

THE PARISH COUNCIL OF HARTLEY
MINUTES OF THE MEETING OF HARTLEY PARISH COUNCIL
HELD IN THE PAVILION, MANOR FIELD, CHURCH ROAD
8th JUNE 2026 AT 7.30 P.M.

Present :

Cllr David Conroy
Cllr Carl Crane
Cllr Lesley Driscoll
Cllr Laurence Glander – (*Chairman*)
Cllr Anne Oxtoby
Cllr Brian Ramsay
Cllr Vincent Sewell

In attendance:

Mrs Jane Tyrrell - (*Assistant Clerk*)
Cllr Maxine Fothergill – (*Kent County Councillor*)

1. Apologies for Absence

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

RESOLVED: That,

the absences of Cllr Penny Cole, due to family commitments, Cllr Perry Cole, due to family commitments, Cllr Jim Colwell due to work commitments, Cllr David Graeme, due to family commitments and Cllr Vincent Sewell, 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 Annual Meeting of Hartley Parish Council held on 11th May 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 7.45 p.m.

5. Co-option to the Council

The Council considered an application from a resident to be co-opted as a Hartley Parish Councillor.

The Chairman reported that the applicant could not be present at the meeting, due to a prior engagement and had therefore tendered their apologies.

RESOLVED: That,

Mr Gary Andrews be co-opted as a Parish Councillor to Hartley Parish Council.

6. Declaration of Acceptance of Office

RESOLVED: That,

Mr Andrew's declaration of acceptance of office be received by the Council at its next meeting to be held on 13th July 2026.

7. Membership of Committees

RESOLVED: That,

(1) Cllr Crane be appointed to the Amenities & Open Spaces Committee and the Burial Grounds & Gardens of Remembrance Committee and

(2) membership of Committees be reviewed at the next meeting of the Council to enable the newly co-opted Councillor to give the matter his consideration.

8. Amenities & Open Spaces Committee

Cllr Glander commented on page 2, of the minutes of the meeting of the Amenities & Open Spaces Committee held on 20th May 2026, relating to the recommendation contained under minute item 6. Terms of Reference and Delegated Powers.

Cllr Glander suggested a slight amendment and it was agreed that this should be considered by the Amenities & Open Spaces Committee at its next meeting.

RESOLVED: That,

the Terms of Reference and Delegated Powers of the Amenities & Open Spaces Committee be reviewed by the Committee at its next meeting.

Cllr Glander commented on page 2, of the minutes of the meeting of the Amenities & Open Spaces Committee held on 20th May 2026, relating to the recommendation contained under minute item 7 (b) Billings Hill Shaw.

Cllr Glander commented that Members should be aware of the cost implication, due to the involvement of the Parish Council's Solicitor

Cllr Conroy asked whether it was necessary for the Parish Council's Solicitor to be involved and suggested that the Clerk be requested to contact KALC in the first instance, to seek advice.

RESOLVED: That,

(1) no further action be taken with regard to the recommendation contained on page 2 of the minutes of the meeting of the Amenities & Open Spaces Committee held on 20th May 2026, relating to the minute

item 7 (b) Billings Hill Shaw, until advice has been sought from KALC and,

(2) should it be necessary to engage the services of the Parish Council's Solicitor, the potential cost implication be noted and considered by the Council prior to any work commencing.

Cllr Glander commented on page 8, of the minutes of the meeting of the Amenities & Open Spaces Committee held on 20th May 2026, relating to the recommendation contained under minute item 12 (a) (ii), Pavilion, Water Hygiene.

Recommendation (2) reads:

“(2) no additional action be taken, as the Council is satisfied that it is doing everything practically possible to mitigate the risk of Legionella”.

Cllr Glander suggested that the word “practically” be altered to read “practicably”.

RESOLVED: That,

the minutes of the meeting of the Amenities & Open Spaces Committee held on 20th May 2026, including the above amendment and the recommendations contained therein, be received and, where necessary, approved and adopted.

9. Planning Committee

The Assistant Clerk reported that the minutes of the meeting of the Planning Committee held on 3rd June 2026, were not available.

RESOLVED: That,

the minutes of the meeting of the Planning Committee held on 13th May 2026, and the recommendations contained therein, be received and, where necessary, approved and adopted.

10. Northfield Management Committee

Councillor Oxtoby commented on page 2, of the minutes of the meeting of the Northfield Management Committee held on 22nd May 2026, relating to the proposal that one of the Parish Councils will submit the planning application for the introduction of an entrance to Northfield from Ash Road, near Pineleigh (minute item 5.4, Land & Site Maintenance).

