

**MINUTES OF HARTLIP FULL PARISH COUNCIL HELD ON
WEDNESDAY 13 SEPT 2023 AT 19:30PM IN HARTLIP VILLAGE
HALL, BACK ROOM**

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

Officer: C Henley - Clerk

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

Apologies: Cllr J Davies

External Apologies: PC Jez Chittim

Minutes

- 19.FCM/09/23 **To receive apologies for absence**
Cllr J Davies (Holiday)
Approved
- 20.FCM/09/23 **To receive declarations of interests and lobbying**
Cllr Rose declared an interest in Items 25 I. and II. As this is the property she resides.
- 21.FCM/09/23 **Minutes**
To receive as correct and approve for signature the minutes of the Full Council Meeting held on 12 July 2023. Minutes amendments were made and to be presented for approval at October Full Council Meeting.
Noted
- 22.FCM/09/23 **Public Participation**
There were three members of the public present
- 23.FCM/09/23 **External Reports and Updates**
The Chair read out the written report submitted by PC Jez Chittim – See Appendix 1
Cllr R Palmer reported prevalent flooding in the area resulting from blocked drains
Cllr C Palmer reported on NHS/GP appointment issues. Also reported on was anti social behaviour attributed to cuts in social care.
Cllr M Baldock reported the planning of a youth program. Details to be distributed when available
Noted
- 24.FCM/09/23 **Correspondence**
I. Email from KCC regarding HIP
Noted
Some discussion took place on the HIP amendments. This is detailed in the item 34 Highways Improvement Plan section for the sake of orderly minutes.
- 25.FCM/09/23 **Planning – <https://pa.midkent.gov.uk/>**
To receive urgent updates on planning matters
I. 23/503849/FULL Lily of the Valley Rd. Conversion of garage to habitable space
II. 23/503850/LAWPRO Lily of the Valley Rd. Lawful development certificate for rear and side extension
Following discussion, members resolved to submit 'no comment' to both of these connected planning applications.

Handwritten signature and date: 13/09/2023

Hartlip Parish Council Reporting

- I. The War Memorial – to receive update
- (a) Maintenance and repairs
The Chair reported that it has been confirmed the Hartlip War Memorial is approved for a grant to carry out essential maintenance work. HPC will move forward obtaining quotes for the work in order to have the financial value of grant support assessed. General non-structural soft maintenance has also been carried out to the Memorial area.
£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
- For noting – The Chair requested appreciation and thanks towards Mr S Betts for his attention and help resolving a health and safety issue at the recreation ground.
It was proposed that a working group be set up to assess and find solutions to all of the current issues surrounding the Recreation Ground and the Play Area. Cllrs Daley, Black, Davies and Harper were proposed as members.
Resolved
Chair to assess the insurance implications of Slide and any other pieces that do not meet current regulations for newly installed equipment.
- (a) Play area inspection, report and rectification work
The ratifying of instruction of 'Plan Inspection Company' to carry out the annual inspection in August was proposed
Resolved
- (b) Play area signage
To be assessed by the working group and reported back to full council
- (c) Play area accident
An incident occurred in which it is understood an adult fell off a swing and needed ambulance attendance. The padlock needed to be cut off to allow access which has been replaced. Discussion took place over the type of padlock (key vs key pad combination) this will be assessed by the working group and reported back on.
Noted
- (d) Recreational Ground Maintenance Contract
Discussion took place concerning the future of the landscape maintenance contract. The working group to look into the options of tendering the contract or obtaining three company quotes for the work. It was also mentioned that the contract could be extended to include other areas in the parish that are in need of landscape maintenance. Working group to report back recommendations to Full Council.
Noted
- (e) Recreational Ground access improvements
To be assessed by the working group and reported back on to Full Council.
- III. Parkland – to receive update
- (a) Parkland access improvements
Tenants had been met with to discuss the siting and moving of the electrical tape fence to ensure access restriction throughout the Parkland is not hindered unduly.
Access to the parkland was not discussed, defer to October meeting
- (b) Parkland fencing repairs and general maintenance.
Members discussed that the contractor that had previously been instructed upon the improvements and repairs to the fencing within the parkland was now back in the area. Cllr Rose to give the contact details for this contractor to the clerk for administration. In addition the dates in which the contractor was instructed is to be assessed to decide if the instruction timing has lapsed and requires reassessing, Cllr Rose, clerk and chair to report back in October meeting.
Chair and Cllr Rose to look at the trees in the Parkland following a comment by a member of public in the public participation.
- IV. Highways Footpaths and Environment – to receive update
- (a) Update on overgrown road boarders
Members discussed overgrown footpath in Pope Hall area, this has been completed
Members and Clerk to report Dane Close overgrown entrance splays and adjacent road boarders to KCC.
- (b) Defibrillators
This subject to be added to the budget for 2024/2025 for maintenance and improvements across the parish.
- V. Village Pond – to receive update

