

**MINUTES OF HARTLIP FULL PARISH COUNCIL HELD ON  
WEDNESDAY 10 APRIL 2024 AT 19:00PM IN HARTLIP VILLAGE  
HALL, MEETING ROOM**

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

Officer: Mr C Henley (Clerk)

External Attendees: Cllr R Palmer, Cllr C Palmer

Apologies: Cllr J Davies

External Apologies: Cllr M Baldock

## Minutes

- 153.FCM/04/24 **To receive apologies for absence**  
Cllr J Davies – Apologies accepted
- 154.FCM/04/24 **To receive declarations of interests and lobbying**  
There were none
- 155.FCM/04/24 **Minutes**  
To receive as correct and approve for signature the minutes of the Full Council Meeting held on 13 March 2024. Members **RESOLVED** to approve the minutes. The Chair signed the document.
- 156.FCM/04/24 **Public Participation**  
There were no members of public present.
- 157.FCM/04/24 **Correspondence**  
I. Multiple Emails from residents concerning the rec public consultation. **Noted**  
II. Multiple Emails from residents concerning the speeding rec public consultation. **Noted**
- 158.FCM/04/24 **External Reports and Updates**  
SBC – Members delivered their updates at the Annual Parish Meeting held prior to this full council meeting.  
Police – PC Clemens delivered the report at the Annual Parish Meeting held prior to this full council meeting.  
**Noted**
- 159.FCM/04/24 **Planning – <https://pa.midkent.gov.uk/>**  
To receive urgent updates on planning matters  
I. 24/501226/TCA Copper Beeches – Tree Work - **Objection**  
II. 24/501170/LAWPRO 2 Roman Villas, Place Lane – Lawful devmt Cert - **No comment**  
III. 24/501109/SUB Eastfields, Old House Lane – Conditions 3/4 - **No comment**  
IV. 24/501094/FULL Holly Acres, Meresborough Lane – Siting of Mobile home - **Objection**  
V. 24/500695/FULL Rose Cottage, The Street – Demolition and Garage – **No comment**  
VI. To receive any additional urgent updates. There were no further updates
- 160.FCM/04/24 **Hartlip Parish Council Reporting – Agree any actions**  
I. The War Memorial – to receive update  
(a) Update from Chair – No update, awaiting further quotes for maintenance work  
II. Recreational Ground – to receive update  
(a) Update from Rec Working Group

- Signage has been produced and ready for collection and installation in April.
- (b) Rec Public Consultation results are being prepared by Cllr Harper for publishing.
  - (c) Wicksteed Program of works. Members **RESOLVED** to approve the Wicksteed quoted works, with the added consideration to the 2023 quote rising incrementally up to a level of £3,200. Members to prepare a Med/Long term plan improvements and additions to the Recreation Ground. Update in May.
- III. Parkland – to receive update
    - (a) Parkland fencing repairs and general maintenance. Cllr Rose has prepared an improvement specification for the two paddocks. HPC is now endeavouring to obtain three quotes for the work. Update in May for progression.
    - (b) Parkland Spraying – Members **RESOLVED** to accept one of the quotes presented to HPC. Clerk to arrange the commencement of the work.
    - (c) Electric fence installation – Members **RESOLVED** to approve the request from Parkland tenant for the installation of a temporary electric fence to restrict horse movement within the Parkland following the Parkland spraying in order for it to not hinder the process. The approval is on the condition that all electric fences have clear signage with warnings and that the walkway is marked.
  - IV. Highways Footpaths and Environment – to receive update
    - (a) AED Installation – Members **RESOLVED** to approve the presented costs associated with the installation of the Defibrillator unit at the Tuck Inn.  
**Note: The installation has very kindly been installed by local firm AF Electrical Contractors Ltd Free of charge. Gratitude to the owners from the Parish Council.**
    - (b) Speeding / Traffic Public Consultation – Cllr Maleed is preparing the results of the consultation for presentation at the May meeting.
  - V. Village Pond – to receive update
    - (a) Maintenance Progress – No update from KCC
  - VI. Allotments – to receive update from Cllr N Davies
    - (a) Allotment Payments – Three tenant still outstanding.
    - (b) Vacant Plots update – Following a new plot request which will be arranged in April, one vacant plot is still available.

