

THE PARISH COUNCIL OF HARTLEY

MINUTES OF THE MEETING OF HARTLEY PARISH COUNCIL

HELD IN THE PAVILION, MANOR FIELD, CHURCH ROAD

13th JULY 2026 AT 7.30 P.M.

Present :

Cllr Larry Abraham
Cllr Gary Andrews
Cllr Penny Cole
Cllr Perry Cole
Cllr Jim Colwell
Cllr David Conroy
Cllr Carl Crane
Cllr Lesley Driscoll
Cllr Laurence Glander – (*Chairman*)
Cllr David Graeme
Cllr Brian Ramsay
Cllr Vincent Sewell

In attendance:

Mrs Helen Boden - (*Clerk*)
Cllr Maxine Fothergill – (*Kent County Councillor*)
Cllr Shaun Fishenden – (*Chairman of Ash-cum-Ridley Parish Council*)
P.C. Collins – (*Kent Police*)
1 member of the public

1. Apologies for Absence

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

RESOLVED: That, the absence of Cllr Anne Oxtoby due to family commitments, be accepted and approved.

2. Declaration of Acceptance of Office

The Council received delivery of Cllr Andrew's Declaration of Acceptance of Office

3. Declarations of interest

There were no declarations of interest.

4. Dispensations

(a) The Council considered a request from Cllr Andrews to grant a dispensation in relation to the transaction of business on matters relating the Hartley Village Hall Trust.

RESOLVED: That,

pursuant to paragraph 15 of the Code of Conduct adopted by the Council on 10th November 2014, the request from Cllr Andrews for the Council to grant a dispensation to enable participation in discussion and voting on any matter/s relating to the Hartley Village Hall Trust until the next ordinary election in May 2027 on the grounds that, the Council is the sole trustee of the Charity, and to do otherwise would impede any business to be transacted by the Council on matters relating to the Trust, be approved. (b) There were no further requests from Members for a dispensation.

5. Minutes

RESOLVED: That,

the minutes of the meeting of Hartley Parish Council held on 8th June 2026, be approved and signed by the Chairman as a correct record.

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

The meeting resumed at 8.04p.m.

Pursuant to Standing Order 3 (e) the Chairman of the Council invited members of the public to express an interest should they wish to make representations, answer questions or give evidence in respect of any item of business included in the agenda.

There were no expressions of interest from members of the public.

6. Membership of Committees

RESOLVED: That,

there be no changes to the current membership of Committees and Advisory Committees.

7. Amenities & Open Spaces Committee

RESOLVED: That,

the minutes of the meeting of the Amenities & Open Spaces Committee held on 8th July 2026 and the recommendations contained therein, be received and, where necessary, approved and adopted.

8. Personnel Committee

RESOLVED: That, the minutes of the meeting of the Personnel Committee held on 8th July 2026 and the recommendations contained therein, be received and, where necessary, approved and adopted.

9. Planning Committee

RESOLVED: That,

the minutes of the meetings of the Planning Committee held on 3rd June 2026, 17th June 2026 and 8th July 2026, and the recommendations contained therein, be received and, where necessary, approved and adopted.

10. Community Events

(a) Members had been requested to consider any update on the proposal for a monthly Members' Surgery to be introduced.

Several Members expressed concern that previous Surgeries had been poorly attended.

Several suggestions were put forward, such as the involvement of the Community Warden and a joint event with the Police.

Cllr Conroy suggested that he and Cllr Crane put together a proposal to present to the Council. RESOLVED: That, Cllr Conroy and Cllr Crane prepare a proposal to present to the Council for further consideration.

(b) Members had been requested to consider any update on the proposal for a Summer Fete to be arranged.

Cllr Sewell suggested that instead of a Fete, a Community Fun Day be arranged some time in May. RESOLVED: That, Cllr Sewell be tasked with setting up a small working group to prepare a proposal to present to the Council for further consideration.

11. Sevenoaks District Council – Land Disposal

Members considered an email dated 3rd July 2026, received from Sevenoaks District Council, detailing how the approved Community Asset Transfers (CAT) will be progressed.

It was noted that in the coming weeks, Heads of Terms will be issued for each CAT.

Members agreed that until the Heads of Terms are received, the Parish Council is unable to consider how it wishes to proceed.

RESOLVED: That, (1) the email dated 3rd July 2026, received from Sevenoaks District Council, detailing how the approved Community Asset Transfers (CAT) will be progressed be noted and, (2) the matter be considered further once the Heads of Terms are received from the District Council.

12. Payments

RESOLVED: That,

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

(b) the payment of accounts for August 2026, attached as **Appendix 2** to these minutes, be approved;

(c) the Council detail report as at 7th July 2026, setting out actual income and expenditure against budgeted estimates be received and noted;

(d) it be noted that the bank reconciliations for the Council's 4 bank accounts for May 2026 had been verified by Cllr Glander and,

(e) it be noted that the bank reconciliations for the four bank accounts for June 2026 would be verified by Cllr Oxtoby.