Members noted that the application was in relation to parking for the allotment tenants.

Cllr Oxtoby reported that the original plan had been for parking to be provided on a hardstanding area, with fencing around it.

Members noted that due to planning restrictions, this would not be possible, hence the application for the introduction of an entrance only, meaning that vehicles would park directly on the field.

RESOLVED: That,

(1) the above report be noted;

(2) the minutes of the meeting of the Northfield Management Committee held on 22nd May 2026, be received and noted;

(3) although the minutes are an accurate record of the meeting and agreement has been made for the application to be submitted, the Clerk be requested to contact Ash-cum-Ridley Parish Council, to express Hartley Parish Council's dissatisfaction with the proposed revised parking arrangements and,

(4) the revised Financial Regulations, as recommended by the Northfield Management Committee at its meeting held on 22nd May 2026, be approved by Hartley Parish Council.

11. Neighbourhood Plan

(a) Members considered the minutes of the Neighbourhood Plan Steering Group held on 15th April 2026.

Cllr Glander commented on the fact that the Steering Group's Terms of Reference state that *"the Steering Group will be made up of 3 Parish Councillors, one of whom shall be appointed Chairman or Vice-Chairman of the Steering Group, together with up to 9 volunteers"*.

Members noted that Mr Gary Andrews was currently a volunteer on the Steering Group, but that due to his co-option to the Council, there would be 4 Parish Councillors serving on the Group.

RESOLVED: That,

(1) the minutes of the meeting of the Neighbourhood Plan Steering Group held on 15th April 2026 and the recommendations contained therein, be received and, where necessary, approved and adopted and,

(2) the Terms of Reference of the Neighbourhood Plan Steering Group be reviewed at the next meeting of the Council.

(b) Members considered an update on expenditure incurred from the Neighbourhood Plan Earmarked Reserve.

RESOLVED: That,

the spending to date from the Neighbourhood Plan Earmarked Reserve be noted and approved.

(c) Cllr Glander reminded Members that in February, the Steering Group had issued letters to various land owners in the parish, informing them that land which they own (or part own), has been proposed for designation as a Local Green Space (LGS) in the draft Neighbourhood Plan and asking for their comments.

Cllr Glander explained that the designation of land as a LGS gives protection similar to that of Metropolitan Green Belt, meaning that development would only be permitted in exceptional circumstances.

Cllr Glander reported that letters of objection had been received from several of the land owners.

Cllr Driscoll asked how this would affect the Neighbourhood Plan.

Cllr Conroy responded that should the land owner object and the land still be included, the landowner could seek legal redress.

Cllr Glander reported that the matter would require further consideration by the Council before a final decision is made.

RESOLVED: That,

(1) the above reports be noted and,

(2) further comments be invited from the landowners concerned before a final decision as to the inclusion of Local Green Spaces in the Neighbourhood Plan is made.

12. I.T. Policy

Members reviewed the Council's I.T. Policy.

RESOLVED: That,

the I.T. Policy, as approved by the Council on 9th June 2025, be confirmed.

13. Community Warden

Members considered the End of Financial Year Report, received from Kent County Council with regard to the Parish Council's sponsorship of Jackie West, the Community Warden and noted that there will be a slight change to the sponsorship cost for the 2026/27 financial year, reflecting a 3.8% cost of living adjustment.

RESOLVED: That,

(1) the End of Financial Year Report, received from Kent County Council, be noted and,

(2) the increase of 3.8% to the sponsorship cost for the 2026/27 financial year, be noted and approved.

14. Community Events

(a) Members' Surgery

Cllr Crane put forward a proposal for a monthly Members' Surgery to be held at the Pavilion.

Cllr Glander commented that previous attempts to provide a Member's Surgery had been unsuccessful, as they had been poorly attended.

Cllr Crane suggested that the Surgery be preceded by a talk/presentation from a local person/group.

Members agreed to the suggestion in principle but considered that additional information would be required before the proposal could be progressed further.

RESOLVED: That,

the matter be deferred.

(b) Summer Fete

Cllr Crane put forward a proposal for the organisation of a Summer Fete.

Cllr Oxtoby commented that in previous years it had been suggested that the location of the Church Fete be alternated between Fawkham and Hartley, but that this had been declined by the organisers.

Cllr Oxtoby commented that Members need to be aware of the impact on the staff in the Parish Office should such an event be organised.

Members agreed to the suggestion in principle but considered that additional information would be required before the proposal could be progressed further.

RESOLVED: That,
the matter be deferred.

