



**MINUTES OF HARTLIP FULL PARISH COUNCIL HELD ON
WEDNESDAY 8 MAY 2024 AT 19:00PM IN HARTLIP VILLAGE
HALL, MEETING ROOM**

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

Officer: Mr C Henley (Clerk)

External Attendees: Cllr R Palmer, Cllr C Palmer, Cllr Baldock

Apologies:

External Apologies:

Minutes

- 170.FCM/05/24 **Election of Chair of Hartlip Parish Council**
Cllr Tobias Daley was nominated by Cllr Maleed, seconded by Cllr JN Davies for the Chair of HPC for the Civic Year 2024 to 2025. Members **RESOLVED** to elect Cllr T Daley to the position. Cllr Daley signed the Declaration of Acceptance of Office Document with the clerk.
- 171.FCM/05/24 **Election of Deputy Chair of Hartlip Parish Council**
Cllr Sharon Black was nominated by Cllr Maleed, seconded by Cllr JN Davies for the Deputy Chair of HPC for the Civic Year 2024 to 2025. Members **RESOLVED** to elect Cllr S Black to the position. Cllr Black signed the Declaration of Acceptance of Office Document with the clerk.
- 172.FCM/05/24 **To receive apologies for absence**
There were none
- 173.FCM/05/24 **To receive declarations of interests and lobbying**
There were none
- 174.FCM/05/24 **Minutes**
To receive as correct and approve for signature the minutes of the Full Council Meeting held on 10 April 2024. Members **RESOLVED** to approve the minutes. The Chair signed the document.
- 175.FCM/05/24 **Public Participation**
There were no members of public present.
- 176.FCM/05/24 **Insurance**
Members **RESOLVED** to accept the quote for the continuation of insurance from AJG Brokers
- 177.FCM/05/24 **Appointment of members to areas of specific responsibility for HPC**
The Chair received nominations for areas of responsibility for the Civic Year 2024 to 2025
- I. War Memorial
Members **RESOLVED** to appoint Cllr Daley to the area of responsibility.
 - II. Recreation Ground
Members **RESOLVED** to appoint Cllr Harper to the area of responsibility.
 - III. The Parkland
Members **RESOLVED** to appoint Cllr Rose to the area of responsibility.
 - IV. Highways, Footpaths and Environment
Members **RESOLVED** to appoint Cllr Black to the area of responsibility.

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- V. The Pond
Members **RESOLVED** to appoint Cllr Maleed to the area of responsibility.
- VI. Allotments
Members **RESOLVED** to appoint Cllr JN Davies to the area of responsibility.
- VII. Village Hall Committee HPC representative
Members **RESOLVED** to appoint Cllr Rose to the area of responsibility.
- VIII. Planning
Members **RESOLVED** to appoint Cllr Maleed to the area of responsibility.

- 178.FCM/05/24 **Appointment of members to working groups**
The Chair will receive nominations for membership to working groups.
- I. Recreation Ground Working Group
Members **RESOLVED** to appoint Cllrs Harper, Black and JN Davies to the working group.
 - II. D-Day Working Group
Members **RESOLVED** to appoint Cllrs Daley, Black, Maleed and JN Davies to the working group.
 - III. Budget Working Group (proposed changed from Precept Working Group).
Members **RESOLVED** to appoint Cllrs Daley, Maleed, Rose and JN Davies to the working group.
- 179.FCM/05/24 **Policies and Procedures**
Members **RESOLVED** the readoption of all policies including the Terms of Reference Document updated with details and information from this Annual Meeting
- 180.FCM/05/24 **Meeting Dates**
Members **RESOLVED** the approval of civic year 2024/25 meeting dates, with the location of the meeting to be discussed at the June FC Meeting.
- 181.FCM/05/24 **Bank Signatures**
Members **RESOLVED** the addition of Cllr Maleed to Cllrs Daley and Black to the bank signatory mandate.
- 182.FCM/05/24 **HPC Clerk**
Members **RESOLVED** to continue with the current clerk, proper officer, RFO arrangements
- 183.FCM/05/24 **Correspondence**
- I. Email from SBC confirming release of the first half of the precept. **NOTED**
 - II. Email from resident about missing no dogs signage at the rec play area. **NOTED**
 - III. Email quote received from broker regarding HPC renewal. **NOTED**
 - IV. Email from Local Police regarding community surgery 1 May at the church. **NOTED**
- 184.FCM/05/24 **External Reports and Updates**
Cllr Palmer reported on fly tipping in the borough and also that the issues with waste collection are continuing with improvements.
Police – PC Chittim sent in a report for the month. Attached.
Noted
- 185.FCM/05/24 **Planning – <https://pa.midkent.gov.uk/>**
To receive updates on planning matters
- I. 24/501427/LDCEX 18 Hartlip Hill Certificate for installation of hardstanding. **NO COMMENT**
 - II. 24/501623/FULL 2 Roman Villas, Place Lane – Single story extension. **NO COMMENT**
 - III. 24/501387/FULL Little Place Fm, Yauger Lane. Sighting of Welfare building. **OBJECTION**
 - IV. To receive any additional urgent updates. Nothing further
- 186.FCM/05/24 **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 has been installed.
 - (b) Rec Public Consultation results are being prepared by Cllr Harper for publishing
 - (c) Wicksteed 2023 Quotation has been updated with a 4% uplift for 2024. Supplier is adding painting of the swing sets to the order for completion Summer 2024.

