



**MINUTES OF HARTLIP FULL PARISH COUNCIL HELD ON
WEDNESDAY 10 JANUARY 2024 AT 19:00PM IN HARTLIP
VILLAGE HALL, MEETING ROOM**

Present: Cllr T Daley (Chair), Cllr J N Davies, Cllr J Davies
Cllr D Harper, Cllr G Maleed, Cllr M Rose

Officer: Mr C Henley (Clerk)

External Attendees: Cllr C Palmer, Cllr R Palmer, Cllr M Baldock

Apologies: Cllr S Black

External Apologies:

Minutes

97.FCM/01/24 **To receive apologies for absence**
Cllr Black (holiday) - resolved.

98.FCM/01/24 **To receive declarations of interests and lobbying**
There were none

99.FCM/01/24 **Minutes**
To receive as correct and approve for signature the minutes of the Full Council Meeting held on 13 December 2023. Members resolved to approve the minutes. The Chair signed the document. Proposed Cllr Daley, Seconded Cllr Davies, unanimous
Resolved

100.FCM/01/24 **Public Participation**
There was four members of the public present.
Noted.

101.FCM/01/24 **External Reports and Updates**
PC Jez Chittim reported fly tipping in Place Lane, no leads to the perpetrator and asked the residents for assistance. Also, PC Chittim noted a report of a suspicious white van, upon investigation, turned out to be a tradesman working in the area. PC Chittim has carried out speed check during the month and found no speeding at all.
Cllr Baldock Reported that the waste recycling centres were fully open again following the covid restrictions. Cllr Baldock also noted that the HIP meeting in which he attended with HPC and KCC Highways was productive.
No updates of note from the attending borough councillors.

102.FCM/01/24 **Correspondence**

- I. Email from PC Jez Chittim with details of police surgery to be held 27 January at the Rose and Crown, refreshments supplied by the pub. Chair noted any members available requested to attend. Noted
- II. Email from resident / allotment tenant giving notice. Noted
- III. Email from KCC, The Clerk has been in contact with KCC regarding the Pond Maintenance and they have requested a meeting to discuss. Update to be provided next month.

103.FCM/01/24 **Planning – <https://pa.midkent.gov.uk/>**
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
No objections.

Handwritten signature and date: 14/1/2024

- II. 23/5055440/FULL 48 Hartlip Hill. Demolition of existing conservatory. Erection of rear extension and new conservatory
No objections.

104.FCM/01/24 **Hartlip Parish Council Reporting**

- I. The War Memorial – to receive update
- (a) It was noted that someone has jet washed the War Memorial. The school was contacted for information, but do not know about the action. The council requests any information from residents.
Cllr Daley is working on obtaining a quotes for the repairs HPC will update over the coming months as appropriate. Noted.
- 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.
HPC and its members would like to thank the member of public for the support for the community and its asset maintenance.
- (b) Update from Recreation Area Working Group
The working group is ready to produce the new Signage for the Rec and Rec play area. This will progress once HPC has received confirmation of securing of the new HPC domain. A fundraiser with local activities, is being planned for the Easter period. Plan to be produced to be released in February. Noted
- (c) 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 Spring 2024.
Update in February. Noted
The Hartlip Calendar that was produced by a resident has now sold out, all proceeds to go towards new play equipment.
- III. Parkland – to receive update from Cllr Rose
- (a) Parkland access improvements
Quotes for access and maintenance work to be arranged with contractors. Noted
- (b) Parkland fencing repairs and general maintenance update
Fencing quote uplift detail has been received by contractor. Additional quotes for the work to be arranged with contractors. Noted
- (c) Parkland trees inspection update
Cllr Rose advised she has been in touch with a tree warden has previously carried out a review of the trees in The Parkland. Report back at February meeting. HPC to arrange contractor to provide an assessment of the trees and any maintenance issues, and to advise on any rectification work that may be required. Noted
- IV. Highways Footpaths and Environment – to receive update.
- (a) Highways Improvement Plan. Update meeting took place with KCC and HPC in December and the following email communications. No significant speeding was recorded during the speed survey on the roads under investigation. KCC recommended that the first step would be to carry out community engagement to ascertain whether there was a strong community support for the requested speed reductions in relation to the quoted £7,500 cost to the parish purse. HPC to update in February.
Chair to contact KCC Highways to add possibilities of a crossing point on the A2 and overhanging trees and visibility improvements at the start of Mill Lane. Noted
- (b) Hartlip Roads Improvements update
KCC Highways have carried out road repairs following extensive road closures. It was felt by members that not enough of the road damage / defects had been rectified. Clerk noted that members should report all damage to the roads on the KCC fault reporting site in order to achieve a return of the road engineers. Noted
- V. Village Pond – to receive update
- (a) Maintenance update following HPC to approach KCC Highways to discuss the maintenance of the Pond. KCC arranging a site visit with HPC to ascertain requirement of maintenance. Noted
- VI. Village Hall – to receive update
- (a) Clerk to write to HVHMC to confirm location options for new defibrillator and power supply. Update in February with details. Noted
- 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. HPC would like to thank the residents for their help with the planting.

