

THE PARISH COUNCIL OF HARTLEY

MINUTES OF THE ANNUAL MEETING OF HARTLEY PARISH COUNCIL

HELD IN THE PAVILION, MANOR FIELD, CHURCH ROAD

11th MAY 2026 AT 7.30 P.M.

Present :

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 David Graeme
Cllr Anne Oxtoby
Cllr Brian Ramsay
Cllr Vincent Sewell

In attendance:

Mrs Helen Boden - (*Clerk*)
Cllr Maxine Fothergill – (*Kent County Councillor*) – (*Arrived at 7.37p.m.*)

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 Larry Abraham due to personal commitments and Cllr Carl Crane due to family commitments.

RESOLVED: That,

the absences of Cllr Larry Abraham due to personal commitments and Cllr Carl Crane due to family commitments, be accepted and approved.

5. Declarations of interest

Cllr Laurence Glander declared an interest under agenda item 31 (a), 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 13th April 2026, be approved and signed by the Chairman as a correct record.

The meeting was adjourned at 7.34 p.m. to receive reports from the District and County Councillors.

The meeting resumed at 8.04 p.m.

8. Appointment of Committees

(a) Committees and Advisory Committees

Cllr Glander suggested that it would be useful if the Committee and Advisory Committee Terms of Reference followed the same template and it was agreed that he and the Clerk would create a template to be considered by the individual Committees and Advisory Groups.

RESOLVED: That,

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

(2) the Clerk, in consultation with the Chairman of the Council, create a template Terms of Reference to be considered by the Committees and Advisory Groups.

(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.

Councillor Conroy reported that following Councillor Ross's resignation, he had been elected as Vice Chairman of the Neighbourhood Plan Steering Group.

RESOLVED: That,

(1) the appointment of Cllr Conroy as Vice Chairman of the Neighbourhood Plan Steering Group be noted and,

(2) 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.

RESOLVED: That,
the Standing Orders, as approved by the Council on 12th May 2025, be confirmed and,

10. Financial Regulations

RESOLVED: That,
the Financial Regulations, as reviewed by the Finance & General Purposes Committee at a meeting held on 30th July 2025 and approved by the Council on 8th September 2025, be confirmed.

11. Complaints Procedure

The Council considered the Complaints Procedure and noted that it made reference to 3 members of staff.

It was agreed that this should be amended to read "Council employees"

RESOLVED: That,
the Complaints Procedure, as approved by the Council on 12th May 2025, 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 12th May 2025, 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 12th May 2025, 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.

8 th June 2026	13 th July 2026
14 th September 2026	12 th October 2026
9 th November 2026	14 th December 2026
11 th January 2027	8 th February 2027
8 th March 2027	12 th April 2027
10 th May 2027 (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 14th May 2027 be approved.

14. Finance & General Purposes Committee

Cllr Glander commented on page 8, of the minutes of the meeting of the Finance & General Purposes Committee held on 6th May 2026, relating to the resolution contained under minute item 16 (a), Highway Matters.

The resolution stated *“the request received from a resident for the “lay by” on Ash Road, adjacent to Northfield, to be re-instated as a grass verge, be added to the Parish Council’s Highway Improvement Plan”*

Cllr Glander reported that he had understood from the discussion at the meeting, that Kent Highway Services (KHS) would be contacted to ascertain the status of the land, prior to any action being requested via the Council’s Highway Improvement Plan.

Members agreed that no action should be taken with regard to the possible re-instatement of the lay-by until further information had been sought from KHS regarding ownership/status of the land.

Members agreed that the resolution should be amended to read: *“the Clerk be requested to contact Kent Highway Services to ascertain the status of the “lay-by.”*

RESOLVED: That,
the minutes of the meeting of the Finance & General Purposes Committee held on 6th May 2026, including the above amendment and the recommendations contained therein, be received and, where necessary, approved and adopted.

15. Planning Committee

RESOLVED: That,
the minutes of the meeting of the Planning Committee held on 29th April 2026, and the recommendations contained therein, be received and, where necessary, approved and adopted.

16. 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 28th January 2026, be confirmed.

