



**MINUTES OF HARTLIP FULL PARISH COUNCIL HELD ON WEDNESDAY 14 MAY 2025 AT 19:00PM IN HARTLIP VILLAGE HALL, MEETING ROOM**

- Present: Cllr T Daley (Chair), Cllr S Black, Cllr J Olver  
Cllr D Harper, Cllr G Maleed, Cllr K Fisher,
- Officer: Mr C Henley (Clerk)
- External Attendees:
- Apologies:
- External Apologies: Cllr R Palmer (KCC & SBC), Cllr C Palmer (SBC), PC J Chittim

**Minutes**

- 349.FCM/05/25 **Election of Chair of Hartlip Parish Council**  
Cllr Tobias Daley was nominated and seconded unopposed for the Chair of HPC for the Civic Year 2025 to 2026. Members **RESOLVED** to elect Cllr T Daley to the position. Cllr Daley signed the Declaration of Acceptance of Office Document with the clerk.
- 350.FCM/05/25 **Election of Deputy Chair of Hartlip Parish Council**  
Cllr Sharon Black was nominated and seconded for the Deputy Chair of HPC for the Civic Year 2025 to 2026. Members **RESOLVED** to elect Cllr S Black to the position. Cllr Black signed the Declaration of Acceptance of Office Document with the clerk.
- 351.FCM/05/25 **To receive apologies for absence**  
There were none
- 352.FCM/05/25 **To receive declarations of interests and lobbying**  
There were none
- 353.FCM/05/25 **Minutes**  
To receive as correct and approve for signature the minutes of the Full Council Meeting held on 16 April 2025. Members **RESOLVED** to approve the minutes. The Chair signed the document.
- 354.FCM/05/25 **Public Participation**  
There was 1 member of public present who did not wish to speak.
- 355.FCM/05/25 **Insurance**  
The Chair received nominations for areas of responsibility for the Civic Year 2025 to 2026  
I. Members **RESOLVED** to accept the quote for a three-year fixed term continuation of insurance from AJG Broker  
II. Members **RESOLVED** to make payment for the premium.

Signed by Chair:..... Date: 14/6/2025

- 356.FCM/05/25 **Appointment of members to areas of specific responsibility for HPC**  
The Chair received nominations for areas of responsibility for the Civic Year 2025 to 2026
- 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 Fisher to the area of responsibility.
  - IV. Highways, Footpaths and Environment  
Members **RESOLVED** to appoint Cllr Black to the area of responsibility.
  - V. The Pond  
Members **RESOLVED** to appoint Cllr Maleed to the area of responsibility.
  - VI. Allotments  
Members **RESOLVED** to appoint Cllr Daley to the area of responsibility.
  - VII. Allotment Community Garden  
Members **RESOLVED** to appoint Cllr Daley to the area of responsibility.
  - VIII. Village Hall Committee HPC representative  
Members **RESOLVED** to appoint Cllr Olver to the area of responsibility. This is subject to the appropriate approval and induction from the VHMC.
  - IX. Planning  
Members **RESOLVED** to appoint Cllr Maleed to the area of responsibility.
- 357.FCM/05/25 **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 Maleed to the working group.
  - II. Budget Working Group (proposed changed from Precept Working Group).  
Members **RESOLVED** to appoint Cllrs Daley, Maleed, Fisher and Olver to the working group.
  - III. PC / Village and Highways Signage  
Members **RESOLVED** to appoint Cllrs Daley, Black, Fisher and Olver to the working group.
  - IV. Allotments  
Members **RESOLVED** to appoint Cllrs Daley, Black and Fisher to the working group.
- 358.FCM/05/25 **Policies and Procedures**  
Members **RESOLVED** the readoption of all policies with the exception of the Terms of Reference Document which is to be updated with details and information from this Annual Meeting
- 359.FCM/05/25 **Meeting Dates**  
Members **RESOLVED** the approval of civic year 2025/26 meeting date schedule.
- 360.FCM/05/25 **Bank Signatures**  
Members **RESOLVED** Cllrs Daley, Black and Maleed to be on the bank signatory mandate.
- 361.FCM/05/25 **HPC Clerk**  
Members **RESOLVED** to continue with the current clerk, proper officer, RFO arrangements
- 362.FCM/05/25 **Correspondence**
- I. Email from SBC confirming release of the first half of the precept. **NOTED**
  - II. Email from HVHMC regarding booking for community event. **NOTED**
  - III. Email quote received from broker regarding HPC renewal. **NOTED**
  - IV. Email from member of the public pledging donation towards the conservation of the War Memorial. **NOTED**
- 363.FCM/05/25 **External Reports and Updates**  
Cllr C Palmer (SBC) and Cllr R Palmer (SBC & KCC) could not attend but submitted a report – attached.

