

HARTLIP PARISH COUNCIL

MINUTES of the Meeting held at Hartlip Village Hall on Wednesday 13 April 2022 from 8pm until 9pm

Present: Chairman: Cllr Graham Addicott OBE

Cllr Paul White
Cllr John Davies
Cllr John Wright

Parish Clerk: Tracy Still

Also Present: Borough Cllr Alan Horton

22/34 Apologies for Absence

Absent without apologies: Cllr Peter Boundy

Absent with apologies: Borough Cllr Richard Palmer

22/35 Declarations of Interest

The Chairman reminded Councillors of their duty to declare any interests.
None were declared.

22/36 Confirmation of the Minutes

The minutes of the monthly Parish Council Meeting of 9 March 2022 were proposed by Cllr Paul White and seconded by Cllr John Davies.
All Councillors in attendance at the March meeting were in agreement that the minutes were a true and accurate record.
The Chairman signed the minutes as required under the Local Government Act 1972 (sch. 12).

22/37 Matters arising from the Minutes

See also Chair's Report.

22/21: Hartlip Parish Council had participated in the Keep Britain Tidy campaign 'The Great British Spring Clean' on Saturday 26 March 2022. Twenty five volunteers had participated in the event.
The Chair thanked Cllr Davies for his organisation of the event.

22/38 Public Questions

No members of the public were in attendance.

22/39 Parish Highways Improvement Plan

HPC had received the data from the speed check carried out in Mill Lane in January 2022 and was awaiting Kent Highways interpretation of that data and recommendations.

22/40 Report of Chair

Southwest Parishes Meeting

The Chair had attended the Southwest Parishes Meeting held at Hartlip Village Hall on 22 March 2022.

Representatives from Age UK had addressed the meeting on the services the charity provides.

KALC Meeting

The Chair would be attending the next KALC meeting being held on 10 May 2022.

Nikola Floodgate and Jamie Watson from KCC Highways are due to attend.

22/41 Police and Neighbourhood Watch Matters

PCSO Holmes had submitted a report prior to the meeting.

The Chair had raised the lack of attendance of Hartlip's PCSO and presence within the Parish at the Southwest Parishes meeting and will raise the issue at the next KALC meeting.

The theft of electric fencing from Paradise Farm on 8 March 2022 had been reported.

22/42 HPC Amenities: Councillor Reports

- i. Recreation Ground
Nothing to report.
- ii. The Parkland
The four trees which had fallen during Storm Eunice had been cleared and the logs left to encourage local wildlife.
Damaged fencing had been repaired.
Graziers had reported a private gateway being accessed via The Parkland.
The Clerk was requested to purchase a chain and padlock for one of the gates.

Action: Clerk

- iii. The Allotments
Boundary marking requirements are under consideration.

22/43 Other HPC Responsibilities: Councillor Reports

- i. Hartlip Village Hall
Nothing to report.
- ii. Highways
Fly tipping in Dane Lane and Lower Hartlip Road had been reported to SBC.
A second report of fly tipping on Lower Hartlip Road had been reported and was being followed up by Borough Cllr Palmer.
- iii. Footpaths
Nothing to report.
- iv. The War Memorial
The Listing Application submitted by Toby Daley on behalf of HPC is due to be presented for full consideration by Historic England.
- v. The Village Pond
An amphibian survey is due to be carried out shortly. Neighbours had been advised.

22/44 Platinum Jubilee Celebrations

Hartlip Community Hub had obtained a grant of £900 towards the cost of the Hartlip's Beacon lighting ceremony and purchase of 7 trees for planting on The Parkland to mark the occasion of the Queen's Platinum Jubilee.

Cllr White is in the process of organising a parishioner to light the Beacon on Thursday 2 June 2022.

Action: Cllr White

22/45 County and Borough Councillor's Reports

Borough Cllr Palmer had provided a report advising that he had raised two cases of fly tipping, one on Lower Hartlip Road and the other by the motorway bridge on Warren Lane.

22/46 Clerk and Finance Report

The Chairman had received the draft documents prior to the meeting for checking and correction as per normal practice.

The Bank Reconciliation and Finance Report were presented to the Parish Council.

These were approved by the Parish Council and signed and dated by the Chairman.

Cheques were presented for signing.