17. Financial Risk Assessment

RESOLVED: That,

the Financial Risk Assessment as reviewed by the Finance & General Purposes Committee at its meeting held on 28th January 2026, be confirmed.

18. Statement of Internal Control

RESOLVED: That,

the Statement of Internal Control, as reviewed by the Finance & General Purposes Committee at its meeting held on 28th January 2026, be confirmed.

19. Review of Income and Expenditure

RESOLVED: That,

the Council detail report as at 31st March 2026, setting out actual income and expenditure against budgeted estimates be received and noted.

20. 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 2025, pages 24 to 33 inclusive.

A review of the effectiveness of the system of internal audit was undertaken on 28th January 2026, 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 9th February 2026.

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 28th January 2026 and approved by the Council at its meeting held on 9th February 2026.

21. Internal Auditor's Report 2025-26

(a) The Council considered the Internal Auditor's Report for the year ending 31st March 2026.

There had been three interim internal audit recommendations highlighted in the report.

1) *The Internal Auditor reminds the council that it is required to also post any supporting documentation with the agendas on its website, as outlined by the Information Commissioner's Office*

This matter had been considered by the Council at its meeting held on 12th January 2026 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 Internal Auditor has advised that this remains a requirement of the ICO and could be included in the audit testing for Governance Assertion 10 in future.

2) *The Internal Auditor was able to confirm that the bank reconciliations had been verified, although for the most recent versions, the councillor's signature on the bank statement is missing and this must be included in future to ensure that the council is completing the verification process in accordance with its adopted Financial Regulations.*

The Internal Auditor's Report 2025/26 noted that the Council had considered this point during its review of the internal audit and that Councillors had been reminded to sign the bank statements. A further review will be conducted at the next interim audit.

3) *The council holds two accounts with Barclays and one each with Nationwide and Unity Trust. At the date of the interim audit, the balances held with Barclays and Nationwide exceed the £85,000 protection limit offered by the Financial Services Compensation Scheme (FSCS) and the council should consider transferring funds to maximise the protection available to it.*

The Internal Auditor's Report 2025/26 highlighted the fact that the FSCS threshold increased to £120,000 in December 2025 and a further review of balances will be conducted at the next interim audit.

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 2026 be received and noted and,

(2) the three audit recommendations listed above, be noted and no further action taken.

(b) The Council considered the Annual Internal Audit Report 2025/26 (Page 3 of the Annual Governance and Accountability Return).

RESOLVED: That,

the Annual Internal Audit Report 2025/26 (Page 3 of the Annual Governance and Accountability Return, be received and noted.

22. Annual Governance Statement 2025/26

The Council considered each of the assertions contained in Page 4, Section 1 of the Annual Governance and Accountability Return, entitled Annual Governance Statement 2025/26, 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 (10) 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 2025/26.

23. Accounts for the Financial Year Ended 31st March 2026 – 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 2026, should be returned by no later than 30th June 2026, 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 2026;**
- 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 2026;
- a full explanation with figures of all significant variances in income and expenditure in 2025/26, 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 2024/25.

On the basis of information from previous years, (income or expenditure of over £200,000 in 2025/26), 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 Wednesday 3rd June 2026 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 2026 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 2025/26 on 30th April 2026 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 2025/26.

RESOLVED: That,

(1) the accounting statements for the year ending 31st March 2026, 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 2025/26 (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.

24. Supporting Statement

RESOLVED: That,

the Supporting Statement to the accounts for the year ending 31st March 2026, as set out in **Appendix 8** attached to these minutes, be approved and adopted.

25. Signatories

Members noted that following the resignation of Cllr Ian Ross, there are currently only four signatories to the Council's bank accounts and each cheque/internet banking payment requires the signature/authorisation of two of the four 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 Conroy, Glander, Graeme and Oxtoby.

Cllr Sewell volunteered to be added as a signatory on the Parish Council's bank accounts.

RESOLVED: That,
the signatories be amended to include Councillors Conroy, Glander, Graeme, Oxtoby and Sewell.

