



**MINUTES OF HARTLIP FULL PARISH COUNCIL HELD ON
WEDNESDAY 13 DECEMBER 2023 AT 19:00PM IN HARTLIP
VILLAGE HALL, MEETING ROOM**

- Present:** Cllr T Daley (Chair), Cllr S Black (V Chair), Cllr J N Davies, Cllr J Davies
Cllr D Harper, Cllr G Maleed, Cllr M Rose
- Officer:** No Clerk present due to family emergency
- External Attendees:** None
- Apologies:** None
- External Apologies:** Cllr C Palmer, Cllr R Palmer, Cllr M Baldock

Minutes

- 79.FCM/12/23 **To receive apologies for absence**
There were none.
- 80.FCM/12/23 **To receive declarations of interests and lobbying**
There were none
- 81.FCM/12/23 **Minutes**
To receive as correct and approve for signature the minutes of the Full Council Meeting held on 8 November 2023. Members resolved to approve the minutes. The Chair signed the documents
Proposed Cllr Daley, Seconded Cllr Maleed, unanimous
Resolved
- 82.FCM/12/23 **Public Participation**
There was one member of the public present.
Noted.
- 83.FCM/12/23 **External Reports and Updates**
PC Jez Chittim held a police surgery in The Rose and Crown carpark on 18 November 12.30/13.30. An email was sent to PC Jez Chittim advising that he needs to make contact with the Village Hall Management Committee to see if the car park is available before arranging further surgeries in the Village Hall car park.
- 84.FCM/12/23 **Correspondence**
I. Email from resident about October minutes. No comments from members.
Noted
II. 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.
- 85.FCM/12/23 **Planning – <https://pa.midkent.gov.uk/>**
To receive urgent updates on planning matters
I. 23/504982/SUB 2 Wisteria Cottage, The Street, Submission of details pursuant to condition 06 (Car Shelter Details) of application 21/502554/LBC.
No objections.
- 86.FCM/12/23 **Hartlip Parish Council Reporting**
I. The War Memorial – to receive update

[Handwritten signature]
10/1/2024

- (a) It was noted that someone has jet washed the War Memorial and whilst this was undoubtedly done in good faith, this is a listed memorial and needs to be treated with care. The jet wash has loosened some of the mortar, adding to the repairs required. Cllr Black has written to the school Headmistress to see if they have any knowledge of this but is yet to receive a response. Cllr Daley will work on obtaining a Grant and getting some quotes for the repairs over the Christmas period.
- II. Recreational Ground – to receive update.
- (a) Update from Recreation Area Working Group
Signage for the Rec and Rec play area has been designed and will be produced following the obtaining of HPC web domain. Clerk to organise.
- (b) 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 November for implementation to follow.
A Hartlip Calendar is available for sale that has been produced by a resident, all proceeds to go towards new play equipment.
- III. Parkland – to receive update from Cllr Rose
- (a) Parkland access improvements
Cllr Daley suggested that we ask one of the contractors to provide a quote to assess maintenance issues at The Parkland and to advise on any rectification work that may be required. Noted
- (b) Parkland Store debris update
This has been tidied up. Noted
- (c) Fencing repairs and general maintenance update
Cllr Rose has spoken to contractor regarding his revised quote for the fencing and asked him to provide this to us as soon as possible.
- (d) Parkland trees inspection update
Cllr Rose advised that a tree warden has previously carried out a review of the trees in The Parkland. Cllr Rose will contact the warden to see what his findings were. To report back at January meeting. Cllr Daley suggested HPC ask a 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 to take place with KCC before Christmas. Noted
- (b) Hartlip Roads Improvements update
Update in January. Noted
- (c) Defibrillators update
Cllr Black has applied for a grant for a new defibrillator. If we are successful in getting the grant, we would need to have discussions with Hartlip Village Hall regarding re-siting. We would also need to get a quote from an electrician. Noted
- V. Village Pond – to receive update
- (a) Maintenance update following HPC to approach KCC Highways to discuss the maintenance of the Pond. Update to follow when KCC confirms detail for maintenance. Noted
- VI. Village Hall – to receive update
- (a) Cllr Daley Ex-officio status of the Village Hall Committee deferred to November
No update, deferred to April following the Annual Meeting in March.
- (b) External defibrillator location update.
Awaiting outcome of grant application. Deferred to January.
- VII. Allotments – to receive update
- (a) Tenancy Agreements
Cllr JN Davies to resend correct version Tenancy Agreements. Noted
- (b) Vacant Plots
Cllr JN Davies has not received any response from three current tenants regarding their renewal, T Sh, J Da and J Ke. Cllr Daley to check with the Clerk to see if we have any other contact details for them. The Village Hall have confirmed that they do not have an allotment. Cllr JN Davies to remove from schedule.
- VIII. Local Council Bodies to receive update
- (a) Nothing to note
- IX. KALC – to receive update
- (a) KALC Community award scheme – Members resolved to adopt the scheme. Residents to nominate members of the parish for outstanding contributions. Nominations to be submitted to HPC by Monday 8 January to be voted on at the Full Council meeting on

10 January. Cllr Maleed to draft a communication to be added to the Notice Board and Hartlip Chat WhatsApp Group, requesting nominations for consideration.

