



YOU ARE SUMMONED TO ATTEND THE MEETING OF THE **FULL HARTLIP PARISH COUNCIL ON WEDNESDAY 8 MAY 2024 AT 19:00PM IN THE HARTLIP VILLAGE HALL MEETING ROOM**

Members of the Public and Press are welcome to attend

Signed: Mr C Henley Date of Issue: 1 May 2024
Clerk and Proper Officer
2 Alfriston Grove, West Malling, ME194SR

Members: Cllr T Daley (Chair), Cllr S Black, 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 clerk@hartlippc.gov.uk

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

- 170.FCA/05/24 **Election of Chair of Hartlip Parish Council**
Chair Tobias Daley, will receive nominations for the Chair of HPC for the Civic Year 2024 to 2025. If more than one nomination is received an election (vote) will be held immediately.

The new Chair to sign Declaration of Acceptance of Office and will take the position.
- 171.FCA/05/24 **Election of Deputy Chair of Hartlip Parish Council**
The chair will receive nominations for the Deputy Chair of HPC for the Civic Year 2024 to 2025. If more than one nomination is received, an election (vote) will be held immediately.
- 172.FCA/05/24 **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
- 173.FCA/05/24 **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.
- 174.FCA/05/24 **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 10 April 2024.
- 175.FCA/05/24 **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.

- 176.FCA/05/24 **Insurance**
To Approve the resolution that “The Council confirms that arrangements for insurance cover in respect of all insurable risks is in place for the Civic Year 2024 to 2025”
- 177.FCA/05/24 **Appointment of members to areas of specific responsibility for HPC**
The Chair will receive nominations for areas of responsibility for the Civic Year 2024 to 2025
- I. War Memorial
 - II. Recreation Ground
 - III. The Parkland
 - IV. Highways, Footpaths and Environment
 - V. The Pond
 - VI. Allotments
 - VII. Village Hall Committee HPC representative
- 178.FCA/05/24 **Appointment of members to working groups**
The Chair will receive nominations for membership to working groups.
- I. Recreation Ground Working Group
 - II. D-Day Working Group
 - III. Budget Working Group (proposed changed from Precept Working Group).
- 179.FCA/05/24 **Policies and Procedures**
To approve the resolution that “With the exception of Terms of Reference Scheme of Delegation, which will be approved and adopted at the June FC Meeting, this Council and its members have reviewed all Policies and Procedures documentation and are correct for the Civic Year 2024 to 2025”.
- 180.FCA/05/24 **Meeting Dates**
Members to consider approval of dates, time and place of Hartlip Parish Council.
- 181.FCA/05/24 **Bank Signatures**
Members to consider approval of bank signatories for the HPC account.
- 182.FCA/05/24 **HPC Clerk**
Members to consider the continuation of Clerk, RFO, Proper Officer measures continuing for the 2024 / 2025 Civic Year.
- 183.FCA/05/24 **Correspondence**
- I. Email from SBC confirming release of the first half of the precept
 - II. Email from resident about missing no dogs signage at the rec play area.
 - III. Email quote received from broker regarding HPC renewal.
 - IV. Email from Local Police regarding community surgery 1 May at the church.
- 184.FCA/05/24 **External Reports and Updates**
To receive any external reports from County and Borough and Police Liaison.
- 185.FCA/05/24 **Planning – <https://pa.midkent.gov.uk/>**
Relevant Legislation: Town and Planning Act 1990
To receive urgent updates on planning matters
- I. 24/501427/LDCEX 18 Hartlip Hill Certificate for installation of hardstanding
 - II. 24/501623/FULL 2 Roman Villas, Place Lane – Single story extension
 - III. 24/501387/FULL Little Place Fm, Yauger Lane. Sighting of Welfare building
 - IV. To receive any additional urgent updates.
- 186.FCA/05/24 **Hartlip Parish Council Reporting – Agree any actions**
- I. The War Memorial – to receive update
 - (a) Update from Chair if available.
 - II. Recreational Ground – to receive update

- (a) Update from Rec Working Group
- (b) Rec Ground Public Consultation Results, update if available.
- (c) Wicksteed Quoted program of works update.
- III. Parkland – to receive update
 - (a) Parkland fencing repairs and general maintenance. Members to consider approval of quoted works for maintenance and improvement.
 - (b) Parkland Spraying Update.
- IV. Highways Footpaths and Environment – to receive update
 - (d) Speeding/Traffic within Hartlip Public Consultation Results. Update if available.
- V. Village Pond – to receive update
 - (a) Maintenance Progress – Update if applicable.
- VI. Allotments – to receive update
 - (a) Allotment Payments, update from Cllr Davies.
 - (b) Vacant Plots and any other update.

187.FCA/05/24

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. Payments received: Detailed in papers
- III. Payments for approval: Detailed in papers for member approval

188.FCA/05/24

Clerk Updates – Agree any actions

- I. Audit and AGAR update
- II. Preparing results of the consultations.
- III. Any other urgent updates

189.FCA/05/24

D-Day Anniversary

Agree any actions

- I. Receive any update from the Chair.

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.

190.FCA/05/24

HPC Legal Matters

Chair to update. Agree any action.

191.FCA/05/24

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

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

192.FCA/05/24

Date of next meeting

Wednesday 12 June 2024

193.FCA/05/24

Close of Meeting

If you would like any further information on any item on the agenda, please contact the clerk clerk@hartlippc.gov.uk