26. Insurance

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

(b) The Clerk reported that the Finance & General Purposes Committee had considered the Parish Council Insurance Portfolio Statement of Fact, at its meeting held on 6th May 2026 and had highlighted the following items as requiring clarification:

1) the declared population stated on the form is 10,000 and the actual population is in the region of 5,400 (2021 Census)

2) one of the questions asks whether any of the Council's/Trust's premises are occupied as a Drop in Centre. Although neither of the premises owned by the Council/Trust are used as Drop in Centres, Members agreed that confirmation should be sought from the Insurer as to whether pop in sessions held at the Village Hall would be classed in this category.

3) the question relating to heating, asks whether all premises to be insured are heated by a conventional electric, gas, oil or solid fuel central heating system. The form states the answer to this as "no", but Members agreed that the answer to this question should be "yes" as the Pavilion uses Calor Gas and the Village Hall uses mains gas.

The Clerk reported that she had contacted the Council's insurer and was awaiting a response.

RESOLVED: That,
the above report be noted.

(c) Members had been requested to consider the Renewal Schedule, which had previously been circulated by email to all Members.

RESOLVED: That,
the Renewal Schedule relating to the Parish Council's insurance policy for the period 1st June 2026 to 31st May 2027, be noted and approved.

(d) Members had been requested to consider the Renewal Quotation and documentation, which had previously been circulated by email to all Members.

RESOLVED: That,
(1) the Renewal Quotation and documentation relating to the Parish Council's insurance policy for the period 1st June 2026 to 31st March 2027, be noted and approved;

(2) the quotation received from Hiscox Insurance, through the Council's insurance broker, for the sum of £3,484.84, for the period 1st June 2026 to 31st May 2027, be accepted and,

(3) the offer received from Hiscox, to set up a 3 year binding Long Term Agreement (LTA), be accepted.

27. Pavilion

The Clerk reported that a Legionella Risk Assessment (LRA) had been carried out at the Pavilion in 2024 and in line with the Low Risk Rating given, the next LRA was due in 2029.

Members noted that the Clerk had questioned whether, in view of pipework alterations carried out in 2025, an additional LRA should be undertaken.

Members considered emails dated 1st May 2026 and 5th May 2026 received from the Parish Council's water hygiene contractor in response to the Clerk's enquiry and were satisfied that an additional LRA was not required.

RESOLVED: That,

(1) the Clerk's report be noted;

(2) the emails dated 1st May 2026 and 5th May 2026, received from the Parish Council's water hygiene contractor, regarding the necessity for an additional Legionella Risk Assessment to be undertaken, be noted, with no further action required, as the Council is satisfied that it is doing everything practicably possible to mitigate the risk of Legionella.

28. Sevenoaks District Council – Land Disposal

The Clerk reported that there had been no further update with regard to Sevenoaks District Council's land disposal proposals, other than that, at its meeting held on 21st April 2026, the District Council's Cabinet agreed to transfer the land at Caxton Close, Hartley, to Hartley Parish Council at an appropriate value.

This information had not been communicated directly to the Parish Council, but had been noted via a press release.

RESOLVED: That,

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

(2) no further action be taken until such time as further communication is received from Sevenoaks District Council.

29. Parish Office Lease

The Clerk reported that confirmation had been received from the Parish Council's Solicitor on 1st May 2026, advising that the Lease has been completed.

The Clerk reported that the Solicitor has confirmed that they have submitted the stamp duty land tax return which has confirmed that there is nothing payable

The AP1 application (the official HM Land Registry document used in England and Wales to apply for changes to an existing registered property title) has been prepared for registration and cancellation of the previous lease has been confirmed.

Hard copies of the originals are awaited, to enable the Solicitor to finalise and send off the AP1. RESOLVED: That, the Clerk's report be noted.

30. Payments

RESOLVED: That,

(a) the payment of accounts for May 2026, attached as **Appendix 9** to these minutes, be approved.

(b) it be noted that the Council accounts for 2026/27 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 2026 against budget estimates was not available.

(c) it be noted that the bank reconciliations for the Council's 4 bank accounts for March 2026 had been verified by Cllr Graeme and,

(d) it be noted that the bank reconciliations for the four bank accounts for April 2026 would be verified by Cllr Conroy.

The meeting closed at 8.54 p.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 & General Purposes 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.

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.

