

THE PARISH COUNCIL OF HARTLEY

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4th January 2021

Dear Councillor,

You are hereby summoned to attend a meeting of Hartley Parish Council to be **held remotely, using “Zoom”** on **MONDAY 11th JANUARY 2021** commencing at **7.30 p.m.**

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

Yours sincerely

Helen Boden

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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 4th 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 10th November 2014.

4. Minutes

To approve, as a correct record, the minutes of the Hartley Parish Council meeting held on 14th December 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.

5. Finance Committee

To adopt the minutes of the meeting of the Finance Committee held on 16th December 2020 and to consider any recommendations contained therein. (Annexed).

6. Planning Committee

To adopt the minutes of the meeting of the Planning Committee held on 23rd December 2020 and to consider any recommendations contained therein. (Annexed).

7. Covid-19 Pandemic

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

8. Precept 2021 – 2022

(a) To consider a letter dated 11th December 2020, received from the Chief Finance Officer at Sevenoaks District Council. (Annexed).

(b) To consider the Precept for 2021/22.

The Council approved its budget for 2021/22 at a meeting held on 9th November 2020, but the decision relating to the setting of the Precept 2021/22 was deferred, pending information on next year's tax base.

At its meeting held on 16th December 2020, the Finance Committee made the following recommendation:

Sevenoaks District Council be advised that Hartley Parish Council wishes to contain the Band D charge for 2021/22 to the level set in 2020/21, i.e £53.89, which would decrease the Precept from £137,773.55, to £136,451.09 based on a tax base of £2,532.03 for 2021/22.

9. Neighbourhood Plan

To consider whether the Parish Council wishes to pursue further, the production of a Neighbourhood Plan.

10. Hire of Manor Field and Pavilion

To consider an email dated 29th December 2020, received from The Rude Mechanical Theatre Co. (Annexed).

11. Payments

- (a) To approve the payment of the accounts for January 2021. (To follow).
- (b) To receive and note a Council detail report setting out actual income and expenditure against budgeted estimates as at 4th January 2021. (Annexed).
- (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 meeting of the Council held on 14th December 2020. **(WHITE)**
2. Minutes of the meeting of the Finance Committee held on 16th December 2020. **(BLUE)**
3. Minutes of the meeting of the Planning Committee held on 23rd December 2020. **(YELLOW)**
4. Letter dated 11th December 2020, received from the Chief Finance Officer at Sevenoaks District Council. **(GREEN)**
5. Email dated 29th December 2020, received from The Rude Mechanical Theatre Co. **(PINK)**
6. Schedule of payments for January 2021. **(BLUE)**
7. Council detail report setting out actual income and expenditure against budgeted estimates as at 4th January 2021. **(BLUE)**