



YOU ARE SUMMONED TO ATTEND THE MEETING OF THE **FULL HARTLIP PARISH COUNCIL ON WEDNESDAY 13 DECEMBER 2023** AT 19:00PM IN THE HARTLIP VILLAGE HALL

**Members of the Public and Press are welcome to attend**

Signed: Mr C Henley Date of Issue: 7 Dec 2023  
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**

- 79.FCA/12/23 **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
- 80.FCA/12/23 **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.
- 81.FCA/12/23 **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 8 November 2023.
- 82.FCA/12/23 **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.
- 83.FCA/12/23 **External Reports and Updates**  
To receive any external reports from County and Borough and Police Liaison.

- 84.FCA/12/23      **Correspondence**
- I. Email from Resident regarding minutes from 11 October FC Meeting.  
Resident present at HPC FC Meeting on 13 October 2023 and talked during the public participation section has communicated a disagreement with an item minuted and approved as correct at the HPC FC Meeting on 11 November 2023.  
Minute item section 43.FCM/10/23 that reads "The resident mentioned past work with Rev Julian Staniforth and his team and commends the support it provides to the residents". The resident states that they made specific reference to the very many events and activities they have organised for the Parish of Hartlip over many years and referred to the fact that Julian Staniforth, since his arrival in the Parish, had always supported the resident in their work for the Parish and thanked him for that. The resident also states that she referred to the support Julian Staniforth has shown the resident personally in difficult times and thanked him for that also.
  - II. Email from KCC Highways regarding Pond Maintenance.
- 85.FCA/12/23      **Planning – <https://pa.midkent.gov.uk/>**  
**Relevant Legislation: Town and Planning Act 1990**  
To receive urgent updates on planning matters
- I. 23/504982/SUB Wisteria Cottage, The Street, Submission of details pursuant to condition 06 (Car Shelter Details) of applications 21/502553/FULL and 21/502554/LBC
- 86.FCA/12/23      **Hartlip Parish Council Reporting – Agree any actions**
- I. The War Memorial – to receive update
    - (a) Maintenance update
  - II. Recreational Ground – to receive update
    - (a) Update from Rec Working Group
    - (b) Public Consultation Update
  - III. Parkland – to receive update
    - (a) Parkland access improvements – Update from Cllr Rose on pathway access
    - (b) Parkland Store debris update
    - (c) Parkland fencing repairs and general maintenance. Update on contractor contact details from Cllr Rose
    - (d) Update on Parkland trees by Cllr Rose and Daley
  - IV. Highways Footpaths and Environment – to receive update
    - (a) Highways Improvement Plan (HIP), update
    - (b) Hartlip Road Improvements, update
    - (c) Defibrillators update
  - V. Village Pond – to receive update
    - (a) Maintenance update following HPC / KCC communications on maintenance.
  - VI. Village Hall – to receive update
    - (a) Village hall committee ex officio membership update from Cllr Rose deferred from Oct
    - (b) External Defibrillator location, update from Cllr Rose and Chair
  - VII. Allotments – to receive update
    - (a) Allotment Tenancy Agreements, update from Cllr Davies. Agree any action.
    - (b) Vacant Plots update
  - VIII. Local Council Bodies to receive update
    - (a) Nothing to note
  - IX. KALC – to receive update
    - (a) KALC Community Awards Scheme. To consider the adoption of the scheme.
    - (b) Cllr Black to update on Planning and Transport conference
- 87.FCA/12/23      **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.
  - II. Payments received: Detailed in papers
  - III. Cheques for approval: There are none
  - IV. Payments for approval: Detailed in papers for member approval
- 88.FCA/12/23      **D-Day Anniversary**  
Agree any actions
- I. D-Day Anniversary working group update

- 89.FCA/12/23      **Terms of Reference Scheme of Delegation**  
To approve the updates to the policy document, 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 agenda item to take place. The public will be welcome to re-join following the conclusion of the item.
- 90.FCA/12/23      **Budget Working Group 2024 / 2025**  
To consider recommendations from the budget working group and approve presented proposal as appropriate.
- 91.FCA/12/23      **Clerk Updates** – Agree any actions  
I. Website update.  
II. Information Commissioners Office Registration  
III. Announcement from National Joint Council Pay Review for 22/23  
    Consider the adoption of the national local government pay review for 22/23
- 92.FCA/12/23      **SBC Youth Provision**  
To receive report from Cllr Maleed following meeting 21 Nov 23, agree any action.
- 93.FCA/12/23      **Asset Register**  
To approve the updated asset register, agree any action.
- 94.FCA/12/23      **Items to be considered for inclusion on the next Full Council agenda**  
To receive any additions, for noting only, no discussion at this meeting.
- 95.FCA/12/23      **Date of next meeting**  
Wednesday 10 January 2023
- 96.FCA/12/23      **Close of Meeting**
- If you would like any further information on any item on the agenda, please contact the clerk [hartlipclerk@gmail.com](mailto:hartlipclerk@gmail.com)