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.
7. To approve the Annual Statement of Accounts and submit them to the Council for adoption.

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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

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.

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

Personnel Committee

Terms of Reference

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

PLANNING COMMITTEE

Terms of Reference

Delegation from the Council

These Terms of Reference were agreed by the Parish Council at its meeting held on **11th May 2026** 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.

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.

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- (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.
 - (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.

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- (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 11th May 2026

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 2026 – 2027 (As approved at the Annual Meeting of the Council on 11th May 2026).

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 Penny Cole, *Conroy, *Glander, Graeme, Oxtoby and Sewell.

Burial Grounds and Gardens of Remembrance Committee (5)

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

Finance & General Purposes Committee (6)

Cllrs *Conroy, Colwell, Driscoll, *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 (8)

Cllrs Abraham, Colwell, *Conroy, Driscoll, *Glander, Oxtoby, Ramsay and Sewell.

Advisory Committees

Standing Orders Advisory Committee

Cllrs Conroy, Perry Cole and Glander

Appointment of representatives on outside bodies and joint management committees

(as approved at the Annual meeting of the Council on 11th May 2026)

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
Footpaths Representative	Mrs J Rye

HARTLEY VILLAGE HALL MANAGEMENT COMMITTEE

Cllr Penny Cole
Cllr Perry Cole
Cllr Carl Crane
Cllr Lesley Driscoll
Cllr Laurence Glander
Cllr David Graeme

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 2025/26

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 2026, 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 have assured 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.
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	✓		has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.

*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:

11/05/2026

and recorded as minute reference:

22

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 2025/26 for

HARTLEY PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
1. Balances brought forward	265,501	276,000	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	188,797	222,096	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	49,781	38,174	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	102,923	118,886	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	124,505	117,230	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	276,000	299,503	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	278,489	290,406	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	300,418	303,345	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	1,500	985	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	✓		For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.

I certify that for the year ended 31 March 2026 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

30/04/2026

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

11/05/2026

as recorded in minute reference:

MINUTE 23 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 2026

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



1. Date of announcement: 2nd June 2026 (a)	(a) Insert date of placing of this notice on your website.
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 2026 these documents will be available on reasonable notice on application to:	
(b) Mrs H Boden, Clerk to the Council. The Parish Council Office, Hartley Library, Ash Road, Hartley, Longfield, Kent DA3 8EL. Tel: 01474 709441 E Mail: enquiries@hartleyparishcouncil.gov.uk	(b) Insert name, position and contact details of the Clerk or other person to whom any person may apply to inspect the accounts.
commencing on (c) 3rd June 2026	
and ending on (d) 14th July 2026	(c)And (d) The inspection period must be 30 working days in total and commence no later than 1 July 2026.
3. Local Government Electors and their representatives also have:	
• 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).	
The auditor can be contacted at the address in paragraph 4 below for this purpose during the inspection period at 2 above.	
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: Forvis Mazars LLP, Newcastle Office via 30 Old Bailey, London, EC4M 7AU Email: local.councils@mazars.co.uk	
5. This announcement is made by (e) Mrs H Boden (Clerk)	(e) Insert name and position of person placing the notice

Hartley Parish Council
Accounts for the year ended 31 March 2026
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 2025/26 would be £1,592.50, if all plots were fully occupied for the whole year. There are currently no vacant plots.

The total allotment income for 2025/26 was £1,562.00.

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. Subsequent AGARS have included the 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 116.46

Printing 1,144.00

TOTAL

£1,850.46

(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 (LGPS) administered by Kent County Council. The Clerk joined the LGPS on 1st January 2013, the Assistant Clerk joined the Scheme on 1st September 2016 and the Clerk's Assistant joined the Scheme on 4th April 2025.

The employers' contribution rate during 2025/26 was 20.7% of payroll.

Following the consultation on the potential pooling of parish and town councils for LGPS funding purposes, this matter was considered by the Fund's Pension Fund Committee at their meeting held on 23rd September 2025).

The Committee's decision was to fully pool parish and town councils for LGPS funding purposes from 1 April 2026.

The pooled contribution rate for Hartley Parish Council will be 19.2% for 2026/27, 2027/28 and 2028/29.

