



**MINUTES OF HARTLIP FULL PARISH COUNCIL HELD ON  
WEDNESDAY 11 OCTOBER 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:** C Henley - Clerk

**External Attendees:**

**Apologies:**

**External Apologies:** Cllr R Palmer (SBC), Cllr C Palmer SBC, Cllr M Baldock (KCC)

**Minutes**

- 40.FCM/10/23 **To receive apologies for absence**  
There were none
- 41.FCM/10/23 **To receive declarations of interests and lobbying**  
There were none
- 42.FCM/10/23 **Minutes**  
To receive as correct and approve for signature the minutes of the Full Council Meeting held on 12 July and 13 September 2023. Members resolved to approve the minutes. The Chair signed the documents  
Resolved
- 43.FCM/10/23 **Public Participation**  
There were two members of the public present.  
Reverend Julian Staniforth, Rector for The Six and one other resident were welcomed to the meeting by the chair. Rev Staniforth talked about the village, its residents and the need to create close links with community leaders and the Parish Council. The resident present mentioned past work with Rev Julian Staniforth and his team and commended the support it provides to the parishioners.
- 44.FCM/10/23 **External Reports and Updates**  
There were none
- 45.FCM/10/23 **Correspondence**  
I. Email from KCC regarding HIP (Highways Improvement Plan) confirming meeting 19 October.  
Noted.  
II. Email from new allotment applicant Cllr JN Davies to contact the applicant to arrange a site visit.  
Noted
- 46.FCM/10/23 **Planning – <https://pa.midkent.gov.uk/>**  
To receive urgent updates on planning matters  
I. 23/504237/TCA The Coach House, The Street Conservation Area Notification  
II. 23/504454/TCA 26 Dane Close, Conservation Area Notification to fell one tree  
Following discussion, members resolved to submit 'no objection' to both of these connected planning applications.

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**Hartlip Parish Council Reporting**

- I. The War Memorial – to receive update
  - (a) Maintenance and repairs  
The Chair reported that HPC is moving forward obtaining quotes for the work in order to have the financial value of grant support assessed. Update in New year 2024  
£1,500 in donations collected at the Kings Coronation Event in May to be paid into HPC Accounts and earmarked for War Memorial maintenance fund.
- II. Recreational Ground – to receive update
  - (a) Insurance assessment – Chair has confirmed there are no special conditions attached regarding the play area other than to adhere to legislation and principal authority regulations.
  - (b) Update from Recreation area Working Group in item 51
- III. Parkland – to receive update  
Cllr Black notes the horses appeared to have the run of the whole Parkland, Cllr Rose stated that is has always been like that.
  - (a) Parkland access improvements  
Following the fly tipping at Parklands entrance, the area has been cleared by contractor.  
Access to the parkland was not discussed, defer to Nov meeting  
Discussion took place concerning debris being stored behind the Parkland shed.  
The footpath was mentioned to be overgrown but unclear whose responsibility it was.  
Cllr Rose to report back at November meeting or sooner, on these matters
  - (b) Parkland fencing repairs and general maintenance.  
Cllr Rose reported that the contractor that has been previously instructed to carry out fencing repairs needed to requote for the work. Cllr Rose to report back and give the contact details for this contractor to the clerk for administration.
  - (c) Update on date contractor was instructed deferred to Nov
  - (d) Chair and Cllr Rose to look at the trees in the Parkland following a comment by a member of public in the public participation. Deferred to Nov
- IV. Highways Footpaths and Environment – to receive update  
Cllr Black mentioned the village bins and their locations Cllr Black to report back on suitability of any new locations.
  - (a) Update on overgrown road borders Dane Close, KCC attended site and trimmed the bramble but did not remove it as had been requested. HPC to report to KCC
  - (b) Defibrillators Plan  
Order new pads for VH Defib Cllr Black to check type and order  
VH Defib will be out of date in 25/26 period and needs budgeting for a replacement.  
Discussion took place as to the location of the replacement unit as currently is installed inside and unavailable for use when VH is locked. An outside location to be found.  
Suggestion was made to budget half of the replacement cost this period and half the next.
  - (c) Parking at the end of Lower Hartlip Rd / A2 at school pick up times. Chair to write to the Gads Hill School to communicate with parents.
  - (d) Hartlip School Communications. HPC have made contact with the Head and look forward to a close working relationship.
- V. Village Pond – to receive update
  - (a) HPC to approach KCC Highways to discuss the maintenance of the Pond. The pond is officially a highways surface water run off bund.  
Members carried out a successful working party in September to address overgrown Images on the Website.
  - (b) Boundary Dispute – The matter has been closed
  - (c) Pond Bench  
The siting of the bench was discussed and alternative sites considered. Cllrs to assess the fixtures of the current site and come back with any alternatives in the new year for relocation potentially.
- VI. Village Hall – to receive update
  - (a) Cllr Daley Ex-officio status of the Village Hall Committee deferred to November.
  - (b) Village Hall Key availability to open up and close after meetings. Cllr Rose stated that she could be a key holder. The previous clerk had a key to the hall for this reason and need to locate.  
Deferred to Nov
  - (c) An external defibrillator location for the VH was discussed. Cllr Rose to update  
Cllr Rose to obtain an answer to the question.

