

## THE PARISH COUNCIL OF HARTLEY

The Parish Council Office, Hartley Library, Ash Road, Hartley, Longfield, Kent DA3 8EL

Tel: 01474 709441

E mail: mail@hartleyparishcouncil.org.uk

Website: www.hartleyparishcouncil.org.uk

15<sup>th</sup> June 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 21<sup>st</sup> JUNE 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. Chairman's declaration of acceptance of office**

To receive the Chairman's declaration of acceptance of office.

#### **2. Apologies**

To receive and approve, if necessary, any apologies for absence.

#### **3. 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.*

#### **4. 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.

## **5. Minutes**

To approve, as a correct record, the minutes of the Hartley Parish Council meeting held on 5<sup>th</sup> May 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.**

## **6. Planning Committee**

a) To note any comments submitted by the Assistant Clerk under the delegated powers agreed by the Council at its meeting held on 5<sup>th</sup> May 2021.

b) To adopt the minutes of the meeting of the Planning Committee held on 9<sup>th</sup> June 2021 and to consider any recommendations contained therein.

## **7. Northfield Management Committee**

(a) To receive and note the minutes of the meetings of the Northfield Management Committee held on 26<sup>th</sup> April 2021 (annexed) and 9<sup>th</sup> June 2021 (to follow) and to consider any recommendations contained therein.

(b) To approve the amendments to the Standing Orders, as recommended by the Northfield Management Committee at a meeting held on 9<sup>th</sup> June 2021. (Annexed).

## **8. Parish Office Lease**

To consider an email dated 30<sup>th</sup> April 2021, received from Kent County Council regarding the renewal of the lease on the Parish Office. (Annexed).

## **9. Covid -19 Pandemic**

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

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

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

## **11. Plant a Tree for the Queen's Jubilee**

a) To consider whether the Parish Council wishes to participate in the "Queen's Green Canopy" initiative, encouraging everyone to mark the Queen's Platinum Jubilee in 2022, by planting trees.

The "Queens's Green Canopy" will create a network of individual trees, avenues, copses and whole woodlands, in honour of the Queen's service and the legacy she has built.

This will create a green legacy of its own, with every tree planted bringing benefits for people, wildlife and climate, now and for the future.

Any trees planted from October 2021 to the end of the jubilee year in 2022 can be part of the QGC. Tree planting season is October to March – this is when roots are dormant and new trees will have the best chance of flourishing.

b) To consider a request from the Rainbow & Brownie Guider, for permission to plant some trees under the “Queen’s Green Canopy” Initiative.

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

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

## **13. Mobile Safety Camera**

a) To receive an update on the purchase of wildlife cameras, as approved at the meeting of the Parish Council held on 26<sup>th</sup> April 2021.

b) To consider a draft CCTV Policy. (Annexed).

## **14. 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.

## **15. Quantified Tree Risk Assessment**

(a) To consider the Quantified Tree Risk Assessment carried out by Duramen Consulting Ltd. (Previously sent by email).

(b) To consider any quotations received from Tree Surgeons for the works recommended in the Quantified Tree Risk Assessment carried out by Duramen Consulting Ltd dated 23<sup>rd</sup> April 2021.

## **16. Insurance**

To consider an email dated 14<sup>th</sup> June 2021, received from the Parish Council’s insurers. (Annexed).

## **17. Payments**

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

(b) To receive and note a Council detail report setting out actual income and expenditure against budgeted estimates as at 15<sup>th</sup> June 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 5<sup>th</sup> May 2021. **(WHITE)**
2. Minutes of the meeting of the Planning Committee held on 9<sup>th</sup> June 2021. **(YELLOW)**
3. Minutes of the meetings of the Northfield Management Committee held on 26<sup>th</sup> April 2021. **(PINK)**
4. Northfield Management Committee Standing Orders.
5. Email dated 30<sup>th</sup> April 2021, received from KCC. **(WHITE)**

6. Draft CCTV Policy. **(YELLOW)**
7. Email dated 14<sup>th</sup> June 2021, received from the Parish Council's insurers. **(PINK)**
8. Schedule of payments for June 2021. **(BLUE)**
9. Council detail report setting out actual income and expenditure against budgeted estimates as at 15<sup>th</sup> June 2021. **(BLUE)**



