

HARTLIP PARISH COUNCIL

MINUTES of the meeting held remotely via Zoom on

Wednesday 8 July 2020 from 8.00pm until 9.00pm.

Present: Chairman: Cllr Graham Addicott

Cllr Paul White
Cllr Peter Boundy
Cllr John Davies

Parish Clerk: Tracy Still

Also Present: Cllr Alan Horton

20/46 Apologies for Absence

Apologies had been received from Cllr Mike Whiting, Cllr Richard Palmer, Cllr Paul Williams.

Absent without Apology

Cllr Lander and Cllr Wright.

20/47 Declarations of Interest

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

20/48 (a) Confirmation of the Minutes

The minutes of the monthly Parish Council meeting of 11 March 2020 were proposed by Cllr Paul White and seconded by Cllr John Davies.

All councillors in attendance at the March meeting were in agreement that the minutes were a true and accurate record.

Due to the meeting being held remotely the Chairman was unable to sign the minutes as required under the Local Government Act 1972 (sch.12). The Clerk will provide the Chairman with a hard copy of the minutes for signing.

Action: Clerk/Chairman

(b) Confirmation of Chairman 2020/2021

See also 20/49

The Chairman reminded those members present about the directive regarding Chairmanship for the forthcoming year. It was established that the Chairman was prepared to continue and all Councillors were in agreement that this should happen.

20/49 Matters arising from the Minutes and Notes of Hartlip Parish Council business conducted since 11 March 2020.

Item 20/18

The work required to be carried out on the poplar trees overhanging the Allotments had still not been completed. The land owner had been contacted by letter on a number of occasions.

An allotment holder had recently expressed concerns over the safety of the trees.

It was agreed that the Chair would draft a letter for the Clerk to send to the land owner requesting the work be carried out urgently.

Action: Chair/Clerk

Business conducted since 11 March 2020.

Shortly after the meeting held on the 11 March, the outbreak of Coronavirus (Covid-19) started to spread rapidly and government indication was that the speed of the spread of the virus was likely to increase.

A special meeting of the Parish Council was arranged for 18 March to discuss the implications of this crisis to Hartlip Parish Council.

The meeting was cancelled when it became clear that, because of decisions by Councillors to self-isolate, it would not have been quorate.

After discussions between the Chairman and Vice-Chairman a decision was reached that the April and May meetings would also be cancelled.

On that same date the Chairman drafted a document setting out his proposed arrangements for the conduct of Hartlip Parish Council statutory work during the period when the Parish Council would not be meeting. The Chairman also put forward proposals for the support of Hartlip residents during the Covid-19 crisis.

Councillors were consulted about the Chairman's draft document and supported the proposals. As a result, the following matters were agreed:

- The Clerk and Financial Officer would deal with financial matters including the authorisation of expenditure after consultation with the Chairman and Vice-Chairman. All members would be consulted by email on any unusual items of expenditure. The Clerk would prepare and circulate the usual monthly statement at least three days before the second Wednesday in the month to give members an opportunity to scrutinise and comment on it.
- Members would be consulted by email on all planning applications received.
- Each Councillor would continue with their individual responsibilities e.g. The Parkland, Recreation Ground, allotments, footpaths, Neighbourhood Watch, Highways, as a member of Hartlip Village Hall Management Committee.
- One week before the due date of a cancelled meeting each Councillor would provide a report to the Chairman of their work during that month.
- The Chairman would produce a report on Hartlip Parish Council business conducted by himself and councillors during the month from this input

and this would substitute for the minutes which are normally kept on Hartlip Parish Council Meetings.

The Chairman produced notes of work carried out during March/April, April/May, May/June from those reports received.
Their notes have been retained with the records.

Covid-19

Comments from Councillors on the Chairman's draft procedural document circulated on 18 March confirmed that the majority view was that a flyer should be circulated to all households.

The Chairman therefore drafted a flyer/volunteer slip which covered how the Parish Council would be conducting its statutory business during the crisis and also the Parish Council plan to support Hartlip residents, especially the vulnerable, during the Covid-19 crisis.

It was delivered by Councillors during the week commencing 23 March. A copy of the flyer/volunteer slip was put on the Parish Council website. The Chairman also produced and submitted a Parish Council article and volunteer proforma to The Forum magazine for publication in the April Forum.

The proforma was published.

For some reason the information article was not published by the editorial team.

Government circulars and Hartlip-related items were put onto the Parish Council website and this was reviewed daily.