- III. Parkland – to receive update
 - (a) Parkland fencing repairs and general maintenance. HPC is now ready to compare the two quotes received. Update in June for progression.
 - (b) Parkland Spraying – HPC arranging the commencement of the work. Weather and availability of the vacant paddock has prevented spraying in April.
- IV. Highways Footpaths and Environment – to receive update
 - (a) Speeding Consultation – Members received the public consultation results. Attached. The report to be discussed with KCC Highways.
- V. Village Pond – to receive update
 - (a) Maintenance Progress – Working party to be arranged in Summer 2024 for the maintenance of the area.
- VI. Allotments – to receive update from Cllr N Davies
 - (a) Allotment Payments – Three tenant still outstanding.
 - (b) Vacant Plots update – No update.

187.FCM/05/24

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 Black & Cllr Maleed Checked and signed all papers.
- II. Payments received: Detailed in papers
- III. Payments for approval: Detailed in papers for member approval

| Payee | Date | Method | Reference | Reason | Amount |
|-----------------|------------|--------|----------------|--|----------|
| Lionel Robbins | 08/05/2024 | BACS | 2023/24 | Internal Audit | £ 140.00 |
| C Henley Clerk | 08/05/2024 | BACS | INV-0294 | May Service Payment + office and milage x1 | £ 441.84 |
| Business Stream | 08/05/2024 | | | Water Supply | £ 89.94 |
| Hugo Fox | 15/04/2024 | DD | SS-MONTHLY-GCS | Website Annual Contract | £ 23.99 |
| Cllr Maleed | 08/05/2024 | BACS | 07899956299 | May Emergency Phone | £ 6.47 |
| Eco Gardener | 11/03/2024 | BACS | Inv 523 | Landscaping | £ 296.66 |
| KALC | 08/05/2024 | | 9159 | Membership | £ 407.71 |
| Insurance | 08/05/2024 | | 2186972 | AJG HPC Renewal | £1018.23 |

188.FCM/05/24

Clerk Updates – Agree any actions

- I. Audit process and AGAR is complete ready for public rights to take place in June.
- II. Both consultation reports have been prepared by Cllrs Harper and Maleed.
- III. Any other urgent updates. None

189.FCM/05/24

D-Day Anniversary

Agree any actions

- I. D-Day Anniversary working group update. Promotional flyer has been produced and will be distributed by the members. The event to take place at St Michaels & All Saints Church in Hartlip from 5pm on Thursday 6 June, beacon lighting at the Hartlip Allotments will be at 9.15pm. There is a program of facilities, refreshments and activities.

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.

190.FCM/05/24

HPC Legal Matters

Chair to update. HPC to contact HVHMC informing them that HPC will be updating the land registry details for the VH

191.FCM/05/24

Items to be considered for inclusion on the next Full Council agenda

No additions.

