

THE PARISH COUNCIL OF HARTLEY

30th March 2004

Dear Councillor

You are hereby summoned to attend a meeting of the Hartley Parish Council to be held at the Pavilion, Manor Field on **MONDAY 5th APRIL 2004** commencing at 7.30 p.m. The business to be transacted at the meeting is:

Yours sincerely

Julie Hoad
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.

AGENDA

1. Apologies

To receive apologies for absence.

2. Minutes

(WHITE)

(a) To approve the minutes of the meeting of the Parish Council held on 8th March 2004 (Annexed).

(b) To approve the minutes of the Annual Parish Meeting held on 26th March 2004 (To follow).

3. Declarations of Interest

To receive Member's Declarations of Interest.

4. Register of Interests

To update the Register of Interests, if necessary. Members are reminded they are required to update the Register of Interests within 28 days of their interests changing.

Adjournment

The meeting will be adjourned to receive any reports from the County Councillor and District Councillors.

5. Planning Committee

(LIGHT YELLOW)

To adopt the minutes of the meeting of the Planning Committee held on 10th and 24th March 2004 and to consider any recommendations contained therein (Annexed).

6. Finance and General Purposes Committee

To adopt the minutes of the meeting of the Finance and General Purposes Committee held on 18th March 2004 and to consider any recommendations contained therein (To follow).

7. Burial Ground and Garden of Remembrance Committee (PINK)

To adopt the minutes of the meeting of the Burial Ground and Garden of Remembrance Committee held on 17th March 2004 and to consider any recommendations contained therein (Annexed).

8. Youth Committee (ORANGE)

To adopt the minutes of the meeting of the Youth Committee held on 16th March 2004 and to consider any recommendations contained therein (Annexed).

9. Northfield Management Committee

(a) At the meeting of the Northfield Management Committee held on 6th February 2004, the Committee recommended to permanently vary Standing Order 9.4 in respect of the procurement of contracts valued at between £250 and £1,000.

Currently S.O. 9.4 requires the Secretary of the Northfield Management Committee to seek three estimates for works valued between £250 and £1,000. The Committee recommends the Standing Order be permanently varied, so that two written estimates be obtained for works valued between £250 and £1,000 and one verbal estimate be obtained for works valued below £250.

The Council is requested to consider this recommendation.

(b) To note the minutes of the meeting of the Northfield Management Committee held on 19th March 2004 (To follow).

10. Community Facilities Working Group

To adopt the minutes of the meeting of the Community Facilities Working Group held on 1st April 2004, if available and to consider any recommendations contained therein (To follow).

11. Website Working Group

To adopt the minutes of the meeting of the Website Working Group held on 31st March 2004, if available and to consider any recommendations contained therein (To follow).

12. Parish Plan Working Group (DARK GREEN)

To adopt the minutes of the meeting of the Parish Plan Working Group held on 11th March 2004 and to consider any recommendations contained therein (Annexed).

13. Members Surgery (WHITE)

To consider a report on the Member's Surgery held on 13th March 2004 (To follow).

14. Payments

To approve the payment of the following accounts for April 2004 (To follow).

15. KAPC

To receive and note Parish News issue 299 (Annexed).

16. Police Community Support Officers (PCSO's)

(DARK YELLOW)

To consider a letter received from Sevenoaks District Council informing the Council about the next round of funding for PCSO's and to confirm the Clerk's action in registering an interest with the District Council for securing a Police Community Support Officer.

Public Question Time

List of circulated document

Councillors are reminded that any letter and/or document referred to in the agenda is available for inspection

1. Minutes of the meeting of the Hartley Parish Council held on 8th March 2004 (WHITE)
2. Minutes of the meeting of the Planning Committee held on 10th and 24th March 2004 (LIGHT YELLOW).
3. Minutes of the meeting of the Burial Ground and Garden of Remembrance Committee held on 17th March 2004 (PINK)
4. Minutes of the meeting of the Youth Committee held on 16th March 2004. (ORANGE)
5. Minutes of the meeting of the Parish Plan Working Group held on 11th March 2004 (DARK GREEN)
6. Parish news issue 299
7. Report on the next round of funding for PCSO's (DARK YELLOW)