

THE PARISH COUNCIL OF HARTLEY

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2nd January 2018

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 8th JANUARY 2018** 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**

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 18th December 2018. (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. **Co-option to the Council**

At the Council meeting held on 11th September 2017, the Council noted the resignation of Cllr Mrs Lisa Rogers as a Member of Hartley Parish Council.

A Notice of Vacancy had been displayed on the Parish Council's noticeboard on 24th July 2017.

No requests had been received to fill the casual vacancy in the Parish by election and therefore, pursuant to Rule 8(3) of The Local Elections (Parishes & Communities) Rules 1986, it is the responsibility of Members to co-opt somebody to fill the vacancy "as soon as practicable".

A public notice of the casual vacancy on Hartley Parish Council was displayed on the Council's noticeboards and placed on the Council's website. The closing date for applications was 8th September 2017, but no applications were received.

In the absence of any applications being received to fill the casual vacancy, Pursuant to Rule 8 (3) of The Local Elections (Parishes & Communities) Rules 1986) and in line with the good practice guidance L15-08, issued by the National Association of Parish Councils, it was agreed that the casual vacancy be advertised on the Council's noticeboards, on the Council's website, in the December edition of the Hartley Herald and by any other means available, inviting eligible individuals interested in being co-opted as a parish councillor, to complete an application form and that any applications duly received, be reported to the Council at its meeting to be held on 8th January 2018 and for the co-option process to also be carried out at that meeting.

The Council is requested to consider any applications received.

6. **Declaration of Acceptance of Office**

Subject to the Council's approval of agenda item 5, to receive the prospective councillors' declarations of acceptance of office.

- 7. Membership of Committees (CREAM)**
Subject to items 5 and 6, to review the membership of committees.
A schedule indicating the current membership of Committees and Advisory Committees is annexed.
- 8. Finance Committee (BLUE)**
To adopt the minutes of the meeting of the General Purposes Committee held on 20th December 2017 and to consider any recommendations contained therein. (Annexed).
- 9. Planning Committee (YELLOW)**
To adopt the minutes of the meetings of the Planning Committee held on 6th December 2017 and 20th December 2017 and to consider any recommendations contained therein. (Annexed).
- 10. Northfield Management Committee (GREEN)**
To consider the minutes of the meeting of the Northfield Management Committee held on 13th December 2017 and to consider any recommendations contained therein. (Annexed).
- 11. Payments (BLUE)**
- (a) To approve the payment of the accounts for January 2018. (To follow).
 - (b) To receive and note a Council detail report setting out actual income and expenditure against budgeted estimates as at 2nd January 2018.
 - (c) To verify the bank reconciliations for the Council's three bank accounts. Bank statements and reconciliations will be available at the meeting.

List of circulated documents

1. Minutes of the meeting of the Council held on 18th December 2017. **(WHITE)**
2. Schedule indicating the current membership of Committees and Advisory Committees. **(CREAM)**
3. Minutes of the meeting of the Finance Committee held on 20th December 2017. **(BLUE)**
4. Minutes of the meetings of the Planning Committee held on 6th & 20th December 2017. **(YELLOW)**
5. Minutes of the meeting of the Northfield Management Committee held on 13th December 2017. **(GREEN)**
6. Schedule of payments for January 2018. **(BLUE)**
7. Council detail report setting out actual income and expenditure against budgeted estimates as at 2nd January 2018. **(BLUE)**