



**MINUTES OF HARTLIP FULL PARISH COUNCIL HELD ON  
WEDNESDAY 12 JULY 2023 AT 20:00PM IN HARTLIP VILLAGE  
HALL, BACK ROOM**

**Present:** Cllr T Daley (Chair), Cllr S Black (V Chair), Cllr M Rose, Cllr J Davies,  
Cllr J N Davies, Cllr D Harper, Cllr G Maleed

**Officer:** None

**External Attendees:** None

**Apologies:** None

**External Apologies:** Cllr R Palmer, Cllr C Palmer, Cllr M Baldock

- 1-FCM/07/23 Appointment of RFO and Proper Officer / Clerk**  
The Chair proposed an amendment to the agenda to move this item to after the reviewing of the minutes.  
Approved unanimously
- 2-FCM/07/23 To receive apologies for absence**  
None
- 3-FCM/07/23 To receive declarations of interests and lobbying**  
None
- 4-FCM/07/23 Minutes**  
To receive as correct and approve for signature the minutes of the Full Council Meeting held on 12 June 2023.  
Proposed by Cllr Daley Seconded by Cllr Black  
Approved
- Moved from earlier in the meeting**  
**1-FCM/07/23 Appointment of RFO and Proper officer / Clerk**  
Chair introduced Mr C Henley who the previous Chair had been in discussion with. Mr Henley has been proposed to the council as an interim clerk for the next six months possibly with a view to staying permanently. Mr Henley is taking minutes of the meeting for HPC.  
Discussion to take place in confidential session at the end of the meeting.
- 5-FCM/07/23 Matters arising from minutes not dealt with on the agenda**  
None
- 6-FCM/07/23 Public participation**  
There was one member the public present.  
Cllr J Moody from Stockbury PC attended to investigate a good working relationship with the new Hartlip Parish Council. A number of highways issues were raised between the roads around the two parishes. The Chair and all members welcomed Cllr Moody and agreed external meetings to formulate a working relationship are to be formed.  
Cllr Moody also requested assistance with the driving schedule and promotion of the Stockbury Community Bus.  
Cllr Black and Cllr Moody are to liaise to plan a promotional letter drop.
- 7-FCM/07/23 Police and neighborhood watch matters**  
None

*Handwritten signature and date: 11/10/2023*



- 8-FCM/07/23 Elect members to serve as HPC representatives in local bodies**  
Chair to investigate the parameters and requirements of each to deliver at the September full council meeting.
- 9-FCM/07/23 Elect members to parish amenities**
- I. Recreation ground – Cllr Debbie Harper proposed  
Resolved
  - II. The Parkland – Cllr Melanie Rose proposed  
Resolved
  - III. Allotments – Cllr John Newman Davies  
Resolved
- 10-FCM/07/23 Elect members to parish responsibilities**
- I. Hartlip Village Hall – Cllr Melanie Rose proposed  
Resolved
  - II. Highways Footpaths and Environment – Cllr Sharon Black proposed  
Resolved
  - III. The War Memorial – Cllr Tobias Daley proposed  
Resolved
  - IV. The Village Pond – Cllr Gaye Maleed proposed  
Resolved
  - V. Planning coordination and submissions – Cllr Gaye Maleed proposed  
Resolved
  - VI. Parish Website – Clerk  
Resolved
- 11-FCM/07/23 Hartlip Parish Council Reporting**
- I. Local Council Bodies  
The Chair suggested closer connections with all local organisations to improve communication for all future events and issue resolution.  
Noted.
  - II. Recreation ground  
Members highlighted issues surrounding play equipment and the statutory inspections. It was suggested that the frequency of inspections be looked into and reported back at the September meeting for implementation. Chair and clerk to work on this.  
There has been some local comments regarding the setting up of a car boot sale at the rec. This is not true and the site would be unsuitable in any case.  
Noted
  - III. Parkland  
It was noted that the horse grazing tenants had moved the electrical tape fencing increasing the size of the fenced area restricting use for the general public. A meeting is to be planned with the tenants and Cllrs Rose and Daley. Included in this review is to ascertain the financial rent level and if it is appropriate for the facility, Cllr Rose to report back at the September meeting.  
Noted
  - IV. Allotments  
A number of issues were raised concerning the maintenance of the allotments. Council to prepare a schedule of works and ascertain the necessary permissions to undertake the work. Cllr J N Davies to report back at the September meeting  
Noted
  - V. Hartlip Village Hall  
It was noted that the previous HPC Chair was still listed on HVH website as Ex Officio member of the committee. Cllr Rose to ascertain whether the new Chair Cllr Daley is to be welcomed to the same status by the committee.
  - VI. Highways, footpaths and environment  
No Updates
  - VII. The War Memorial  
No updates
- 12-FCM/07/23 Borough and County Reports**  
None were provided

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11/10/2023



**13-FCM/07/23 Clerk and Finance Report**

Nothing to report

**14-FCM/07/23 Planning matters**

Nothing to report

**15-FCM/07/23 Correspondence**

Nothing to report

**16-FCM/07/23 Information Items**

- I. Residents Survey – Cllr Black planning to engage with Stockbury PC with a joint leaflet drop. Community engagement improvements and options to achieve to be reviewed and reported on in the September meeting.
- II. CCTV – Proposed to be deferred to a future meeting following a GDPR and privacy review  
Noted

**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.

**17-FCM/07/23 Staffing Matters**

The Chair detailed the meeting with Cllr Maleed and Mr Henley including the urgent clerk duties that needed to be covered at HPC. Mr Henley talked about how he could help with the governance and legislative issues and the experience he had. Cllr Daley proposed that they offer the position of interim Clerk/Clerk/Proper Officer/RFO to Mr Henley with no fixed end date, terms to be detailed in a service contract between the two parties.  
Resolved unanimously

**18-FCM/07/23 Meeting closed 9.00 pm**