

## THE PARISH COUNCIL OF HARTLEY

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5<sup>th</sup> February 2019

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 11<sup>th</sup> FEBRUARY 2019** commencing at **7.30 p.m.** The business to be transacted at the meeting is:

Yours sincerely

*Helen Boden*

Helen Boden  
**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 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 Code of Conduct adopted on 10<sup>th</sup> November 2014.

**4. Minutes (WHITE)**

To approve, as a correct record, the minutes of the Hartley Parish Council meeting held on 14<sup>th</sup> January 2019. (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 14<sup>th</sup> January 2019, The Chairman reported that one application had been received from an eligible candidate in response to the Notice of Vacancy displayed on the Council's noticeboard and website, following Councillor Vesey's resignation.

It was agreed that the co-option process would be carried out by the Council at its meeting to be held on 11<sup>th</sup> February 2019.

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

**6. Declaration of Acceptance of Office**

Subject to the Council's approval of Agenda item 5, to receive the prospective Councillors Declaration 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. Amenities & Open Spaces Committee (GREEN)**

To adopt the minutes of the meeting of the Amenities & Open Spaces Committee held on 22<sup>nd</sup> January 2019 and to consider any recommendations contained therein. (Annexed).

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

To adopt the minutes of the meeting of the Burial Grounds & Gardens of Remembrance Committee held on 30<sup>th</sup> January 2019 and to consider any recommendations contained therein. (To follow).

**10. Planning Committee (YELLOW)**

To adopt the minutes of the meetings of the Planning Committee held on 16<sup>th</sup> January 2019 and 30<sup>th</sup> January 2019 and to consider any recommendations contained therein. (Annexed).

## 11. Northfield Management Committee

(a) To receive and note the minutes of the meeting of the Northfield Management Committee held on 28<sup>th</sup> January 2019 and to consider any recommendations contained therein. (Annexed). **(PINK)**

(b) To approve the amendments to the Standing Orders, as recommended by the Northfield Management Committee at a meeting held on 28<sup>th</sup> January 2019. (Annexed). **(WHITE)**

## 12. Quantified Tree Risk Assessment

To consider quotations for a Quantified Tree Risk Assessment (QTRA), to be carried out on trees located on land owned or managed by the Parish Council.

The latest QTRA was carried out by Duramen Consulting Ltd in September 2017 and the Arboriculturist recommended that a formal inspection is appropriate about every 18 months, allowing alternate summer and winter inspections, with at least one inspection in three being during the autumn months.

## 13. Payments **(BLUE)**

(a) To approve the payment of the accounts for February 2019. (Annexed).

(b) To receive and note a Council detail report setting out actual income and expenditure against budgeted estimates as at 5<sup>th</sup> February 2019.

(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 14<sup>th</sup> January 2019. **(WHITE)**
2. Schedule indicating the current membership of Committees and Advisory Committees. **(CREAM)**
3. Minutes of the meeting of the Amenities & Open Spaces Committee held on 22<sup>nd</sup> January 2019. **(BLUE)**
4. Minutes of the meeting of the Burial Grounds & Gardens of Remembrance Committee held on 30<sup>th</sup> January 2019. **(PINK)**
5. Minutes of the meetings of the Planning Committee held on 16<sup>th</sup> January 2019 and 30<sup>th</sup> January 2019. **(YELLOW)**
6. Minutes of the meeting of the meeting of the Northfield Management Committee meeting held on 28<sup>th</sup> January 2019. **(GREEN)**
7. Northfield Management Committee Standing Orders, as recommended by the NMC. **(WHITE)**
8. Schedule of payments for February 2019. **(BLUE)**
9. Council detail report setting out actual income and expenditure against budgeted estimates as at 5<sup>th</sup> February 2019. **(BLUE)**