Return, entitled Annual Governance Statement 2024/25, 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 2024/25.

24. Accounts for the Financial Year Ended 31st March 2025 – 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 2025, should be returned by no later than 30th June 2025, 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 and both MUST be approved and published on the Parish Council website before 1st July 2025;**
- a confirmation regarding the exercise of public rights, using a signed form stating the period chosen by the authority;
- a bank reconciliation showing balances of all bank and building society accounts as at 31st March 2025;
- a full explanation with figures of all significant variances in income and expenditure in 2024/25, compared to the previous financial year.
- a reconciliation between the closing balances in Section 2, Box 7 and Box 8, where applicable;
- a breakdown of the types of reserves held between general reserves, earmarked reserves and restricted (ring-fenced), where the general reserve is outside the guidance levels of paragraph 5.34 of the Practitioners' Guide and/or the authority is holding earmarked and other reserves;
- a confirmation of contact details for the Clerk, RFO (where different) and Chair;
- details of action taken in respect of all recommendations made by the external auditor in 2023/24.

The Clerk reported that on the basis of information from previous years, (income or expenditure of over £200,000 in 2024/25), the external auditor is required to undertake an intermediate audit, which involves additional procedures selected from a list provided by the National Audit Office.

Members noted that the External Auditor has advised that Tuesday 3rd June 2025 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 2025 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 2024/25 on 30th April 2025 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 2024/25.

RESOLVED: That,

(1) the accounting statements for the year ending 31st March 2025, 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 2024/25 (the Responsible Financial Officer had signed Section 2 before being presented for approval) 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.

25. Supporting Statement

RESOLVED: That,

the Supporting Statement to the accounts for the year ending 31st March 2025, as set out in **Appendix 8** attached to these minutes, be approved and adopted.

26. 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.

Cllr Abraham requested to be removed from the Council's list of signatories and it was agreed that Cllr Glander would replace him as a signatory.

RESOLVED: That,

the Council is satisfied with the current number of signatories to the Council's accounts and that the signatories will be amended to include Councillors Perry Cole, Glander, Graeme, Oxtoby and Ross.

27. Insurance

(a) The Clerk reported that the Parish Council's insurance policy falls due for renewal on 1st June 2025 and the current Long Term Agreement is due to expire in May 2026.

(b) Members had been requested to consider the insurance pre renewal questionnaire.

The Clerk reported that there had been a number of errors with the addresses for the Village Hall and Pavilion on the renewal documentation and that she had contacted the Insurance Broker to advise them of the error and asked for it to be corrected.

RESOLVED: That, (1) the above report be noted and,

(2) the Pre Renewal questionnaire, as submitted by the Clerk and the information contained, be approved by the Council as a true record;

(c) Members considered the Renewal Schedule documentation to ensure that the Council's assets are adequately covered.

RESOLVED: That,

the Council is satisfied that the Renewal Schedule and accompanying documentation is true, complete and accurate and that the policy adequately covers the Council's assets and responsibilities

28. Community Warden Service Review

At the meeting of the Parish Council held on 10th March 2025, Members considered the final draft of the formal agreement received from the Head of Community Safety at KCC and agreed that there were a number of matters requiring clarification.

It was agreed that legal advice should be sought from KALC, regarding the formal agreement and that the Clerk be requested to contact the Parish Council's Solicitor to obtain a quote for them to consider the agreement and make a report to the Council

The Clerk had contacted the Head of Community Safety at KCC to seek clarification on a number of clauses in the draft agreement and he had advised that he was in the process of collating the comments received from Hartley Parish Council and a number of other parishes and that once completed, he would seek advice from KCC's lawyers regarding the proposed changes.

The Council's Solicitor had advised that they are unable to assist with this matter.

Advice has been sought from KALC and they have suggested a number of Solicitors that may be able to assist once the final agreement has been received from KCC.

At the meeting of the Parish Council held on 14th April 2025, it was agreed that upon receipt of the final agreement, the Clerk be requested to seek quotations from the list of Solicitors provided by KALC, for them to review the agreement and make recommendation to the Council and delegated authority be given to the Clerk, in consultation with the Chairman of the Council, to accept the most suitable quotation, and to appoint the Solicitor to review the agreement and make recommendation to the Council.

The Clerk reported that no further response has been received from the Head of Community Safety at KCC, despite the Clerk pursuing the matter.

