



MINUTES OF HARTLIP FULL PARISH COUNCIL HELD ON WEDNESDAY 8 NOVEMBER 2023 AT 19:00PM IN HARTLIP VILLAGE HALL, MEETING ROOM

Present: Cllr T Daley (Chair), Cllr S Black (V Chair), Cllr J N Davies, Cllr J Davies
Cllr D Harper, Cllr G Maleed,

Officer: C Henley - Clerk

External Attendees: Cllr R Palmer (SBC), Cllr C Palmer SBC, Cllr M Baldock (KCC)

Apologies: Cllr M Rose

External Apologies:

Minutes

- 62.FCM/11/23 **To receive apologies for absence**
Cllr M Rose work commitments
Noted and accepted
- 63.FCM/11/23 **To receive declarations of interests and lobbying**
There were none
- 64.FCM/11/23 **Minutes**
To receive as correct and approve for signature the minutes of the Full Council Meeting held on 11 October 2023. Members resolved to approve the minutes. The Chair signed the documents
Proposed Cllr Daley, Seconded Cllr Maleed, unanimous
Resolved
- 65.FCM/11/23 **Public Participation**
There was one member of the public present.
Noted.
- 66.FCM/11/23 **External Reports and Updates**
Cllr Baldock talked about the severe financial issues KCC were facing for the 24/25 budget planning. Councils were being warned to face cuts in spending and potential restrictions in services and member financial support / grants. Cllr Baldock also talked about the 2024 summer youth provisions being planned for 12-16yr olds in the borough, more information to be available at a West Parishes Group meeting in Iwade village hall on the 21 November at 7pm. Cllr Maleed to attend.
Cllr Palmer, reported on one planning enforcement following the burning of furniture from a home business.
PC Jez Chittim sent in a report of one drunk driver and one attempted burglary as well as announcement of a police surgery to be held in Hartlip Village Hall carpark 18 November 12.30/13.30. It is to be noted that a member of the Village Hall Management Committee present, stated that permission had not been given for the police to hold the surgery in the car park. Cllr Black mentioned that the surgery could be moved to the Rose and Crown carpark if this was going to be an issue. An update on the surgery will follow.
- 67.FCM/11/23 **Correspondence**
I. Email from resident regarding obstructed / overgrown pathway between The Street and Lower Hartlip. Clerk reported to KCC and has been accepted as responsible, work due for scheduling.

[Handwritten signature]
13/11/2023

Noted.

- II. Email from KCC Highways regarding report 750684 made by the clerk. KCC noted that there was no current obstruction as the vegetation has been cut back although they have added to the list of possible improvements if and when funds are available.

Noted

68.FCM/11/23

Planning – <https://pa.midkent.gov.uk/>

To receive urgent updates on planning matters

- I. 23/504534/FULL 2 Oak Barn Cottages, Yaughter La. Erection of single side extension.
No objections.
- II. 23/504580/FULL South Riding Old House La. Erection of side extension.
Application was past deadline date.
- III. 23/504655/FULL The Barn Dane La, Conversion works of agricultural buildings and land.
A detailed submission has been made. No objection was made but attention drawn to the location in within the proposed new conservation extended area and consideration to these matters.
Resolved unanimous

69.FCM/11/23

Hartlip Parish Council Reporting

- I. The War Memorial – to receive update
- (a) Maintenance and repairs £1,500 in donations collected at the Kings Coronation Event in May have been paid into HPC Accounts to be earmarked for War Memorial maintenance. Quotes to be obtained for a program of works and updates to follow we received.
- II. Recreational Ground – to receive update
- (a) Update from Recreation Area Working Group
Emergency contact phone and line has been procured. Responsibility for the monitoring of the phone will pass between members at each monthly FC meeting.
Signage for the Rec and Rec play area has been designed and will be produced following the obtaining of HPC web domain. Clerk to organise.
- (b) Public Consultation Update
Consultation with rec users from the primary school has been arranged
Consultation text in hard copy and for the website to be completed in November for implementation to follow.
Members also discussed various fundraising ideas in order to support the essential improvement works at the facility.
- III. Parkland – to receive update from Cllr Rose
- (a) Parkland access improvements
Members advised that the footpath at the top of The Parkland was accessible but needed trimming.
- (b) Parkland Store debris update
No updates deferred to Dec
- (c) Fencing repairs and general maintenance update
No updates deferred to Dec
- (d) Parkland trees inspection update
No updates deferred to Dec
- IV. Highways Footpaths and Environment – to receive update
- (a) Highways Improvement Plan (HIP) update
KCC have booked two speed surveys for the Mill and Munns Lanes area to gather data for possible reduction in speed limits.
Members also requested that the area at the end of Lower Hartlip Lane near A2 is added to the HIP. Clerk to speak to KCC
- (b) Defibrillators update
Cllr Black has purchased the new defibrillator pads to replace the out of date items. The new pads have been added to the pack.
- (c) Parking at the end of Lower Hartlip Rd / A2 at school pick up times. Council is waiting for images from resident before Chair writes to the Gads Hill School.
Update to follow in December
- (d) Conservation Area Extension, update.
No update as yet, the consultation has been completed and an extension proposed.
- V. Village Pond – to receive update
- (a) Maintenance update following HPC to approach KCC Highways to discuss the maintenance of the Pond. The pond is officially a highways surface water run off bund.
Update to follow when KCC confirms detail for maintenance.

