

**THE PARISH COUNCIL OF HARTLEY**

**MINUTES OF THE MEETING OF HARTLEY PARISH COUNCIL**

**HELD IN THE PAVILION, MANOR FIELD, CHURCH ROAD**

**ON MONDAY 9<sup>th</sup> FEBRUARY 2026 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 Jim Colwell  
Cllr David Conroy  
Cllr Lesley Driscoll  
Cllr Laurence Glander – *(Chairman)*  
Cllr Brian Ramsay  
Cllr Ian Ross  
Cllr Vincent Sewell

**In attendance:**

Mrs Helen Boden - *(Clerk)*  
Cllr Maxine Fothergill – *(Kent County Councillor)*

**1. Apologies for Absence**

Apologies for absence had been received from Cllr David Graeme, due to family commitments and Cllr Anne Oxtoby, due to family commitments.

RESOLVED: That, the absences of Cllr David Graeme due to family commitments and Cllr Anne Oxtoby, 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 12<sup>th</sup> January 2026, 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 8.05 p.m.*

## 5. Finance & General Purposes Committee

Cllr Perry Cole commented on minute item 18, Parish Office Lease, on Page 6 of the minutes of the Finance & General Purposes Committee held on 28<sup>th</sup> January 2026.

Cllr Perry Cole commented on the fact that in view of the upcoming Local Government Reorganisation in Kent and Medway, it would be prudent to consider alternative arrangements for the location of the Parish Office, should the library be closed at any time in the future.

Cllr Conroy suggested that the Finance & General Purposes Committee be asked to look in to the matter further.

RESOLVED: That, (1) the minutes of the meeting of the Finance & General Purposes Committee held on 28<sup>th</sup> January 2026 and the recommendations contained therein, be received and, where necessary, approved and adopted and, (2) the Finance & General Purposes Committee be tasked with considering alternative locations for the Parish Office, in the event that the office in the Library becomes unavailable.

## 6. Planning Committee

Cllr Conroy commented on minute item 8, Neighbourhood Plan, on page 3 of the minutes of the Planning Committee held on 21<sup>st</sup> January 2026 and advised Members that due to comments received from Sevenoaks District Council, the draft plan considered by the Committee would be subject to change.

Additionally, the original timeline would also be subject to change.

RESOLVED: That,  
the minutes of the meeting of the Planning Committee held on 21<sup>st</sup> January 2026 and the recommendations contained therein, be received and, where necessary, approved and adopted.

The Committee noted that minute item 10. Sevenoaks District Council – Land Disposal, contained within the minutes of the Planning Committee meeting held on 4<sup>th</sup> February 2026 had been held in closed session, due to the confidential nature of the business.

RESOLVED: That, pursuant to Standing Order 10 (a) (ix), the order of business be altered, so that agenda item 6. Planning Committee, relating to the minutes of the meeting held on 4<sup>th</sup> February 2026, be moved to the end of the agenda and considered once the public have been excluded.

## 7. Neighbourhood Plan

(a) RESOLVED: That, the minutes of the meeting of the Neighbourhood Plan Steering Group held on 14<sup>th</sup> January 2026 and the recommendations contained therein, be received and, where necessary, approved and adopted.

(b) The Clerk reported that Government funding for the Neighbourhood Plan had now ceased and that any future spending would need to be taken from the Neighbourhood Plan Earmarked Reserve, which currently stands at £20,376.59.

Cllr Conroy reported that there would be further costs relating to delivery and printing of the consultation documents in the near future.

RESOLVED: That, (1) the above reports be noted; (2) the spending to date from the Neighbourhood Plan Earmarked Reserve be noted and approved and, (3) future costs incurred in relation to the production of the Neighbourhood Plan, be met from the Neighbourhood Plan Earmarked Reserve.

### **8. Parish Office – Lease**

The Clerk reported that the Heads of Terms have been signed and that the draft lease is awaited from the County Council's Solicitor.

RESOLVED: That, the Clerk's report be noted.

### **9. Lone Working Policy**

Members reviewed the Council's Lone Working Policy.

RESOLVED: That,  
the Lone Working Policy, as approved by the Council on 10<sup>th</sup> February 2025, be confirmed.

### **10. Equal Opportunities Policy**

Members reviewed the Council's Equal Opportunities Policy.