A Parish Council Covid-19 WhatsApp was set up.

As a result of these actions over 50 residents came forward to form an army of volunteers in the village ready to respond to needs as they arose.

All identified vulnerable residents were contacted to ensure they had support and assistance if required.

The Chairman liaised with the two churches, "Kent Together" and with the emergency support service of Swale Borough Council.

As the AGM could not take place due to social distancing regulations the Parish Council was unable to elect a Chairman for the forthcoming year. A directive was released advising that an existing Chairman could continue without election until the next AGM scheduled for May 2021.

20/50 Public Questions

No members of the public attended.

20/51 Parish Highways Improvement Plan

Councillor Mike Whiting had responded to the request for a meeting regarding the introduction of a speed limit of 20mph in The Street and had suggested a remote meeting.

The Chairman had consulted the Vice-Chairman and both were of the view that a site meeting would be more productive. Cllr Whiting had been advised of this and a response is awaited.

20/52 Police and Neighbourhood Watch Matters

PSE Daniel Rudden had contacted the Parish Council on behalf of the Force Inspectorate to enquire into the following:

- whether the Parish Council receive a regular update from the local PCSO covering activity, crime and local issues, and if so, how regularly?

The Parish Council had responded that updates were received but not on a regular basis.

- whether the Parish Council had an agreement on how often a representative of Kent Police should attend Parish Council meetings in person (pre-Covid-19 situation)?

The Parish Council had responded that no agreement had been made but in any instance where the Parish Council had requested attendance or a written report the local PCSO had attended/provided a report.

- whether the Parish Council followed or engaged with Kent Police on social media?

The Parish Council answered 'No'.

No report had been received on Neighbourhood Watch.

20/53 HPC Amenities: Councillor Reports

i. Recreation Ground

The playground had been closed due to Covid-19 restrictions. This had now been opened and precaution signs had been displayed.

An arson attempt on the entrance gate to the Recreation Ground during lockdown had been foiled by Councillor White who had reported it to the Police with a crime number received.

ii. The Parkland

During lockdown there had been a small fire in The Parkland.

This had been dealt with by the Fire Brigade with Cllr Wright in attendance.

All grazing spaces are now let, with one existing tenant renting 1 space, a second existing tenant renting 3 spaces and a new tenant renting 2 spaces.

The new tenant had requested permission to erect an 8' x 6' shed.

All Councillors agreed to grant this application on the understanding that the shed be positioned next to the existing shed, and shielded by the surrounding trees.

The Clerk will contact the new tenant to confirm this application had been granted.

Action: Clerk

iii. The Allotments

The Chair reported that he had spoken with the solicitor twice in recent weeks and requested progress reports. The solicitor had reported that the Land Agents were running more slowly than usual because of Covid-19 and he was chasing.

20/54 Other HPC Responsibilities: Councillor Reports

i. KALC

A KALC online meeting had been scheduled for 29 July 2020.

Due to technical difficulties many members were unable to access the online meeting.

ii. Hartlip Village Hall

Following Government restrictions put in place during Covid-19, Hartlip Village Hall had temporarily closed.

Due to the nature of activities held in the hall many hirers had been unable to resume sessions once restrictions eased on 4 July 2020. Following discussions held by Hartlip Village Hall Management Committee The Village Hall remains closed at present.

iii. Highways

The Street and the Lower Road had been resurfaced.

The work carried out was deemed substandard by Councillors with water meters being covered over, edges left unfinished and uneven, tar splashed over driveway cobbles and kerbs, and weeds left.

iv. Footpaths

The Chair thanked Councillor Boundy for work carried out on footpaths and reminded him that any footpath requiring attention should be reported to Kent County Council as Councillor Boundy was not expected to carry out any work himself.

A complaint had been received in April regarding an overgrown hedge on the Lower Hartlip Road. Councillor Boundy had contacted the land owner and the work had been carried out.

20/55 Borough and County Councillor's Reports

Councillor Mike Whiting had provided a written report in which he offered his thanks to everyone who volunteered or helped in whatever way they could to look after their communities. He stated that KCC had created more slots at the Sittingbourne recycling centre and that libraries would be opening soon in a phased way.

The Key Street work was due to commence and details had been widely circulated.

A number of developers had proposed sites for development in response to Swale Council's call for sites.

Councillor Richard Palmer had provided a written report.

