

HARTLIP PARISH COUNCIL

MINUTES of the Meeting held at Hartlip Village Hall on Wednesday 9 February from 8pm until 9.30pm

Present: Chairman: Cllr Graham Addicott OBE

Cllr Paul White
Cllr John Davies
Cllr John Wright

Parish Clerk: Tracy Still

Also Present: Borough Cllr Alan Horton

22/1 Apologies for Absence

Absent with apologies: Cllr Peter Boundy – hearing aid failure

Apologies for absence: Borough Cllr. Richard Palmer
PCSO Lorraine Homes

22/2 Declarations of Interest

The Chairman reminded Councillors of their duty to declare any interests.
None were declared.

22/3 Confirmation of the Minutes

The minutes of the monthly Parish Council Meeting of 8 December 2021 were proposed by Cllr Paul White and seconded by Cllr John Davies.
All Councillors in attendance at the December meeting were in agreement that the minutes were a true and accurate record.
The Chairman signed the minutes as required under the Local Government Act 1972 (sch. 12).

22/4 Matters arising from the Minutes

See also Chair's Report.

21/157: The Clerk had removed the closing date from the Notice of Vacancy for a Councillor advertised on the website.

21/159: The allotment tenant whose allotment had sustained damage during the work on the poplar trees carried out on behalf of orchard tenant had been put in touch with the contractor and it was hoped that an agreement between them would be reached.

21/160 ii: HPC had requested that Cllr Davies organise the Keep Britain Tidy campaign 'The Great British Spring Clean' in Hartlip on the Parish Council's behalf.

Volunteers will meet in the Rose and Crown pub car park.

Safety clothing and litter pickers will be supplied by SBC.

A resident of Hartlip had kindly offered a donation of safety gloves.

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

22/5 Public Questions

No members of the public were in attendance.

22/6 Parish Highways Improvement Plan

The background and rationale of the Parish Highways Improvement Plan thus far was recalled and discussion on next steps took place.

The Chair had produced and circulated a draft 'Phase 2' in accordance with points raised previously by councillors and residents as was the decision of the December 2021 meeting.

This included the need to pursue the problems with the 'Playground' signage on Munns Lane which Cllr Davies had been asked to report to KCC and which had not yet been dealt with. Cllr Davies will provide the Chair with the report reference number.

The speed check requested for Mill Lane took place in January 2022.

Discussions will continue once the results of this speed survey have been received.

The Borough Councillor present advised the Parish Council that internal matters at KCC Highways may affect progress this year.

22/7 Report of Chair

Recreation Ground

The Chair had secured grant funding covering the total cost of playground Health and Safety work.

This is strictly a one-off payment.

The Chair thanked Borough Cllr Richard Palmer and County Cllr Mike Baldock for their support of the grant application.

The Chair thanked County Cllr Mike Baldock for funding the speed survey undertaken in Mill Lane.

Some problems exist with the use of the Forum as a means of communication with residents including late delivery on occasions.

Given that HPC website was now the main means of communicating with residents it was proposed and agreed by all members that a 'HPC Reports in the Forum' page be set up on the website and the monthly HPC Report published in the Forum uploaded there each month.

Action: Chair/Clerk

Following on from the UN Climate Change Conference (COP26) held in 2021, residents and HPC were mindful of the importance of supporting the matters discussed.

The subject will be put on a future agenda.

A report had been received of the installation of a security camera on a Highways sign in Munns Lane. The resident questioned its purpose.

Action: Cllrs near to the site to investigate

The Chair had attended the inaugural Local Council's Liaison Forum meeting on Wednesday 5 January 2021.

A report had been received from a resident that noise from the M2 had increased.

Cllrs agreed that the situation will be monitored and kept under review.

22/8 Police and Neighbourhood Watch Matters

PCSO Holmes had provided a report in which residents are encouraged to sign up to 'My Community Voice', which is a very useful tool in relaying crime prevention advice and other important communications between the police and the public: [Home Page - My Community Voice Kent](#).

The information will be published in the Forum.

Action: Chair

Fly tipping had been reported on Lower Hartlip Road and at Queendown Warren.

It had been reported that the official dissemination of information regarding NHW incidents to residents by email by Patricia Roberts (NHW official) had ceased and information was only being distributed through the NHW WhatsApp group which not all residents wish to subscribe to. This had not been agreed by HPC.

The matter will be discussed further.

22/9 Review of the Constitution and the Code of Conduct

The Chair had produced draft updates of the Constitution and the Code of Conduct which had been circulated to councillors prior to the meeting for their consideration.

A slight amendment to the Constitution was proposed and approved after which the revised documents were adopted.
They may be found on the website under Policies.

22/10 HPC Amenities: Councillor Reports

- i. Recreation Ground
Nothing to report.
- ii. The Parkland
A water leak had been reported but on investigation no water leak was found.
- iii. The Allotments
Councillor White reported damage to the fence between the eastern side of the allotments and HVH Car Park. This fence belongs to and is the responsibility of HPC. The fence at the southern side of the allotments needs to be completed now that parking has been removed.
The Chair and Councillor White, together with HVHMC Chair, will meet to discuss what is required.

Proposed Purchase:

The Chair had checked with SBC regarding their undertaking to provide a loan towards the purchase. This offer is available but will incur charges.
Other options may be investigated.

22/11 Other HPC Responsibilities: Councillor Reports

- i. Hartlip Village Hall
The lawyer, working for HVHMC and HPC, has lodged the application to the Land Registry in respect of the first registration of the title.
As explained at an earlier meeting by Cllr Paul Williams, this is the first step in the process recommended and being undertaken by the lawyer.

The lawyer is also examining matters concerning the boundary of the charity's land.

