

## THE PARISH COUNCIL OF HARTLEY

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2<sup>nd</sup> November 2021

Dear Councillor

You are hereby summoned to attend a meeting of Hartley Parish Council to be held at the **Pavilion, Manor Field, Church Road Hartley** on **MONDAY 8<sup>th</sup> NOVEMBER 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.**

### 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 11<sup>th</sup> October 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 11<sup>th</sup> October 2021, it was noted that the remaining casual vacancy had been advertised 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.

It was agreed that any application forms duly received, be reported to the Council at its meeting to be held on 8<sup>th</sup> November 2021 and that the co-option process 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 Councillor's 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. Finance Committee (BLUE)**

To adopt the minutes of the meeting of the Finance Committee held on 20<sup>th</sup> October 2021 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 20<sup>th</sup> October 2021 (annexed) and 3<sup>rd</sup> November 2021 (to follow) and to consider any recommendations contained therein. (Annexed).

#### **10. Northfield Management Committee (GREEN)**

To receive and note the minutes of the meeting of the Northfield Management Committee held on 27<sup>th</sup> September 2021 and to consider any recommendations contained therein. (Annexed).

## **11. Budget 2022-2023 (WHITE)**

To consider the draft Budget for 2022-23, including the Northfield Management Committee Budget, as recommended by the Finance Committee at its meeting held on 20<sup>th</sup> October 2021. (Annexed).

2021/22 Precept - £136,451	2020/21 Precept - £137,773
2021/22 Tax Base - 2,532.03	2020/21 Tax Base – £2,556.57
2021/22 Band D - £53.89	2020/21 Band D - £53.89

The tax base is calculated by converting all banding and discount figures to “band D equivalents”, together with an allowance for non-collection. The final figure represents the amount of tax that would be raised by the levy of £1 in band D.

Under amended regulations, any Town or Parish with a precept over £140,000 is required to provide a breakdown of its precept over the following services:

Highways, Planning & Economic Development, Recreation & Tourism and Other Services.

### Background documents

*Draft Budget 2022-23. (Annexed)*

*Draft Northfield Management Committee Budget 2022-23. (Annexed).*

*Nominal ledger a/c for general reserves – code 310*

*Nominal Ledger a/c for capital reserve – code 320*

*Nominal Ledger a/c for HVH Earmarked Reserve – code 322*

*Nominal ledger a/c for New Burial Ground EMR – code 323*

*Nominal ledger a/c for CIL Receipts A – code 326*

*Nominal ledger a/c for CIL Receipts B – code 327*

*Nominal ledger a/c for EMR Platinum Jubilee – code 328*

*Nominal ledger a/c for EMR Neighbourhood Plan – code 331*

## **12. Covid -19 Pandemic**

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

## **13. Neighbourhood Plan (CREAM)**

To receive and note the minutes of the meeting of the Neighbourhood Plan Steering Group held on 19<sup>th</sup> October 2021 and to consider any recommendations contained therein. (Annexed)

## **14. Queen’s Platinum Jubilee (YELLOW)**

To receive and note the minutes of the meeting of the Queen’s Platinum Jubilee Working Group held on 14<sup>th</sup> October 2021 and to consider any recommendations contained therein. (Annexed).

## **15. Sevenoaks District Council Town & Parish Charter (GREEN)**

To consider the draft Sevenoaks District Council Town and Parish Charter. (Annexed).

**Any comments/changes should be submitted by Friday 19<sup>th</sup> November 2021.**

Once all comments/changes have been received, the document will be re-issued to Parish Councils for confirmation and will then go through the District Council Committee Process.

#### **16. Sevenoaks District Council Voluntary and Community Awards (PINK)**

To consider a press release received from Sevenoaks District Council regarding the “Making it Happen” awards. (Annexed).

#### **17. Plant a Tree for the Queen’s Platinum Jubilee**

To consider a request received from Hartley Players to plant a tree in Hartley for the Queen’s Platinum Jubilee, with a small plaque to mark the occasion.

