



YOU ARE SUMMONED TO ATTEND THE MEETING OF THE **FULL HARTLIP PARISH COUNCIL ON WEDNESDAY 10 JANUARY 2024** AT 19:00PM IN THE HARTLIP VILLAGE HALL

Members of the Public and Press are welcome to attend

Signed: Mr C Henley Date of Issue: 4 Jan 2024
Clerk and Proper Officer
2 Alfriston Grove, West Malling, ME194SR

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

PUBLIC PARTICIPATION IN GENERAL

Members of the public may also be allowed to speak during the meeting, on agenda items only and with express permission from the Chair. Anyone wishing to attend and/or speak on the agenda item during Public Participation should book in prior to the meeting. Please contact hartlipclerk@gmail.com

RECORDING (AUDIO AND /OR VIDEO OF COUNCIL MEETINGS AND USE OF SOCIAL MEDIA

During the meeting the public are allowed to record the Committee and Officers from the front of the public seating area only, providing it does not disrupt the meeting. Any items in the exempt part of the agenda cannot be recorded and no recording device is to be left behind. If another member of the public objects to being recorded, the person(s) recording must stop doing so until the member of the public has finished speaking. The use of social media is permitted, but all members of the public are requested to switch their mobile devices to silent for the duration of the meeting.

MOBILE PHONES

Members of the public are reminded that the use of mobile phones (other than silent) is prohibited at all Parish Council meetings.

Agenda

- 97.FCA/01/24 **To receive apologies for absence**
Relevant Legislation: Local Government Act 1972, s85
Members not in attendance must tender their apologies to the clerk and reason for absence to the clerk on the summons prior to the meeting
Agree any action
- 98.FCA/01/24 **To receive declarations of interests and lobbying**
Relevant Legislation: Localism Act 2011, s31
In accordance with the Localism Act 2011, members are to disclose pecuniary or any other interests in any item on the agenda. The members are individually responsible for declaring their position.
- 99.FCA/01/24 **Minutes**
Relevant Legislation: Local Government Act 1972, sch 12, p 41
To receive as correct and approve for signature the minutes of the Full Council Meeting held on 13 December 2023.
- 100.FCA/01/24 **Public Participation**
Relevant Legislation: Local Government Act, s100
In accordance with LGA 1972 S100, the meeting will be adjourned for this item to take place. Will then resume for the remainder of the meeting. The council is keen to encourage public attendance at meetings and will therefore provide an opportunity to parish registered electors, to participate in meetings. Residents are permitted 3 minutes to speak and the public session is restricted to 15 minutes, unless extended by the Chair.
- 101.FCA/01/24 **External Reports and Updates**
To receive any external reports from County and Borough and Police Liaison.

- 102.FCA/01/24 **Correspondence**
- I. Email from PC Jez Chittim stating that a surgery will be held on 27 January 2024 at the Rose and Crown car park this has been approved by the owners of the facility.
 - II. Email from resident / allotment tenant concerning giving notice.
 - III. Email from KCC Highways regarding Pond Maintenance.
- 103.FCA/01/24 **Planning – <https://pa.midkent.gov.uk/>**
Relevant Legislation: Town and Planning Act 1990
 To receive urgent updates on planning matters
- I. 23/505515/FULL Knights Place Paradise Farm, Submission of details single story side extension and changes to fenestration.
 - II. 23/505440/FULL 48 Hartlip Hill Demolition of existing conservatory. Erection of single-story rear extension and new conservatory.
- 104.FCA/01/24 **Hartlip Parish Council Reporting – Agree any actions**
- I. The War Memorial – to receive update
 - (a) Update following report of jet washing
 - II. Recreational Ground – to receive update
 - (a) *Special Mention* to a Hartlip village resident who has very generously donated a large sum of money that will go towards the essential restoration/refurbishment of the equipment at the play area.
 - (b) Update from Rec Working Group
 - (c) Public Consultation Update
 - III. Parkland – to receive update
 - (a) Parkland access improvements – Contractors contacted regarding maintenance
 - (b) Parkland fencing repairs and general maintenance. Update on contractor contact details from Cllr Rose
 - (c) Parkland trees to be assessed by contractor when available, update in Feb, for noting.
 - IV. Highways Footpaths and Environment – to receive update
 - (a) Highways Improvement Plan (HIP), update
 - (b) Hartlip Road Improvements, update
 - V. Village Pond – to receive update
 - (a) Maintenance update following HPC / KCC communications on maintenance if available.
 - VI. Village Hall – to receive update.
 - (a) Update if available.
 - VII. Allotments – to receive update
 - (a) *Special Mention* to a number of volunteers who generously gave up their time to plant saplings at the allotment site boundary.
 - (b) Subsequent Sapling Damage
 - (c) Allotment Tenancy Agreements, update from Cllr Davies. Agree any action.
 - (d) Resident/Tenant requesting to relinquish plot. Financial decision to resolve.
 - (e) Vacant Plots update
 - VIII. Local Council Bodies to receive update
 - (a) Nothing to note
 - IX. KALC – to receive update
 - (a) Nothing to note.
- 105.FCA/01/24 **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.
 - II. Payments received: Detailed in papers
 - III. Cheques for approval: There are none
 - IV. Payments for approval: Detailed in papers for member approval
- 106.FCA/01/24 **D-Day Anniversary**
 Agree any actions
- I. D-Day Anniversary working group to meet 15/1 to commence a plan.
- 107.FCA/01/24 **Terms of Reference Scheme of Delegation**
 To approve the updates to the policy document, agree any action.
- To agree the public's exclusion from the confidential part of the meeting.**
 That in view of the confidential nature of the business (employment/legal issues) about to be transacted it was resolved under the provisions of Public Bodies admissions to meetings Act

1960 s.1 that the press and public be temporarily excluded, and they are instructed to withdraw in order for the following three agendas item to take place. The public will be welcome to re-join following the conclusion of the item.

- 108.FCA/01/24 **KALC Community Awards 2024**
To consider any nominees for the scheme and vote on the Hartlip Parish submission.
- 109.FCA/01/24 **National Joint Council Pay Review**
Announcement from National Joint Council Pay Review for 22/23
Consider the adoption of the national local government pay review for 22/23
- 110.FCA/01/24 **Public Announcement**
Agreement for the Chair's public announcement to be made in January
- 111.FCA/01/24 **Clerk Updates** – Agree any actions
I. Precept application submitted to SBC, process completed.
II. Clerk to formally contact HPC Contractor in January following December FC resolution
III. HPC Bank Card Application.
IV. Website / Email update.
V. Information Commissioners Office Registration.
- 112.FCA/01/24 **Oak Tree Planting**
To receive report from Cllr Rose, agree any action.
- 113.FCA/01/24 **Items to be considered for inclusion on the next Full Council agenda**
To receive any additions, for noting only, no discussion at this meeting.
- 114.FCA/01/24 **Date of next meeting**
Wednesday 14 February 2023
- 115.FCA/01/24 **Close of Meeting**

If you would like any further information on any item on the agenda, please contact the clerk
hartlipclerk@gmail.com