

THE PARISH COUNCIL OF HARTLEY

MINUTES OF THE MEETING OF HARTLEY PARISH COUNCIL

HELD IN THE PAVILION, MANOR FIELD, CHURCH ROAD

ON MONDAY 8th DECEMBER 2025 AT 7.30 P.M.

Present :

Cllr Larry Abraham - *(Parish & District Councillor)*
Cllr Penny Cole – *(Parish & District Councillor)*
Cllr Perry Cole – *(Parish & District Councillor)*
Cllr David Conroy
Cllr Lesley Driscoll
Cllr Laurence Glander – *(Chairman)*
Cllr David Graham
Cllr Anne Oxtoby
Cllr Brian Ramsay

In attendance:

Mrs Helen Boden - *(Clerk)*
Cllr Maxine Fothergill – *(Kent County Councillor)*
Cllr Shaun Fishenden – *(Chairman of Ash-cum-Ridley Parish Council)*
3 Members of the public

1. Apologies for Absence

Apologies for absence had been received from Cllr Jim Colwell, due to family commitments and Cllr Ian Ross, due to family commitments.

RESOLVED: That,

the absences of Cllr Jim Colwell, due to family commitments and Cllr Ian Ross, due to family commitments, be accepted and approved.

2. Declarations of interest

There were no declarations of interest.

3. Dispensations

There were no requests from Members for a dispensation.

4. Minutes

RESOLVED: That,
the minutes of the meeting of Hartley Parish Council held on 10th November 2025, be approved and signed by the Chairman as a correct record.

The meeting was adjourned at 7.31 p.m. to receive reports from the District and County Councillors.

The meeting resumed at 7.55 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.

There were no expressions of interest.

5. Planning Committee

RESOLVED: That,

the minutes of the meetings of the Planning Committee held on 19th November 2025 and 3rd December 2025 and the recommendations contained therein, be received and, where necessary, approved and adopted.

6. Neighbourhood Plan

RESOLVED: That,

the minutes of the meeting of the Neighbourhood Plan Steering Group held on 3rd November 2025 and the recommendations contained therein, be received and, where necessary, approved and adopted.

7. Parish Office

(a) Lease

The Clerk reported that since the email received from Kent County Council on 24th October 2025, advising that a surveyor has now been assigned to look in to the particulars of the lease and that they will be in contact in due course, no further update had been received.

Cllr Fothergill offered to pursue the matter on behalf of the Parish Council.

RESOLVED: That,

the Clerk's report be noted.

(b) Request for Rent, Lease or Ownership Information

The Clerk reported that a letter dated 3rd November 2025 had been received from the Valuation Office Agency, requesting rent, lease, or ownership details for the Parish Office.

Members noted that the Parish Council is legally required to provide these details within 56 days from the date of the letter, as failure to do so may incur an initial penalty charge of £100.

Details must be provided online, by 28th December 2025.

RESOLVED: That,

(1) the Clerk's report be noted and,

(2) authority be delegated to the Clerk, to complete the online form to the best of her knowledge and belief and to submit it to the Valuation Office Agency on behalf of the Parish Council.

8. Sevenoaks District Local Plan

Members noted that at its meeting held on 3rd December 2025, the Planning Committee had considered the draft consultation response prepared by the Planning Consultant engaged by the Parish Council.

At the meeting, the Committee considered several additions and minor corrections and recommended that the draft consultation response (as amended), be approved and that delegated authority be given to the Assistant Clerk, to contact the Planning Consultant to instruct him to amend the response, as discussed.

RESOLVED: That,

- (1) the above report be noted,
- (2) the amended consultation response, as approved by the Planning Committee at its meeting held on 3rd December, be accepted and approved by the Council and;
- (3) the Assistant Clerk be delegated authority to submit the consultation response prepared by the Planning Consultant, to Sevenoaks District Council, prior to the consultation deadline of 11th December 2025.

9. KALC Community Awards Scheme 2026

Members considered an email received from the Kent Association of Local Councils, giving details of the 2026 KALC Community Awards Scheme.

RESOLVED: That,

- 1) Hartley Parish Council adopts the KALC Community Awards Scheme 2026 and,
- 2) the Clerk and the Chairman of the Council be delegated authority to submit the Parish Council's nomination to KALC.

10. Payments

RESOLVED: That,

- (a) the payment of accounts for December 2025, attached as **Appendix 1** to these minutes, be approved;
- (b) the Council detail report as at 2nd December 2025, setting out actual income and expenditure against budgeted estimates be received and noted;
- (c) it be noted that the bank reconciliations for the Council's four bank accounts for October 2025 had been verified by Cllr Ross and,
- (d) it be noted that the bank reconciliations for the four bank accounts for November 2025 would be verified by Cllr Graeme.

Pursuant to Standing Order 3 (d), the public were excluded from the meeting during consideration of agenda item 11, Personnel Committee and item 12, Sevenoaks District Council – Land Disposal due to the confidential nature of the business to be transacted.

11. Personnel Committee

Members considered the report referred to in the recommendation contained in the minutes of the Personnel Committee meeting held on 3rd December, minute item 4. Staff.

