

## 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

5<sup>th</sup> October 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 11<sup>th</sup> OCTOBER 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.**

### 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 10<sup>th</sup> November 2014, the Council is requested to consider a request from Cllr Colwell, 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 10<sup>th</sup> November 2014.

#### **4. Minutes (WHITE)**

To approve, as a correct record, the minutes of the Hartley Parish Council meeting held on 13<sup>th</sup> September 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. Resignation**

(a) To receive and note the resignation of Mrs Fiona Hughes, as a Member of Hartley Parish Council.

(b) A Notice of Vacancy was displayed on the Parish Council's noticeboard on 13<sup>th</sup> September 2021.

If by 1<sup>st</sup> October, 2021 (14 days excluding Dies Non, after the date of this notice) a request for an election to fill said vacancy is made in writing to the Proper Officer by TEN electors, an election will be held to fill the said vacancy, otherwise the vacancy will be filled by co-option.

If an election is called, it will take place not later than 3<sup>rd</sup> December 2021.

If no election is called, the Council must as soon as practicable after the expiry of the 14 day period, fill the vacancy by co-option.

The Council is requested to give this matter its consideration.

#### **6. Amenities & Open Spaces Committee (GREEN)**

To adopt the minutes of the meeting of the Amenities & Open Spaces Committee held on 27<sup>th</sup> July 2021 and to consider any recommendations contained therein. (Annexed).

#### **7. Burial Grounds & Gardens of Remembrance Committee (PINK)**

To adopt the minutes of the meeting of the Burial Grounds & Gardens of Remembrance Committee held on 30<sup>th</sup> September 2021 and to consider any recommendations contained therein. (To follow).

#### **8. General Purposes Committee (CREAM)**

To adopt the minutes of the meeting of the General Purposes Committee held on 22<sup>nd</sup> September 2021 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 11<sup>th</sup> August 2021 and 29<sup>th</sup> September 2021 and to consider any recommendations contained therein. (Annexed).

## **10. Northfield Management Committee (GREEN)**

To receive and note the minutes of the meetings of the Northfield Management Committee held on 27<sup>th</sup> September 2021 and to consider any recommendations contained therein. (Annexed).

## **11. Covid -19 Pandemic**

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

## **12. Neighbourhood Plan (WHITE)**

To receive and note the minutes of the meetings of the Neighbourhood Plan Steering Group held on 14<sup>th</sup> September 2021 and to consider any recommendations contained therein. (Annexed)

## **13. Community Garden (CREAM)**

To consider an email dated 2<sup>nd</sup> August 2021, received from a resident regarding the creation of a community garden. (Annexed).

## **14. Manor Field Pavilion – Utility Supply DDR**

At the meeting of the Parish Council held on 14<sup>th</sup> October 2019, it was resolved that pursuant to Financial Regulation 6.7, payment of the electricity supply to the Pavilion, be made by variable direct debit.

Financial Regulation 6.7 states that *“the approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years”*.

Members are requested to give this matter its consideration.

## **15. Payments**

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

(b) To receive and note a Council detail report setting out actual income and expenditure against budgeted estimates as at 1<sup>st</sup> October 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 13<sup>th</sup> September 2021. **(WHITE)**
2. Minutes of the meeting of the Amenities & Open Spaces Committee held on 27<sup>th</sup> July 2021. **(YELLOW)**
3. Minutes of the meeting of the Burial Grounds & Gardens of Remembrance Committee held on 30<sup>th</sup> September 2021. **(PINK)**

4. Minutes of the General Purposes Committee held on 22<sup>nd</sup> September 2021. **(CREAM)**
5. Minutes of the meetings of the Planning Committee held on 11<sup>th</sup> August 2021 and 29<sup>th</sup> September 2021. **(YELLOW)**
6. Minutes of the Northfield Management Committee held on 27<sup>th</sup> September 2021. **(GREEN)**
7. Minutes of the meeting of the Neighbourhood Plan Steering Group held on 14<sup>th</sup> September 2021. **(WHITE)**
8. Schedule of payments for October 2021. **(BLUE)**
9. Council detail report setting out actual income and expenditure against budgeted estimates as at 1<sup>st</sup> October 2021. **(BLUE)**