RESOLVED: That,  
the Equal Opportunities Policy, as approved by the Council on 8<sup>th</sup> January 2024, be confirmed.

### **11. Dignity at Work Policy**

Members reviewed the Council's Dignity at Work Policy. RESOLVED:

That,  
the Dignity at Work Policy, as approved by the Council on 14<sup>th</sup> October 2024 be confirmed.

### **12. Sevenoaks District Council – Local List**

Members had been requested to consider whether the Parish Council wishes to nominate locally important buildings or structures to be added to the Sevenoaks District Council Local List.

The Local List identifies heritage assets that are valued as being distinctive elements of the local historic environment within the Sevenoaks District.

Adding a heritage asset to a Local List, formally identifies it as a Non-Designated Heritage Asset (NDHA).

Members agreed that the Neighbourhood Plan Steering Group and the local historian, should be asked to consider the matter further.

RESOLVED: That, (1) the Neighbourhood Plan Steering Group and the local historian be asked whether they would like to suggest any suitable sites and, (2) the matter be referred to the Finance & General Purposes Committee for further consideration.

### 13. Payments

RESOLVED: That,

(a) the payment of accounts for February 2026, attached as **Appendix 1** to these minutes, be approved;

(b) the Council detail report as at 3<sup>rd</sup> February 2026, 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 December 2025 had been verified by Cllr Glander and,

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

**Pursuant to Standing Order 3 (d), the public were excluded from the meeting during consideration of agenda item 6. Planning Committee, item 14. Personnel Committee and item 15. Sevenoaks District Council – Land Disposal due to the confidential nature of the business to be transacted.**

### 14. Planning Committee

Members considered the confidential report referred to in the recommendation contained in the minutes of the Planning Committee meeting held on 4<sup>th</sup> February 2026, minute item 10, Sevenoaks District Council – Land Disposal.

RESOLVED: That,

the minutes of the meeting of the Planning Committee held on 4<sup>th</sup> February 2026 and the recommendations contained therein, be received and, where necessary, approved and adopted.

### 15. Personnel Committee

Members considered the confidential report referred to in the recommendation contained in the minutes of the Personnel Committee meeting held on 4<sup>th</sup> February 2026, minute item 4, (a) Staff.

RESOLVED: That,

the minutes of the meeting of the Personnel Committee held on 4<sup>th</sup> February 2026 and the recommendations contained therein, be received and, where necessary, approved and adopted.

### 16. Sevenoaks District Council – Land Disposal

The Clerk reported that there had been no further updates.

The meeting closed at 8.55p.m.

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

<b>Schedule of Payments February 2026 - Paid by Internet Banking/DDR from Unity Trust Bank</b>					
<b>Ref:</b>	<b>Payment to</b>	<b>Particulars</b>	<b>Net</b>	<b>VAT</b>	<b>Total</b>
DDR		Account charges 01/01/26-31/01/26	10.95	-	10.95
358403979		PAID 20/01/26 - Subscription re HR support inv SINV095848	2,300.00	460.00	2,760.00
175707738		PAID 20/01/26 - Payment of January statement	10.42	-	10.42
368172054		PAID 20/01/26 - Reimburse re Survey Monkey Subscription Neighbourhood Plan	396.00	-	396.00
977487151		PAID 29/01/26 - Regular chgs & calls	166.59	33.32	199.91
		PAID 06/02/26 - Regular chgs & calls	58.67	11.73	70.40
118317372		Salary 01/02/26 - 28/02/26 (previously approved)	2,545.90	-	-
		Reimburse re Fasthost subscription	15.40	-	2,561.30
626420479		Salary 01/02/26 - 30/02/26 (previously approved)	1,574.36	-	1,574.36
259475659		Salary 01/02/26 - 28/02/26 (previously approved)	910.83	-	910.83
122222821		Month 11 Employer & Employee NIC & PAYE	2,543.99	-	2,543.99
17046342		Employer & Employee pension contributions February	1,933.39	-	1,933.39
52403137		Routine maintenance contract 12/01/26-02/02/26 inv 199	475.50	-	-
		Football Pitch line marking 16/01/26 - 30/01/26 inv 199	65.00	-	-
		Water flushing at Pavilion inv 199	26.00	-	-
		Prepare plot for ashes interment x 2 inv 199	60.00	-	-
		Repaire fence @ Porchester Close inv 199	52.00	-	-
		Cement for post inv 199	13.20	-	691.70
277345212		Remove noticeboard from Hoselands Green inv 1483	110.00	22.00	132.00
92898241		Super C Pitchmarker x 3 inv SI261889	106.84	21.37	128.21
359518578		Fire Risk Assessment @ Pavilion inv 11325	320.00	-	320.00
689516849		Replace PIR at Pavilion plus emergency lighting. Inv 1543	245.00	49.00	294.00
990592227		Valuation fee inv 1323 MST PRO 2545	1,750.00	350.00	2,100.00
986507475		Standing chg inv 94573834	19.61	0.98	20.59
246578323		Stationery inv 186574	29.18	5.84	-
		Stationery inv 193699	44.97	8.99	88.98
199976880		Hall hire for HVH paid to HPC in error inv 01-26	60.00	-	60.00
890315660		Buril Law & Cemetery Management Workshop L Glander inv 14062380913	70.00	14.00	84.00
579889744		Fee re External Audit inv 2633088	630.00	126.00	756.00
		Water @ Pavilion 01/01/26-01/02/26	47.14	-	47.14
		Operational inspection inv 32620	217.50	43.50	261.00

