

HARTLIP PARISH COUNCIL

MINUTES of the Meeting held at Hartlip Village Hall on Wednesday 12 April 2023 from 8pm until 9.35pm

Present:

Chairman: Cllr Graham Addicott OBE
Cllr Sharon Black
Cllr Peter Boundy
Cllr Melanie Rose
Cllr John Wright

Parish Clerk: Tracy Still

Also Present:

Borough Cllr Alan Horton
Borough Cllr Richard Palmer

23/48 Apologies for Absence

Absent with Apologies: Cllr Paul White (holiday)

Absent without Apology: Cllr John Davies

External Absence with Apologies: PCSO Kirsty Linge

External Absence without Apologies: County Cllr Mike Baldock

23/49 Declarations of Interest

The Chair remind Councillors of their duty to declare any interests.

23/50 Confirmation of the Minutes

The minutes of the monthly Parish Council Meeting of 8 March 2023 were proposed by Cllr John Wright and seconded by Cllr Graham Addicott.

All Councillors in attendance at the March meeting were in agreement that the minutes were a true and accurate record.

The Chair signed the minutes as required under the Local Government Act 1972 (sch. 12).

The minutes of the Annual Parish Council meeting of 11 May 2022 were proposed by Cllr John Wright and seconded by Cllr Graham Addicott.

All Councillors in attendance at the 2022 Annual Parish Council meeting were in agreement that the minutes were a true and accurate record.

The Chair signed the minutes as required under the Local Government Act 1972 (sch.12).

23/51 Matters arising from the Minutes

23/36 – 23/23 and 23/38

The Chair had written to the Kent Police Chief Inspector to:

- request assistance with speed checks in the Parish as HPC were unable to contact the PCSO due to the emails being blocked by the recipient's email provider;
- verify the validity of a two-page online document provided by a concerned resident which related to crime incidents that had reputedly taken place in Hartlip during November and December 2022.

A response is still awaited.

23/39

Fencing on HPC owned land at the Village Pond had been removed and bushes planted by the neighbouring home owner.

The fencing had been installed by HPC under Health and Safety instruction and was essential. Councillors had agreed at the March meeting that the fencing must be replaced a.s.a.p.

The Clerk was instructed to contact the home owner to offer him the opportunity to cut back the bushes with a response requested by 21 April 2023 to allow for installation of the new fencing. Alternatively HPC would organise the cutting back to enable the replacement fence to be installed.

Action: Clerk

23/42

After extensive discussions at the March Parish Council Meeting the Parish Council had agreed to recommend Street Meets as the appropriate form of celebration to mark the Coronation of His Majesty the King, meaning that every resident of the Parish can participate if they so wish and generally eliminating the need for road closures.

This followed discussions at every meeting since October 2022 and bore in mind that no Parish Councillor/s or other Parish organisation had come forward to organise a whole-parish event such as a Street Party or party on the Recreation Ground.

HPC had agreed to provide a statement to notify residents of the proposals discussed and the HPC agreed recommendations regarding this matter.

This statement had therefore correctly been published on the HPC Website, in the Forum and on 'Hartlip Today' Facebook Page as per the HPC decision at the March meeting.

Since then, HPC had learned of a planned street party to be organised by a group of residents of the Parish. HPC was informed that a road closure order had already been applied for by an organiser of this event.

HPC wished them success with the event.

23/52 Public Questions

No members of the public were in attendance.

23/53 Police and Neighbourhood Watch Matters

Police

PCSO Linge had tendered her apologies and confirmed there was nothing to report.

Neighbourhood Watch.

Nothing to report.

23/54 Report of Chair

The Chair reminded Councillors of the importance of replying to and commenting on consultations and proposals submitted to them.

This is a key function of a Parish Councillor.

The Chair would be attending the next Local Council Liaison's Forum being held on Wednesday 19 April 2023.

Hartlip Parish Council Election 2023

The Local Parish Council Elections 2023 take place on 4 May 2023 for the election of Parish Councillors for the next four year cycle.

All persons wishing to stand as Parish Councillors were expected to submit their nomination form to Swale Borough Council by Tuesday 4th April 2023 at 4pm as stated on the nomination form.

Hartlip Parish Council should comprise seven councillors.

For the forthcoming period of office, 2023 – 2027, existing Parish Councillors who put their names forward to stand for that period of office and who were duly elected for the Parish of Hartlip without contest were:

1. Sharon Black (first appointed February 2023)
2. John Davies (first appointed October 2015)

The following existing Parish Councillors did not put their names forward to stand for the period of office 2023 – 2027:

1. Graham Addicott OBE
2. Paul White
3. John Wright
4. Peter Boundy
5. Melanie Rose

The official announcement of the results of the uncontested election will be published in the Forum and on the HPC website.

As from the 9th May 2023 Hartlip Parish Council will be inquorate and will be unauthorised to meet, operate in any way or make any decisions whatsoever.

The matter is now in the hands of Swale Borough Council who will determine the way forward after the 4th May 2023.

23/55 HPC Amenities: Councillor Reports

- i. Recreation Ground
Nothing to report.

ii. The Parkland

A quotation of £2805.00 had been received to supply and fit 60 no. 6ft x 3in class 4 treated posts in between the existing posts on the road side of The Parkland and supply and erect 50 metres of new stock fencing on 6ft x 3in round posts with two strands of barbed wire to the back boundary. The work would also include the straightening and re-staking of the further 80 metres of stock fencing.