161.FCM/04/24

#### **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. Cllr Harper & Cllr Maleed Checked and signed all papers.
- II. Payments received: Detailed in papers
- III. Payments for approval: Detailed in papers for member approval

**Cllr Daley proposed an amendment to the agenda to move Clerk updates Item No 166 before the AGAR Section Item No 162.**

**Resolved – Unanimous**

162.FCM/04/24

#### **Annual Governance and Accounting Return**

Agree any actions

- I. Annual Internal Audit Report – Members to receive and note the report. Members received the report - **Noted**
- II. Annual Governance Statement (Section 1) – Members to consider approval. Members agreed to each point of this document and **RESOLVED** its approval.
- III. Accounting Statements (Section 2) – Members to consider approval. Members agreed to all financial information on this document and **RESOLVED** its approval.
- IV. Certificate of Exemption – Members to consider approval. Members agreed to the information on this document and **RESOLVED** its approval.
- V. Signing of the AGAR relevant sections by Chair and Clerk/RFO. The Chair Clerk and RFO signed all parts of the AGAR where appropriate.
- VI. RFO to set commencement date for exercise of public rights 3 June 2024. Members **RESOLVED** to accept the date set by the RFO

163.FCM/04/24

#### **D-Day Anniversary**

Agree any actions

- I. Working Group meeting is due to meet on 15 April 2024.
- II. D-Day Anniversary working group update. Nothing to note

164.FCM/04/24 **Hartlip Litter Pick**  
Members to receive any update for the annual event. Nothing to note

**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.

There were no members of the public present.

165.FCM/04/24 **HPC Legal Matters**  
Chair to update. Nothing to note, update in May

166.FCM/04/24 **Clerk Updates** – Agree any actions

**It was resolved that this item be heard in between items 161 and 162**

- I. Audit. Following the audit held on 8 April 2024, recommendations by auditor to change the accounting of certain items on the asset register and that the revised register be used to present figures for the AGAR. Members **RESOLVED** to approve the revised asset register and the amendment to the accounting method.
- II. Preparing results of the consultations. These will be ready in May

167.FCM/04/24 **Items to be considered for inclusion on the next Full Council agenda**  
No additions.

168.FCM/04/24 **Date of next meeting**  
Wednesday 8 May 2024 which is the annual meeting of Hartlip Parish Council

169.FCM/04/24 **Close of Meeting**  
20:23

## Certificate of Exemption – AGAR 2023/24 Form 2

To be completed by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2024, and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, **provided** that the authority has certified itself as exempt at a meeting of the authority after 31 March 2024 and a completed Certificate of Exemption is submitted no later than 30 June 2024 notifying the external auditor.

Hartlip Parish Council

certifies that during the financial year 2023/24, the higher of the authority's total gross income for the year or total gross annual expenditure, for the year did not exceed **£25,000**

Total annual gross income for the authority 2023/24: 15290

Total annual gross expenditure for the authority 2023/24: 13276

There are certain circumstances in which an authority will be unable to certify itself as exempt, so that a limited assurance review will still be required. If an authority is unable to confirm the statements below then it cannot certify itself as exempt and it must submit the completed Annual Governance and Accountability Return Form 3 to the external auditor to undertake a limited assurance review for which a fee of £210 +VAT will be payable.

By signing this Certificate of Exemption you are confirming that:

- The authority was in existence on 1st April 2020
- In relation to the preceding financial year (2022/23), the external auditor has not:
  - issued a public interest report in respect of the authority or any entity connected with it
  - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
  - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
  - commenced judicial review proceedings under section 31(1) of the Act
  - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

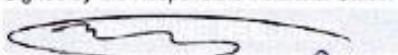
If the above statements apply and the authority neither received gross income, nor incurred gross expenditure, exceeding £25,000, then the Certificate of Exemption can be signed and a copy submitted to the external auditor either by email or by post (not both).

The Annual Internal Audit Report, Annual Governance Statement, Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on the authority website/webpage\* before 1 July 2024.

Signing this certificate confirms the authority will comply with the publication requirements.

Signed by the Responsible Financial Officer

Date



10/04/2024

I confirm that this Certificate of Exemption was approved by this authority on this date:

10/04/2024

Signed by Chair

Date



10/04/2024

as recorded in minute reference:

162.FC m/04/24.1v

Generic email address of Authority  
clerk@hartlippc.gov.uk

Telephone number  
07775522070

\*Published web address

www.hartlippc.gov.uk

**ONLY this Certificate of Exemption should be returned EITHER by email OR by post (not both) as soon as possible after certification to your external auditor, but no later than 30 June 2024. Reminder letters for late submission will incur a charge of £40 + VAT.**

## Annual Internal Audit Report 2023/24

Hartlip Parish Council

www.hartlipcc.gov.uk

During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓ NONE
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")	✓		
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

08/04/2024

Name of person who carried out the internal audit

LIONEL ROBBINS

Signature of person who carried out the internal audit



Date

08/04/2024

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

## Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

Hartlip Parish Council

INTERIM STATEMENT BY AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed		Yes	No	Yes means that this authority
	Yes	No			
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>			prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>			made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	<input checked="" type="checkbox"/>	<input type="checkbox"/>			has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>			during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>			considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<input checked="" type="checkbox"/>	<input type="checkbox"/>			arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>			responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>			disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable, in our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	has met all of its responsibilities where as a body corporate it is a sole managing trustee of a local trust or trusts.

