

MINUTES OF HARTLIP FULL PARISH COUNCIL HELD ON WEDNESDAY 13 MARCH 2024 AT 19:00PM IN HARTLIP VILLAGE HALL, MEETING ROOM

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

Officer: Mr C Henley (Clerk)

External Attendees: Cllr R Palmer

Apologies:

External Apologies: Cllr M Baldock, Cllr C Palmer

Minutes

- 136.FCM/02/24 **To receive apologies for absence**
All Members present
- 137.FCM/02/24 **To receive declarations of interests and lobbying**
Cllr Rose Items 140 and 141
Cllr Black Item 141
- 138.FCM/02/24 **Minutes**
To receive as correct and approve for signature the minutes of the Full Council Meeting held on 14 February 2024. Members resolved to approve the minutes. The Chair signed the document. Proposed Cllr Daley, Seconded Cllr Black, unanimous
- 139.FCM/02/24 **Public Participation**
There were multiple members of the public present.
Four members of the public spoke on item 141.
Noted
- The Chair proposed a motion to hold item 141 ahead of item 140 seconded by Cllr Harper. Resolved unanimous.**
- 140.FCM/02/24 **Correspondence**
I. Multiple Emails from residents concerning the metal fencing installed in the village. Noted.
II. Email from PC Jez Chittim concerning the police surgery confirmed to be at the church coffee morning Wed 6 March. Noted
III. Email from resident on speeding in the village. Noted
- 141.FCM/02/24 **Newly Installed Metal Fencing**
Following the number of emails from residents to HPC, Members considered the Parish Council position on a length of metal fencing with attached covering, installed at the edge of the field bordering the Rose and Crown Public House Garden. Members resolved for the HPC Clerk to write to SBC with the redacted comments of the members of the public that have written in to HPC. Proposed Cllr Daley, seconded Cllr Maleed. Unanimous.
- 142.FCM/02/24 **External Reports and Updates**
SBC - Members received report from Cllr R Palmer detailing a current case of alleged animal cruelty. This has been reported to RSPCA but to date has not received any known sanctions. In addition, Cllr Palmer stated that SBC waste logistics contractor is due to change later in March.
PC – The Chair read out the monthly report from PC Chittim. Attached to Minutes.

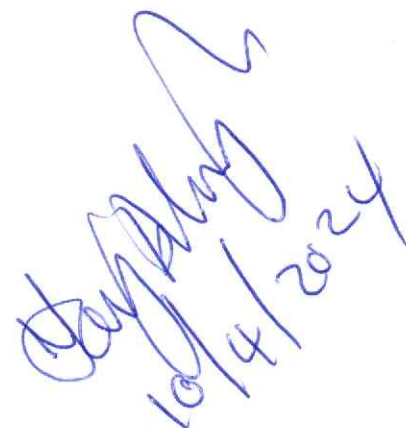
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- 143.FCM/02/24 **Planning – <https://pa.midkent.gov.uk/>**
 To receive urgent updates on planning matters
 I. 24/500650/TCA Burwell Grange, The Street. To Reduce height of Eucalyptus Tree.
 No Comments
- 144.FCM/02/24 **Hartlip Parish Council Reporting – 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 previously agreed, images shown to members prior to production.
 Cllr Harper proposed accepting quote for the play area inspection in order for booking, seconded Cllr Daley. Unanimous.
 - (b) Public Consultation has gone live.
 A number of responses have been received. Closing date is end of March
 - (c) Rec extra maintenance to cut back bramble has been completed. Noted.
 - (d) KCC Combined Member Grant Application applied for. Noted.
 - III. Parkland – to receive update
 - (a) Parkland fencing repairs and general maintenance. Update on repair specification.
 No update.
 - (b) Parkland Spraying – Quotes being obtained by Cllr Rose. Noted.
 - (c) Parkland trees – Local resident / Tree warden is preparing report on Parkland, expected to be complete end of Summer 2024
 - (d) Members to consider request from Parkland tenant regarding the installation of a temporary electric fence to restrict horse movement within the Parkland.
 Members requested further information from the tenant of the equipment and signage for H&S reasons. Update to follow.
 - IV. Highways Footpaths and Environment – to receive update
 - (a) Highways Improvement Plan (HIP). Following some discussion, members resolved adding yellow lines at the end of Lower Hartlip Road to the HIP this will be reviewed with KCC at the next consultation point, proposed by Cllr Daley seconded Cllr N Davies, unanimous. Following consultation with KCC it was found that the addition of a disabled bay at Methodist church will need to be processed through SBC by the applicant – the Methodist Church. The Chair to communicate with the Church. Noted
 - (b) The Street / Dane Close bramble removal complete. Noted.
 - (c) Members considered adding the extra maintenance to the annual schedule at The Street / Dane Close. Proposed by Cllr Daley, seconded Cllr Maleed, unanimous.
 - (d) AED / Defibrillator at Tuck Inn. Installation has been agreed by the facility owner, HPC obtaining installation quote for completion in April 2024.
 - V. Village Pond – to receive update
 - (a) Maintenance Progress – No update from KCC
 - VI. Village Hall – to receive update.
 - (a) Update if available. Nothing to note.
 - VII. Allotments – to receive update
 - (a) Allotment Tenancy Agreements, nothing to note.
 - (b) Allotment Hedge trimming complete. Noted
 - (c) Allotment Payments – One tenant still outstanding.
 - (d) Residents requesting to new plot. Two new tenants have been allocated plots.
 - (e) Vacant Plots update – One vacant plot is available.