Clerk requested clarity on a subject surrounding historic boundary dispute with an adjacent property to enable the issue to be officially closed. Discussion took place and the situation will be assessed by the chair and reported back at the October meeting

- (a) Maintenance update
Members to carry out a working party in September to address overgrown vegetation of the wall and wall/road boundary.
 - (b) Pond Bench
The siting of the bench was discussed and alternative sites considered. Deferred to October meeting
- VI. Village Hall – to receive update
- (a) Village Hall booking time and any alternatives including Methodist Hall
Members discussed the meeting start time and location.
A member of public who is also chair of the VHMC confirmed in the meeting that 1900 start time at the Village Hall Meeting Room was possible and confirmed that the change is acceptable, Chair to prepare a new booking form with the updated information and send to the HVHMC to complete the process.
Resolved
 - (b) Village hall committee ex officio membership update from Cllr Rose
No update on this point, Cllr Rose to revert on this point at the October meeting and also the request for the key to allow HPC to unlock and lockup following council meetings.
 - (c) An External Defibrillator location for the VH was discussed. Cllr Rose to update
Cllr Rose confirmed she has a HVHMC meeting to obtain the answers shortly.
Noted
- VII. Allotments – to receive update
- (a) Update on issues raised in July FC Meeting by Cllr J N Davies
Members discussed future improvement projects and funding to achieve these. An independent water supply, insurance assessment, rent increase were also discussed but deemed not viable changes this current year. Noted
Also discussed was the large vacant allotment plot where the beacon is currently sited. As the plot has not been used for a considerable amount of time or a current tenancy agreement in place for it, alternative uses for the site were to be assessed. Deferred to October meeting.
 - (b) Vacant Plots
Available plots to be assessed for correctness prior to the 23/24 new tenancy period
 - (c) Consider viability of land purchase
Chair to look into the historic communications concerning this subject and also assess the financial implications. Update to be made in October meeting
Noted
- VIII. Local Council Bodies to receive update
- (a) Update from Chair
Deferred to early 2024
Noted
- IX. KALC – to receive update
- (a) Nothing to note
Noted

27.FCM/09/23

Finance Reporting

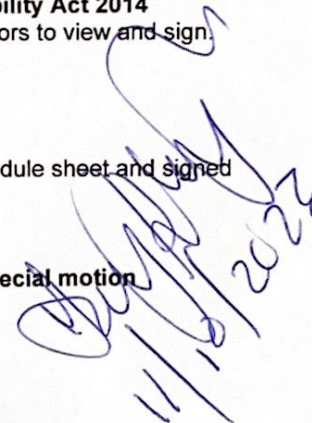
Relevant Legislation: Acts and Audit Reg 2015, Lcl Audit and Ac'bility Act 2014

- I. Financial review bank statements and bank reconciliation - Councillors to view and sign.
No updates possible this meeting. 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 Black and Maleed checked invoices against the payment schedule sheet and signed for correctness with one typo amended.
Noted

28.FCM/09/23

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

- Agree any actions
- I. Financial Regulations
- II. Standing Orders
- III. Model Publication Scheme
- IV. Risk Assessment



- V. Health and Safety Policy
- VI. Code of Conduct
- VII. Complaints Policy
- VIII. Equality Policy
- IX. Grants Policy
- X. Persistent Vexatious Policy

All policies adopted on 13 September replacing the current set of policies.
Proposed by Cllr Black seconded Cllr Maleed, unanimous. Resolved

29.FCM/09/23

Budget 2024 / 2025

To consider a budget working group and commence budget preparations
Following discussion members proposed Cllrs Daley, Maleed, Davies, Rose to be on the new budget working group. Proposed Cllr Daley, seconded Cllr Black. Unanimous. Resolved

30.FCM/09/23

Clerk Updates – Agree any actions

- I. Web supplier update.
Consider options and alternatives, changes to be budgeted for.
Members approved moving HPC web presence to a new paid subscription following the current provider ending the free service. The new fees will be £19.99 + VAT pm
This will be added to the 24/25 budget planning. Resolved
- II. Email addresses
Consider .gov options with legislative changes planned for 2024. Changes to be budgeted for.
Clerk to 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
Members proposed the HPC laptop to be replaced with immediate effect as it was deemed ineffective and working and security risk. £500 budget set for replacement machine with appropriate software.
- IV. Auditing
 - (a) Mazars Confirmed as external auditors
Noted
 - (b) Internal audit date proposed for 9 April 2024 with an interim October date TBC
Resolved
- V. New Meeting schedule to be approved under a special motion.

