

## THE PARISH COUNCIL OF HARTLEY

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6<sup>th</sup> July 2021

Dear Councillor

You are hereby summoned to attend a meeting of Hartley Parish Council to be held at **Hartley Primary Academy, Round Ash Way, Hartley** on **MONDAY 12<sup>th</sup> JULY 2021** 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.**

**Members of the public who wish to attend, are requested to wear face coverings (unless exempt) and observe social distancing procedures.**

### 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 21<sup>st</sup> June 2021. (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 meeting of the Council held on 26<sup>th</sup> April 2021, it was agreed that the Clerk, in consultation with the Chairman and Vice Chairman of the Council, be asked to advertise the casual vacancy on the Council's noticeboards and on the Council's website, inviting eligible individuals interested in being co-opted as a parish councillor, to complete an application form and that any application forms duly received, be reported to the Council at its meeting to be held on 12<sup>th</sup> July 2021 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' Declaration/s 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. Planning Committee (YELLOW)**

To adopt the minutes of the meetings of the Planning Committee held on 23<sup>rd</sup> June 2021 (annexed) and 7<sup>th</sup> July 2021 (to follow) and to consider any recommendations contained therein.

#### **9. Neighbourhood Plan Steering Group (WHITE)**

To receive and note the minutes of the meetings of the Neighbourhood Plan **Steering** Group held on 18<sup>th</sup> June 2021 (Annexed) and 5<sup>th</sup> July 2021 (to follow) and to consider any recommendations contained therein.

#### **10. Queens Platinum Jubilee (GREEN)**

To receive and note the minutes of the meeting of the **Queen's Platinum Jubilee** Working Group held on **1<sup>st</sup> July 2021** and to consider any recommendations contained therein. **(Annexed).**

### **11. Covid -19 Pandemic**

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

### **12. Sevenoaks District Council – Welcome Back Funding**

To receive an update (if available), on the ideas submitted to SDC for the Welcome Back Funding.

### **13. KALC Community Awards Scheme 2021**

To receive an update on the Council's nomination for the KALC Community Awards Scheme 2021.

### **14. Mobile Safety Camera (YELLOW)**

To approve and adopt Hartley Parish Council's CCTV Policy. (To follow).

### **15. Delegated Authority**

To receive a report on any decisions made by the Clerk/Assistant Clerk, under the authority given at the meeting of the Council held on 5<sup>th</sup> May 2021.

### **16. Payments (BLUE)**

(a) To approve the payment of the following accounts for July & August 2021. (Annexed).

(b) To receive and note a Council detail report setting out actual income and expenditure against budgeted estimates as at 6<sup>th</sup> July 2021. (Annexed).

(c) To verify the bank reconciliations for the Council's four 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 21<sup>st</sup> June 2021. **(WHITE)**
2. Minutes of the meeting of the Planning Committee held on 23<sup>rd</sup> June 2021. **(YELLOW)**
3. Schedule indicating the current membership of Committees and Advisory Committees. **(PINK)**
4. Minutes of the Neighbourhood Plan Steering Group held on 18<sup>th</sup> June 2021. **(WHITE)**
5. Schedule of payments for July & August 2021. **(BLUE)**
6. Council detail report setting out actual income and expenditure against budgeted estimates as at 6<sup>th</sup> July 2021. **(BLUE)**