Cllr Paul Williams had previously explained to HPC the serious concerns about unauthorised parking in HVH Car Park and the various aspect of harm to the Charity which this brought.
He had explained to Councillors that this must be stopped.
Cllrs Williams had proposed the installation of CCTV and related signage and had taken responsibility for investigating and actioning this project.
- ii. Highways
Nothing to report.
- iii. Footpaths
Nothing to report.

iv. The War Memorial

Nothing to report.

v. The Village Pond

Following a decision to install a bench, the Chair had secured a grant of £736 towards the cost which was estimated to be £1050.

The Chair will arrange for purchase, delivery and installation.

The bench will be inscribed to commemorate the Queen's Platinum Jubilee.

Action: Chair

22/12 Platinum Jubilee Celebrations

SBC had confirmed that funding up to the sum of £1000 would be available to Parishes, on a 'first come, first served' basis.

HPC wishes to plant a tree/trees to mark the occasion.

The Royal British Legion are selling commemorative tree plaques to celebrate the occasion. HPC agreed that a plaque would be purchased.

Action: Chair

It was confirmed that the beacon would now be lit at 9.45pm.

Cllr White would not be able to attend but would ensure the beacon is ready to be lit. Cllr White was asked to find someone to light the beacon.

A piper had been arranged for the occasion.

It was noted that a recent suggestion was that organisers may wish to arrange a bugler to attend.

The Chair would draft a flyer regarding the occasion for councillors to consider.

Action: Chair

22/13 County and Borough Councillor's Reports

Borough Cllr Richard Palmer had submitted a report:

SBC Environment Team are investigating concerns expressed regarding the burning of waste at Kayne's Farm, Breach Lane.

Medway Councillors are seeking to prevent HGV's using the A2 from Key Street into the Medway Area (A2/A278 Link Road, Gillingham) for access only.

Cllr Palmer asked HPC Cllrs to support this initiative. All HPC Councillors agreed to voice their support.

Borough Cllr Alan Horton confirmed his support for this.

Cllr Horton highlighted the significant increase in residential planning applications and the impact this increase was having on SBC Planning Department.

22/14 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 December 2021 and January 2022 were presented to the Parish Council.

These were signed and dated by the Chairman.

Proposed by Cllr Wright and seconded by Cllr White.

A meeting was not held in January due to Government guidance relating to Covid-19, therefore cheques raised in January 2022 had been signed prior to the meeting.

Commercial Services	Grounds Maintenance	£ 61.68
T Still	Clerk Salary & Expenses Dec 2021	£ 221.59
Mr T Sumner	TDS Trees (original cheque cancelled & cheque re-issued)	<u>£ 900.00</u>
		<u>£1183.27</u>

February 2022 cheques were presented for signing.

Business Stream	Water – Parkland 14.10.21-18.01.22	£ 145.78
Hartlip Village Hall	Room Hire 12.04.22	£ 30.00
T Still	Clerk Salary & Expenses Jan 2022	<u>£ 226.04</u>
	Total	<u>£ 401.82</u>

22/15 Planning Matters

i. Applications received since the December 2021 meeting.

Application Ref: 21/506518/FULL

Rebuilding and extension of the former Granary to form a single residential unit with associated garden, proposed garage and relocation of existing access (re. submission of former approved conversion scheme under 501992/FULL) at The Granary, Meresborough Lane, Hartlip.

(No objection).

Application Ref: 21505598/PNQLA

Prior notification for the change of use of an agricultural building to a dwelling house at Paradise Farm, Lower Hartlip Road.

(No comments submitted)

Application Ref: 21/506654

Erection of tractor shed to accommodate tractor, mower and hay storage on land at Block 2, Paradise Farm, Lower Hartlip Road.

(Objection)

Application Ref: 21/506478/FULL

Conversion of existing garage to ancillary accommodation at Mountview Lodge, Mount Lane, Hartlip.

(No objection)

Application Ref: 21/506805/FULL

Removal of existing storage building and erection of single storey side extension and outbuilding at The White House, The Street, Hartlip.

(No objection subject the views of neighbours)

Application Ref: 21/506797/FULL

Change of use of land to residential garden and former tractor shed to use as a garage and for storage of a sit-on tractor mower within 2 bays, and conversion of remaining bay to a private gym (retrospective) at Hartlip Barn, Sweepstakes Farm.

(Objection)

Application Ref: 22/500332/LBC

Listed Building Consent for erection of scaffolding to access chimney, repointing of brickwork using original building techniques (lime pointing mix) and installation of two stainless steel liners to allow two new wood burners at Sweepstakes Farm, Lower Hartlip Road.

(No objection)

Application Ref: 22/500371/FULL

Erection of a two storey side extension with raised patio at Amber Cottage, Dane Lane, Hartlip.

(No objection)

HPC were reminded that should the Parish Council be in objection to any planning application going before the Planning Committee then a representative of HPC should attend the committee meeting.

ii. **Enforcements**

The Chair had attended the KALC meeting held on 8 February 2022.

Speakers included James Freeman, SBC Head of Planning and George Mynehan, SBC Planning Enforcement Officer.

The Chair had expressed concerns, on behalf of HPC, regarding the lack of communication received from SBC relating to enforcement issues and also the time scale within which they were addressed and responded to.

Officers informed the Chair that Borough Councillors had been involved in a meeting some months ago when they took on being the conduit between HPC and SBC Planning. HPC had not been informed of this and, in any event, the system had not worked.

It was agreed that direct contact between HPC and SBC was the only effective system.

22/16 Correspondence

None

22/17 Information Items

None

The meeting closed at 9.30pm.

The next Parish Council Meeting is to be held at Hartlip Village Hall on
Wednesday 9 March 2022 at 8.00pm.

Signed

Date