



**MINUTES OF HARTLIP FULL PARISH COUNCIL HELD ON
WEDNESDAY 17 SEPT 2025 AT 19:00PM IN HARTLIP VILLAGE
HALL, MEETING ROOM**

Present: Cllr S Black (V Chair), Cllr G Maleed, Cllr D Harper
Cllr J Olver, Cllr D Wellard
Officer: Mr C Henley
External Attendees: None
Apologies: Cllr K Fisher
External Apologies: Cllr C Palmer (SBC), Cllr R Palmer (KCC)

Minutes

- 412.FCM/09/25 **To receive apologies for absence**
Cllr Fisher provided apologies regarding cancelled flight. Members **RESOLVED** to accept the apologies.
- 413.FCM/09/25 **To receive declarations of interests and lobbying**
There were none.
- 414.FCM/09/25 **Minutes**
To receive as correct and approve for signature the minutes of the Full Council Meeting held on 13 August 2025. Members **RESOLVED** to approve the minutes. The Chair signed the document.
- 415.FCM/09/25 **External Reports and Updates**
There were none
- 416.FCM/09/25 **Public Participation**
There were three members of the public present, none wished to speak within this session.
- 417.FCM/09/25 **Correspondence**
I. Email from HPC external auditor confirming the completion of the Audited AGAR. **NOTED**
II. Email from resident regarding the addition of trim trail equipment at the Munns La recreation ground. **NOTED**
III. Email from second resident regarding the addition of trim trail equipment at the Munns La recreation ground. **NOTED**
IV. Email from HVHMC member regarding various matters. **NOTED**
V. Email from SBC councillor regarding Matts Hill Lane deterioration. **NOTED**. Members also commented that Medway council had carried out maintenance repairs to their end of the road.
VI. Email from KCC regarding funding confirmation for highways scheme. **NOTED**
VII. Email from KCC regarding Active Travel Business Grant. **NOTED**

418.FCM/09/25

Planning – <https://pa.midkent.gov.uk/>

Relevant Legislation: Town and Planning Act 1990

- I. 25/503440/AGRIC Matts Hill Farm. Prior notification for an agricultural building. For its approval to Siting, design and external appearance. No objections, however HPC would like SBC to take into account any comments from neighbouring properties.
- II. 25/526414/SUB Place Farm, Place Lane. Submission of details pursuant to condition 3. No objections, however HPC would like SBC to take into account any comments from neighbouring properties.
- III. 25/503553/TCA Patrimonia, The Street. Conservation area notification, various tree work.
- IV. 25/503755/FULL Lodge Farm House. Removal of condition 3. No comment

419.FCM/09/25

Hartlip Parish Council Reporting – Agree any actions

- I. Recreational Ground – to receive update
 - (a) Members received update on the Facility. Members noted that the soil surrounding the new grass lock matting had deteriorated and required maintenance. Members **RESOLVED** that the Landscape contractor to be instructed on the matter. Further update in October following the working group meeting. **NOTED**.
 - (b) No update was available regarding a vehicle accident in Munns Lane that resulted in damage to the recreation ground fencing. Cllr Harper following up with the relevant parties for October update. **NOTED**.
 - (c) Members received update on recreation ground maintenance. Cllrs will be carrying out monthly and quarterly equipment checks for maintenance, the cableway requires an additional piece of equipment. **NOTED**
 - (d) Members received information and considered a grant for improvements for the Munns Lane entrance. On assessment the grant did not meet the needs due to 50% contribution requirement.
 - (e) Members **RESOLVED** to proceed with a ferreting option at no cost to the parish to control the population of rabbits within the rec. This has become required due to the increase in holes and damage being caused within the rec grounds.
- II. Parkland – to receive update
 - (a) No update was available in September other than that the fallen branch and stump is still to be cleared from the facility. **NOTED**
 - (b) Matters ongoing update in October. No update was available in September. **NOTED**.
- III. Highways Footpaths and Environment – to receive update
 - (a) Highways Update. Multiple highways faults reported by Cllr Black and are due for attention from KCC Highways. **NOTED**. Members **RESOLVED** to instruct contractor to carry out maintenance to the Pond wall and adjacent road gully.
 - (b) HIP update. Awaiting response from KCC regarding actions and planned improvements. Yaughier / Matts Hill crossroads give way road markings are deteriorated beyond acceptable level, HPC to report the fault. In addition HPC to add give way signage to the HIP. **NOTED**
 - (c) Matts Hill Lane. Members noted that the Medway part of this road has received some remedial maintenance. The SBC end of the road has not received any repairs. HPC to report the issue to SBC representatives. Update in October. **NOTED**
 - (d) Public Consultation Update. Consultation is prepared and members **RESOLVED** to proceed with the publishing in Sept / Oct once the response from KCC is received concerning HIP Actions.
 - (e) Any additional essential updates. None.
- IV. Village Hall Management Committee – to receive update.
 - (a) Members have received a communication from the committee regarding HPC representation. HPC to communicate with the committee.
 - (b) Members have received a communication from the committee regarding the water supply. HPC to contact committee in an attempt to finding a reasonable resolution.
- V. Allotments – to receive update.
 - (a) No update available.
 - (b) Community Chat Garden Update. Members **RESOLVED** that the maintenance of the area continues, the facility has received the new seating and planters. Autumn planting due to take place. **NOTED**
 - (c) Members to consider signage options for the facility. No update on this matter. **NOTED**