Members noted that the Clerk had last emailed the Head of Community Safety at KCC on 24th April 2024, asking for an update in view of the fact that an invoice was imminent.

In the email, the Clerk advised that the Council would most likely not be happy to settle the invoice without a formal agreement in place.

Members expressed concern over the implications of Jackie continuing to work in the area without an approved agreement. RESOLVED: That, (1) the Clerk's report be noted; (2) the Clerk be requested to seek advice from KALC as to the implications of Jackie continuing to work in the area without a formal agreement in place; (3) The Clerk be requested to contact Jackie to ask whether it would be possible for her to provide a regular report giving some indication of time spent in the area.

29. Pavilion – Showers

At the meeting of the Parish Council held on 14th April 2025, Cllr Glander provided Members with an update on arrangements for the re-opening of the changing rooms at the Pavilion, for the cricket season.

At the end of the cricket season, arrangements had been made for the calorifier 1 (located in the boiler room) and the cold water tank (located in the loft space above the entrance corridor) to be left full and the water supply to the sink toilets and showers turned off, using the isolation valves.

The changing room showers/hand wash basins and toilets had been taken out of use for the winter and the water temperature monitoring and flushing in these areas was discontinued.

In view of the above and as recommended by the Council's water hygiene contractor, arrangements were made on 3rd April 2025, for the disinfection of the water tank, calorifier 1 and associated pipework and for two Legionella samples to be taken 48 – 72 hours afterwards.

The test results have subsequently been received and the samples taken from the home and away showers and the tap in the disabled wc, came back as Legionella not detected.

In the meantime however, one of the isolation valves in the wc in the entrance corridor could not be turned, so the outlet was unable to be flushed.

Advice was sought from the Parish Council's water hygiene contractor and they advised that once the valve had been replaced, an additional water sample should be taken, as the pipe to the tap had in effect, been a dead leg.

Cllr Glander reported that in view of this, the showers, toilets and wash basins at this end of the building are unable to be used until the second Legionella test result has been received.

In the meantime, the routine maintenance contractor is flushing all outlets (including the showers), twice weekly, using the method advised by the water hygiene contractor.

At all other times, the water at this end of the building is turned off, using the isolation valves and the doors to the changing rooms and wc are locked shut.

The Cricket Club are permitted to use the changing rooms for changing only and signs and hazard tape barriers have been erected in the changing rooms advising that the showers, wash basins and toilets are out of use.

Following use by the Cricket Club, the doors to the changing rooms are locked again.

Cllr Glander reported that during the water hygiene visit, the engineer had advised that although the kitchen sinks and wash basins in the wcs at the kitchen end of the building are mains fed, the toilets are not.

He advised that whilst the results of the Legionella test was awaited, the toilets should be converted to mains feed to allow them to remain in use.

The Council had previously been informed by the water hygiene contractor that all of the facilities, including the toilets at that end of the building were mains fed.

The Clerk, in consultation with the Chairman of the Amenities & Open Spaces Committee, made arrangements for the water hygiene contractor to carry out the necessary pipe works at a cost of £260 + VAT.

Cllr Glander reported that the water hygiene contractor had recommended that this is a temporary measure only.

Cllr Glander reported that the flexi hose from the calorifier in the boiler room, feeding the showers, recently collapsed and had to be replaced at a cost of £70, as without this, the showers could not be flushed and additional Legionella testing would have been required, delaying the opening of the changing rooms even more.

The Clerk reported that she is in the process of arranging a meeting with a suitably qualified professional, to discuss options for the shower and toilet issues.

Cllr Glander reported that provided the Legionella test result comes back negative, the showers, changing rooms and wc at the entrance corridor end of the building will be re-opened.

RESOLVED: That,

(1) the above report be noted;

(2) the actions of the Clerk, in consultation with the Chairman of the Amenities & Open Spaces Committee in making arrangements for the alteration of pipework to the toilets and the replacement of the flexi hose in the boiler room, be confirmed and approved;

(3) current arrangements for the flushing of all water outlets at the Pavilion, as detailed above, be confirmed and approved;

(4) current arrangements for the use of the changing rooms by the Cricket Club, as detailed above, be confirmed and approved;

(5) the re-opening of the changing rooms, showers and wc in the entrance corridor of the pavilion, once a negative Legionella test result is received, be confirmed and approved and,

(6) no additional action is required, as the Council is satisfied that it is doing everything practicably possible to mitigate the risk of Legionella.