(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 (£) (1 st June 2025)
Woodland Avenue	Recreation ground	£14,900	

Chantry Avenue	Recreation ground	Dedicated by builder ¹	
Gorse Wood	Wood	Transferred from SDC ¹	
Manor Field	Public open space and sports ground and part of land designated for burial purposes.	£10,000	
Longfield Hill	Public open space and sports ground	Acquired following boundary change ¹	
Rectory Meadow	Local Nature Reserve	£15,500	
Billings Hill Shaw	Public open space	£2,450	
Hartley Green	Village green	Not known ¹	
Hartley Court Green	Green	Not known ¹	
Foxborough Wood	Wood	Donated as Burial Ground ¹	
Pavilion	Building	£110,000	£403,596
Hartley Burial Ground	Burial Ground	£800	
Hartley Wood	Wood (2 plots)	£250 and donated ¹	
Hoselands Green	Green	Transferred from SDC ¹	
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 (£) (1 st June 2025)
Playground equipment	Woodland Avenue: Phase 1 & 2	46,723.51	£101,244
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 £101,244
Playground equipment	Longfield Hill	Not known	Not included
Playground equipment	Longfield Hill (new equipment)	1,886.82	Included under playground equip £101,244
Youth shelter	Woodland Avenue	5,447.00	Not included

APPENDIX 8

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Description	Location	Original purchase cost (£) (where known)	Current insurance value (£) (1st June 2025)
Fences & gates	Various	15,292.22 ²	£29,854
Lych Gate	New Burial Ground, Manor Field	13,200.00	£21,592
Storage container	Manor Field	1,400.00	Not included
Pergola	New Burial Ground, Manor Field	4,830.00	£6,577
Chairman's chain of office	Chairman's house	799.87	£1,840
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	359.00)	£20,597.92
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)	
Fan Heater	Parish Office	9.99)	
Fan Heater	Parish Office	10.85)	
Line marking machine	Pavilion, Manor Field	394.00	£893
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	£1,021
2 x Bench & Picnic Table	Manor Field	1,417.00	Not included
Bench	Rectory Meadow	£1	£771
Bench	Manor Field BG	£1	£771
Picnic Table	Manor Field	£1	£642
Picnic Table	Woodland Ave rec	£1	£642

APPENDIX 8

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Description	Location	Original purchase cost (£) (where known)	Current insurance value (£) (1st June 2025)
	ground		
War memorial	Hartley Green	21,115.00 ²	£33,999.00
Beacon Brazier	Manor Field	4,236.00	£6,000
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	£4,848
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	£1,769
Village gateways x 2	Ash Road	1,500.00	Not included
Retractable bollard	Woodland Avenue	435.00	Not included
Retractable bollard	Manor Field	670.00	Not included
Noticeboards	Rectory Meadow, Billings Hill Shaw, Woodland Avenue, Chantry Avenue, Longfield Hill, Hartley Library, Hoselands Green, Burial Grounds, Manor Field	Not known	Not included
Legionella testing kit	Pavilion, Manor Field	152.50	Not included
TOTAL		£147,800.36	

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 £618,713.00.

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	12,747.00
General Contents (including stock)	13,663.00

(8) Debts Outstanding

At 31st March 2026 the following debts were outstanding to the Council.

Description	Amount
Hire of Pavilion	264.00
CIL Funds Oct 2025-Mar 2025	4,289.39
TOTAL	4,553.39

(9) Creditors

At 31st March 2026 the following outstanding invoices were payable by the Council

Description	Amount
Ashes plot preparation	45.00
Bank Charges Unity Bank 01/03-31/03	13.15
Quantified tree risk assessment	2,262.00
Electricity @ Pavilion 22/02-22/03	68.84
Bank charges Barclays Bank 13/02-12/03	10.26
Grounds maint @ BG March	594.16
TOTAL	2,993.41

(10) Accruals

Estimated p/copier copy chgs	130.00
Estimated water @ Pavilion	43.00
TOTAL	173.00

(11) Receipts in advance

Hire of Pavilion	11.00
TOTAL	11.00

(12) Leases

At 31st March 2026 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

(13) Contingent Liabilities

There were no contingent liabilities at 31st March 2026.