Hartlip Village Hall	Water Contribution/Allotments	£ 98.03
Savills	Rent for Allotments/06.04.22-10.10.22	£ 65.00
Peter Rayfield	Grounds Maintenance/The Parkland	£ 620.00
T Still	Clerk Salary & Expenses March 2022	£ 268.54
Maylow Construction	Grounds Maintenance/Recreation Ground	<u>£ 2764.80</u>
		<u>£ 3816.37</u>

The Independent Internal Audit had taken place on 12 April 2022.

The Chair expressed his thanks to the Clerk on behalf of HPC.

The Independent Auditor had advised the Parish Council that section 7.4 of the HPC Financial Regulations, although adopted, was not required by the Parish Council and a footnote should be added to indicate this.

The amendment was proposed by the Chair and seconded by Cllr White. All Councillors were in agreement to adopt the amendment.

The Independent Auditor had advised the Parish Council that as the Clerk was an office holder and emoluments were received, PAYE must be operated by the Parish Council on the income the Clerk earns. The Parish Council had previously been advised by the previous Auditor that this practice was not necessary.

With this updated advice HPC Councillors agreed that the RFO/Clerk would make the necessary arrangements for PAYE.

The action was proposed by the Chair and seconded by Cllr White.

Action: RFO/Clerk

The annual KALC membership subscription invoice for the sum of £378.17 had been received. Councillors agreed to renew the membership. A cheque will be raised at the May meeting.

The Parish Council discussed the introduction of the use of BACS payments where appropriate.

The introduction of a credit card was also discussed.

Councillors were in agreement to both.

The Parish Council were advised to consider the use of 'Unity Bank' by the auditor. The Clerk will investigate and report to the Parish Council.

Action: Clerk

22/47 Planning Matters

i. Applications received since the March 2022 Meeting.

Application Ref: 22/500578

Change of use of land from agricultural to equestrian, for the keeping of horses for recreational use, including erection of a stable block, tack room and hay stores at Ivy Cottage, Dane Lane.

(Concerns expressed and conditions suggested)

Application Ref: 22/500681/LBC

Listed Building Consent for removing the top brick course of ground floor internal brick wall traces left as a floor finish and covering the remaining ones with floor finish (works complete) at Yew Tree Cottage, The Street, Hartlip.

(No objections)

Application Ref: 22/500540/FULL

Demolition of 2 commercial premises (Use Class E) and removal of residential mobile home and erection of 5 dwellings together with associated parking and landscaping at Digswell, Lower Hartlip Road, Hartlip.

(Objection)

Application Ref: 22/501205/FULL

Erection of storage barn on land adjoining Warren Cottage, Cradles Road, Hartlip.

(No objections)

Application Ref: 22/501081/FULL

Erection of single storey rear extension with pitched roof and roof lights at 19 Hartlip Hill, Hartlip.

(No objections subject to comments of neighbours)

Application Ref: 22/501439/FULL

Demolition of the conservatory, Loft conversion with side dormer and 4 roof lights including changes to fenestration at 3 Hartlip Hill, Hartlip.

(No objections subject to comments of neighbours)

HPC had been approached by the agent of the applicant of planning application Ref: 22/500578/FULL Ivy Cottage Dane Lane Hartlip regarding attendance at the April Parish Council meeting.

HPC advised the agent, prior to the Parish Council meeting, that its comments were available to view on the planning portal.

The applicant and agent did not attend the Parish Council meeting.

Spade Lane Traveller Site:

Appeals are due to be heard on 27 April 2022.

ii. **Enforcements**

The Chair gave an update on outstanding matters.

22/48 Correspondence

As a result of the new Committee system at Swale Borough Council a Swale Independent Review Panel would be reviewing the current Special Responsibility Allowances for Councillors at Swale Borough Council and had provided a questionnaire for the Parish Council to complete.

The Chair relayed the questions to the Parish Council. All Councillors were in agreement with the answers and the Chair will return the completed questionnaire on behalf of HPC.

22/49 Information Items

Nuisance bonfires, which had previously been reported to SBC, had resumed on a regular basis at a property within the Parish. Cllr Horton requested further details be provided to him for the matter to be investigated further.

The meeting closed at 9pm.

The next meeting of Hartlip Parish Council will be held at Hartlip Village Hall on Wednesday 11 May 2022 at 7.30pm.

The Annual Meeting of Hartlip Parish Council will be held at 8pm at Hartlip Village Hall on the same evening.

Signed

Date