

MINUTES OF HARTLIP FULL PARISH COUNCIL HELD ON WEDNESDAY 14 FEBRUARY 2024 AT 19:00PM IN HARTLIP VILLAGE HALL, MEETING ROOM

Present: Cllr T Daley (Chair), Cllr S Black, 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

Apologies:

External Apologies: Cllr M Baldock

Minutes

- 116.FCM/02/24 **To receive apologies for absence**
All Councillors present
- 117.FCM/02/24 **To receive declarations of interests and lobbying**
There were none
- 118.FCM/02/24 **Minutes**
To receive as correct and approve for signature the minutes of the Full Council Meeting held on 10 January 2024. Members resolved to approve the minutes. The Chair signed the document. Proposed Cllr Daley, Seconded Cllr Black, unanimous
Resolved
- 119.FCM/02/24 **Public Participation**
There was six members of the public present.
One member of the public presented details surrounding a planning application currently under consultation.
Noted.
- 120.FCM/02/24 **External Reports and Updates**
Cllr R Palmer noted that the roads into Swale are not being kept clean but has requested that the maintenance be kept up to date. Cllr Palmer also noted that the contract for waste in Swale has changed with the new contractor taking over in March.
- 121.FCM/02/24 **Correspondence**
- I. Email from PC Jez Chittim following the surgery held on 27 January 2024 at the Rose and Crown. Also communications surrounding fly tipping and measures that could be put in place to apprehend perpetrators. Clerk to obtain further information. Noted
 - II. Email from resident – requesting an allotment. Noted
 - III. Email from Village Hall Management Committee within which it is stated that HVHMC has made the decision to make the provision of an external defibrillator at HVH provided by HVHMC the main development priority of HVHMC for 2024. Noted.
- 122.FCM/02/24 **Planning – <https://pa.midkent.gov.uk/>**
To receive urgent updates on planning matters
- I. 23/505659/FULL Maybank Mill Lane, Erection of brick gate posts. No objections.
 - II. 24/500142/TPOA 26 Dane Close, Tree Preservation Order, Application to Fell. No objections
 - III. 23/505840/FULL Digswell Lower Hartlip Road Demolition of 2 Commercial Properties, Erection of 4 new properties. No objections.

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Report from Cllr Maleed on general planning matters did not result in any resolutions to note.

123.FCM/02/24 Hartlip Parish Council Reporting

- I. The War Memorial – to receive update
 - (a) Cllr Daley updated the council with the first of three quotes obtained for the essential maintenance to the masonry has been received. Noted.
- II. Recreational Ground – to receive update.
 - (a) Update from Recreation Area Working Group
The working group is producing the new Signage for the Rec and Rec play area. New play equipment was researched. Council members noted the very high price of any new pieces of equipment. The results of the public consultation will determine the course of action for the play area and rec project. Noted.
 - (b) Members considered alternative pieces of equipment for a more diverse age group including youths and adults. This will be investigated by the working group and brought into the plan if required following the results of the public consultation.
 - (c) Public Consultation Update
The final draft for the consultation document has been prepared for approval and publishing with a 31 March deadline. Proposed by Cllr Harper, seconded by Cllr Daley, unanimous. Resolved.
 - (d) Members considered implementing the previously quoted north boarder maintenance at the rec in order to cut back the bramble. Proposed by Cllr Black seconded by Cllr Daley, unanimous. Resolved.
 - (e) Members are in the process of applying for a KCC Combined Members Grant, update to follow. Noted
- III. Parkland – to receive update from Cllr Rose
 - (a) Parkland access improvements
No update. Noted
 - (b) Parkland fencing repairs and general maintenance update
Fencing quote uplift detail has been received by contractor, the specification for this quote is being assessed. Additional quotes for the work to be arranged with contractors following the specification being defined. Cllr Rose noted that spraying was required at The Parkland at this time of year. Cllr Rose to arrange quote for this work and report back for action at March meeting. 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 March 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. Public consultation on speeding in the village in taking place with a deadline of 31 March. Noted
 - (b) Members considered carrying out previously quoted additional maintenance to The Street verge adjacent to Dane Close in order to remove the overgrown bramble complete. Proposed Cllr Daley seconded Cllr Maleed, unanimous. Resolved
 - (c) Members considered locations for a future AED / Defibrillator. Two location were discussed, the chair to visit locations for potential approval and update in March. Noted
- V. Village Pond – to receive update
 - (a) Maintenance update following HPC to approach KCC Highways to discuss the maintenance of the Pond. HPC has made numerous attempts but is still awaiting a response from KCC in order to arrange a site visit to ascertain requirement of maintenance. Noted
- VI. Village Hall – to receive update
 - (a) It was mentioned that the HVH AGM was in March. Noted
- VII. Allotments – to receive update
 - (a) Tenancy Agreements
Cllr JN Davies is in discussion with Cllr Rose concerning the Tenancy Agreements. Noted
 - (b) Resident request for an allotment plot. Cllr JN Davies to make contact with the available plots. Noted
 - (c) 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