Hartlip Parish Council 17/09/2025

Signed by Chair:.....

Date:.....

8/10/25

420.FCM/09/25 **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. Cllrs Harper and Maleed
- III. Payments for approval: Detailed in papers for member approval. Cllrs Harper and Maleed

Payee	Date	Method	Reference	Reason	Amount
C Henley Clerk	17/09/2025	BACS	INV-0321	Sept Service Payment + office and milage x1,	£ 530.71
Eco Gardener	17/09/2025	BACS	INV-884	Landscaping Sept	£ 296.66
Hugo Fox	14/06/2025	DD	SS-MONTHLY-GCS	Web Annual Contract Sep	£ 23.99
Cllr Maleed	30/07/2025	BACS	07899956299	Emergency Phone Sept	£ 6.88
Eco Gardener	17/09/2025	BACS	INV-879	Allotment Bench build	£ 330.00
Eco Gardener	17/09/2025	BACS	INV-900	Parkland and Allot mow	£ 130.00
Business Stream	01/09/2025	BACS	8380603	Water Supply – Parkland	£ 120.01
Julian Davison	17/09/2025	BACS		Allot Hedge Cutting	£ 90.00
Clive Henley	17/09/2025	BACS		Poppy Wreath	£ 25.00

421.FCM/09/25 **Clerk Updates – Agree any actions**

- I. Members received update regarding external audit, the process is concluded. **NOTED**
- II. Members received information on the NJC Payscales. Members **RESOLVED** to adopt the new pay scales.
- III. Any other urgent updates. Audit dates have been set as 13 October 2025 and 13 April 2026.

422.FCM/09/25 **HPC areas of responsibility and working group review under a special resolution.**

- I. Hartlip War Memorial – Cllr Fisher plus one member of the public.
- II. Recreation Ground – Cllr Harper
- III. Parkland – Cllr Fisher
- IV. Highways – Cllr Wellard
- V. Planning – Cllr Maleed
- VI. Hartlip Pond – Cllr Maleed
- VII. Village Hall Management Committee – Cllr Fisher (ex-Officio member) Cllr Oliver HPC representative.
- VIII. Allotments Inc Community Garden – Cllr Black & Cllr Oliver
- IX. Recreation Ground WG – Cllrs Harper/Black/Oliver
- X. Allotment WG – Clls Black/Oliver/Maleed
- XI. PC / Village Signage WG – All members
- XII. Budget WG – Cllrs Fisher/Maleed/Wellard

423.FCM/09/25 **Working Group Update**

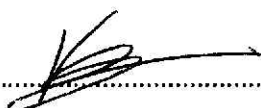
- I. Recreation Ground, no update. **NOTED**
- II. Allotments, no update. **NOTED**
- III. PC / Village Signage, no update. **NOTED**

424.FCM/09/25 **Budget Preparations 2026/27**

- I. Members to assess budget requirements for the period under their new areas of responsibilities. Update in October
- II. Budget working group meeting date to be set for October
- III. Meeting room options to be assessed in October

Hartlip Parish Council 17/09/2025

Signed by Chair:

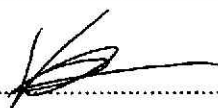


Date: 8/10/25

- 425.FCM/09/25 **HPC Vacancy**
I. Members noted that there had been applicant/s for the vacant position
II. Members noted that the clerk will be tabling the co-option for consideration within the October Meeting Agenda if practicable.
- 426.FCM/09/25 **Items to be considered for inclusion on the next Full Council agenda**
Dane Close Entrance Splay
- 427.FCM/09/25 **Date of next meeting**
Wednesday 8 Oct. **NOTED.**
- 428.FCM/09/25 **Close of Meeting 21:00.**
-

Hartlip Parish Council 17/09/2025

Signed by Chair:.....



Date:.....