#### **18. Manor Field Burial Ground**

At the meeting of the Parish Council held on 26<sup>th</sup> April 2021, Members considered the provision of a gateway and path leading from the existing burial ground to Manor Field Burial Ground, which would allow visitors to park in the layby and walk to the Burial Ground.

It was noted that the proposed path would cross land owned by Messrs HF & JH Glover.

Members noted that the landowners had forwarded details of the Council’s proposal to their solicitor, for advice.

The land owner had asked for confirmation that the Parish Council would discharge the landowners’ solicitors reasonable fees in this regard, should the matter progress.

The Clerk was requested to contact the landowner to obtain an estimate as to the anticipated solicitors fees.

The Council is requested to consider any response received.

#### **19. Donations (CREAM)**

At the meeting of the Finance Committee held on 20<sup>th</sup> October 2021, the Committee considered a request from the Community Cupboard, for a donation towards their work.

After some discussion, it was resolved that the request be declined.

Pursuant to Standing Order 7 (a), written notice was subsequently received from 5 councillors, requesting that the matter be reconsidered.

The Council is therefore requested to consider a letter dated 11<sup>th</sup> July 2021, received from the Community Cupboard.

#### **20. Nitrate Pollution Prevention (WHITE)**

To consider a letter dated 21<sup>st</sup> October 2021 received from the Department for Environment Food & Rural Affairs. (Annexed).

#### **21. Pavilion, Manor Field – Calor Gas (GREEN)**

To consider a letter dated 1<sup>st</sup> October 2021, received from Calor Gas Limited. (Annexed).

## **22. Sevenoaks District Council – Small Business Grant Funding (YELLOW)**

To consider a letter dated 6<sup>th</sup> October 2021, received from Sevenoaks District Council, regarding the Small Business Grant Funding received for Manor Field. (Annexed)

## **23. Climate Change**

To consider ways in which Hartley Parish Council could reduce its carbon footprint.

## **24. Payments**

(a) To approve the payment of the following accounts for November 2021. (Annexed).

(b) To receive and note a Council detail report setting out actual income and expenditure against budgeted estimates as at 2<sup>nd</sup> November 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 11<sup>th</sup> October 2021. **(WHITE)**
2. Schedule indicating the current membership of Committees and Advisory Committees. **(CREAM)**
3. Minutes of the meetings of the Planning Committee held on 20<sup>th</sup> October 2021 and 3<sup>rd</sup> November 2021. **(YELLOW)**
4. Minutes of the Northfield Management Committee held on 27<sup>th</sup> September 2021. **(GREEN)**
5. Draft Budget 2022-2023. **(WHITE)**
6. Northfield Management Committee Draft Budget. **(WHITE)**
7. Minutes of the meeting of the Neighbourhood Plan Steering Group held on 19<sup>th</sup> October 2021. **(CREAM)**
8. Minutes of the meeting of the Queen's Platinum Jubilee Working Group held on 14<sup>th</sup> October 2021. **(YELLOW)**
9. Sevenoaks District Council Town & Parish Charter. **(GREEN)**
10. Press release received from Sevenoaks District Council. **(PINK)**
11. Letter dated 11<sup>th</sup> July 2021, received from the Community Cupboard. **(CREAM)**
12. Letter dated 21<sup>st</sup> October 2021, received from the Department for Environment Food & Rural Affairs. **(WHITE)**
13. Letter dated 1<sup>st</sup> October 2021, received from Calor Gas Limited. **(GREEN)**
14. Letter dated 6<sup>th</sup> October 2021, received from Sevenoaks District Council, regarding the Small Business Grant Funding received for Manor Field. **(YELLOW)**
15. Schedule of payments for November 2021. **(BLUE)**

16. Council detail report setting out actual income and expenditure against budgeted estimates as at 2<sup>nd</sup> November 2021. **(BLUE)**



