

THE PARISH COUNCIL OF HARTLEY

MINUTES OF THE EXTRAORDINARY MEETING OF HARTLEY PARISH COUNCIL

HELD IN THE PAVILION, MANOR FIELD, CHURCH ROAD

27th JULY 2026 AT 7.30 P.M.

Present :

Cllr Larry Abraham
Cllr Gary Andrews
Cllr Perry Cole
Cllr Jim Colwell
Cllr David Conroy
Cllr Carl Crane
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*)

1. Apologies for Absence

Apologies for absence had been received from Cllr Penny Cole, due to work commitments.

RESOLVED: That, the absence of Cllr Penny Cole, due to work 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

Cllr Perry Cole commented on page 15 of the minutes of the Parish Council meeting held on 13th July 2026, relating to a matter discussed during the adjournment.

The minutes state 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*”.

Cllr Cole commented that the changes had been implemented by Government, not the District Council.

It was agreed that the wording “*at the District Council,*” be removed.

RESOLVED: That,

the minutes of the meeting of Hartley Parish Council held on 13th July 2026, including the above amendment, be approved and signed by the Chairman as a correct record.

5. Burial Grounds & Gardens of Remembrance Committee

Cllr Driscoll commented on page 1 of the minutes of the meeting of the Burial Grounds & Gardens of Remembrance Committee held on 15th July 2026, as her name had been spelt incorrectly in the list of attendees. RESOLVED: That,

the minutes of the meeting of the Burial Grounds & Gardens of Remembrance Committee held on 15th July 2026 and the recommendations contained therein, including the amendment to the spelling of Cllr Driscoll’s name in the list of attendees, be received and, where necessary, approved and adopted.

6. Planning Committee

RESOLVED: That,

the minutes of the meeting of the Planning Committee held on 22nd July 2026, and the recommendations contained therein, be received and, where necessary, approved and adopted.

7. Sevenoaks District Council Local Plan – Regulation 19 Consultation

The Clerk reported that the Sevenoaks District Local Plan Regulation 19 Consultation will run from 23rd July 2026 – 17th September 2026.

Members noted that at the meeting of the Planning Committee held on 22nd July 2026, it had been recommended that “*the professional services of Tony Fullwood Associates be retained, to assist the Council with its response to Sevenoaks District Council’s Regulation 19 Consultation*”.

Members considered that as the Regulation 18 objections are not carried forward, it is vital that the Parish Council responds to the Regulation 19 Consultation.

The Clerk reported that it had been suggested that the Parish Council focus attention on a few critical policies

The Parish Council’s Financial Regulations require where the value of a contract is between £501 and £5,000 excluding VAT, the Clerk shall try to obtain 2 estimates which might include evidence of online prices, or recent prices from regular suppliers, unless there are special circumstances.

Members agreed that the Council had been more than satisfied with the work previously undertaken by Mr Fullwood and that it would be in the best interests of the Council to retain the specialist services of Tony Fullwood Associates, as doing so would ensure continuity and consistency.

RESOLVED: That,

(1) pursuant to Financial Regulation 5.12 (i) the professional services of Tony Fullwood Associates be retained, to assist the Council with its

response to Sevenoaks District Council's "Regulation 19" Consultation, in view of the special circumstances outlined above;

(2) delegated authority be given to the Clerk and the Chairman of the Planning Committee to accept any quotation considered reasonable, received for Hartley Parish Council's share;

(3) the total cost be met from the Parish Council's general reserves and,

(4) delegated authority be given to the Assistant Clerk and the Planning Committee to liaise with the Planning Consultant and to approve and submit the Parish Council's response to Sevenoaks District Council's "Regulation 19" Consultation, on behalf of the Council.

8. Councillor Training Requirements for AGAR Assertion 10

Members considered a report on Councillor training requirements, to enable the Council to comply with Assertion 10 on the Annual Governance & Accountability Return 2026/27.

The Clerk reported that the Parish Council's Data Protection Officer (Satswana), would be delivering a GDPR training session to councillors on Wednesday 5th August 2026.

The Clerk reported that for those councillors unable to attend, online training sessions would be available.

Members noted that in addition to the GDPR training, they would also be required to confirm that they have read and understood all of Hartley Parish Council's current policies, relevant to their role.

RESOLVED: That,

(1) all councillors complete an approved GDPR training session, by no later than 31st December 2026 and submit evidence of completion to the Clerk;

(2) each councillor be provided with copies of all of Hartley Parish Council's current policies, relevant to their role and,

(3) all councillors be requested to sign and return the Hartley Parish Council policy declaration to confirm that they have read and understood all of the policies, by no later than 31st August 2026.

9. Local Government Re-Organisation

Members considered an email dated 16th July 2026, received from Sevenoaks District Council, regarding the Government's decision on Local Government Reorganisation in Kent and Medway.

Members noted that they have reached the decision to move ahead with the four unitary council model without boundary changes – option 4b.

RESOLVED: That,

the email dated 16th July 2026, received from Sevenoaks District Council, advising that a decision has been made to move ahead with the four unitary council model without boundary changes – option 4b, be noted.

The meeting closed at 8.04p.m.

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