30. Payments

RESOLVED: That,

(a) the payment of accounts for May 2025, attached as **Appendix 9** to these minutes, be approved.

(b) it be noted that the Council accounts for 2025/26 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 2025 against budget estimates was not available.

(c) it be noted that the bank reconciliations for the Council's 4 bank accounts for March 2025 had been verified by Cllr Perry Cole and,

(d) it be noted that the bank reconciliations for the four bank accounts for April 2025 would be verified by Cllr Oxtoby.

31. Personnel Committee

RESOLVED: That,

the minutes of the meeting of the Personnel Committee held on 30th April 2025 and the recommendations contained therein, be received and, where necessary, approved and adopted.

The meeting closed at 9.00p.m.

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

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.

3. Burial Grounds and Gardens of Remembrance Committee

Terms of Reference

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

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.
7. To prepare and review the Parish Council's Emergency Plan.

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.
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

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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

4. 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 **12th May 2025** and recorded in the minute number **8 (a)**.

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.

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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.
- (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.

APPENDIX 1

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- (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. The motion will then be put by the Vice Chairman or any other Member of the Committee
- (f) After determination of the motion no further discussion on the application will take place.
- (g) The procedures detailed above shall all be subject to the Chairman's discretion. As approved by Council at its meeting on 12th May 2025

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 2025 – 2026

(As approved at the Annual Meeting of the Council on 12th May 2025).

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 *Conroy, *Glander, Graeme, Malham, Oxtoby and Sewell.

Burial Grounds and Gardens of Remembrance Committee (7)

Cllrs Abraham, *Conroy, Perry Cole, Driscoll, *Glander, Ramsay and Ross.

Finance & General Purposes Committee (5)

Cllrs *Conroy, Colwell, *Glander, Ramsay and Sewell.

Personnel Committee (3)

Chairman of the Council, Vice Chairman of the Council and Chairman of the Finance & General Purposes Committee.

Planning Committee (9)

Cllrs Abraham, Colwell, *Conroy, Driscoll, *Glander, 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 12th May 2025)

Organisation	Membership
Kent Association of Local Councils (2 representatives)	Cllr Penny Cole Cllr Perry Cole
Northfield Management Committee (the Constitution states that the Chairman of the Council and two other members will be appointed)	Cllr L Glander (Chairman) Cllr A Oxtoby 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 D Conroy Cllr I Ross
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 2024/25

We acknowledge as the members of:

HARTLEY PARISH COUNCIL

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 2025, that:

	Agreed			*Yes' means that this authority:
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓			prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓			made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
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.	✓			has only done what it has the legal power to do and has complied with Proper Practices in doing so.
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.	✓			during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
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.	✓			considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓			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.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓			responded to matters brought to its attention by internal and external audit.
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.	✓			disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
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	has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.
	✓			

*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:

12/05/2025

and recorded as minute reference:

MINUTE REFERENCE 23

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

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

WWW.HARTLEYPARISHCOUNCIL.GOV.UK E WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2024/25 for

HARTLEY PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	290,516	265,501	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	160,390	188,797	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	33,969	49,781	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	91,778	102,923	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	651	651	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	126,945	124,505	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	265,501	276,000	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	270,443	278,489	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	301,048	300,418	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	2,017	1,500	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 exclude any Trust transactions.

I certify that for the year ended 31 March 2025 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 REQUIRED

Date 01/05/2025

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

12/05/2025

as recorded in minute reference:

MINUTE 24 REFERENCE

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

SIGNATURE REQUIRED

Local council name: **HARTLEY PARISH COUNCIL**

**Notice of appointment of date for the exercise of public rights
Accounts for the year ended 31st March 2025**

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

- | | |
|---|---|
| <p>1. Date of announcement: 2nd June 2025 (a)</p> | <p>(a) Insert date of placing of this notice on your website.</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 2025 these documents will be available on reasonable notice on application to:</p> <p>(b) Mrs H Boden, Clerk to the Council. The Parish Council Office, Hartley Library, Ash Road, Hartley, Longfield, Kent DA3 8EL.
Tel: 01474 709441 Email: enquiries@hartleyparishcouncil.gov.uk</p> <p>commencing on (c) 3rd June 2025</p> <p>and ending on (d) 14th July 2025</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>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>(c) And</p> <p>(d) The inspection period must be 30 working days in total and commence no later than 1 July 2025.</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>Forvis 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
Mrs H Boden (Clerk)</p> | <p>(e) Insert name and position of person placing the notice</p> |

Hartley Parish Council
Accounts for the year ended 31 March 2025
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 2024/25 would be £1,316.09, if all plots were fully occupied for the whole year. There is currently one vacant plot.