			<b>16,808.44</b>	<b>1,146.73</b>	<b>17,955.17</b>
<b>Schedule of Payments February 2026 - Paid by cheque/DDR from Barclays Bank</b>					
<b>Chq No</b>	<b>Payment to</b>	<b>Particulars</b>	<b>Net</b>	<b>VAT</b>	<b>Total</b>
DDR		Mixed Payment Plan charges 15/12/25 - 12/01/26	10.00	-	10.00
DDR		Electricity @ Pavilion 25/12/25-26/01/26	27.95	3.90	31.85
			<b>37.95</b>	<b>3.90</b>	<b>41.85</b>
<b>Schedule of Payments February 2026 - Paid by Barclaycard</b>					
<b>Ref:</b>	<b>Payment to</b>	<b>Particulars</b>	<b>Net</b>	<b>VAT</b>	<b>Total</b>
		PAID 07/12/25 - Reimburse re refreshments Dec meeting	32.45	-	32.45
		PAID 30/12/25 = Fan heater re PO	10.85	2.17	13.02
		PAID 03/02/26 - Replacement pads rre defibrilator	219.00	43.80	262.80
			<b>262.30</b>	<b>45.97</b>	<b>308.27</b>

## **Adjournment**

The meeting was adjourned at 7.31 p.m.

Cllr Fothergill reported that Kent County Council will be holding its budget meeting later this week.

The proposal is for a 3.99% council tax increase, below the originally anticipated 4.99%. Key, targeted spending focuses on Adult Social Care and Children's Services.

The proposals are scheduled to be finalised at the meeting to be held on 12<sup>th</sup> February.

Cllr Fothergill reported that she has concerns that the proposed increase will not be sufficient, in view of the fact that the pressure on adult and children's services is continuing to rise.

Cllr Fothergill reported that in previous years, the increase had always been set at the maximum of 4.99%.

Cllr Fothergill reported that KCC were currently consulting on the Local Government Reorganisation and urged the Council to submit a response.

Cllr Fothergill reported that the proposed solar farm in New Ash Green had been refused by Sevenoaks District Council's Development Management Committee, following much opposition from residents.

Cllr Fothergill reported that Kent County Council would soon be consulting on the proposed river crossing.

Cllr Perry Cole reported that the District Council would be introducing changes to waste collections and would be delivering food waste caddies to residents between 30<sup>th</sup> March and 24<sup>th</sup> April 2026.

The collection of food waste will commence from 27<sup>th</sup> April 2026 and the changes will help the District Council to improve its recycling rates.

Cllr Perry Cole reported that the Local Government Reorganisation Consultation started last week and that SDC supports option 3 (a).

Cllr Perry Cole reported that the proposed solar farm in New Ash Green had been refused, but that the reason for the refusal had been deferred.

Cllr Perry Cole reported that a number of statutory consultees will be re-approached.

The meeting resumed at 8.05p.m.

