



YOU ARE SUMMONED TO ATTEND THE MEETING OF THE **FULL HARTLIP PARISH COUNCIL ON WEDNESDAY 13 SEPTEMBER 2023 AT 19:30PM IN HARTLIP VILLAGE HALL**

Members of the Public and Press are welcome to attend

Signed: Mr C Henley Date of Issue: 7 Sept 2023
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 Maled, 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

- 19.FCA/09/23 **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
- 20.FCA/09/23 **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.
- 21.FCA/09/23 **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 12 July 2023.
- 22.FCA/09/23 **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.
- 23.FCA/09/23 **External Reports and Updates**
To receive any external reports from County and Borough and Police Liaison.

- 24.FCA/09/23 **Correspondence**
I. Email from KCC regarding HIP
- 25.FCA/09/23 **Planning – <https://pa.midkent.gov.uk/>**
Relevant Legislation: Town and Planning Act 1990
To receive urgent updates on planning matters
I. 23/503849/FULL Lily of the Valley Rd. Conversion of garage to habitable space
II. 23/503850/LAWPRO Lily of the Valley Rd. Lawful development certificate for rear and side extension
- 26.FCA/09/23 **Hartlip Parish Council Reporting – Agree any actions**
I. The War Memorial – to receive update
 (a) Maintenance and repairs
II. Recreational Ground – to receive update
 (a) Play area inspection, report and rectification work
 (b) Play area signage
 (c) Play area accident
 (d) Recreational Ground Maintenance Contract
 (e) Recreational Ground access improvements
III. Parkland – to receive update
 (a) Parkland access improvements
 (b) Parkland fencing repairs and general maintenance.
IV. Highways Footpaths and Environment – to receive update
 (a) Update on overgrown road borders
 (b) Defibrillators
V. Village Pond – to receive update
 (a) Maintenance update
 (b) Pond Bench
VI. Village Hall – to receive update
 (a) Village Hall booking time and any alternatives including Methodist Hall
 (b) Village hall committee ex officio membership update from Cllr Rose
VII. Allotments – to receive update
 (a) Update on issues raised in July FC Meeting by Cllr J N Davies
 (b) Vacant Plots
 (c) Consider viability of land purchase
VIII. Local Council Bodies to receive update
 (a) Update from Chair
IX. KALC – to receive update
 (a) Nothing to note
- 27.FCA/09/23 **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.
II. Cheques / Payments received: There are none
III. Cheques for approval: There are none
IV. Payments for approval: Detailed in papers for member approval
- 28.FCA/09/23 **HPC Policies to replace the current policies, proposed under a special motion**
Agree any actions
I. Financial Regulations
II. Standing Orders
III. Model Publication Scheme
IV. Risk Assessment
V. Health and Safety Policy
VI. Code of Conduct
VII. Complaints Policy
VIII. Equality Policy
IX. Grants Policy
X. Persistent Vexatious Policy
- 29.FCA/09/23 **Budget 2024 / 2025**
To consider a budget working group and commence budget preparations

- 30.FCA/09/23 **Clerk Updates** – Agree any actions
- I. Web supplier update.
Consider options and alternatives, changes to be budgeted for.
 - II. Email addresses
Consider .gov options with legislative changes planned for 2024. Changes to be budgeted for.
 - III. Laptop replacement to be budgeted for in 24/25
 - IV. Auditing
 - (a) Mazars Confirmed as external auditors
 - (b) Internal audit date proposed for 9 April 2024 with and interim October date TBC
 - V. New Meeting schedule to be approved under a special motion.

HARTLIP PARISH COUNCIL MEETING SCHEDULE 2023/24 Location TBC

Wednesday 11 Oct 2023 1900

Wednesday 8 Nov 2023 1900

Wednesday 13 Dec 2023 1900

Wednesday 10 Jan 2024 1900

Wednesday 14 Feb 2024 1900

Wednesday 13 Mar 2024 1900

Wednesday 10 April 2024 1900

- 31.FCA/09/23 **Asset Register**
To consider the audit of the asset register, agree any action

- 32.FCA/09/23 **D-Day Anniversary**
Agree any action
To discuss UPC involvement / Beacon lighting

- 33.FCA/09/23 **Stockbury Community Bus, SPC Relations and letter drop**
Cllr Black to provide an update inc community engagement following July FC meeting

- 34.FCA/09/23 **Highways Improvement Plan**
Agree any action
- I. To consider the HPC representative for the HIP
 - II. To consider the issues to include on the current HIP for review by KCC

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

- 35.FCA/09/23 **Banking and legal matters**
Agree any action
- I. Bank review update
 - II. Bank authorisation and signatories

- 36.FCA/09/23 **Staffing Matters**
Clerk contract agreement approval and signing. For noting.

- 37.FCA/09/23 **Items to be considered for inclusion on the next Full Council agenda**
To receive any additions, for noting only, no discussion at this meeting.

- 38.FCA/09/23 **Date of next meeting**
Wednesday 11 October 2023

- 39.FCA/09/23 **Close of Meeting**

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