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- Noted
- VII. Allotments – to receive update
- (a) Tenancy Agreements – The clerk presented the new rolling contract agreement with renewal schedule. Members resolved to adopt the new agreement. Proposed Cllr Daley, Seconded Cllr JN Davies – unanimous.  
Cllr JN Davies to prepare the Allotment Contracts for sending out.  
Resolved
- (b) Vacant Plots  
New applicant to be contacted by Cllr JN Davies regarding a site visit.
- (c) Consider viability of land purchase  
Deferred to November  
Noted
- VIII. Local Council Bodies to receive update  
Nothing to note
- IX. KALC – to receive update
- (a) KALC Finance Conference attended by clerk. Proposed Cllr Maleed, Seconded Cllr JN Davies.  
Resolved

48.FCM/10/23

**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.  
No updates possible at this meeting other than that three councillors were now added to the HPC Bank as signatories. Noted
- II. Cheques / Payments received: There are none
- III. Cheques for approval: There are none
- IV. Payments for approval: Detailed in papers for member approval  
Cllrs Daley and Maleed checked invoices against the payment schedule sheet and signed for correctness.  
Noted

Payee	Date	Method	Reference	Reason	Amount
Savils	11/10/23		859330	Allotments access rights	£ .50
Savils	11/10/23		859329	Allotment rent to agent	£ 65.00
Swale	09/10/23		7220271045	Election costs	£ 109.60
KALC / C Henley	02/10/23		7897238789	Finance Conference	£ 70.00 Net
Staff costs	09/10/23			Oct Service Payment + office and milage x2 Plus KALC Conference hours VAT to be reclaimed	£ 421.50 Net
Website Hugo Fox		Direct Debit set up	Not invoiced yet	Payment to web supplier	£19.99 per month net

49.FCM/10/23

**HPC Policies to replace the current policies, proposed under a special motion**

Agree any actions

- I. Terms of Reference Scheme of Delegation

Policy adopted on 11 October.

Proposed by Cllr Daley seconded Cllr JN Davies, unanimous. Resolved

50.FCM/10/23

**Budget 2024 / 2025**

Budget Working Group – The working group have met and made preliminary plans for the 24/25 period. Consideration was given to the essential management and maintenance of the parish along with a range of improvements needed. The WG will continue to collate costs and quotes for the items within the budget and forecast. Update in November  
Noted

51.FCM/10/23

**Recreation Ground Working Group**

The working group have met and created a plan of action for the recreation ground including the play area. Costs are currently being gathered together for maintenance and improvements. Members resolved to purchase main and play area signage up to £50 for the two, a SIM only deal for an emergency contact phone (number to be on the signage) up to £6

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per month and a combination and chain to secure the Rec main gate up to £30. Proposed Cllr Black, Seconded Cllr Harper – unanimous

- 52.FCM/10/23 **Clerk Updates – Agree any actions**  
I. Web supplier update.  
New level of web service has commenced with payment DD to be set up, approved in payments  
Resolved  
II. Email addresses  
Consider .gov options with legislative changes planned for 2024. Changes to be budgeted for.  
Clerk has update costs for this change for the budget working group and 24/25 budget planning. Noted  
III. Laptop replacement to be budgeted for in 24/25  
No update.
- 53.FCM/10/23 **Asset Register**  
Cllrs Harper and Black to complete the physical audit in October to have minuted in November.  
Noted.
- 54.FCM/10/23 **D-Day Anniversary**  
Agree any action  
To discuss HPC involvement / Beacon lighting  
Deferred to November meeting
- 55.FCM/10/23 **Stockbury Community Bus, SPC Relations and letter drop**  
The leaflets have been prepared and distributed to the members for delivery
- 56.FCM/10/23 **Highways Improvement Plan**  
Agree any action  
I. The HIP Review meeting has been set 19 October. Update in November.  
II. Cllrs Daley and Black to carry out a review of road damage to report separately to KCC
- 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.
- 57.FCM/10/23 **Banking and legal matters**  
Agree any action  
I. Members were updated that bank online banking applications were in progress  
II. Bank authorisation and signatories now complete. Additional members will be added in due course.  
Noted
- 58.FCM/10/23 **Staffing Matters**  
Cllr JN Davies to carry out the sending out allotments contracts to assist.
- 59.FCM/10/23 **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. Wienerberger Brickearth Extraction Consultancy.  
II. Conservation Area Extension.  
Noted
- 60.FCM/10/23 **Date of next meeting**  
Wednesday 8 November 2023  
Approved
- 61.FCM/10/23 **Close of Meeting**  
21:15 hrs

*Handwritten signature and date:*  
8/11/23

# Parish Council monthly update

Prepared on  
Wednesday 8<sup>th</sup>  
November 2023

## Hartlip

Information provided by: PC 13369 Jez Chittim

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### Crimes of note:

- Drunk driver – A member of public had seen a male drive a vehicle all over the country road at 15 mph. He then pulled over and an ambulance was called, and they confirmed that he was drunk, and his keys taken off him. Patrols attended and arrested him for being unfit to drive through drink or drugs.
- Attempt burglary – A resident on Spade Lane noticed that two side gates had been left open and there were some footprints along the path. There was nothing missing or damaged, but this has clearly concerned them about any suspicious people in the area or trespassing. It is important that residents report any suspicious activity and I will monitor any further reports or suspicious incidents that may come to light.

### Anti-social behaviour and other incidents of note:

- None reported in the last month.



**Kent  
Police**

For more information about policing in your area,  
visit [www.kent.police.uk](http://www.kent.police.uk)

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# Parish Council monthly update

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## Any other business

- I will be hosting a police surgery in the Village Hall car park on Saturday 18<sup>th</sup> November 2023 between 12:30 hours and 13:30 hours. Please feel free to advertise this. I had three people turn up at my previous surgery and I gained some good information from them. I am keen for more people to come and find me.
- I have recently been trained to use the speed gun and so will endeavour to carry out some speed checks in Hartlip.



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