

## THE PARISH COUNCIL OF HARTLEY

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3<sup>rd</sup> January 2017

Dear Councillor

You are hereby summoned to attend a meeting of Hartley Parish Council to be held at the **Pavilion, Manor Field, Church Road** on **MONDAY 9<sup>th</sup> JANUARY 2017** commencing at **7.30 p.m.** The business to be transacted at the meeting is:

Yours sincerely

*Helen Gilder*

Helen Gilder  
**Proper Officer**

**To assist in the speedy and efficient despatch of business, Members wishing to obtain factual information on items included on the Agenda are asked to contact the Clerk prior to the day of the meeting.**

**Please note that the proceedings of this meeting may be recorded in line with regulations set out in the Openness of Local Government Bodies Regulations 2014.**

### AGENDA

**1. Apologies**

To receive and approve, if necessary, any apologies for absence.

**2. Declarations of Interest**

To receive Members' declarations of interest which have not already been entered in the Members' Register of Interests or notified to the Monitoring Officer.

*Members are reminded of the duty to register with the Monitoring Officer any change to interests or new interests in Appendices A and B of the Council's adopted Code of Conduct within 28 days of becoming aware of it.*

### 3. **Dispensations**

(a) Pursuant to paragraph 15 of the Code of Conduct adopted by the Council on 10th November 2014, the Council is requested to consider a request from Cllr Beaman 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 2019, 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 relating to the Trust.

(b) To consider any other request/s received from Members to grant a dispensation in order to participate in discussion and voting, as appropriate, on matter/s to be considered at this meeting where a Member has an interest in Appendices A and/or B of the Council's adopted Code of Conduct.

### 4. **Minutes** **(WHITE)**

To approve, as a correct record, the minutes of the Hartley Parish Council meeting held on 12<sup>th</sup> December 2016. (Annexed).

#### **Adjournment**

*The meeting will be adjourned to receive any reports from the County Councillor and the District Councillors and to allow a public question time.*

**Pursuant to Standing Order 3 (e) the Chairman of the Council will invite 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.**

### 5. **Amenities & Open Spaces Committee** **(GREEN)**

a) To adopt the minutes of the meeting of the Amenities & Open Spaces Committee held on 4<sup>th</sup> January 2017 and to consider any recommendations contained therein. (To follow).

b) At its meeting held on 12<sup>th</sup> December 2016, the Council approved and adopted the minutes of the Amenities & Open Spaces Committee meeting held on 21<sup>st</sup> November. Minute item 16. Trees, was omitted from the minutes and the Council is therefore requested to adopt the revised minutes. (Annexed).

### 6. **Burial Grounds & Gardens of Remembrance Committee** **(PINK)**

To adopt the minutes of the meeting of the Burial Grounds & Gardens of Remembrance Committee held on 12<sup>th</sup> December 2016 and to consider any recommendations contained therein. (Annexed).

- 7. Finance Committee (BLUE)**  
To adopt the minutes of the meeting of the Finance Committee held on 21<sup>st</sup> December 2016 and to consider any recommendations contained therein. (Annexed).
- 8. Planning Committee (YELLOW)**  
To adopt the minutes of the meetings of the Planning Committee held on 21<sup>st</sup> December 2016 and to consider any recommendations contained therein.
- 9. Telephone and Broadband (GREEN)**  
To consider renewing the Council's telephone and broadband with BT. (Report Annexed).
- 10. Volunteer Support Warden Scheme (CREAM)**  
To consider a letter dated 18<sup>th</sup> November 2016, received from KALC and Kent County Council. (Annexed).
- 11. Speed Indicator Device (GREEN)**  
To consider an email dated 24<sup>th</sup> November 2016, received from David Brazier and an email from Ash-cum-Ridley dated 22<sup>nd</sup> December 2016, regarding the Parish SID Scheme. (Annexed).
- 12. Banking Arrangements (WHITE)**  
To consider a report on arrangements to open a bank account with Unity Trust Bank. (Annexed).
- 13. New Burial Ground Reserve**  
At its meeting held on 22<sup>nd</sup> April 2015, the Finance Committee recommended that: "pursuant to Financial Regulation 11.1 (k), the quotation for the sum of £15,609.00 plus VAT from R Marchant & Sons Ltd to provide all materials necessary and lay a tarmac path using timber edgings, as specified by the Council, be accepted and that the expenditure be met from the New Burial Ground Reserve which currently stands at £44,414".  
  
This sum was miss-allocated to the General Reserves and following a discussion with the Internal Auditor the Council is requested to authorise the Clerk to transfer the sum of £15,609 from the New Burial Ground Reserve to the General Reserves, to rectify the miss-allocation, reducing the New Burial Ground Reserve to £28,805.
- 14. Payments (BLUE)**  
(a) To approve the payment of the accounts for January 2017. (To follow).  
(b) To receive and note a Council detail report setting out actual income and expenditure against budgeted estimates as at 3<sup>rd</sup> January 2017.

(c) To verify the bank reconciliations for the Council's two bank accounts. Bank statements and reconciliation will be available at the meeting.

### **List of circulated documents**

1. Minutes of the meeting of the Council held on 12<sup>th</sup> December 2016. **(WHITE)**
2. Minutes of the meeting of the Amenities & Open Spaces Committee held on 21<sup>st</sup> November 2016. **(GREEN)**.
3. Minutes of the meeting of the Burial Grounds & Gardens of Remembrance Committee held on 12<sup>th</sup> December 2016. **(PINK)**
4. Minutes of the meeting of the Finance Committee held on 21<sup>st</sup> December 2016. **(BLUE)**.
5. Minutes of the meeting of the Planning Committee held on 21<sup>st</sup> December 2016. **(YELLOW)**.
6. Telephone & Broadband Report. **(GREEN)**.
7. Letter dated 18<sup>th</sup> November 2016, from KALC & KCC. **(CREAM)**.
8. Email dated 24<sup>th</sup> November 2016, from David Brazier. **(GREEN)**
9. Email dated 22<sup>nd</sup> December 2016, from Ash-cum-Ridley Parish Council. **(GREEN)**.
10. Report on arrangements to open a bank account with Unity Bank. **(WHITE)**.
11. Unity Bank Terms and Conditions. **(PINK)**.
12. Schedule of payments for January 2017. **(BLUE)**.
13. Council detail report setting out actual income and expenditure against budgeted estimates as at 3<sup>rd</sup> January 2017. **(BLUE)**.