8/10/25

Hartlip Parish Council:

Notice of conclusion of the audit

Annual Return for the year ended 31st March 2025

Section 25 of the Local Audit and Accountability Act 2014

Accounts and Audit (England) Regulations 2015

	Notes
1. The audit of accounts for the Council/Meeting (a) for the year ended 31 March 2025 has been concluded. 2. The Annual Governance and Accountability Return is available for inspection by any local government elector of the area of the Council /Meeting (a) on application to: (b) Hartlip Parish Council Web Site www.hartlippc.gov.uk or via the Clerk Mr C Henley at clerk@hartlippc.gov.uk 2. Copies will be provided to any local government elector on payment of £1 (c) for each copy of the Annual Return. Announcement made by: (d) Mr C Henley Clerk Date of announcement: (e) 3 September 2025	(a) Delete as appropriate (b) Insert name, position and address of the person to whom local government electors should apply to inspect the Annual Return (c) Insert a reasonable sum for copying costs (d) Insert name and position of person placing the notice (e) Insert date of placing of the notice

The Corner
Bank Chambers
26 Mosley Street
Newcastle upon Tyne
NE1 1DF

Tel: +44 (0)191 383 6300
forvismazars.com/uk



Mr C Henley
Hartlip Parish Council
2 Alfriston Grove
West Malling
Kent
ME19 4SR

Direct line: +44 (0)191 383 6348

Email: local.councils@mazars.co.uk

Date: 28 August 2025

Dear Mr Henley

Completion of the limited assurance review for the year ended 31 March 2025

We have completed our review for the year ended 31 March 2025 and I have pleasure in enclosing the certified Annual Governance and Accountability Return. The External Auditor's Certificate and Report is given in Section 3.

If there are any significant matters arising from the review, they are summarised in the External Auditor's certificate in Section 3. If we have identified minor scope for improvement we have recorded this on page 2 of this letter. The Council must consider these matters and decide what action is required. In most cases this will be self-evident. In some instances we have referred to further guidance available, in particular, in the publication "*Governance and Accountability for Local Councils – A Practitioners' Guide (England) 2024*". This can be obtained via your NALC or SLCC branch, or downloaded free of charge.

Action you are required to take:

The Accounts and Audit (England) Regulations 2015 set out what you must do at the conclusion of the review. In summary, you are required to:

Publish (which must include publication on the authority's website) a statement on or before 30 September to confirm:

- that the review has been concluded and that the statement of accounts has been published;
 - of the rights of inspection conferred on local government electors by section 25 of the Local Audit and Accountability Act 2014; and
 - the address at which, and the hours during which, those rights may be exercised.
- Keep copies of the Annual Governance and Accountability Return for purchase by any person on payment of a reasonable sum.
 - Ensure that the Annual Governance and Accountability Return remains available for public access for a period of not less than five years beginning with the date on which the Annual Governance and Accountability Return was first published.

Forvis Mazars LLP

Forvis Mazars LLP is the UK firm of Forvis Mazars Global, a leading global professional services network. Forvis Mazars LLP is a limited liability partnership registered in England and Wales with registered number OC308299 and with its registered office at 30 Old Bailey, London, EC4M 7AU. Registered to carry on audit work in the UK by the Institute of Chartered Accountants in England and Wales. Details about our audit registration can be viewed at www.auditregister.org.uk under reference number C001139861. VAT number: GB 839 8356 73

The Accounts and Audit (England) Regulations 2015 do not specify the period the Completion Notice needs to be on the council's website, but this period must be reasonable.

Minor scope for improvement in 2025/2026

The Internal Auditor has left Objective O in Internal Auditor Report of the Annual Governance and Accountability Return (AGAR) blank. Although the answer could be inferred from other answers on the AGAR, the Council and Internal Auditor should ensure all boxes are filled in, marking nil or not applicable where appropriate.

The 2023/24 figures in the accounting statement were correctly restated and a reason provided upon request but the column was not headed 'restated' to confirm the differences from the previous year's annual return. In future if prior year figures are restated the Council should head the column 'restated'.

Accessibility Regulations

We are aware that the Accounts and Audit Regulations requirement for a physical 'wet ink' signature on the original AGAR, does not allow parish council's to fully comply with the Accessibility Regulations. The National Audit Office are aware that the two pieces of legislation are not compatible, therefore smaller authorities are advised to make it clear on their website that the document is a scan and will not be fully compliant with the Accessibility Regulations.

Audit fee

Our fee note for the audit, which is in accordance with the audit fee scales set by SAAA, and available at [Audit Fees | Smaller Authorities' Audit Appointments \(saaa.co.uk\)](https://saaa.co.uk/Audit-Fees-Smaller-Authorities-Audit-Appointments) will follow.

We would be grateful if you could arrange for this to be paid at the earliest opportunity.

Yours sincerely



Gavin Barker
Engagement Lead
For and on behalf of Mazars LLP