



YOU ARE SUMMONED TO ATTEND THE MEETING OF THE **FULL HARTLIP PARISH COUNCIL ON WEDNESDAY 14 FEBRUARY 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: 8 Feb 2024
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

- 116.FCA/02/24 **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
- 117.FCA/02/24 **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.
- 118.FCA/02/24 **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 January 2024.
- 119.FCA/02/24 **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.
- 120.FCA/02/24 **External Reports and Updates**
To receive any external reports from County and Borough and Police Liaison.

- 121.FCA/02/24 **Correspondence**
- I. Email from PC Jez Chittim stating following the surgery held on 27 January 2024 at the Rose and Crown.
 - II. Email from resident – requesting an available allotment.
 - 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
- 122.FCA/02/24 **Planning – <https://pa.midkent.gov.uk/>**
Relevant Legislation: Town and Planning Act 1990
 To receive urgent updates on planning matters
- I. 23/505659/FULL Maybank Mill Lane, Erection of brick gate posts.
 - II. 24/500142/TPOA 26 Dane Close, Tree Preservation Order, Application to Fell.
 - III. 23/505840/FULL Digswell Lower Hartlip Road Demolition of 2 Commercial Properties, Erection of 4 new properties
- 123.FCA/02/24 **Hartlip Parish Council Reporting – Agree any actions**
- I. The War Memorial – to receive update
 - (a) Update from Chair
 - II. Recreational Ground – to receive update
 - (a) Update from Rec Working Group
 - (b) Members to consider adding equipment to the facility for other age groups to the upgrade project. Images in Documents.
 - (c) Public Consultation Update
 - (d) Members to consider carrying out the extra maintenance to cut back the bramble on the north boarder that has already been quoted for by HPC contractor.
 - (e) KCC Combined Member Grant Application
 - III. Parkland – to receive update
 - (a) Parkland access improvements – Update if applicable
 - (b) Parkland fencing repairs and general maintenance. Update on repair specification following site visit from Chair
 - (c) Parkland trees – Update if applicable.
 - IV. Highways Footpaths and Environment – to receive update
 - (a) Highways Improvement Plan (HIP). Update if applicable.
 - (b) Members to consider carrying out the extra maintenance to cut back the bramble adjacent to the Dane Close entrance splay, this is already quoted for by HPC contractor.
 - (c) AED / Defibrillator location. Members to consider location of future installation, update from Chair.
 - V. Village Pond – to receive update
 - (a) Maintenance Progress – Update if applicable.
 - VI. Village Hall – to receive update.
 - (a) Update if available.
 - VII. Allotments – to receive update
 - (a) Allotment Tenancy Agreements, update from Cllr Davies. Agree any action.
 - (b) Resident requesting to new plot. Cllr Davies to update.
 - (c) Vacant Plots update
 - VIII. Local Council Bodies to receive update
 - (a) Nothing to note
 - IX. KALC – to receive update
 - (a) Nothing to note.
- 124.FCA/02/24 **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. Cheques for approval: There are none
 - IV. Payments for approval: Detailed in papers for member approval
- 125.FCA/02/24 **D-Day Anniversary**
 Agree any actions
- I. Booking made and approved with HVHMC
 - II. D-Day Anniversary working group update.

- 126.FCA/02/24 **Hartlip Litter Pick**
Members to consider the arrangements for the annual event.
- 127.FCA/02/24 **Annual Parish Meeting and Annual Meeting of Hartlip Parish Council**
Members to agree a dates, agree any action.
- 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 items to take place. The public will be welcome to re-join following the conclusion of the items.
- 128.FCA/02/24 **HPC Legal Matters**
Chair to update. Agree any action.
- 129.FCA/02/24 **Data Protection Policy**
Members to consider the adoption of a Data Protection Policy following the receipt of ICO registration certificate.
- 130.FCA/02/24 **Policy Review**
Members to consider any actions and confirmations following the February review for all HPC policies.
- 131.FCA/02/24 **Clerk Updates – Agree any actions**
I. Website / Email update.
- 132.FCA/02/24 **Oak Tree Planting**
To receive report from Cllr Rose, deferred from January. Agree any action.
- 133.FCA/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.
- 134.FCA/02/24 **Date of next meeting**
Wednesday 13 March 2023
- 135.FCA/02/24 **Close of Meeting**
- If you would like any further information on any item on the agenda, please contact the clerk
clerk@hartlipcc.gov.uk