- 145.FCM/02/24 **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. Cheques for approval: There are none
 - IV. Payments for approval: Detailed in papers for member approval
 - V. Members to consider an amendment to the 2024/25 Budget.
 Members resolved to approve the amendment to the budget which gave more information on earmarked and general reserves. Proposed Cllr Daley, seconded Cllr Maleed, unanimous. Attached to minutes

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- 146.FCM/02/24 **D-Day Anniversary**
Agree any actions
I. Working Group meeting was held on Monday 11 March.
II. D-Day Anniversary working group update. Nothing to note
- 147.FCM/02/24 **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.
- As there was nothing to note in item 148 the members of public were not asked to leave the meeting.
- 148.FCM/02/24 **HPC Legal Matters**
Chair to update. Nothing to note
- 149.FCM/02/24 **Clerk Updates – Agree any actions**
I. Website / Email update. Nothing to note
II. All policies updated following review. Noted
III. Preparing for end of year, VAT, yearly accounts and AGAR for audit. Noted
- 150.FCM/02/24 **Items to be considered for inclusion on the next Full Council agenda**
No additions.
- 151.FCM/02/24 **Date of next meeting**
Wednesday 10 April 2024
- 152.FCM/02/24 **Close of Meeting**
20:05
- If you would like any further information on any item on the agenda, please contact the clerk
clerk@hartlippc.gov.uk


10/4/2024



Surgery

I will be attending the Coffee morning at St Michaels and All Angels Church, Hartlip on 01/05/24 between 10:30-12:00hrs.

Please come along and let me know of any crime or anti-social behaviour issues in your community.

(Please note that this surgery is yet TBC but from speaking with George Hulme's, this should be all in order, I will confirm via email).

I am also happy to host a surgery in April. If this is something you feel the community would wish for and benefit from, please let me know and I'll arrange a venue, date and time? I just won't be able to host each month at St Michaels and All Angels coffee morning owing to a clash with my shifts, however happy to do this every other month.

Feedback from surgery dated 06/03/2024 was all very positive. The main points raised were speeding, fly tipping, general rubbish and parking around school drop off and pick up time. I have conducted speed checks within Hartlip but to date no one has been found to be speeding. I will be linking in with the school over the next couple of weeks to work with them on this matter.

Crime

I have reviewed crime recorded by Kent Police since the last Parish Council meeting.

There have been no Burglary, Theft of Motor vehicle or Theft from Motor vehicles reports.

Anti-Social Behaviour

I have reviewed all calls into Kent Police since the last Parish Council meeting with the following incidents of note-

16/02/24- Flytipping – Mount Lane Hartlip. No vehicle known. Reported to Swale Borough Council

22/02/24- Fight- Report of a fight outside the Rose and Crown. Males left in a vehicle prior to Police arrival. No index of vehicle known.

My Community Voice
Protecting the neighbourhoods of Kent and Medway

- Find out what's happening in your area
- Receive alerts from your local officers
- Tell us what matters most to you
- Sign up today and make your voice count

MCV is a two-way engagement tool brought to you by Kent Police

mycommunityvoicekent.co.uk

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HARTLIP PARISH COUNCIL BUDGET 2024/2025 v1.0

Last Updated: 07/03/2024

		£	
1. RECEIPTS (INCOME)	2024-2025 Budget	Change on PY	2024-2025 Budget Notes and Variances
1.1 - Precept/Rents			
1.1.1 - Precept	20,000.00	150%	Rise due to urgent improvement works required
1.1.2 - Allotment Rents	395.50	100%	
1.1.3 - Field Shelter Ground Rent	302.40	140%	Increased from £0.75 to £1.00
1.1.4 - Grazing Deposit	-	0%	
1.1.5 - Grazing Fees	4,680.00	160%	6 horses @ £15.00 per week
1.1.6 - Power Networks	209.42	100%	
1.1.7 - Bank Interest	-	0%	
1.1.8 - Bank Transfer	-	0%	
1.1.9 - VAT Refunds	-	0%	
1.1 - Sub Total	25,587.32	203%	