Waste Collection by Biffa had recently started to fall off again with bins being missed on the due collection day. Councillor Palmer will keep raising this as a concern and advised that the team at Swale Council were doing their best to ensure Biffa provides a decent service as contracted to. There had been a large increase in garden waste subscriptions since lockdown and the volume of increased garden waste collection had a knock-on effect in the delivery of the service. There is now a shortage of brown bins nationally.

South Bush Lane Boot Fair. This matter had been raised by Mike Whiting, Alan Horton and Richard Palmer but Alan Horton “took the lead” and would update the Parish Council on this matter. The landowner was acting within the law and both Swale MP (Gordon Henderson) and Gillingham & Rainham MP had been contacted.

Tuck Inn Planning Application. Several people had raised concerns about this application particularly relating to Highways Issues.

Councillor Palmer reminded the Parish Council that he had a small sum of members grant money available for local groups etc.

Councillor Alan Horton reported that a warrant of execution had been granted and put into effect in Spade Lane on 07.07.20.

Boot fairs held on South Bush Lane had been causing an issue for local residents and surrounding roads.

The landowner is entitled to conduct boot fairs, with the Coronavirus Recovery Plan released on 1 July 2020 increasing that entitlement from 14 to 28 per annum.

Both local MP’s are aware of the implications the boot fairs are having on the local area and are in consultation.

20/56 Website

The new website development had been postponed during Covid-19 to avoid any disruption to residents accessing important information posted on the existing site.

As lockdown is now easing this work will resume so that the Parish Council is compliant in this regard by 01 September 2020 deadline.

Action: Clerk

20/57 Clerk and Finance Report

The Bank Reconciliation and Finance Report covering April, May and June were presented to the Parish Council but were not signed by the Chairman due to the meeting being held remotely. The Clerk will provide the Chairman with a copy of all relevant documents for signing.

Cheques had been presented for signing prior to the meeting.

All items of expenditure were approved by all Councillors.

Peter Rayfield	The Parkland Maintenance	£ 400.00
HVHMC	Water Supply The Allotments	£ 108.22
Savills	Allotment Rent	£ 65.00

KALC	Subscription 01.04.20-31.03.21	£ 371.83
T Still	Clerk Wages & Expenses March '20	£ 274.13
T Still	Ink Cartridge	£ 26.99
L Robbins	Audit	£ 75.00
T Still	Clerk Wages & Expenses April '20	£ 211.95
J Davison	Allotment Maintenance	£ 35.00
Business Stream	Water Supply The Parkland	£ 43.70
T Still	Clerk Wages & Expenses May '20	£ 202.15
Came & Co	Insurance 01.06.20-31.05.21	£ 571.72
Total		£2385.69

Following the Internal Audit Report held in April 2020, the Parish Council were presented with the Annual Governance and Accountability Return 2019/20.

All Councillors approved the documents.

Due to the meeting being held virtually, the Chairman was unable to sign Section 2 of the Local Audit (Smaller Authorities) Regulations 2015.

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

The Clerk will therefore provide the Chairman with the original documents to sign.

Action: Clerk/Chairman

20/58 Planning Matters

The Chair had written to the Swale Borough Council Planning Enforcement Officer to express the Parish Council's concern over long outstanding enforcement issues to which Hartlip Parish Council had received no replies from the Enforcement Officer.

The Chair had contacted the Enforcement Officer at regular intervals for updates on outstanding enforcement matters for which Hartlip Parish Council had received no feedback until July 2020.

THE FOLLOWING APPLICATIONS WERE RECEIVED AND DEALT WITH BETWEEN 11.03.20 AND 08.07.20:

Application Ref: 20/501442

Demolition of existing porch. Erection of single storey side and front porch extensions with alterations to brickwork, roof, doors and windows at Maybank, Mill Lane, Hartlip

(No objection)

Planning Appeal – Householder Application.

Application Reference: 19/502505 (Swale) and APP/V2255/D/19/3237548 (Planning Inspectorate)

Location: 35 Hartlip Hill, Hartlip.

Demolition of existing rear conservatory and WC.

Erection of single storey side and two storey rear extension including front dormer.

(No additional written representation submitted by the Parish Council)

Application Reference: 19/505557 (Swale) and APP/V2255/W/20/3246376 (Planning Inspectorate)

Location: Little Place Farm, Yaugher Lane, Hartlip.

Proposal: Prior Notification for the erection of a general purpose agricultural storage building.

An appeal has been lodged in relation to the above as Swale Borough Council had not decided this application within the statutory period.