124.FCM/02/24 **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 S Black and Cllr G Maleed 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 S Black checked invoices against the payment schedule sheet and signed for correctness

Priestfields Plumbing	01/02/2024	BACS		Valve at Parkland	£ 90.00
C Henley Clerk	14/02/2024	BACS	INV-0285	Feb Service Payment + office and milage x1 plus NJC Backdate	£ 584.64
Landscape Services	14/10/2024	BACS	LS208647	Quarterly Invoice	£ 502.80
Hugo Fox	15/02/2024	DD	SS-MONTHLY-GCS	Website Annual Contract	£ 23.99
Business Stream	10/01/2024	BACS	4198882	Water supply	£ 65.07
Fasthosts	24/01/2024	BACS	9145000630	Domain/email	£ 592.07

125.FCM/02/24 **D-Day Anniversary**

Agree any actions

- I. The booking for 6 June 2024 for the Hartlip D-Day 80 commemorating gathering. Noted.
- II. D-Day Anniversary Working Group has booked a period live music group and will provide an update for the event in March after the next working group meeting on 26 Feb.

126.FCM/02/24 **Hartlip Litter Pick**

Members Considered the date to be approved for this event. Saturday 13 April was proposed by Cllr Davies seconded by Cllr Daley. Resolved. Further details to follow and be published.

127.FCM/02/24 **Annual Parish Meeting and Annual Meeting of Hartlip Parish Council**

Members considered dates for these two events and have approved the Parish Meeting to be held prior to the Full Council meeting on 10 April. The Annual Meeting of the Parish Council is confirmed to be 8 May 2024.

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.

128.FCM/02/24 **HPC Legal Matters**

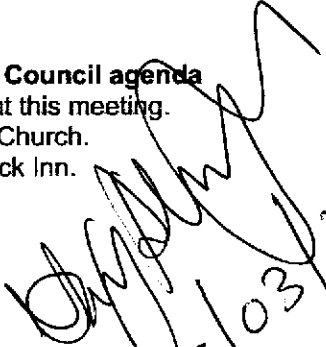
Members discussed the topics and actions agreed.

129.FCM/02/24 **Data Protection Policy**

Members considered the adoption of a new Data Protection Policy. Proposed Cllr Daley seconded Cllr Maleed, unanimous. Resolved

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 13/03/2024

- 130.FCM/02/24 **Policy Review**
Members conducted a full review of all HPC policies and concluded that all documents met the needs of the council and legislation. Proposed Cllr Daley, seconded Cllr Maleed, unanimous. Resolved.
- 131.FCM/02/24 **Clerk Updates – Agree any actions**
I. HPC Domain is now active and actioned on the website. Members have been issued with a HPC email address to be used for all HPC business and communications. Noted
- 132.FCM/02/24 **Oak Tree Planting**
Cllr Rose stated that some of the Oak saplings have not survived due to animal damage. Noted
- 133.FCM/02/24 **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. Disabled bay request on The Street at the Methodist Church.
II. Parking at the end of Lower Hartlip Road near the Tuck Inn.
- 134.FCM/02/24 **Date of next meeting**
Wednesday 13 March 2024
Approved
- 135.FCM/02/24 **Close of Meeting**
21:25 hrs
Noted


13/03/2023