		£	
2. PAYMENTS (EXPENSES)	2024-2025 Budget	Change on PY	2024-2025 Budget Notes
2.1 - Staff Costs			
2.1.1 - Staff Costs	3,736.80	136%	Based on 18 hours (unchanged) at £17.30 (NIP 2024)
2.1.2 - Overtime	-	0%	Overtime to be approved
Subtotal	3,736.80	136%	
2.2 - Finance			
2.2.1 - Bank Fees (Strong Box)	-	0%	
2.2.2 - Bank Transfer	-	0%	
2.2.3 - Environmental Maintenance	-	0%	
2.2.4 - Fees	-	0%	
Subtotal	-	0%	
2.3 - Governance			
2.3.1 - Government Email Setup	390.00	0%	New for 2024. Cost is £30 x 8 Councillors + £150
2.3.2 - Annual Government Email Domain Fee	100.00	0%	New for 24/25
2.3.3 - Audit Fees	530.00	512%	New for 24/25 External Audit fee £380 + Internal Audit £150
2.3.4 - Election Fees	-	0%	
Subtotal	1,020.00	986%	

2.4 - Grounds Maintenance

2.4.1 - The Allotments			
2.4.1.1 - Ground Rent to Landowner	130.50	100%	
2.4.1.2 - Allotment Holder Funds	-	0%	
2.4.1.3 - Ongoing Maintenance	264.50	115%	
2.4.1.4 - Water Supply	133.16	115%	
2.4.1.5 - Other Costs	-	0%	
Sub Total	528.16	111%	

2.4.2 - The Parkland			
2.4.2.1 - Ongoing Maintenance	2,000.00	62%	EMR
2.4.2.2 - Water Supply	335.97	115%	
2.4.2.3 - Other Costs	-	0%	
Sub Total	2,335.97	66%	

2.4.3 - The Recreation Ground			
2.4.3.1 - Ongoing Maintenance	3,280.00	120%	EMR
2.4.3.2 - Other Costs	-	0%	
2.4.3.3 - Annual Play Inspection	350.00	0%	
2.4.3.4 - Play Equipment Maintenance Costs	2,872.82	0%	EMR Wickstead Quote following annual inspection
2.4.3.5 - Other Costs	853.20	0%	Boundaries Maintenance
2.4.3.6 - New Play Equipment	6,500.00	0%	EMR
Sub Total	13,856.02	506%	

2.4.4 - War Memorial			
2.4.4.1 - Ongoing Maintenance	-	0%	

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2.4.4.2 - Remembrance Day	35.00	0%	Remembrance Wreath
2.4.4.2 - Other Costs	-	0%	
Sub Total	35.00	0%	

2.4.5 - Village Sign			
2.4.5.1 - Ongoing Maintenance	-	0%	
2.4.5.2 - Other Costs	-	0%	
Sub Total	-	0%	

2.4.6 - Notice Board			
2.4.6.1 - Ongoing Maintenance	125.00	0%	EMR
2.4.6.2 - Other Costs	300.00	0%	EMR - Additional or replacement board
Sub Total	425.00	0%	

2.5 Other Payments			
2.5.1 - Grants given by HPC	-	0%	
2.5.2 - Section 137 payments	-	0%	
2.5.3 - Hartlip Community Hub Expenditure	-	0%	
2.5.4 - Health and Safety	-	0%	
2.5.5 - Insurance	1,250.00	112%	Inflationary Increase
2.5.6 - IT equipment	-	0%	
2.5.7 - Mileage	60.00	106%	
2.5.8 - Postage	-	0%	
2.5.9 - Printing	-	0%	
2.5.10 - Stationery	-	0%	
2.5.11 - Subscriptions	400.00	109%	KALC etc
2.5.12 - Telephone (Clerk)	-	0%	
2.5.13 - Training & Development	-	0%	
2.5.14 - VAT	-	0%	
2.5.15 - Village Hall Hire	360.52	128%	
2.5.16 - Website	240.00	0%	New for 24/25
2.5.17 - Contingency (includes Fly Tipping)	500.00	0%	
2.5.18 - Mobile Phone	72.00	0%	New for 24/25 Monthly SIM Card for HPC emergency phone
2.5.19 - Installation of Defibrillator	750.00	0%	EMR - This is subject to be successful for grant for the Defibrillator
2.5.20 - Replacement Defibrillator in the Village Hall	-	0%	
Subtotal	3,632.52	122%	

TOTAL RECEIPTS 25,587.32 203%
TOTAL PAYMENTS 25,569.47 204%

Precept Analysis			
Forecast Year End (Opening Balance)	32,000.00		
2024/25 Expenditure	25,569.47		
2024/25 Income (ex precept)	5,587.32		
General Reserves requirement 1.25 x Expenditure	32,000.00		
Precept Calculation	20,000.00		
Reserves			
Earmarked Reserves	15,827.82		
General Reserves 1.25 x expenditure	32,000.00		
Bank Balance as at 31/02/2024	34,434.84		
Forecast Balance year end 31/03/2024	32,000.00		

Earmarked reserves (EMR) usage include:
 Funding for community events
 Maintenance or improvement of public spaces
 Investment in council-owned facilities and equipment
 Support for local charities and community organisations

Examples of general reserves usage include:
 Covering unexpected costs or budget shortfalls
 Responding to emergencies or natural disasters
 Providing financial stability during economic downturns or periods of reduced funding
 Ensuring continuity of council operations and services
 General expenditure of the parish council

Precept Band D	54.64	366 Properties in the Parish (624 Electorate)
Annual brown bin cost of £55		

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 10/4/2024