The total allotment income for 2024/25 was £1,341.00.

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.

During the interim internal audit visit carried out by Hartley Parish Council's Internal auditor, it was noted that a separate AGAR is completed for the Northfield Management Committee.

The Internal Auditor advised that the proper practices for managing joint arrangements changed in March 2015 and reference to this is included in the JPAG Practitioners Guide (section 5.130 to 5.137).

Hartley and Ash-cum-Ridley Parish Councils share responsibility for the management of Northfield. From 31 March 2015, each authority is now required to include the share of both receipts or income and payments or expenditure applicable to them according to the joint agreement percentage.

In view of this, the AGAR figures for 2022/23 were re-stated to include Northfield and the AGAR for 2023/24 also included the relevant figures relating to Northfield.

(3) Advertising and Publicity

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

In December 2023, the Council agreed that the printing should be outsourced.

The following costs were incurred during the year:

Newsletter & Annual Report:

Distribution 590.00

Paper 167.94

Printing 1,144.00

TOTAL

£1,901.94

(4) General Power of Competence

At a meeting held on the 10th May 2023, 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, (2027).

(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 and the Clerk's.

The employers' contribution rate during 2024/25 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 2025 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 (£) (12 th November 2024)
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	

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Location	Description	Original purchase cost (where known)	Current insurance value (£) (12th November 2024)
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	£384,377
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 (£) (12th November 2024)
Playground equipment	Woodland Avenue: Phase 1 & 2	46,723.51	£98,295
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 £98,295
Playground equipment	Longfield Hill	Not known	Not included
Playground equipment	Longfield Hill (new equipment)	1,886.82	Included under playground equip £98,295
Youth shelter	Woodland Avenue	5,447.00	Not included
Fences & gates	Various	15,292.22 ²	£28,984
Lych Gate	New Burial Ground,	13,200.00	£20,564

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Description	Location	Original purchase cost (£) (where known)	Current insurance value (£) (12th November 2024)
Storage container	Manor Field	1,400.00	Not included
Pergola	Manor Field	4,830.00	£6,385
	New Burial Ground,		
	Manor Field		
Chairman's chain of office	Chairman's house	799.87	£1,786
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)	£15,000
Laminator	Parish Office	91.18)	
Telephone	Parish Office	40.95)	
Shredder	Parish Office	169.45	
Fire safe	Parish Office	391.25)	
2 no wildlife cameras & accessories	Parish Office	411.58)	
Webcam	Parish Office	9.99)	
Line marking machine	Pavilion, Manor Field	394.00	£867
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	£991.10
2 x Bench & Picnic Table	Manor Field	1,417.00	Not included
Bench	Rectory Meadow	£1	£748.36
Bench	Manor Field BG	£1	£748.36
Picnic Table	Manor Field	£1	£623.28
Picnic Table	Woodland Ave rec ground	£1	£623.28
War memorial	Hartley Green	21,115.00 ²	£33,009.00
Beacon Brazier	Manor Field	4,236.00	£5,825.76

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Description	Location	Original purchase cost (£) (where known)	Current insurance value (£) (12th November 2024)
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	£4,707.00
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
Village Sign	Hartley memorial green	Not known	£1,717.20
TOTAL		£144,873.02	

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 £589,250.00.

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 12,140.00
General Contents (including stock) 13,266.00

(8) Debts Outstanding

At 31st March 2025 the following debts were outstanding to the Council.

Hire of Pavilion	25.00
Wayleave payment	14.61
Wayleave payment	38.69
TOTAL	78.30

(9) Creditors

At 31st March 2025 the following outstanding invoices were payable by the Council

Cleaning of pavilion	158.66
Gang mowing Oct-Dec	2,770.89
Electricity @ Pavilion 22/02-22/03	47.67
Tree work @ Hoselands Green	600.00
Insurance Policy Excess	250.00
Bank charges Unity Bank	13.65
Bank charges Barclays	11.23
Castle Water	29.31
TOTAL	3,881.41

(10) Accruals

Estimated rent due on Parish Office	5,000.00
Estimated p/copier rental	140.00
TOTAL	5,140.00

(11) Receipts in advance

Interment of ashes	495.00
Stone tablet	390.00
Ashes plot preparation	30.00
TOTAL	915.00

(12) Prepayments

VE Day 80Flag	17.17
10% deposit VE Day fireworks	175.00
TOTAL	192.00

(13) Leases

At 31st March 2025 the following finance lease was in operation:

Lessor Purpose Annual Rent Payable Year of expiry

Procurement Services Photocopier £629.36 2030

Framework contract ref Y20031
Black/white copy charge 0.00240p
Colour copy charge 0.2160p

(14) Contingent Liabilities

There were no contingent liabilities at 31st March 2025.