(b) Sapling Relocated following planting. HPC to investigate. Noted

(c) Tenancy Agreements

Cllr JN Davies is working through the Tenancy Agreements. Clerk to update with a list of 23/2024 plots that have been paid for. Noted

(d) Resident / Tenant requesting to relinquish plot. Members resolved to agree to not request any money from the resident in order for the termination to take place. Clerk to write to the tenant.

(e) Vacant Plots

There are 4 plots currently vacant. HPC to publish the vacancies and invite applications to take on the allotments. Noted

VIII. Local Council Bodies to receive update

(a) Nothing to note

IX. KALC – to receive update

(a) Nothing to note

105.FCM/01/24 **Finance Reporting**

Relevant Legislation: Acts and Audit Reg 2015, Local Audit and Accountability Act 2014

I. Financial review bank statements and bank reconciliation - Councillors to view and sign. Cllr T Daley inspected

II. Cheques / Payments received: detailed in the papers

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

T S__	10/01/2024	BACS		2023 Postage £1.10,£2.25,£0.75,£1.10£0.75	£ 5.95
C Henley Clerk	10/01/2024	BACS	INV-0283	Jan Service Payment + office and milage x1	£ 390.24
Hugo Fox	13/12/2023	DD	SS-MONTHLY- GCS	Website Annual Contract	£ 23.99
Cllr Maleed	10/01/2023	BACS	07899956299	Dec Emergency Phone Dec	£ 6.00
Clerk Exp	10/01/2024	BACS		Postage	£ 8.75
Receipts					
D Wa	11/12/2023			Donation	£ 800.00
P Wi	20/12/2023			Allot	£ 26.00

106.FCM/01/24 **D-Day Anniversary**

Agree any actions

I. D-Day Anniversary

Agreed that the Hartlip Village Hall will be booked for Thursday 6th June 2024. The D-Day working group will meet on 15th January to discuss what activities we can provide.

Clerk to write to HVHMC to request a provisional booking for the date

107.FCM/01/24 **Terms of Reference Scheme of Delegation**

To approve the update to the policy document, agree any action.

Proposed by Cllr Daley, seconded by Cllr JN Davies – unanimous
Resolved


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 agenda item to take place. The public will be welcome to re-join following the conclusion of the item.

108.FCM/01/24 **KALC Community Awards 2024**

There were no nominations for the awards

- 109.FCM/01/24 **National Joint Council Pay Review**
Members resolved to adopt the April 2023/24 pay schedule
Proposed by Cllr Daley seconded by Cllr Harper – unanimous
Resolved
- 110.FCM/01/24 **Public Announcement**
Members resolved to publish the proposed text with suggested changes to the last paragraph regarding the Highways Improvement Plan.
Announce to be made by letter drop, notice board and website. Letter drop to be arranged at Feb Meeting.
Proposed Cllr Daley, seconded Cllr JN Davies – unanimous
Resolved
- 111.FCM/01/24 **Clerk Updates – Agree any actions**
I. Precept Application has been made to SBC, the process is complete. Noted
II. Clerk to formally contact HPC Contractor to secure the services for 2024/25 period. Noted
III. HPC Bank Card Application. Members resolved to not apply for a bank card.
IV. Website update.
Domain application for web and email has been made, HPC is waiting for pro forma for payment. Noted
V. Information Commissioners Office Registration
Clerk had applied for ICO registration on an auto renew basis, process is complete. Noted
- 112.FCM/01/24 **Oak Tree Planting**
Update in February following investigation. Noted
- 113.FCM/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.
I. Annual Littler Pick date and arrangements
II. Date and details of Annual Parish Meeting
III. Date and details of Annual Meeting of the Parish Council.
- 114.FCM/01/24 **Date of next meeting**
Wednesday 14 February 2024
Approved
- 115.FCM/01/24 **Close of Meeting**
20:36 hrs
Noted



Handwritten signature in blue ink, dated 14/2/24.