

THE PARISH COUNCIL OF HARTLEY

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7th September 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 13th SEPTEMBER 2021** commencing at **7.30 p.m.**

The business to be transacted at the meeting is:

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.

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

(a) Pursuant to paragraph 15 of the Code of Conduct adopted by the Council on 10th November 2014, the Council is requested to consider a request from Cllr Ramsay, to grant a dispensation to enable participation in discussion and voting on any matter/s relating to the Hartley Village Hall Trust until the next ordinary election in May 2023, on the grounds that the Council is the sole trustee of the Charity and to do otherwise would impede any business to be transacted by the Council relating to the Trust.

(b) To consider any other 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 12th July 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 12th July 2021, it was agreed that the Clerk, in consultation with the Chairman and Vice Chairman of the Council, be asked to advertise the remaining casual vacancy 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 and that any application forms duly received, be reported to the Council at its meeting to be held on 13th September 2021 and for the co-option process to 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

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. Planning Committee

To adopt the minutes of the meetings of the Planning Committee held on 21st July 2021 (annexed) and 8th September 2021 (to follow) and to consider any recommendations contained therein.

9. Amenities & Open Spaces Committee

To adopt the minutes of the meeting of the Amenities & Open Spaces Committee held on 8th September 2021 and to consider any recommendations contained therein. (To follow).

10. Queens Platinum Jubilee

To receive and note the minutes of the meeting of the Queen's Platinum Jubilee Working Group held on 5th August 2021 and to consider any recommendations contained therein. (Annexed).

11. Credit Card

At the meeting of the Finance Committee held on 28th April 2021, the Committee noted that the recent internal audit had highlighted the fact that both the Clerk and Assistant Clerk have had to use their personal bank cards to make substantial purchases on behalf of the Council.

The Auditor recommended that the Council re-consider the use of a corporate credit card facility, especially the Lloyds Bank card linked to the Unity Trust Bank, thereby avoiding any interest charges, with additional security benefits.

The Finance Committee recommended that enquiries be made with the Unity Trust Bank regarding the use of its corporate credit card facility, including relevant charges and information on whether a spending limit can be applied, for consideration by the full Council.

The Council is requested to consider the information received and to agree a course of action. (Annexed).

12. Covid -19 Pandemic

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

13. Community Infrastructure Levy Payments

The District Council requires a report to be completed on the amount of CIL monies received from Sevenoaks District Council between 1st April 2020 and 31st March 2021 and how it has been spent.

The Council is requested to consider the draft report. (Annexed).

14. Neighbourhood Plan

To receive an update on the production of the Neighbourhood Plan.

15. Payments

- (a) To approve the payment of the following accounts for September 2021. (Annexed).
- (b) To receive and note a Council detail report setting out actual income and expenditure against budgeted estimates as at 7th September 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 12th July 2021. **(WHITE)**
- 2. Schedule indicating the current membership of Committees and Advisory Committees. **(CREAM)**

3. Minutes of the meeting of the Planning Committee held on 21st July 2021. **(YELLOW)**
4. Minutes of the meeting of the Amenities & Open Spaces Committee held on 8th September 2021.
5. Minutes of the Queens Platinum Jubilee Working Group held on 5th August 2021. **(GREEN)**
6. Information on Unity Bank's corporate credit card facility. **(WHITE)**
7. Draft CIL report. **(PINK)**
8. Schedule of payments for September 2021. **(BLUE)**
9. Council detail report setting out actual income and expenditure against budgeted estimates as at 7th September 2021. **(BLUE)**