[Handwritten signature]
15/11/2023

- VI. Village Hall – to receive update
 - (a) Cllr Daley Ex-officio status of the Village Hall Committee deferred to November.
No update, deferred to Dec
 - (b) External defibrillator location update.
No update, deferred to Dec
- VII. Allotments – to receive update
 - (a) Tenancy Agreements – Ratification of amendment to the agreement.
Proposed Cllr Daley, Seconded Cllr Black
Resolved unanimous
 - (b) Allotment Tenancy Agreements, update.
Cllr JN Davies has agreements ready to send out in November
 - (c) Vacant Plots
New applicant to be contacted by Cllr JN Davies regarding a site visit.
There are three vacant plots
 - (d) Allotment land purchase, update
Nothing to report, members to review in 2024
- VIII. Local Council Bodies to receive update
 - (a) Nothing to note
- IX. KALC – to receive update
 - (b) Cllr Black to attend the KALC meeting on 14 Nov at Iwade Village Hall 7pm

70.FCM/11/23

Finance Reporting

Relevant Legislation: Acts and Audit Reg 2015, Lcl Audit and Ac'bility Act 2014

- I. Financial review bank statements and bank reconciliation - Councillors to view and sign.
Cllr G Maleed and Cllr D Harper inspected, analysed and signed the bank statements.
Noted
- II. Cheques / Payments received: Detailed below
- III. Cheques for approval: There are none
- IV. Payments for approval: Detailed in papers for member approval
Cllr G Maleed and Cllr D Harper checked invoices against the payment schedule sheet and signed for correctness.
Noted

Payee	Date	Method	Reference	Reason	Amount
T Daley reimbursement	10/10/2023	BACS	901	Fly Tipping	£ 420.00
C Henley Clerk	09/11/20233	BACS	INV-0276	Nov Service Payment + office and milage x1	£ 390.24
Commercial Services	15/8/2023	BACS	LS207350	Landscape Services	£429.06
Commercial Services	30/10/2023	BACS	LS207951	Landscape Services	£286.04
Business Stream	19/10/2023	BACS	3519583	Water Bill	£ 73.12
S Black reimbursement	30/10/2023	BACS	DP47371	Defib Pad Kit	£ 29.99
D Harper reimbursement	03/11/2023	BACS	449529410	Padlock for Rec ground	£ 11.99
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Receipts					
Swale	03/10/2023			Precept	£ 4,000
S D----	03/10/2023			Grazing / Shelter	£ 174
T Daley	13/10/2023			Memorial donations	£ 1,500
S G-----	13/10/2023			Grazing	£ 240
E S----	16/10/2023			Grazing	£ 360

71.FCM/11/23

Remembrance Day and D-Day Anniversary

Agree any actions

- I. Remembrance Day attendees and action
Members discussed attendance at the remembrance service, Cllr Daley agreed to lay the HPC wreath following asking if anyone else would like to carry out the task
- II. D-Day Anniversary
Chair had previously communicated with HVH regarding using the hall for the celebrations currently no arrangements have been formalised. Chair to follow up with HVHMC to ascertain the situation as part of the planning process.

HPC to set up a D-Day working group
Members to be Cllrs Daley, Black, Maleed and JN Davies
Proposed by Cllr Daley seconded Cllr Black, unanimous.
Resolved

72.FCM/11/23

Budget 2024 / 2025

To consider recommendations from the Budget Working Group
Members discussed the three budget versions that have been distributed by the working group. Members discussed the different levels of precept rise that will be required to manage the significant costs being faced to address the vital health and safety requirements to maintain the play area equipment to an acceptable level. Members have noted and mindful of the urgent items of maintenance and other items that will be in the urgent category within a short / medium term, these matters are being planned for within the current budget.
Update in December with a final version.
Noted

73.FCM/11/23

Wienerberger Brickearth Extraction Consultancy

No update on this matter. Chair has written to Wienerberger to ensure Chair and Clerk are included in correspondence regarding the extraction program of works.
Noted

74.FCM/11/23

Clerk Updates – Agree any actions

- I. Web supplier update.
New level of web service has commenced with payment DD to be set up, approved in payments. Clerk to ascertain setting up of HPC Domain for Website and for future member email accounts.
Proposed Cllr Daley Seconded Cllr Maleed. Unanimous.
Resolved
- II. Email addresses
Consider .gov options with legislative changes planned for 2024. Changes to be budgeted for. Deferred to December following budget being finalised
Noted
- III. Laptop replacement
No update.

75.FCM/11/23

Asset Register

Cllrs Harper and Black to complete the physical audit.
Final items being reviewed to be presented for approval December
Noted.

76.FCM/11/23

Items to be considered for inclusion on the next Full Council agenda

- To receive any additions, for noting only, no discussion at this meeting.
- I. Cllr Black added KCC Youth Provision that Cllr Maleed is attending the meeting for.
 - II. Cllr Black added the relocation of Jubilee Bench.

77.FCM/11/23

Date of next meeting

Wednesday 13 December 2023
Approved

78.FCM/11/23

Close of Meeting

21:00 hrs
Noted