13. Neighbourhood Plan

(a) The Clerk reported that the sum remaining in the Neighbourhood Plan Earmarked Reserve was £18,236.77. RESOLVED: That, the expenditure incurred to date from the Neighbourhood Plan Earmarked Reserve and the sum remaining, be noted.

(b) Cllr Andrews reported that following the District Council's Regulation 14 response, the Neighbourhood Plan Steering Group had recommended engaging the services of the Consultant that has previously assisted the Steering Group, to respond to the points raised by Sevenoaks District Council on the draft Neighbourhood Plan.

The Clerk reported that this would involve two separate reports and that the estimated cost involved would be in the region of £3,750 + VAT. RESOLVED: That,

the additional estimated expenditure of £3,750 + VAT to engage the services of a Consultant to respond to the points raised by Sevenoaks District Council on the draft Neighbourhood Plan, be approved.

(c) Members reviewed the Terms of Reference for the Neighbourhood Plan Steering Group.

It was noted that under section 4. Membership, the current Terms of Reference state that: *"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"*

The Clerk reported that Cllr Andrews was a member of the Steering Group and that following his recent co-option to the Parish Council, there would be four Parish Councillors serving on the Steering Group. RESOLVED: That, the Terms of Reference for the Neighbourhood Plan Steering Group, be amended, as attached as **Appendix 3** to these minutes.

(d) Cllr Andrews gave a verbal report on the progress of the draft Neighbourhood Plan.

Members noted that Sevenoaks District Council had made a number of comments in respect of the draft Plan.

Cllr Conroy, the current Vice-Chairman of the Steering Group proposed that Cllr Andrews take his place, now that he is a Councillor.

Members were reminded that it is a requirement of the Terms of Reference that the Chairman or Vice-Chairman of the Steering Group is a Councillor.

The Clerk reported that this would need to be included as an agenda item at the next meeting of the Neighbourhood Plan Steering Group. RESOLVED: That, Cllr Andrew's report be noted.

Pursuant to Standing Order 3 (d), the public were excluded from the meeting during consideration of agenda item 13 (e), Neighbourhood Plan due to the confidential nature of the business to be transacted.

(e) Members had been requested to consider the proposed designation of Local Green Spaces in the Neighbourhood Plan. RESOLVED: That, the report contained in confidential file *Parish Council meeting 2026-07-13 Confidential*, be noted and the resultant action detailed in the report, approved by the Council.

The meeting closed at 9.30 p.m.

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

APPENDIX 1

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Schedule of Payments July 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
311561114		PAID 16/06/26 - Payment of June statement	332.65	-	332.65
902511710		PAID 16/06/26 - Water at Pavilion 01/05/26-31/05/26	8.62	-	8.62
704659171		PAID 16/06/26 - Water at allotments 01/05/26-31/05/26	158.56	-	158.56
957417908		PAID 16/06/26 - Service & calibrate blender valve showers inv 897	120.00	-	120.00
550258268		PAID 16/06/26 - Cut back trees W/Ave inv 3501	300.00	60.00	360.00
29655944		PAID 18/06/26 Kombi classic line marker inv SI267052	860.87	172.17	1,033.04
64970938		PAID 18/06/26- Cesspit blockage inv 899	120.00	-	120.00
168299698		PAID 26/06/26 - Email set up Cllr Ramsay inv 225026	25.00	5.00	30.00
947290442		PAID 26/06/26 - Cesspit emptying inv 1528002	322.50	64.50	387.00
20850639		Hire of toilet re Family Fun Day 11/08 inv 3418	85.00	17.00	102.00
604741701		Stationery inv 253394	33.48	6.70	-
		Hand towels & soap inv 257652	35.94	7.19	83.31
482465135		Salary 01/07/26-31/07/26 (previously approved) + backdated salary increase 01/04/26-30/06/26	3,403.29	-	3,403.29
393730660		Salary 01/07/26 - 31/07/26 (previously approved + backdated salary increase	1,860.66	-	1,860.66
760672799		Month 4 Employer & Employee NIC & PAYE	2,163.24	-	2,163.24
317965441		Employer & Employee pension contributions July	1,785.87	-	1,785.87
995875864		Clean Pavilion June inv 6349	334.06	-	334.06
718631540		Sponsorship of Community Warden 01/04/26-30/09/26 inv 90002906	7,006.50	-	7,006.50
74580511		Repairs @ Chantry Avenue inv 35130	708.00	141.60	849.60
549090666		P/copier copy chgs 01/04/26-30/06/26 inv KPS466075	140.71	28.14	168.85
54230996		Burial ground maintenance inv 4163	594.16	118.83	712.99
190471740		Training x 3 Cllr Conroy inv 2389	120.00	24.00	-
		Training x 1 Cllr Glander inv 2404	30.00	6.00	180.00
433864512		Water at Pavilion 01/06/26-30/06/26	77.86	-	77.86
733249247		Water at allotments 01/06/26- 30/06/26	87.52	-	87.52
314913922		Routine maintenance contract inv 207	699.00	-	-
		Trim hedge at MFBG inv 207	60.00	-	759.00
970592443		Dog bin emptying April - June inv 2103674	336.70	67.34	404.04
318618505		Payment of July statement	47.28	-	47.28
			21,868.97	718.47	22,587.44