(15) Capital Commitments

There were no capital commitments at 31st March 2025.

(16) Expenditure Approved but still to be Actioned

As at 31st March 2025 the following expenditure had been approved by the Council, but not actioned.

Fertilizer & iron for moss control MF	493.75
Herbicide & fertilizer treatment MFBG	681.45
TOTAL	1175.20

(17) Borrowings

At the close of business on 31st March 2025 the following loans to the Council were outstanding:

Lender	Loan Period Remaining	Date of final payment	Outstanding capital balance
Public Works Loan 116024	2yrs 3 months	14 th June 2027	963.52
Public Works Loan 116025	2yrs 3 months	14 th June 2027	328.21
Public Works Loan 116026	2yrs 9 months	14 th December 2027	207.85
			£1499.58

Loan repayments as at 14th December 2024. Next repayment date due on 14th June 2025.

(18) Capital Reserve

The movements during the year were as follows:

Balance at 1 April 2024 43,679.00

Transfer to Nil

Transfer from Nil

Balance at 31 March 2025 43,679.00

(19) Earmarked Reserves

HVH:

Balance at 1 April 2024 5,570.00

Transfer to Nil

Transfer from Nil

Balance at 31 March 2025 5,570.00

Manor Field Car Park Re-surfacing:

Balance at 1st April 2024 48,200.00

Transfer to Nil

Transfer from 48,200.00

Balance at 31st March 2025 Nil

CIL Receipts A:

Balance at 1st April 2024 2,437.34

Transfer to 1,604.70

Transfer from 4,042.04

Balance at 31st March 2025 Nil

CIL Receipts B:

Balance at 1st April 2024 22,841.37

Transfer to 5,728.24

Transfer from 18,721.44

Balance at 31st March 2025 9,848.17

Local Plan:

Balance at 1st April 2024 335.90

Transfer to Nil

Transfer from Nil

Balance at 31st March 2025 335.90

Neighbourhood Plan:

Balance at 1st April 2024 20,822.59

Transfer to Nil

Transfer from 50.00

Balance at 31st March 2025 20,772.59

(20) Grants

Hartley Parish Council received the following grants during the financial year 1st April 2024 to 31st March 2025.

Grant provider £ p

Sevenoaks District Council – Shared Prosperity Fund	4,000.00
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(21) Audit fees

Hartley Parish Council incurred the following audit fees during the financial year 1st April 2024 to 31st March 2025.

Internal audit fees	£379.40
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External audit fees	£630.00
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Payroll audit fees **£120.00**

(22) 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.

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

The lease was finally completed on 28th April 2022 and an invoice for the sum of £12,050 was received on 24th October 2023, for the period 1st April 2016 – 31st March 2024, for £5,000 less than anticipated.

An invoice was received for the period 1st April 2024 – 31st March 2025 for the sum of £2,600.

A provision for rent for the year to 31st March 2024 of £5,000, has been included as an accrual in the accounts.

Signed:.....
ChairmanResponsible Financial Officer

Date:.....