- (b) Cllr Black attended the KALC meeting on 14 Nov at Iwade Village Hall and provided a document detailing what we can and can't comment on when reviewing Planning Applications. Swale Council have a 'Bearing Fruits Plan' which they consider when reviewing Planning Applications. Some villages have a 'Village Design' statement, which may be looked upon favourably when reviewing Planning Applications. For consideration at a later stage.

87.FCM/12/23

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 D Harper inspected
- II. Cheques / Payments received: Detailed in papers.
- III. Cheques for approval: There are none
- IV. Payments for approval: Detailed in papers for member approval
Cllr S Black and Cllr D Harper checked invoices against the payment schedule sheet and signed for correctness

Payee	Date	Method	Reference	Reason	Amount
Information Commissioners Office	24/11/2023	DD		ICO Registration	£ 35.00
C Henley Clerk	09/12/2023	BACS	INV-0281	Nov Service Payment + office and milage x1	£ 390.24
HVHMC		BACS	INV	Village Hall Hire	£ 192.50
Hugo Fox	13/11/2023	DD	INV-3788	Website	£ 23.99
Cllr Maleed		BACS		Nov Emergency Phone Dec £6 was previously paid	£ 4.06
Receipts					
A C	10/11/2023			?	£ 7.80
HA	13/11/2023			Allot	£ 52.00
SEL	16/11/2023			Allot	£ 32.00
MI	16/11/2023			Allot	£ 10.40
ADDI	17/10/2023			Allot	£ 13.00
MI	22/11/2023			Allot	£ 23.40

88.FCM/12/23

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.

89.FCM/12/23

Terms of Reference Scheme of Delegation

To approve the update to the policy document, agree any action. Deferred to January 2024.

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.

90.FCM/12/23

Budget 2024 / 2025

- I. The council members discussed all options thoroughly following the presentation of three proposals from the Budget Working Group. Members expressed concerns surrounding the challenges and financial demands that were going to be made on HPC. Significant costs will be for essential health and safety repairs and improvements, the instating of acceptable maintenance standards throughout the parish and nationally recognised rising

costs. Cllr Daley proposed an increase in the precept received from Swale Borough Council for Financial Year 2024-2025. The v.C £20,000 precept budget was proposed by Cllr Daley and seconded by Cllr Maleed. Members resolved to approval this budget unanimously, for submission to the unitary authority Swale Borough Council.

- II. In order to increase our income, it has been agreed to increase the Grazing Fees to £15.00 per horse, per week. Cllr Rose to advise any detail on notice periods for increases and if there are any limitations. Cllr Rose to report back in January meeting.
- III. Quotes have been obtained from a number of Maintenance companies for the maintenance of the Recreation Ground. Cllr Maleed proposed that we accept the quote provided by contractor 'A (TEG)' this was seconded by Cllr JN Davies and unanimously approved.

91.FCM/12/23

Clerk Updates – Agree any actions

- I. Website update.
No update due to Clerk absence.
- II. Information Commissioners Office Registration
No update due to Clerk absence.
- III. Announcement from National Joint Council Pay Review for 22/23. Consider the adoption of the national local government pay review for 22/23.
Deferred to January.

92.FCM/12/23

SBC Youth Provision

Cllr G Maleed attended a meeting on 21st November at Iwade Village Hall where a representative from the SBC Youth Provision attended. She advised that as from April 2024, Swale Borough Council will no longer be providing any funds for Youth Provision. To continue to provide Youth Provision, they are requesting £7,000 from each Parish Council. Cllr G Maleed advised that Hartlip PC would not be able to provide any funding due to the limited Precept we receive. After the Youth Provision representative left the meeting, Cllr Mike Baldock advised that Swale Borough Council are looking to reduce the number of times per year any grass areas are cut. If we want to maintain current level of service, to let him know in advance to obtain better rates. Swale Borough Council are also looking to sell off/give or lease any land that sits within Parish Councils. Clerk to investigate whether there are any plots of land within Hartlip.

93.FCM/12/23

Asset Register

Deferred to January 2024.

94.FCM/12/23

Items to be considered for inclusion on the next Full Council agenda

To receive any additions, for noting only, no discussion at this meeting.

- I. Cllr Daley to propose budget communications.
- II. Cllr Rose to look into the planting of Oak Trees that it was inferred had been previously approved.