HARTLIP PARISH COUNCIL MEETING SCHEDULE 2023/24 Location HVH

- Wednesday 11 Oct 2023 1900
- Wednesday 8 Nov 2023 1900
- Wednesday 13 Dec 2023 1900
- Wednesday 10 Jan 2024 1900
- Wednesday 14 Feb 2024 1900
- Wednesday 13 Mar 2024 1900
- Wednesday 10 April 2024 1900

Members approved the meeting schedule change with the village hall rear room as the location.
Resolved

31.FCM/09/23

Asset Register

To consider the audit of the asset register, agree any action
Cllrs Harper and Black to carry out a full physical audit of the asset register and report back at the October meeting.
Resolved

32.FCM/09/23

D-Day Anniversary

Agree any action
To discuss UPC involvement / Beacon lighting
Deferred to October meeting

33.FCM/09/23

Stockbury Community Bus, SPC Relations and letter drop

Cllr Black to provide an update inc community engagement following July FC meeting

Cllr G Moody has provided an image of proposed flier, the document will be double sided with HPC public consultation invitation on the second side. The text framework for the printing has been distributed to members with just fine detail to complete.
Members approved the distribution of the flier (to be distributed by members and helpers).
Resolved

34.FCM/09/23

Highways Improvement Plan

Agree any action

- I. To consider the HPC representative for the HIP
Cllr Black. Resolved
- II. To consider the issues to include on the current HIP for review by KCC
Members discussed the highway issues and items for the HIP review. The following list is the proposal to add to the review. Resolved
 1. Munns Lane speed reduction from 40 to 20 mph or as close to that as possible
 2. Lower Hartlip Rd to Jct A2 and Hollow Lane – Reduction of speed from 40 to 30 As current.
 3. Mill Lane from A2 to the Street – Reduction of speed from 30 to 20 As current
 4. Old House Lane – Reduction from National Speed limit to 40
 5. Spade Lane – Reduction from unrestricted to 40
 6. Repairs to lanes around the Parish – edges of road surfaces exposed by degraded verges due to excessive cut through traffic whist A249 Stockbury Roundabout improvement work has been in progress.

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.

35.FCM/09/23

Banking and legal matters

Agree any action

- I. Bank review update
The Chair updated members on the current status with the HPC bank account.
- II. Bank authorisation and signatories
Members discussed and approved all Councillors of Hartlip Parish Council to be added to the HPC Lloyds Bank Mandate for signatories on the account. Additionally to this the clerk C Henley will be added to the bank mandate for administration.
Proposed by Cllr Daley seconded by Cllr Maleed voted for unanimously.
Resolved

36.FCM/09/23

Staffing Matters

Clerk contract agreement approval and signing.

Members approved the signing of the clerk contract.

Proposed Cllr Daley seconded Cllr Black voted unanimously
Resolved

37.FCM/09/23

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. Website administration and development, members to review for feedback at October Meeting
 - II. Parking at the end of Lower Hartlip Road near A2
 - III. Hartlip School Communication
- Noted

38.FCM/09/23

Date of next meeting

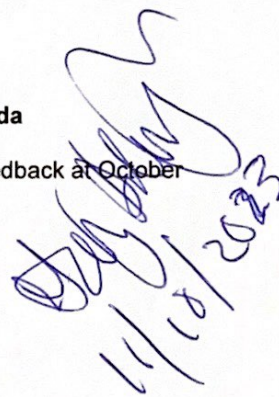
Wednesday 11 October 2023

Approved

39.FCM/09/23

Close of Meeting

22:02 hrs



Appendix 1 – From External Bodies PC Jez Chittim

Hartlip

13th August to 13th September 2023

Information provided by: **PC 13369 CHITTIM**

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Total calls to Police – 14

Breakdown of calls to the police (Titled as per police grading)

Abandoned 999 call – 4

Harassment – 2

Fight – 1

Drink Drive – 1

Domestic Abuse – 1

Threats – 2

Concern for Welfare – 1

Dangerous Dog – 1

Traffic Hazard - 1

Crimes of note:

- The dangerous dog incident occurred at Queendown Warren Nature Reserve whereby the victim's two dogs were attacked by two other dogs described as English Bull Terriers, one being white and black and the other being light brown in colour. The owners of these dogs are described as being in their late 50's early 60's. The victim and a family member she was with, both picked up minor injuries trying to prevent their dogs from being attacked. If the owners of the dogs described is known, please encourage people to report it to police and quote investigation reference number 46/156543/23.

Jez Chittim
11/9/2023