Police – PC Chittim sent in a report for the month - attached.

**Noted**

364.FCM/05/25

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

To receive updates on planning matters

- I. 25/501334/FULL Land Adjacent to Matts Hill Fm. Self build erection of 2no two bed mobile units. **OBJECTION** to this application on the basis of overdevelopment of the site, loss of light and privacy for neighbouring properties and loss of amenity for neighbouring properties
- II. 25/501620/FULL Rose Cottage, The Street. Section 73 – Application for variance of condition 2 and condition 5 24/500695/FULL. **NO OBJECTION**, however the council would like the planning authority to take comments from neighbouring properties into account.
- III. 25/501661/TCA Hartlip House, The Street. Conservation area notification to carry out tree work. **NO OBJECTION.**
- IV. 25/501153/FULL Land at Mutley Meadows Yaughar La. Stable conversion to single bed dwelling. Partly retrospective. **OBJECTION** on grounds of insufficient detail and explanation of use.
- V. No urgent items

365.FCM/05/25

**Hartlip Parish Council Reporting – Agree any actions**

- I. Recreational Ground – to receive update
  - (a) Recreation ground new equipment and improvement project has been completed. Local children are using the facility and the council members have received many very positive and grateful comments.
  - (b) Rec carpark usage for community event has been approved previously, the organisers are preparing risk assessment and people to man the event.
  - (c) Rec / Munns Lane accident update. The courier firm has replied to communications and process to resolve has commenced.
- II. Parkland – to receive update
  - (a) Update following facility inspection. It was **RESOLVED** to write to the tenants with the results and comments from the inspection concerning the actions required from the individuals. Update in June for progression.
- III. Highways Footpaths and Environment – to receive update
  - (a) Update following HIP meeting. Highways working group has produced first draft of a public consultation document. Members to carry out further work on options and have a follow up meeting with KCC Highways.
- IV. Allotments – to receive update from Cllr T Daley
  - (a) Allotment Payments – No update available.
  - (b) Vacant Plots update – There are two vacant plots with a third possible. Cllr Daley to contact new applicants.
  - (c) Allotment Community Garden – Progress being made with the grass condition
  - (d) Allotment Community Garden Furniture Purchase – Members **RESOLVED** to approve the purchase of raised bed furniture to the value of the budget.
  - (e) Signage – To be proposed in June by the PC / Village Signage working group.

366.FCM/05/25

**Finance Reporting**

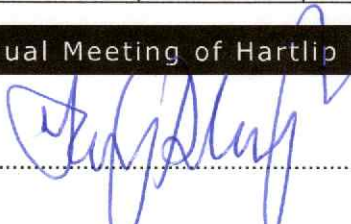
**Relevant Legislation: Acts and Audit Reg 2015, Lcl Audit and Ac'bility Act 2014**

- I. Financial review bank statements and bank reconciliation - Councillors to view and sign. Cllr 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
C Henley Clerk	14/05/2025	BACS	INV-0313	May Service Payment + office and milage x1.	£ 530.71
Eco Gardener	14/05/2025	BACS	INV-770	Landscaping April	£ 296.66
Hugo Fox	14/05/2025	DD	SS-MONTHLY-GCS	Website Annual Contract	£ 23.99
Cllr Maleed	14/05/2025	BACS	07899956299	Emergency Phone	£ 6.88
Eco Gardener	14/05/2025	BACS	INV-757	Community Gden Weed/Feed	£ 197.96
Business Stream	14/05/2025	BACS	7687466	Parkland Water	£ 92.75

Signed by Chair:.....

Date:.....