APPENDIX 1

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July 2026 - Paid by cheque/DDR from Barclays Bank					
Chq No	Payment to	Particulars	Net	VAT	Total
DDR		Mixed Payment Plan charges 13/05/26 - 14/06/26	15.46	-	15.46
DDR		Electricity @ Pavilion 23/05/26-22/06/26	57.09	2.85	59.94
			72.55	2.85	75.40

Schedule of Payments June 2026 - Paid by Barclaycard					
Ref:	Payment to	Particulars	Net	VAT	Total
		PAID 15/05/26 - Hot water signs re Pavilion	4.96	0.99	5.95
		PAID 19/05/26 - Refuse sacks re BG inv I50427	300.00	60.00	360.00
		PAID 02/06/26 - Flowers	40.00	-	40.00
		PAID 30/06/26 - 8 x 2nd class stamps	7.28	-	7.28
			352.24	60.99	413.23

APPENDIX 2

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Schedule of Payments August 2026 - Paid by Internet Banking/DDR from Unity Trust Bank					
Ref:	Payment to	Particulars	Net	VAT	Total
		Salary 01/08/26-31/08/26 (previously approved)	3,211.30	-	3,211.30
		Salary 01/08/26 - 31/08/26 (previously approved + backdated salary increase)	1,925.30	-	1,925.30
		Month 5 Employer & Employee NIC & PAYE	1,951.16	-	1,951.16
		Employer & Employee pension contributions August	1,646.57	-	1,646.57
			8,734.33	-	8,734.33

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 Neighbourhood Plan 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 four Parish Councillors, one of whom shall be appointed Chairman or Vice Chairman of the Steering Group, together with up to eight 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 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 three 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.

Adjournment

P.C. Collins reported that the main crimes in Hartley relate to nuisance bikes, break ins and thefts.

P.C. Collins reported that she is proposing to hold a Crime Prevention Engagement Event in Hartley Library on 6th October 2026 and is hoping that she will be able to distribute free items such as alarms/security devices etc. at the event.

P.C. Collins reported that the event would be publicised on the Police Website and social media and in the September edition of the Parish Council's newsletter.

Cllr Crane asked whether the event would be a daytime or evening event.

P.C. Collins confirmed that the event would be during the day, but that if it is well attended, consideration could be given to holding an evening event at a later date, to enable all residents to attend.

P.C. Collins left the meeting at 7.34p.m.

Cllr Fothergill reported that she would be presenting a motion to Kent County Council at its full council meeting later this week, to help protect Kent's Best and Most Versatile farmland from large scale solar developments.

Cllr Fothergill raised her concerns about the closure of the New Ash Green and Longfield Post Offices.

Cllr Fothergill reported that she would continue to work with the local press to raise awareness of the issue.

Cllr Fothergill reported her concerns with the proposed Local Government Reorganisation, inasmuch as the County Council has not made provision for this in its budget.

The matter has been raised with the CEO and Cllr Fothergill will update the Parish Council in due course.

Lastly, Cllr Fothergill reminded Members that she attends meetings of the full Council at KCC every 8 weeks and is happy to raise any questions/issues that the Parish Council or residents may have.

Cllr Sewell asked whether Councillor Fothergill had any information on the proposed data storage plant at Southfleet.

Councillor Fothergill responded that she was not aware of the proposal, but would make some enquiries and report back to the Parish Council.

Cllr Perry Cole reported that the response to the recent traffic survey that he and Cllr Penny Cole had recently circulated to all residents of Hartley, had been very good, with approx. 200 responses received.

Cllr Perry Cole reported that the Speedwatch Scheme has now been set up.

Cllr Perry Cole reported that wheelie bins would be delivered to residents from 30th July, as part of the District Council's waste transition phasing.

Cllr Perry Cole reported that during the hot weather, the District Council's waste collections will start earlier than normal. Waste, recycling and food waste bins should be

put out the night before the collection day, to allow the crews to begin collections from 6a.m.

Letters have been/will be sent to all households to advise them of the changes.

Cllr Perry Cole reported that postal vote renewals are due every 3 years. Residents need to reapply, or their postal vote will be cancelled.

Cllr Perry Cole reported that from October 2026, changes at the District Council will limit the number of planning applications that can be taken to the Development Management Committee, with the number of Councillors serving on the Committee cut from 19 to 13.

Local Councillors will also lose the right to refer applications to the Committee under certain circumstances.

Cllr Perry Cole reported that the Local Plan will shortly be entering its Regulation 19 phase. The consultation will run from 23rd July to 17th September and residents are being encouraged to respond.

Members agreed that the Parish Council would need to make representations on the Regulation 19 consultation.

The meeting resumed at 8.04p.m

