



YOU ARE SUMMONED TO ATTEND THE MEETING OF THE **FULL HARTLIP PARISH COUNCIL ON WEDNESDAY 11 OCTOBER 2023** AT 19:00PM IN HARTLIP VILLAGE HALL

**Members of the Public and Press are welcome to attend**

Signed: Mr C Henley Date of Issue: 5 Oct 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 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**

- 40.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
- 41.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.
- 42.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 and 13 September 2023.
- 43.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.
- 44.FCA/09/23 **External Reports and Updates**  
To receive any external reports from County and Borough and Police Liaison.

- 45.FCA/09/23      **Correspondence**  
 I. Email from KCC regarding HIP meeting confirmed for 19 October  
 II. Email from new applicant for allotment plot
- 46.FCA/09/23      **Planning – <https://pa.midkent.gov.uk/>**  
**Relevant Legislation: Town and Planning Act 1990**  
 To receive urgent updates on planning matters  
 I. 23/504237/TCA The Coach House, The Street Conservation Area Notification  
 II. 23/504454/TCA 26 Dane Close, Conservation Area Notification to fell one tree
- 47.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) Insurance update from Chair  
     (b) Update reported in item 51 (Rec Working Group) on the agenda  
 III. Parkland – to receive update  
     (a) Parkland access improvements  
     (b) Parkland fencing repairs and general maintenance. Update on contractor contact details from Cllr Rose  
     (c) Update on contractor instruction date and minute reference to assess if requires authorisation  
     (d) Update on Parkland trees by Cllr Rose and Daley  
 IV. Highways Footpaths and Environment – to receive update  
     (a) Update on overgrown Dane Close road borders following clerk reporting to KCC  
     (b) Defibrillators Plan, update and to be added to budget  
     (c) Parking at the end of Lower Hartlip Road/A2 Cllr Rose to discuss  
     (d) Hartlip School Communications  
 V. Village Pond – to receive update  
     (a) Maintenance update following members working party  
     (b) Boundary dispute, update from Chair  
     (c) Deferred from September, Pond Bench relocation  
 VI. Village Hall – to receive update  
     (a) Village hall committee ex officio membership update from Cllr Rose  
     (b) Village Hall Key, update from Cllr Rose  
     (c) External Defibrillator location, update from Cllr Rose  
 VII. Allotments – to receive update  
     (a) Allotment Tenancy Agreement, Consider approval of contract for the 23/24 period  
     (b) Vacant Plots, new applicant  
     (c) Consider viability of land purchase, update.  
 VIII. Local Council Bodies to receive update  
     (a) Nothing to note  
 IX. KALC – to receive update  
     (a) KALC Finance Conference attended by Clerk. Consider approval of this action retrospectively.
- 48.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
- 49.FCA/09/23      **HPC additional Policies**  
 Agree any actions  
 I. Terms of Reference scheme of delegation
- 50.FCA/09/23      **Budget Working Group 2024 / 2025**  
 To consider recommendations from the budget working group and commence budget preparations
- 51.FCA/09/23      **Recreation Ground Working Group**  
 To consider recommendations from the working group, see Member supporting Doc

- 52.FCA/09/23      **Clerk Updates** – Agree any actions  
I. Website update. .  
II. Email addresses Update  
III. Laptop replacement update
- 53.FCA/09/23      **Asset Register**  
Cllr Black and Harper to update, agree any action
- 54.FCA/09/23      **D-Day Anniversary**  
Deferred from September FC Meeting. Agree any action  
To discuss HPC involvement / Beacon lighting
- 55.FCA/09/23      **Stockbury Community Bus, SPC Relations and letter drop**  
Cllr Black to provide an update inc community engagement following September FC meeting
- 56.FCA/09/23      **Highways Improvement Plan**  
Update. Agree any action  
I. HIP Review set for 19 October 2023 Cllr Daley and Black to attend plus the clerk.  
II. To consider reporting independently of the HIP the road issues on item 6 of the HIP following a member review of the roads.
- 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.
- 57.FCA/09/23      **Banking and legal matters**  
Agree any action  
I. Bank review update  
II. Bank authorisation and signatories
- 58.FCA/09/23      **Staffing Matters**  
Consider additional hours to prepare allotment contracts
- 59.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.
- 60.FCA/09/23      **Date of next meeting**  
Wednesday 8 November 2023
- 61.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