(14) Capital Commitments

There were no capital commitments at 31st March 2026.

(15) Expenditure Approved but still to be Actioned

As at 31st March 2026 the following expenditure had been approved by the Council, but not actioned.

Purchase of Linemarker	860.87
Purchase of chairs for pavilion	700.00
TOTAL	1560.87

(16) Borrowings

At the close of business on 31st March 2026 the following loans to the Council were outstanding:

Lender	Loan Period Remaining	Date of final payment	Outstanding capital balance
Public Works Loan 116024	1yrs 3 months	14 th June 2027	597.83
Public Works Loan 116025	1yrs 3 months	14 th June 2027	203.73
Public Works Loan 116026	1yrs 9 months	14 th December 2027	143.45
			£945.01

Loan repayments as at 15th December 2025. Next repayment date due on 14th June 2026.

(17) Capital Reserve

The movements during the year were as follows:
Balance at 1 April 2025 43,679.00

Transfer to Nil

Transfer from Nil

Balance at 31 March 2026 43,679.00

(18) Earmarked Reserves

HVH:

Balance at 1 April 2025 5,570.00

Transfer to Nil

Transfer from Nil

Balance at 31 March 2026 5,570.00

CIL Receipts B:

Balance at 1st April 2025 8,096.17

Transfer to Nil

Transfer from 4,712.80

Balance at 31st March 2026 3,383.37

Local Plan:

Balance at 1st April 2025 335.90

Transfer to Nil

Transfer from 288.50

Balance at 31st March 2026 47.40

Neighbourhood Plan:

Balance at 1st April 2025 20,772.59

Transfer to Nil

Transfer from 1,859.92

Balance at 31st March 2026 18,912.67

(19) Grants

Hartley Parish Council received no grants during the financial year 1st April 2025 to 31st March 2026.

(20) Audit fees

Hartley Parish Council incurred the following audit fees during the financial year 1st April 2025 to 31st March 2026.

Internal audit fees **£411.00**

External audit fees **£630.00**

Payroll audit fees **£120.00**

(21) Parish Office

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

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

The new lease was for a term of 10 years, deemed to have commenced on 1st April 2016.

The rent payable under the new lease was 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.

The lease expired on 31st March 2025 and a new lease has been agreed, but is yet to be completed.

The rent payable under the new lease is £3,300 per annum, with a rent review after 5 years.

Signed:.....
Chairman Responsible Financial Officer

Date:.....