(No additional written representation submitted by the Parish Council)

Application Reference: 20/501490/LDCEX

Lawful Development Certificate (Existing) for a change of use of farm office to a dwelling at Alpaca Farm, Yaugher Lane, Hartlip.

(Objection)

Application Ref: 20/501475 (Newington)

Proposed erection of 40 residential dwellings including affordable housing and associated car parking etc on land at rear of Eden Meadow, High Street, Newington.

(Objection)

Application Ref: 20/501491/FULL

Retrospective application for the retention of a log cabin and proposed change of use of the log cabin to a holiday let at Alpaca Farm, Yaugher Lane, Hartlip.

(Objection)

Application Ref: 20/501654/FULL

Installation of a wall mounted car charger for electric car at Place Stables, Place Lane, Hartlip.

(No objection)

Application Ref: 18/501667 New Acres, Spade Lane.

An application has been lodged with the Planning Inspectorate to extend the time limit to submit a site development scheme required by condition 4 of the planning permission.

The Parish Council opposed the original planning application **and will be opposing this appeal.**

Application Reference: 19/503694

Notification has been received from Swale Borough Council that permission has been refused for the change of use of land to an 8 pitch gypsy traveller site, with associated day rooms, new access, drive way, hard standing, package treatment plants, boundary fencing and landscaping (part retrospective) at New Acres, Spade Lane, Hartlip.

Application Ref: 20/502148/TCA

Notification of proposed tree work in the Conservation Area at The Coach House, The Street, Hartlip.

(Under consideration)

Application Ref: 20/502361/TCA

Application for the removal of 9 conifer trees in a Conservation Area at The Vicarage, The Street, Hartlip.

(Under consideration)

Application Ref: 20/502226

Non material amendment for the addition of decking across the rear of the property in the Conservation Area at The Coach House, The Street, Hartlip.

(No objection)

Notification of Appeal Lodged with the Planning Inspectorate.

Application reference 19/503694/FULL

PINS reference APP/V2255/W/20/3254539

Part retrospective application for change of use of land to an 8 pitch gypsy traveller site, with associated day rooms, new access, drive way, hard standing, package treatment plants, boundary fencing and landscaping at New Acres, Spade Lane.

Closing date for comments/representations 4 August 2020.

(it was agreed that a letter of objection should be sent to the inspectorate Reminding the Inspector that the letter of objection dated 2 September 2019 still stands and that the problems relating to the site continue)

Application Ref: 20/501977

Erection of a tractor shed to accommodate tractor, mower and hay storage to facilitate upkeep of agricultural land associated with residential dwelling. (Works started) at Hartlip Barn, Sweepstakes Farm.

(No objection)

Application Ref: 20/502569

Erection of a two storey side and rear extension with roof alterations to No.1 & No.2 Oak Barn Cottages (Re-submission of application 19/504199)

(Strong objection)

Application Ref: 20/502496

Conservation Area notification to reduce one Eucalyptus tree to a height of 40m at Burwell Grange, The Street.

(No objection)

Application Ref: 20/502607

Erection of a single storey side extension to create a new takeaway (Class 5) at the London Road Café, I Hartlip Hill.

(Strong objection)

Application Ref: 20/502383/LBC

Listed Building Consent for removal of C20th garage doors, reinstatement of ground floor wall including two six-over-six sash windows in conjunction with conversion of garage to a living room. Removal of central window and replacement with new entrance door, Portland stone steps and guarding. Formation of new door to connect existing boot room at Hartlip Place, Place Lane.

(No objection)

Application Ref: 20/502945.

Erection of single storey outbuilding with WC for use ancillary to the main dwelling as a bar/gym at Shirley, Munns Lane, Hartlip.

(Under consideration)

Application Ref: 20/502986.

Single storey rear extension and new pitched roof to existing front porch at Maybank, Mill Lane, Hartlip.

(Under consideration)

Application Ref: 20/502894

Erection of 2 stables and feed store on land at New Acres, Spade Lane, Hartlip.

(Under consideration)

20/59 Correspondence

Nothing to report.

20/60 Information Items

The Government is promoting 'The Great British September Clean up'. Discussion suggested that, at this stage with loosening of lockdown being 'work in progress', there was much uncertainty with a distinct possibility that residents would be reluctant to take part for health-safety reasons. Should the initiative take place further discussion would be necessary and it would have to be covered by SBC insurance to be viable.

The meeting closed at 9.00pm.

The next Parish Council Meeting is to be held on Wednesday 9 September 2020 at 8.00pm at Hartlip Village Hall.

Signed

Date