Hartley Parish Council

Notes to the Accounts

Year ended 31st March 2025

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 2024" 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 2025 - Paid by Internet Banking/DDR from Unity Trust Bank					
Ref:	Payment to	Particulars	Net	VAT	Total
DDR		Charges 01/04/25 - 30/04/25	9.45	-	9.45
469145365		PAID 23/04/25 - Water at Pavilion 01/03/25 - 31/03/25	29.31	-	29.31
711065004		PAID 28/04/25 - Regular chgs 01/04/25-30/06/25 & usage chgs 22/01/25-17/04/25	207.51	41.50	249.01
457109500		PAID 28/04/25 - Payment of April statement	80.35	-	80.35
272185855		Salary 01/05/25 - 31/05/25 (previously approved) + Backdated salary increase	2,942.59	-	2,942.59
786845760		Salary 01/05/25 - 31/05/25 (previously approved) + Backdated salary increase	1,721.48	-	1,721.48
73898802		Salary 01/05/25 - 31/05/25 (previously approved)	993.12	-	993.12
686373881		Month 2 Employer & Employee NIC & PAYE	2,203.34	-	2,203.34
627193685		Employer & Employee pension contributions May	2,001.80	-	2,001.80
534341742		Clean pavilion & water temp testing April inv 5715	158.66	-	-
		Deep clean changing rooms inv 5703	130.00	-	288.66
585788740		Year end internal audit + mileage inv 1056	170.10	34.02	-
		Scheme of Delegation course H Boden 18/06 inv 1094	15.00	3.00	222.12
164869638		Operational playground inspection April inv 30009	217.50	43.50	261.00
626297129		Final payment re firework display 08/05/25 VE Day 80 inv 7436	875.00	175.00	1,050.00
144684814		Standing chg inv 93359597	19.61	0.98	20.59
190435786		Supply & delivery of 30 x garden waste sacks inv 2096974	600.00	-	600.00
9194539		Stationery inv 77567	43.84	8.77	-
		Stationery inv 78100	45.38	9.08	-
		Hand towels & toilet rolls inv 83673	45.98	9.20	-
		Stationery inv 82981	116.46	23.29	302.00
210721040		P/copier rental 01/04/25-30/06/25 inv KPS401133	157.34	31.47	188.81
204537462		Grounds maint BG April inv 3804	594.16	118.83	712.99
978121611		Annual subscription fee 12/05/25-11/05/26 inv 57432794	887.54	177.51	1,065.05
480618286		Banner re VE Day 80 inv MS/22080	88.00	17.60	105.60
457060868		Reimburse re mending plate re gate at Rectory Meadow	5.31	-	5.31
639837728		Charge for water hygiene visit May inv 74129	208.00	41.60	-
		Replace isolation valve @ pavilion wc inv 74130	80.00	16.00	-
		Pipework reconfiguration @ pavilion re toilets inv 74131	260.00	52.00	657.60
682222712		Boiler service @ Pavilion inv PMV-4069	350.00	70.00	420.00

556434696		Play park inspection training re G Pike inv 11556814313	70.00	14.00	84.00
72244970		Routine maintenance work w/c 31/03-05/05 inv 187	1,050.00	-	-
		Football pitch line marking 03/04, 17/04 & 25/04 inv 187	76.00	-	-
		Water flushing @ pavilion w/c 31/03-05/05 inv 187	55.25	-	-
		Additional litter pick 09/05 inv 187	13.00	-	1,194.25
402356141		Reimburse re food for BBQ at VE Day 80	376.88	-	376.88
883023268		Water at allotments 01/04-30/04	29.96	-	29.96
289256827		Repair works @ Pavilion	70.00	-	70.00
			16,997.92	887.35	17,885.27

Schedule of Payments May 2025 - Paid by cheque/DDR from Barclays Bank

Chq No	Payment to	Particulars	Net	VAT	Total
DDR		Mixed Payment Plan charges 13/03/25 - 13/04/25	14.30	-	14.30
DDR		Electricity @ Pavilion 22/03/25-21/04/25	50.48	2.52	53.00
107069		Donation	150.00	-	150.00
107070		Donation	150.00	-	150.00
107071		Top up Unity Bank	40,000.00	-	40,000.00
			40,364.78	2.52	40,367.30

Schedule of Payments May 2025 - Paid by Barclaycard

Ref:	Payment to	Particulars	Net	VAT	Total
		PAID 29/04/25 - Trade waste sacks x 2	162.00	-	162.00
			162.00	-	162.00

Adjournment

The meeting was adjourned at 7.32 p.m.

Cllr Penny Cole reported that Sevenoaks District Council had put on a week of VE Day Celebrations. The main one, an afternoon tea, being held on Friday 9th May.

Cllr Penny Cole reported that the Waste Consultation was due to come up soon and that she would update Members at the next meeting.

Cllr Penny Cole reported that the Local Plan and also a decision on the Solar Farm in Ash-cum-Ridley would also be coming up soon.

Cllr Penny Cole reported that she and Cllr Perry Cole would continue working to get the solar farm refused.

Cllr Oxtoby commented that it was important that the issues relating to water contamination were flagged up.

The meeting resumed at 7.46 p.m.

