

THE PARISH COUNCIL OF HARTLEY

6th November 2007

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 12th NOVEMBER 2007** commencing at 8.00p.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 and approve, if necessary, any apologies for absence.

2. Declaration of Interests

To receive Members' declaration of interests.

3. Register of Interests

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

4. Minutes

(WHITE)

To approve, as a correct record, the minutes of the meeting of the Council held on 15th October 2007. (Annexed).

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

Public Question Time

5. Amenities and Open Spaces Committee

(GREEN)

To adopt the minutes of the meeting of the Amenities and Open Spaces Committee held on 6th November 2007 and to consider any recommendations contained therein. (To follow).

- 6. Communications Committee (PINK)**
To adopt the minutes of the meeting of the Communications Committee held on 29th October 2007 and to consider any recommendations contained therein. (Annexed).
- 7. Finance and General Purposes Committee (BLUE)**
To adopt the minutes of the meeting of the Finance and General Purposes Committee held on 24th October 2007 and to consider any recommendations contained therein. (Annexed).
- 8. Highways Committee (CREAM)**
To adopt the minutes of the meeting of the Highways Committee held on 18th October 2007 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 17th October 2007 and 31st October 2007 and to consider any recommendations contained therein. (Annexed).
- 10. Northfield Management Committee (PINK)**
To receive and note the minutes of the meeting of the Northfield Management Committee held on 19th October 2007 and to consider any recommendations contained therein. (To follow).
- 11. Hartley Parish Plan Steering Committee (GREEN)**
To receive and note the minutes of the meeting of the Hartley Parish Plan Steering Committee held on 17th September 2007 (annexed) and 23rd October 2007, (if available).
- 12. Hartley Women's Institute Hall (CREAM)**
(a) To receive and note a report on a meeting with Members of the Hartley WI held on 15th October 2007. (Annexed). The Council is requested to note that the Hartley WI has been given authority to proceed with the transfer of title and requests that the Parish Council meets its legal costs.

(b) At the last meeting of the Council it was resolved that, the Clerk be authorised to obtain a quotation for a structural survey to be undertaken on the hall. Financial regulation 11.1 (a) (ii) states the procurement of contracts for specialist services, such as the appointment of surveyors, need not comply with the Council's financial regulations and therefore is not obliged to seek more than one quotation. This being so, the Council is requested to consider the appointment of a surveying practice to undertake a building inspection report on the WI hall. The fee quotation should be available for Members consideration at the meeting.
- 13. KAPC (YELLOW)**
To receive and note the minutes of the meeting of the Sevenoaks Area Board held on 14th September 2007. (To follow).
- 14. Freedom of Information and Data Protection Act (WHITE)**
To consider a report on the proposed scale of charges for providing documentation as requested under the Freedom of Information Act 2000 and the Data Protection Act 1998.

15. Payments

(GREEN)

To approve the payment of the accounts for November 2007. (Annexed).

List of circulated documents

1. Minutes of the meeting of the Council held on 15th October 2007 **(WHITE)**
2. Minutes of the meeting of the Amenities and Open Spaces Committee held on 6th November 2007 (To follow) **(GREEN)**
3. Minutes of the meeting of the Communications Committee held on 29th October 2007 **(PINK)**
4. Minutes of the meeting of the Finance and General Purposes Committee held on 24th October 2007 **(BLUE)**
5. Minutes of the meeting of the Highways Committee held on 18th October 2007 **(CREAM)**
6. Minutes of the meeting of the Planning Committee held on 17th October 2007 and 31st October 2007 **(YELLOW)**
7. Minutes of the meeting of the Hartley Parish Plan Steering Committee held on 17th September 2007 **(GREEN)**
8. Report on the meeting with the Hartley WI held on 15th October 2007 **(CREAM)**
9. Minutes of the meeting of the Sevenoaks Area Board held on 14th September 2007 (To follow) **(YELLOW)**
10. Report on the proposed schedule of charges under the Freedom of information Act 2000 and Data Protection Act 1998 **(WHITE)**
11. Sevenoaks District Council's Freedom of Information and Data Protection document charging policy **(WHITE)**
12. Legal update L05/01 published by NALC **(WHITE)**
13. Schedule of payments for November 2007 **(GREEN)**