 17/6/2025

Sam the Gardener	14/05/2025	BACS	Email	War Memorial	£ 20.00
Eco Gardener	14/05/2025	BACS	777	Community Gdn Mow etc	£ 70.00
Woodblocx	14/05/2025	BACS	NA	Raised Planters / Com Gdn	£ 1,600.00
Insurance	14/05/2025	BACS		Annual Policy	£ 1,198.71

- 367.FCM/05/25 **Clerk Updates – Agree any actions**  
 I. Audit process continued, AGAR has been submitted to the external auditor. Public rights to take place in June.  
 II. Grant reporting. Statutory reporting taking place for the 24/25 grants obtained.  
 III. HPC Logo. Members **RESOLVED** to approve the new HPC Logo.  
 IV. Any other urgent updates. None
- 368.FCM/05/25 **VE-Day Anniversary**  
 Agree any actions  
 I. VE-Day Anniversary Day – Members reported a very successful commemorative event that was well attended by up to 160 residents. Members also mentioned making an annual community event not tied to a national event.
- 369.FCM/05/25 **Resident installation of ANPR Cameras**  
 Agree any actions  
 I. To Receive update following resident presentation in Public Participation – Deferred to June due to resident non-attendance.
- 370.FCM/05/25 **Items to be considered for inclusion on the next Full Council agenda**  
 No additions.
- 371.FCM/05/25 **Date of next meeting**  
 Wednesday 11 June 2025
- 372.FCM/05/25 **Close of Meeting 20:55.**

#### Borough and KCC Council Members Reporting

Richard is dealing with a Public foot path problem that comes under KCC. One school places allocations, and one SEN problem. Confidentiality does not allow any further information.

I have had a very quiet month, so nothing to report for Hartlip.

Over the last year we have been honoured to attend your meetings. We both really enjoy coming to Hartlip how strong your community is within the village. We are looking forward to visiting the refurbished recreation ground when it is completed. We were able to use grant money to support the recreation ground and the Village Hall.

We were invited to attend an assembly at the school, when Persimmons Homes presented a cheque for a thousand pounds to support their OPAL (outdoor play and learning) project. It was great to meet the teachers and some of the children. We were able to support the school outdoor play area with some of our grant money.

I cannot say about the last year, without mentioning the dreaded BIN word. Which took a while to sort, but going by the lack of emails, we got there in the end. There was one property that suffered greatly, due to being right on the Swale Maidstone border, but after 11 months, fingers crossed it's sorted, at last.

Richard is very pleased to have taken up post as your KCC Councillor and is looking forward to strengthening the support that he can provide for you all.



11/6/2025



**Kent  
Police**

Get the latest crime statistics by visiting: [www.kent.police.uk/yourarea](http://www.kent.police.uk/yourarea) May 2025

## **Incidents of note**

- On Friday 9<sup>th</sup> May there were reports of three male youths aged between 12 and 16 years old throwing stones off the bridge on Yaughar Lane at cars travelling under it on the motorway. Thankfully the person reporting the incident managed to avoid being hit by any objects being thrown and there were no further calls. Hopefully this means there was no one hit. Thankfully police responded quickly to this and likely put off anyone continuing this dangerous act. An area search for the offenders was conducted to no avail unfortunately. This is an incredibly dangerous act and if anyone has any information regarding this incident; please contact the police on 101 and quote KP-20250509-1296.
- Swale wide there has been a sharp increase in fraud incidents. Swale residents have been reporting that they have received phone calls from someone claiming to be a police officer. They give a fake police officer name and force number and state they are part of the Economical Crime Team at Sittingbourne Police Station (There isn't such a department in Sittingbourne). They claim there have been some irregularities spotted within the bank account of the person they are calling before requesting the person hangs up and calls the police. The criminal pretending to be a police officer will keep the line open their end and when the poor victim calls 999, they will pretend to be a police call taker where they then ask for the victim's bank details. Thankfully those that have reported these incidents to the police have not given out their bank details and become a victim of this crime. However, historically this type of crime is under reported through embarrassment and shame. There is nothing to be embarrassed or ashamed of; these criminals are highly sophisticated and unfortunately very good at what they do. If you or someone you know has been a victim of this type of crime, please advise they call their bank first and then call the police on 101 and report it. The sooner it is reported, the more likely it is we can prevent the loss of your money.