\*For any statement to which the response is 'no', an explanation must be published

This Annual Governance Statement was approved at a meeting of the authority on:

10/04/2024

and recorded as minute reference:

162.FC m/04/24.11

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

### Information required by the Transparency Code (not part of the Annual Governance Statement)

The authority website/webpage is up to date and the information required by the Transparency Code has been published.

Yes  No

www.hartlipcc.gov.uk

Website address

## Section 2 – Accounting Statements 2023/24 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	33977	29380	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	8000	8000	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	5404	7290	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	2771	1057	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	14294	12219	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	29381	32451	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	29381	32451	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	39409	40560	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.  
Signed by Responsible Financial Officer before being presented to the authority for approval



Date

10/04/2024

I confirm that these Accounting Statements were approved by this authority on this date:

10/04/2024

as recorded in minute reference:

162.FCM/04/24.111

Signed by Chair of the meeting where the Accounting Statements were approved



## Explanation of significant variances in the accounting statements – AGAR Section 2

Parish Council name: \_\_\_\_\_ Hartlip Parish Council \_\_\_\_\_

**Please explain any variances of more than 15% between the totals for individual boxes in Section 2.** We do not require explanations for variances of less than £200; however, in some cases there may be 'compensating' variances which leave the overall total for a box relatively unchanged – e.g. where there was a major one-off project in one year (e.g. contribution to village hall extension of £30,000), but a totally different expense of a similar size in the next (e.g. purchase of playground equipment of £28,000). In such cases, it would be helpful to provide an explanation of movements within each box. We also ask you to explain any change where there is a movement to or from zero. Please either use the proforma below, or complete a separate schedule if more space is required.

Section 2	2022/23 £	2023/24 £	Variance (+/-) £	Detailed explanation of variance  (for each reason noted please include monetary values (to nearest £100))
Box 2 <i>Precept</i>	8000	8000	0	
Box 3 <i>Other income</i>	5404	7290	1886	VAT Refund from 22/23 Year  Full Parkland tenancy
Box 4 <i>Staff costs</i>	2771	1057	1714	Locum Clerk invoiced as Professional Consultancy Fee increased in line with NIC salary awards guidance.
Box 5 <i>Loan interest/capital</i>	0	0		
Box 6 <i>Other payments</i>	14294	10521	-3773	Clerk Pro Professional fees net of VAT  Following the failure for HPC to form a working council in May 2023, it took the new council time to analyse spending priorities. The council has carried out public consultation in order to spend public money in line with the public needs as well as legislative requirements.
Box 7 <i>Balances carried forward</i>	29381	32451		<b>Earmarked Reserves:</b> Defibrillators £ 750 Maintenance and improvement of public spaces £ 125 Play area equipment maintenance and improvement. £12652 Maintenance of Parkland £ 2000
Box 9 <i>Fixed assets &amp; long term assets</i>	39409	40560	1151	Note: A Change in accounting process has taken place to include the way in which the Village Hall Asset is accounted for to correct a historical error. The Village Hall asset which HPC is custodian trustee of, is now listed as a £1 nominal value within the register as the item is of no monetary value to the council. Additions: Defibrillator £1500 March 2024 Removals: Laptop £291.64 Printer £58.29
Box 10 <i>Total borrowing</i>	0	0		



# HARTLIP PARISH COUNCIL

## ASSET REGISTER 2023/2024

Asset	Proxy Value (Box 9) Value
Parkland – Lower Hartlip Road	£1 nominal
1/3 Pond	£1 nominal
Recreation Ground – Munns Lane	£1 nominal
Playground equipment	£34,003
Village Hall (Custodian Trustee). – The Street	Managed by Village Hall Management Committee who is responsible for insurance. Deeds removed from bank by previous Chair. Unknown location. £1 nominal
Outside equipment/furniture	£719
Defibrillators	£1056 (Village Hall) + £1500 (new, Tuck Inn March 2024)
Gates and Fences	£3,278
Total	£40,560
Asset	Insurance Value 2018/2019 New valuations required 2024
Parkland – Lower Hartlip Road	£1 nominal
1/3 Pond	£1 nominal
Recreation Ground – Munns Lane	£1 nominal
Playground equipment	£37,242
Village Hall – The Street	Managed by Village Hall Management Committee who is responsible for insurance. Deeds removed from bank by previous Chair. Unknown location. Insured for £517,891 exp 30/09/2019 New valuation required in 2024.
Outside equipment/furniture	£785
Defibrillator	£1056 (village hall) £1500 (new Tuck Inn 2024)
Gates and Fences	£3,582
Total	£562,059

Allotments – rented  
Land Agents: Savills  
£130 per annum