RESOLVED: That,

the minutes of the meeting of the Personnel Committee held on 3rd December 2025 and the recommendations contained therein, be received and, where necessary, approved and adopted, subject to the conditions contained in file "Personnel Committee/HPC Personnel 2025-08-12a".

12. Sevenoaks District Council – Land Disposal

The Clerk reported that quotations had now been received for an unrestricted open market valuation for the site.

Members considered the quotations received.

RESOLVED: That,

(1) the quotation received for the sum of £1,750 + VAT for an unrestricted open market valuation for the site, be accepted and,

(2) the Clerk be delegated authority to sign the Conditions of Engagement document on behalf of Hartley Parish Council.

The meeting closed at 8.30p.m.

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

Schedule of Payments December 2025 - Paid by Internet Banking/DDR from Unity Trust Bank					
Ref:	Payment to	Particulars	Net	VAT	Total
DDR		Account charges 01/11/25-30/11/25	10.80	-	10.80
		PAID 24/10/25 - Water @ Pavilion 01/09/25-30/09/25	87.30	-	87.30
		PAID 18/11/25 - Bollard service at Manor Field inv 10755	210.00	42.00	252.00
171156272		PAID 21/11/2025 - Payment of November statement	35.05	-	35.05
30455774		PAID 21/11/25 - Sound equipment re Rem Sunday inv 25-016	80.00	-	80.00
505577021		PAID 26/11/25 - Investigate repair to water pipe at allotment INV 774	60.00		60.00
11991033		Tree works at Billings Hill Shaw inv 3209	250.00	50.00	300.00
550684253		Salary 01/12/25 - 31/12/25 (previously approved)	2,545.90	-	2,545.90
475196631		Salary 01/12/25 - 31/12/25 (previously approved)	1,787.98	-	1,787.98
964341640		Salary 01/12/25 - 31/12/25 (previously approved)	1,021.78	-	1,021.78
179304209		Month 9 Employer & Employee NIC & PAYE	2,697.47	-	2,697.47
602406607		Employer & Employee pension contributions November	2,048.95	-	2,048.95
870834491		Reimburse re December Council meeting	23.25	-	23.25
513440223		PAT testing Parish Office inv 1533	80.00	16.00	-
		Emergency light testing & PAT testing at Pavilion inv 1534	250.00	50.00	396.00
378445729		Water hygiene contract Nov 25 Inv 78319	175.00	35.00	210.00
459691459		Cleaning of Pavilion inv 6043	218.66	-	218.66
634451678		Website hosting & support 2026/27, email hosting & SSL certificate inv 21211	540.75	108.15	648.90
489278851		Deliver December Hartley Herald inv 5906	90.00	-	90.00
528908364		Grounds maintenance inv 3993	594.16	118.83	712.99
40968092		Printing of December newsletter inv SI-28259	286.00	-	286.00
680219369		Empty Cesspool 18/11/25 inv 1523851	398.00	79.60	477.60
71713848		Photocopier rental 01/01/26-31/03/26 inv KPS435160	157.34	31.47	188.81
31712039		Refill for first aid kit at Pavilion inv 4631399	29.50	5.90	35.40
		Routine maintenance 10/11-01/12 inv 196	634.00	-	-
		Water flushing at Pavilion inv 196	26.00	-	-
		Prepare plot re interment inv 196	35.00	-	-
		Football pitch marking inv 196	65.00	-	-
		Hedges and gutters @ Manor Field Pavilion inv 196	104.00	-	864.00
		Water @ Pavilion 01/10/25-31/10/25	46.84	-	46.84
			14,588.73	536.95	15,125.68

Schedule of Payments December 2025 - Paid by Barclaycard					
Ref:	Payment to	Particulars	Net	VAT	Total
		PAID 29/10/25 - Heavy duty cling film	5.82	1.17	6.99
		PAID 03/11/25 - Fencing pins x 10	14.41	2.88	17.29
		PAID 04/11/25 - 100 cable ties	3.98	0.80	4.78
		PAID 04/11/25 - HDMI cable	4.99	1.00	5.99
			29.20	5.85	35.05

Adjournment

The meeting was adjourned at 7.31 p.m.

Cllr Fothergill reported that a new 7 year contract had been awarded for highways and that Greenways would be replacing Amey.

The new company has promised faster pothole repairs and an improved Winter gritting service.

Cllr Fothergill reported that with regard to the Sevenoaks District Council Local Plan, she had been helping wherever possible, by attending local meetings and encouraging residents to respond.

Cllr Fothergill reported that her case work over the last month had included continuing trying to protect the Green Belt and helping a resident to obtain a blue badge.

Cllr Fothergill reported that KCC had put forward option 1 (a single unitary) with regard to the proposed Local Government reorganisation.

Cllr Perry Cole reported that SDC had put forward option 3a with regard to the proposed Local Government reorganisation, as this option was considered to provide the best balance and councillor/resident relationship.

Cllr Perry Cole reported that the closing date for the Sevenoaks District Local Plan consultation is 11th December 2025 and reiterated the importance for as many residents as possible, to respond to the consultation and have their say.

Cllr Perry Cole reported that the new Leader of Sevenoaks District Council is Kevin Maskell.

The meeting resumed at 7.55p.m.