15. Sevenoaks District Council – Land Disposal

The Assistant Clerk reported that there had been no further update

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

16. Asset of Community Value Nomination

Members considered an email dated 1st June 2026, received from Sevenoaks District Council, advising that Ash-cum-Ridley Parish Council have submitted a nomination for Ash Green Sports Centre to be considered as an Asset of Community Value.

Members noted that any comments should be received by 8th July 2026.

RESOLVED: That,
(1) Hartley Parish Council supports the application and,
(2) delegated authority be given to the Clerk, in consultation with the Chairman of the Council, to respond to the District Council accordingly.

17. Payments

RESOLVED: That,
(a) the payment of accounts for June 2026, attached as **Appendix 1** to these minutes, be approved.
(b) the Council detail report as at 2nd June 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 4 bank accounts for April 2026 had been verified by Cllr Conroy and,
(d) it be noted that the bank reconciliations for the four bank accounts for May 2026 would be verified by Cllr Glander.

The meeting closed at 8.45 p.m.

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

Schedule of Payments June 2026 - Paid by Internet Banking/DDR from Unity Trust Bank					
Ref:	Payment to	Particulars	Net	VAT	Total
DDR		Account charges 01/05/26 - 31/05/26	11.50	-	11.50
24864059		PAID 22/05/26 - Rent re Parish Office inv 9000269661	3,300.00	-	3,300.00
527342852		PAID 22/05/26 - TACC sampling & LP water sampling inv 81748	78.00	15.60	-
		PAID 22/05/26 - Charge for water hygiene inv 81747	293.50	58.70	445.80
442793730		PAID 22/05/26 - Repairs to bollard inv 12282	181.00	36.20	217.20
596451008		PAID 22/05/26 - Remote IT support inv 225008	101.67	20.33	122.00
		PAID 28/05/26 - Insurance premium 01/06/26-31/05/27	3,459.83	-	3,459.83
689332531		Salary 01/06/26 - 30/06/26 (previously approved)	3,147.36	-	3,147.36
573692740		Salary 01/06/26 - 30/06/26 (previously approved)	1,681.17	-	1,681.17
376394115		Month 3 Employer & Employee NIC & PAYE	1,926.76	-	1,926.76
469345495		Employer & Employee pension contributions June	1,627.78	-	1,627.78
252455807		Routine maintenance w/c 11/05-01/06 inv 204	475.50	-	-
		Water flushing @ Pavilion inv 204	47.25	-	-
		Clearance of vegetation @ allotments inv 204	52.00	-	-
		Repairs at W/Ave & Hoselands Green inv 204	33.02	-	607.77
426858061		Grounds maintenance @ BG inv 4132	594.16	118.83	712.99
523948005		Remote IT support inv 225052	25.00	5.00	30.00
879401832		Remove air from pipes at Pavilion inv 891	60.00	-	60.00
460344945		P/copier rental 01/07/26-30/09/26 inv KPS4060821	157.34	31.47	-
		P/copier copy chgs 01/01/26-31/03/26	237.53	47.51	473.85
396806961		Printing of Newsletter inv SI-29818	286.00	-	286.00
963445574		Cleaning of Pavilion & water temp checks inv 6286	289.39	-	289.39
5062862		Stationery inv 231499	33.98	6.80	-
		Stationery inv 232211	33.98	6.80	81.56
567609414		Recalibration of Legionella testing kit inv QP00066961	38.50	7.70	46.20
578360571		Supply & delivery of 30 garden waste sacks inv 2102419	660.00	-	660.00
203164734		Delivery of N/letter & annual report inv 5973	330.00	-	330.00
377915629		Advert re Neighbourhood Plan	50.00	-	50.00
317200904		Hire of HVH for Annual Parish Meeting	20.00	-	20.00
			19,232.22	354.94	19,587.16

APPENDIX 1

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June 2026 - Paid by cheque/DDR from Barclays Bank					
Chq No	Payment to	Particulars	Net	VAT	Total
DDR		Mixed Payment Plan charges 13/04/26 - 12/05/26	11.20	-	11.20
DDR		Electricity @ Pavilion 22/04/26-23/05/26	55.62	2.78	58.40
107078		Top up Unity Bank	53,000.00	-	53,000.00
			53,066.82	2.78	53,069.60

Schedule of Payments June 2026 - Paid by Barclaycard

Ref:	Payment to	Particulars	Net	VAT	Total
		PAID 13/05/26 - Ethernet adaptor re new BT line	9.98	2.00	11.98
		PAID 15/05/26 - Ethernet splitter re new BT line	8.32	1.67	9.99
		PAID 19/05/26 USB plug re new BT line	5.94	-	5.94
		PAID 28/05/26 - Postage re legionella testing kit calibration	5.70	-	5.70
			29.94	3.67	33.61

Adjournment

Cllr Glander thanked Cllr Fothergill for her recent Grant to the Parish Council from the KCC Combined Members fund.