95.FCM/12/23

Date of next meeting

Wednesday 10 January 2023

Approved

96.FCM/12/23

Close of Meeting

20:57 hrs

Noted


20/11/2024

HARTLIP PARISH COUNCIL BUDGET 2024/2025 v0.1

Last Updated: 07/12/2023

	£		
1. RECEIPTS (INCOME)	2024-2025 Budget	Change on PY	2024-2025 Budget Notes and Variances
1.1 - Precept/Rents			
1.1.1 - Precept	20,000.00	150%	Rise due to urgent improvement works required
1.1.2 - Allotment Rents	395.50	100%	
1.1.3 - Field Shelter Ground Rent	302.40	140%	Increased from £0.75 to £1.00
1.1.4 - Grazing Deposit	-	0%	
1.1.5 - Grazing Fees	4,680.00	160%	6 horses @ £15.00 per week Increase from 10.60
1.1.6 - Power Networks	209.42	100%	
1.1.7 - Bank Interest	-	0%	
1.1.8 - Bank Transfer	-	0%	
1.1.9- VAT Refunds	-	0%	
1.1 - Sub Total	25,587.32	203%	

	£		
2. PAYMENTS (EXPENSES)	2024-2025 Budget	Change on PY	2024-2025 Budget Notes
2.1 - Staff Costs			
2.1.1 - Staff Costs	3,736.80	136%	Based on 18 hours (unchanged)
2.1.2 - Overtime	-	0%	Overtime to be approved
Subtotal	3,736.80	136%	
2.2 - Finance			
2.2.1 - Bank Fees (Strong Box)	-	0%	
2.2.2 - Bank Transfer	-	0%	
2.2.3 - Environmental Maintenance	-	0%	
2.2.4 - Fees	-	0%	
Subtotal	-	0%	
2.3 - Governance			
2.3.1 - Government Email Setup	390.00	0%	New for 2024. Cost is £30 x 8 Councillors + £150
2.3.2 - Annual Government Email Domain Fee	100.00	0%	New for 24/25
2.3.3 - Audit Fees	530.00	512%	New for 24/25 External Audit fee £380 + Internal Audit £150
2.3.4 - Election Fees	-	0%	
Subtotal	1,020.00	986%	

2.4 - Grounds Maintenance			
2.4.1 - The Allotments			
2.4.1.1 - Ground Rent to Landowner	130.50	100%	
2.4.1.2 - Allotment Holder Funds	-	0%	
2.4.1.3 - Ongoing Maintenance	264.50	115%	
2.4.1.4 - Water Supply	133.16	115%	
2.4.1.5 - Other Costs	-	0%	
Sub Total	528.16	111%	
2.4.2 - The Parkland			
2.4.2.1 - Ongoing Maintenance	2,000.00	62%	
2.4.2.2 - Water Supply	335.97	115%	
2.4.2.3 - Other Costs	-	0%	
Sub Total	2,335.97	66%	
2.4.3 - The Recreation Ground			
2.4.3.1 - Ongoing Maintenance	3,280.00	120%	
2.4.3.2 - Other Costs	-	0%	
2.4.3.3 - Annual Play Inspection	350.00	0%	
2.4.3.4 - Play Equipment Maintenance Costs	2,872.82	0%	
2.4.3.5 - Other Costs	853.20	0%	
2.4.3.6 - New Play Equipment	6,500.00	0%	
Sub Total	13,856.02	506%	
2.4.4 - War Memorial			
2.4.4.1 - Onongoing Maintenance	-	0%	
2.4.4.2 - Remembrance Day	35.00	0%	
2.4.4.2 - Other Costs	-	0%	
Sub Total	35.00	0%	

2.4.5 - Village Sign			
2.4.5.1 - Ongoing Maintenance	-	0%	
2.4.5.2 - Other Costs	-	0%	
Sub Total	-	0%	

2.4.6 - Notice Board			
2.4.6.1 - Ongoing Maintenance	125.00	0%	
2.4.6.2 - Other Costs	300.00	0%	
Sub Total	425.00	0%	

2.5 Other Payments			
2.5.1 - Grants given by HPC	-	0%	
2.5.2 - Section 137 payments	-	0%	
2.5.3 - Hartlip Community Hub Expenditure	-	0%	
2.5.4 - Health and Safety	-	0%	
2.5.5 - Insurance	1,250.00	112%	Inflationary Increase
2.5.6 - IT equipment	-	0%	
2.5.7 - Mileage	60.00	106%	
2.5.8 - Postage	-	0%	
2.5.9 - Printing	-	0%	
2.5.10 - Stationery	-	0%	
2.5.11 - Subscriptions	400.00	109%	KALC etc
2.5.12 - Telephone (Clerk)	-	0%	
2.5.13 - Training & Development	-	0%	
2.5.14 - VAT	-	0%	
2.5.15 - Village Hall Hire	360.52	128%	
2.5.16 - Website	240.00	0%	New for 24/25
2.5.17 - Contingency (includes Fly Tipping)	500.00	0%	
2.5.18 - Mobile Phone	72.00	0%	
2.5.19 - Installation of Defibrillator	750.00	0%	
2.5.20 - Replacement Defibrillator in the Village Hall	-	0%	
Subtotal	3,632.52	122%	

TOTAL RECEIPTS **25,587.32** **203%**
TOTAL PAYMENTS **25,569.47** **204%**

Precept Analysis

Forecast Year End (Opening Balance)	32,000.00		
2024/25 Expenditure	25,569.47		
2024/25 Income (ex precept)	5,587.32		
General Reserves requirement 1.25 x Expenditure	32,000.00		
Precept Calculation	20,000.00		

Precept Band D	54.64	366 Properties in the Parish (624 Electorate)
Annual brown bin cost of £55		