

# THE PARISH COUNCIL OF HARTLEY

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8<sup>th</sup> September 2020

Dear Councillor,

You are hereby summoned to attend a meeting of Hartley Parish Council to be **held remotely, using “Zoom”** on **MONDAY 14<sup>th</sup> SEPTEMBER 2020** commencing at **7.30 p.m.**

Please log in using meeting code **436 7184 770**.

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.**

**The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, came into force on 4<sup>th</sup> April 2020.**

**Regulation 5 permits the holding of remote meetings.**

**Members of the public wishing to attend the meeting, should contact the Clerk at the Parish Office for further instructions.**

## 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. Co-option to the Council**

At the Council meeting held on 13<sup>th</sup> July 2020, 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 Ewing's resignation.

It was agreed that the co-option process would be carried out by the Council at its meeting to be held on 14<sup>th</sup> September 2020.

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

### **5. Declaration of Acceptance of Office**

Subject to the Council's approval of Agenda item 4, to receive the prospective Councillors Declaration of Acceptance of Office, or if not then received, to decide when it shall be received.

### **6. Membership of Committees**

Subject to items 4 and 5, to review the membership of committees.

A schedule indicating the current membership of Committees and Advisory Committees is annexed.

### **7. Minutes**

To approve, as a correct record, the minutes of the Extraordinary meeting of Hartley Parish Council held on 23<sup>rd</sup> July 2020. (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.**

### **8. Planning Committee**

To adopt the minutes of the meetings of the Planning Committee held on 19<sup>th</sup> August 2020 and 2<sup>nd</sup> September 2020 and to consider any recommendations contained therein. (Annexed).

### **9. Burial Grounds & Gardens of Remembrance Committee**

To adopt the minutes of the meeting of the Burial Grounds & Gardens of Remembrance Committee held on 2<sup>nd</sup> September 2020 and to consider any recommendations contained therein. (Annexed).

## **10. Covid-19 Pandemic**

To consider any action that may be required due to the Covid-19 Pandemic.

## **11. Community Infrastructure Levy Payments**

The District Council requires a report to be completed on the amount of CIL monies received from Sevenoaks District Council between 1st April 2019 and 31st March 2020 and how it has been spent.

The Council is requested to consider the draft report. (Annexed).

## **12. GDPR**

To receive a verbal report following a meeting with the Clerk and newly appointed Data Protection Officer, held on 1<sup>st</sup> September 2020.

## **13. Website**

The Government introduced new Website Content Accessibility Guidelines in 2018, with the introduction of measures to ensure that all public sector websites and mobile apps are accessible to all users, particularly those with disabilities.

This means that the Parish Council's current website will need to be compliant by 23<sup>rd</sup> September 2020.

To Council is requested to consider a progress report.

## **14. Payments**

(a) To approve the payment of the following accounts for September 2020. (Annexed).

(b) To receive and note a Council detail report setting out actual income and expenditure against budgeted estimates as at 8th September 2020.

(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 Extraordinary meeting of the Council held on 23rd July 2020. **(WHITE)**
2. List of Committee & Advisory Committee Membership. **(CREAM)**
3. Minutes of the meetings of the Planning Committee held on 19<sup>th</sup> August 2020 and 2<sup>nd</sup> September 2020. **(YELLOW)**
4. Burial Grounds & Gardens of Remembrance Committee. **(PINK)**
5. Draft CIL Report. **(WHITE)**
6. Schedule of payments for September 2020. **(BLUE)**
7. Council detail report setting out actual income and expenditure against budgeted estimates as at 8th September 2020. **(BLUE)**