192.FCM/05/24

Date of next meeting

Wednesday 12 June 2024 which is the annual meeting of Hartlip Parish Council

193.FCM/05/24

Close of Meeting 20:30.



Community events attended and next month's events in surgery

- I attended the coffee morning at St Michael's and All Angels Church on 01/05/2024. This was well received, and some further crime prevention products given out to local residents.

Drop-in surgery

- Wednesday 3rd July 10:30 hours to 12:00 hours
- St Michaels and All Angels Church, Hartlip

Your local officer is Police Officer Jez Chittim

Incidents of note

- On Friday 3rd May a Range Rover was stolen from an address in Mill Lane. This appears to be an isolated incident, however if there is any information anyone has about this matter, please call 101 and quote Kent police incident 03-0125. Should anyone have a keyless vehicle and is concerned about the safety of their vehicle, I can supply a signal blocker key pouch upon request; or see me at my next surgery.
- Fly tipping is still an issue I am trying to tackle; however the Environmental Response Team have informed me that they do require more reports on repeat locations. I have been conducting some plain clothes patrols in and around repeat spots and patrolled a couple of times in an unmarked police car. I have not caught anyone in the act of fly tipping; however I have started to visit any people who drive through the village at the time of my presence with commercial vans or trucks etc and likely to be carrying waste. I am doing this in the hope to prevent anyone believing it is appropriate to dump waste within Hartlip.



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 Invite you to
Commemorate 80 years since D-Day on
Thursday June 6th from 5pm -9.15pm at
St Michaels & All Angels Hartlip**

Refreshments with food truck & Ice-cream van
including Beer, Wine, Soft drinks, Teas & Coffee

Readings & Facts about D-Day read by
Children from Hartlip School & The Village 5.30pm

D-Day "Pub" Quiz 6pm

Wartime music & Singing with

"The Jukebox Sweethearts" 6.45pm

lighting of The Beacon at The Village Allotments 8.45-9.15pm

This Event is being organised by

Hartlip Parish Council for the benefit of the Village

All monies raised & donated are for the Village
recreation ground upgrades, War Memorial & Church
Arch restoration

If you would like your child to be part of the readings then please
contact Sharon on 07812-184255

Sharon
12/6/2024

Attachment 3.1

Local council name: Hartlip Parish Council**Notice of appointment of date for the exercise of public rights****Accounts for the year ended 31st March 2024**

The Local Audit and Accountability Act 2014, and
The Accounts and Audit (England) Regulations 2015 (SI 234)

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| <p>1. Date of announcement: <u>3 June 2024</u></p> <p>(a)</p> <p>2. Any person interested has the right to inspect and make copies of the accounts to be audited and all books, deeds, contracts, bills, vouchers and receipts relating to them. For the year ended 31 March 2024 these documents will be available on reasonable notice on application to:</p> <p>(b) <u>Mr C Henley</u> Clerk to the Council</p> <p><u>clerk@hartlippc.gov.uk</u></p> <p>commencing on (c) <u>3 June 2024</u></p> <p>and ending on (d) <u>12 July 2024</u></p> <p>3. Local Government Electors and their representatives also have:</p> <ul style="list-style-type: none"> the opportunity to question the auditor about the accounts; and the right to make objections to the accounts or any item in them. Written notice of an objection must first be given to the auditor and a copy sent to the Authority (f). <p>The auditor can be contacted at the address in paragraph 4 below for this purpose during the inspection period at 2 above.</p> <p>4. The auditor's limited assurance review is being conducted under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit (England) Regulations 2015 and the National Audit Office' Code of Audit Practice. Your review is being carried out by:</p> <p>Mazars LLP, The Corner, Bank Chambers, 26 Mosley Street, Newcastle upon Tyne, NE1 1DF Email: <u>local.councils@mazars.co.uk</u></p> <p>5. This announcement is made by (e) <u>Mr C Henley</u> – Clerk</p> | <p>(a) Insert date of placing of this notice on your website.</p> <p>(b) Insert name, position and contact details of the Clerk or other person to whom any person may apply to inspect the accounts.</p> <p>(c) And</p> <p>(d) The inspection period must be 30 working days in total and commence no later than 1 July 2024.</p> <p>(e) Insert name and position of person placing the notice</p> |
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