Cllr Fothergill reported on recent developments at Kent County Council, including constitutional changes approved at Full Council

Cllr Fothergill also updated Councillors on ongoing concerns regarding the Local Government Reorganisation (LGR), including the recent intervention by county councils across England, questioning the pace, costs and risks associated with the proposals.

Cllr Fothergill outlined her proposed motion for the next Full Council meeting, to help protect Kent's Best and Most Versatile agricultural land from inappropriate large scale solar farms.

Cllr Fothergill reported that Sevenoaks District Council has refused the New Ash Green Solar Farm application.

Cllr Abraham reported that he had recently attended a meeting of the District Council's Cleaner & Greener Advisory Committee, where he had suggested that compostable bags be provided to Parish Councils to sell to residents.

Cllr Abraham reported that Sevenoaks District Council had approved this suggestion.

Cllr Abraham read out a report from Cllrs Penny and Perry Cole, in their absence.

LA

Dear Chairman, fellow Councillors,

Apologies for not being able to be with you this evening, but please accept these notes as an update for matters pertaining to Sevenoaks District Council responsibilities as well as your District Councillor local activity.

SDC continue to anticipate that HM Government will announce the decision on Local Government Reorganisation (LGR) in Kent and Medway shortly before the 16th July. Any impact from the prospect of Judicial Reviews from some Council areas is still to be seen*

The new food waste collection service has now operated for a little over a month. Figures indicate that over 200 tonnes of food waste have been collected and recycled in the first four weeks. This adds around 6% to the amount of waste that is currently recycled by residents across our district.

Changes to our waste and recycling services are showing encouraging outcomes, with the volume being recycled in green sacks, from gardens and now food waste has increased. Early analysis of our waste data shows residents are recycling approximately 48% of their waste. This is an increase of 12% on the year before. With the introduction of wheeled bins and alternate weekly collections later this year, it provides the opportunity to drive us towards the governments recycling target of 60% by 2035.

Work continues by our planning teams in relation to the Local Plan 2042 in the preparation of the next phase of the process, the Regulation 19 stage. More details will be made available during the summer once the groundwork has been prepared.

Your local District Councillors have engaged for some considerable time with the Resident-led opposition group 'NoNags', in preparing a defence against the proposed planning application to site a 235 acre solar array on various fields adjacent to Hartley Bottom Road and additional cabling and infrastructure work through New Ash Green and out to land to the rear of Eaglesfield Equestrian Centre in West Yoke.

The application was originally heard by the Development Management Committee on the 29th January where a decision was made to defer the determination for further advice to be sought in relation to the grounds proffered to refuse the application. Due to the time delay, the advice was that the application should be heard again in its entirety.

Last Tuesday, at a specially convened planning meeting, the application was again strongly refused, with 13 members objecting and 3 members abstaining.

The matter has received significant news coverage over various mediums, BBC News South East, BBC Radio Kent, Kent Online amongst others, with councillors being interviewed for their thoughts.

It is likely however, that the applicant will seek to appeal the decision, and so the ultimate fate of the site and of the application itself will be in the hands of the Building Inspectorate.

In response to a number of complaints from residents relating to traffic and parking issues along a stretch of the Ash Road, District Councillors have hand-delivered around 2000 leaflets to every household in Hartley. There are around 200 addresses yet to receive their leaflet. The document, that you should all have seen, included a questionnaire, and we

have received a large number of responses from residents with a wide range of answers and suggestions.

This matter may draw further interest if, as reporting on various social media platforms is correct, the Post Office counters at both New Ash Green and Longfield are to close in the near future. It appears that the locations of the PO services are at risk as the host venues, Morrisons, are closing these stores, although there is some disagreement and confusion regarding exact details.

The potential outfall from this, if correct and if the PO cannot negotiate continued use of the premises or a relocation of the Counter Services into another nearby location, is that Hartley PO could feasibly become the only PO serving Hartley, New Ash Green and Longfield, either for the short-term or possibly for longer. This is likely to exacerbate any parking and traffic problems in the vicinity of the Post Office and some form of additional mitigation measures might well be required.

* Essex for example have published a pre-action protocol letter, for which they await the Governments response. In Hampshire, New Forest District Council have received Kings Counsel's advice that '*a challenge would fail*'. Suffolk, Norfolk and Hampshire County Councils are also considering taking action.

The meeting resumed at 7.45 p.m.

