YOU ARE SUMMONED TO ATTEND THE MEETING OF THE **FULL HARTLIP PARISH COUNCIL** ON **WEDNESDAY 10 DECEMBER 2025** AT 19:00PM IN THE HARTLIP VILLAGE HALL MEETING ROOM

Members of the Public and Press are welcome to attend

Signed: Mr C Henley
Clerk and Proper Officer
2 Alfriston Grove, West Malling, ME194SR

Date of Issue: 4 Dec 2025

Members: Cllr K Fisher (Chair), Cllr S Black, Cllr D Harper, Cllr G Maleed, Cllr D Wellard, Cllr J Olver. Cllr J Podolsky

PUBLIC PARTICIPATION IN GENERAL

Members of the public may also be allowed to speak during the meeting, on agenda items only and with express permission from the Chair. Anyone wishing to attend and/or speak on the agenda item during Public Participation should book in prior to the meeting. Please contact clerk@hartlippc.gov.uk

RECORDING (AUDIO AND /OR VIDEO OF COUNCIL MEETINGS AND USE OF SOCIAL MEDIA

During the meeting the public are allowed to record the Committee and Officers from the front of the public seating area only, providing it does not disrupt the meeting. Any items in the exempt part of the agenda cannot be recorded and no recording device is to be left behind. If another member of the public objects to being recorded, the person(s) recording must stop doing so until the member of the public has finished speaking. The use of social media is permitted, but all members of the public are requested to switch their mobile devices to silent for the duration of the meeting.

MOBILE PHONES

Members of the public are reminded that the use of mobile phones (other than silent) is prohibited at all Parish Council meetings.

Agenda

459.FCA/12/25 **To receive apologies for absence**
Relevant Legislation: Local Government Act 1972, s85
Members not in attendance must tender their apologies to the clerk and reason for absence to the clerk on the summons prior to the meeting
Agree any action

460.FCA/12/25 **To receive declarations of interests and lobbying**
Relevant Legislation: Localism Act 2011, s31
In accordance with the Localism Act 2011, members are to disclose pecuniary or any other interests in any item on the agenda. The members are individually responsible for declaring their position.

461.FCA/12/25 **Minutes**
Relevant Legislation: Local Government Act 1972, sch 12, p 41
To receive as correct and approve for signature the minutes of the Full Council Meeting held on 12 November 2025.

462.FCA/12/25 **External Reports and Updates**
To receive any external reports from County and Borough and Police Liaison.

463.FCA/12/25 **Public Participation**
Relevant Legislation: Local Government Act, s100
In accordance with LGA 1972 S100, the meeting will be adjourned for this item to take place. Will then resume for the remainder of the meeting. The council is keen to encourage public attendance at meetings and will therefore provide an opportunity to parish registered electors, to participate in meetings. Residents are permitted 3 minutes to speak and the public session is restricted to 15 minutes, unless extended by the Chair.

464.FCA/12/25 **Correspondence**

I. Email from SBC regarding precept tax base amendment and precept request deadline in January.
II. Email from SBC regarding local PC liaison forum meeting.
III. Numerous submissions in Nov / Dec towards the Highways Public Consultation.
IV. Email from SBC regarding the Community Governance Review.

465.FCA/12/25 **Planning – https://pa.midkent.gov.uk/**
Relevant Legislation: Town and Planning Act 1990

To receive urgent updates on planning matters.

I. 25/504607/LDCEX12/11/2025 – Old Post Office, The Street, ME9 7TH. Lawful Development Certificate (Existing) for erection of a front porch and double glazing.
II. Any additional urgent planning matters

466.FCA/12/25 **Hartlip Parish Council Reporting** – Agree any actions

I. Recreational Ground – to receive update
   (a) Working Group update if available.
   (b) Members to receive update regarding accident and fencing damage at Munns Lane Recreation Ground.
II. Parkland – to receive update
   (a) Members to receive any updates regarding the facility following inspection.
III. Highways Footpaths and Environment – to receive update
   (a) Update on instruction of paid litter picker.
   (b) Signage Working Group update
   (c) Highways update.
   (d) Public consultation update. Including members to consider the level of submissions to date.
IV. Allotments – to receive update
   (a) Working Group update if available.
   (b) Members to receive an update regarding plot availability and new tenant applications.
   (c) Community Chat Garden update.
   (d) Community Chat Garden - winter seasonal community event proposal

467.FCA/12/25 **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.
II. Payments received: Detailed in papers
III. Payments for approval: Detailed in papers for member approval

468.FCA/12/25 **Clerk Updates** – Agree any actions

I. Swale PC Forum Meeting 2 Dec Report if available.
II. Parish Inspection 4 Dec Report if available.
III. Public Consultation Report.
IV. Any other urgent updates.

469.FCA/12/25 **Budget Preparations 2026/27** – Agree any actions

I. Working Group update.
II. Members to consider proposed draft budget for the period.
III. Members to consider the deadline set by SBC for the submission of the precept.

470.FCA/12/25 **Items to be considered for inclusion on the next Full Council agenda**
To receive any additions, for noting only, no discussion at this meeting.

471.FCA/12/25 **Date of next meeting**
14 January 2025

472.FCA/12/25 **Close of Meeting**
If you would like any further information on any item on the agenda, please contact the clerk clerk@hartlippc.gov.uk