Councillors agreed to accept the quotation.

The Clerk was instructed to advise the contractor to commence work at his earliest convenience.

Action: Clerk

iii The Allotments

Nothing to report.

23/56 Other HPC Responsibilities: Councillor Reports

i. Hartlip Village Hall

Nothing to report.

ii. Highways

A number of potholes had appeared in Hollow Lane, Lower Hartlip Road and Old House Lane.

Cllr Black would report the potholes to KCC Highways.

iii. Footpaths

Nothing to report.

23/57 Resignation of Clerk and appointment of successor

The Clerk had submitted her resignation and would be leaving the position on 24 April 2023. A successor is being sought.

The Chair thanked the Clerk for her work for HPC.

23/58 Policies

i Adoption of Model Standing Orders:

Councillors agreed and adopted the policy.

ii Complaints Procedure Policy:

Councillors agreed and adopted the policy.

iii Policy relating to dealings by staff with members of the public:

Councillors agreed and adopted the policy.

iv Councillor Co-option Policy:

Councillors agreed and adopted the policy.

- v Trees in the Conservation Area Policy:
Councillors agreed and adopted the policy.

23/59 County and Borough Councillor's Reports

Borough Cllr Horton continued to monitor and report potholes in the parish.
Cllr Horton had compiled an impact statement regarding the KCC road management on the A249 from the last Western Area Committee meeting.
Cllr Palmer had attended a meeting with Vanessa Foster, Kent Police Deputy Police Inspector and a KCC Cabinet Member to discuss driver's disregard of speed limit signs on rural roads and the intention to deploy Police Officers to undertake regular speed checks.

23/60 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 for March were presented to the Parish Council.

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

March BACS payments were presented for signing.

Savills	Rent for Allotments in advance 06.04.23-10.10.23	£ 65.00
T Still	Clerk Salary March 2023	£ 229.14
T Still	Clerk Expenses March 2023	<u>£ 18.85</u>
		<u>£ 312.99</u>

The Independent Internal Audit had taken place on 12 April 2023 with a positive outcome.

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

The internal auditor had been consulted and HPC had received confirmation that it was permitted to approve the Annual Governance and Accountability Return 2022/23 at the April Parish Council meeting.

i. The Annual Governance Statement 2022/23 was presented to the Parish Council, approved and signed by the Chair.

ii. The Accounting Statements 2022/23 were presented to the Parish Council, approved and signed by the Chair.

iii. The Certificate of Exemption was presented to the Parish Council and approved.

The Chair provided Councillors with a list of known financial commitments for 2023 and onwards.

Councillors were reminded that when a Parish Council is inquorate no subsequent financial decisions could be made until the Parish Council was again quorate.

The RFO would retain the authority to make financial decisions regarding necessary and normal expenditure, such as wages and insurance.

Any financial decisions agreed prior to the Parish Council becoming inquorate could be carried out.

Councillors agreed to renew the HPC subscription for membership to the Kent Association of Local Councils and NALC for the year ending 31st March 2024, at a cost of £382.56.

The Clerk was instructed to process payment.

Action: Clerk

23/61 Planning Matters

Applications received since the March Meeting.

Application Ref: 23/501258/FULL

Erection of a single storey car barn outbuilding with the enlargement and creation of new driveway along with new access at Eastfields, Old House Lane, Hartlip (Resubmission of 22/505931/FULL).

No additional comments submitted.

Application Ref: 23/501285/FULL

Change of use of the land for the keeping of horses and erection of stable block with associated parking and alteration to access on land adjoining Copper Beeches, The Street, Hartlip.

Under consideration.

Application Ref: 23/501429/FULL

Change of use of agricultural land to residential garden and erection of a detached garage at Knights Place (Formerly Block 2) Paradise Farm, Lower Hartlip Road, Hartlip (Revised scheme to 22/503843/FULL).

No objection

i. Review of Conservation Area.

Nothing to report.

23/62 Correspondence

Nothing to report.

23/63 Information Items

A report had been received of wooden blocks protruding from the boundary of a property into the road in Munns Lane which could be a Health and Safety issue.

War Memorial: Mr Toby Daley had emailed the Chair on 05.03.23 to inform that he had submitted a Grant Pre-Application to explore possibilities for funding.

He had explained that, if it transpires that an application were feasible under the rules, the grant would be being sought for initial advice, assessment and cost followed by repair and maintenance

Fly tipping in Warren Lane had been reported.

HPC would be participating in the Keep Britain Tidy campaign 'The Great British Spring Clean 2023' on 29 April 2023. This is being organised by Cllr John Davies on behalf of HPC.

Volunteers will be using the car park of the Rose and Crown pub.

Cllr Wright confirmed that rubbish bags could be left at the entrance of his driveway for collection by the contractor.

The Chairman advised HPC that upon his standing down, a replacement Parish Council representative would need to be appointed onto the Wienerberger Brickearth Extraction consultation group.

The Chairman thanked Councillors Horton and Palmer for their help and support over the last four years and wished them every success in the forthcoming elections.

The Borough Councillors thanked the Chairman for his continuous hard work over the past 31 years as a HPC Councillor and 18 years as HPC Chairman.

The meeting closed at 9.35pm.

Date of next meeting: to be advised

Signed

Date