Hartley Parish Council

Notes to the Accounts

Year ended 31st March 2026

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 2025" 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 2026 - Paid by Internet Banking/DDR from Unity Trust Bank					
Ref:	Payment to	Particulars	Net	VAT	Total
DDR		Account charges 01/04/26 - 30/04/26	9.55	-	9.55
299509614		PAID 28/04/26 - Emptying of cesspit 23/04/26 inv 1527059	430.00	86.00	516.00
241284554		PAID 28/04/26 - Fell Ash tree Gorse Wood inv 3408	150.00	30.00	180.00
975476731		PAID 28/04/26 - Repairs to bollard inv INV-12085	145.00	29.00	174.00
77514276		PAID 28/04/26 - Banners re N/Plan inv MS/22571	404.30	80.86	485.16
730957288		PAID 28/04/26 - 01/04-30/06 + set up for new system	150.92	30.18	181.10
955395985		PAID 06/05/26 - Annual boiler service @ Pavilion inv 2026/19182	350.00	70.00	420.00
558411476		PAID 06/05/26 - Repairs to artificial grass W/Ave inv 34441	327.80	65.56	-
		PAID 06/05/26 - Operational inspection inv 34359	225.00	45.00	663.36
983354063		PAID 06/05/26 - Bulk Propane 16/04/26 inv 95052509	1,045.44	52.27	1,097.71
158511727		Salary 01/05/26 - 31/05/26 (previously approved)	3,440.42	-	3,440.42
923895370		Salary 01/05/26 - 31/05/26 (previously approved)	1,574.56	-	1,574.56
675811865		Month 2 Employer & Employee NIC & PAYE	1,567.24	-	1,567.24
		Employer & Employee pension contributions May	1,588.16	-	1,588.16
558706569		Routine maintenance w/c 06/04-04/05 inv 203	792.50	-	-
		Water flushing @ Pavilion w/c 06/04-04/05 inv 203	78.75	-	-
		Football pitch line marking 17/04/26 inv 203	32.50	-	-
		Preparation of ashes plot 30/03 inv 203	35.00	-	-
		Clearance of grave inv 203	13.00	-	951.75
864340460		Water at allotments 01/04/26 - 30/04/26	68.13	-	68.13
814972649		Stationery, toilet rolls & hand towels inv 220606	105.94	10.87	-
		Stationery & toilet rolls re Pavilion inv 222703	24.43	4.89	-
		Bin bags & hand towels re Pavilion inv 223358	38.98	7.80	-
		Stationery inv 225176	63.97	12.79	269.67
570377539		Clean pavilion April inv 6242	158.66	-	-
		Pre cricket season deep clean of changing rooms inv 6237	120.00	-	278.66
575045927		Standing charge inv 95032484	19.61	0.98	20.59
694711694		Professional services with preparation of new lease for PO inv 191975	1,044.20	198.45	1,242.65
430299630		Grounds maintenance BG March inv 4080	594.16	118.83	-
		Grounds maintenaxe BG April inv 4103	594.16	118.83	1,425.98
550291577		Internal audit 2025-26 including Northfield inv 2069	193.05	38.61	231.66
622256932		Repair Outlook inv 224830	41.67	8.33	50.00

APPENDIX 9

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120007440		Annual charges for alarm @ Pavilion inv 59791593	949.32	189.86	1,139.18
329945591		Reimburse re PO Lease Statutory Declaration	10.00	-	10.00
276958511		QTRA survey and report inv 0880	2,262.00	452.40	2,714.40
			18,648.42	1,651.51	20,299.93

Schedule of Payments May 2026 - Paid by cheque/DDR from Barclays Bank					
Chq No	Payment to	Particulars	Net	VAT	Total
DDR		Mixed Payment Plan charges 13/03/26 - 12/04/26	14.65	-	14.65
DDR		Electricity @ Pavilion 22/02/26-22/03/26	68.81	3.44	72.25
DDR		Electricity @ Pavilion 22/03/26-22/04/26	76.99	3.85	80.84
			160.45	7.29	167.74

Schedule of Payments May 2026 - Paid by Barclaycard					
Ref:	Payment to	Particulars	Net	VAT	Total
		PAID 15/04/26 - 30 x 2nd class stamps	27.30	-	27.30
		PAID 15/04/26 - 30 x 2nd class stamps	52.00	10.40	62.40
			79.30	10.40	89.70

Adjournment

The meeting was adjourned at 7.34 p.m.

Cllr Perry Cole reported that a date has been set by the District Council for consideration of the Solar Farm application.

The meeting will take place on 2nd June 2026.

Cllr Perry Cole reported that the collection of food waste had commenced on 27th April and that collections were now being made from just over 51,000 houses in the district.

Cllr Cole reported that overall, the first week of collections had gone well.

Members noted that the food waste is collected on the same day as the ordinary refuse collection, but at a different time, as a different vehicle and crew are used.

Cllr Perry Cole reported that he had been contacted by a number of residents with regard to the traffic on Ash Road. In particular the issue of vehicles parking outside the Post Office, causing delays.

Cllr Cole reported that he and Cllr Penny Cole would be hand delivering leaflets to all properties in Hartley, seeking residents' views on the matter.

The installation of traffic monitoring strips has also been requested.

Cllr Graeme reported that he had been contacted by several residents regarding the state of the forecourt outside the parade of shops on the junction of Ash Road and Church Road.

Cllrs Cole agreed to look in to the matter to ascertain who is responsible for the land in question.

Cllr Fothergill apologised for arriving to the meeting late.

Cllr Fothergill reported that KCC will be holding a meeting later this week to discuss the Local Government Reorganisation and that she would be able to give an update at the Annual Parish Meeting to be held on Friday.

The meeting resumed at 8.04 p.m.

