

Harrietsham Parish Council

Minutes of the Parish Council Meeting held on Wednesday 26th September 2018 at 7.30pm
in the Booth Hall.

The Chairman, Cllr Dean, welcomed all present to the meeting.

The Clerk reported that there is an urgent item that needs to be added to the agenda. This being Agenda item 7.3 (Other Environmental Matters) - Drains in Woodlands Walk. An issue has arisen that cannot wait until the next meeting. All Councillors were in agreement with this item being added to the agenda.

Community Warden: The Community Warden reported on the following issues:

- "County Lines"; following a report in a national newspaper and on the 6pm news. This relates to drug gangs and is now reported across the country, although there is no concrete evidence that this is an issue in Harrietsham or Lenham. Families and schools need to encourage children to feel confident to speak with an adult quickly if they have any concerns. These gangs look out for vulnerable children who are used as drug carriers. Warning signs to look out for include missing school, changes in their behavior/mood, having a 2nd phone or receiving lots of text messages. Any concerns can be reported anonymously to Crimestoppers or via 101.
- A resident who has been targeted to purchase a Lifeline fob. After investigation, it was found that the company was dissolved yesterday and Martin reminded all present not to purchase items from cold callers. This particular company had ignored the 14-day cooling off period and had offered to fit the system the following day. There would then be a fee to remove the device, if the resident subsequently changed their mind within the 14 days.
- There is a new Age UK free telephone befriending service (0800 055 6112) and the details have been forwarded to the Clerk.

Police Report: PCSO Boyd commented further on the County Lines issue, stating that the Police are working with secondary schools to help parents to understand what they need to look out for. The sessions had had a hard impact when discussing knife crime.

The Clerk reported that there had been 5 crimes since the last meeting in July. These were one criminal damage, one theft from a vehicle, one damage to a vehicle, one theft from a garage and one theft from a property.

PCSO Boyd reported that the main incident out of these crimes related to an incident at the village hall on the 11th August where there had been an altercation. A member of the tennis club had been assaulted by someone who had hired the hall. PCSO Boyd reported that he has visited the victim, with the Chairman of the Tennis Club present, and had offered support. He added that, from a Police perspective, the correct safeguarding policies need to be in place to protect the whole community and these need to be reviewed by the Trust. PCSO Boyd reported that there had been a similar issue at another hall and the suggestion had been to only hire the hall to resident of the village along with asking for a cheque as the deposit payment. This narrows down the people that would be able to hire the hall. The PCSO added that there will be further discussion with the Trust. A Trustee of the hall stated that there had been a scuffle outside when someone had had their keys taken off of them because they were unfit to drive, but this occurred on the Booth Field and the Trust has no control over incidents that occur outside of the hall. After further discussion the PCSO reiterated that the Trust has a duty of care to the people in the surrounding area when there is the risk of ASB.

Public Discussion

A resident queried whether the new pedestrian refuge, by the Chantry Green development, will have a light installed. Cllr Griffiths stated that there is no stipulation that they have to be lit. The Clerk offered to check to see whether the team overseeing the A20 improvement scheme would be able to answer this question. **ACTION: Clerk**

1. **Present**

Cllr G Dean, Cllr J Moore, Cllr T Griffiths, Cllr F Stanley, Cllr V Foster, RFO Mr M Cuerden, Community Warden M Sherwood, PCSO J Boyd, Lenham Representative Cllr C Huggens and the Clerk Mrs A Broadhurst.
5 Members of the Public

2. **Apologies for absence**

Cllr E Powell, Cllr J Sams, Cllr T Sams, County Cllr S Prendergast

3. **Minutes of the last meeting**

Parish Council Meeting 25th July 2018 - The minutes were proposed as accurate by Cllr Foster, seconded by Cllr Griffiths; with four in favour and one abstention.

4. **Disclosures and confidential items**

Changes to the Register of Interests
No changes were submitted.

Declarations of Pecuniary Interests

Cllr G Dean - Agenda Item 7.3 (Other Environmental Matters) - She lives in one of the houses affected by the drain issue in Woodlands Walk

Requests for Dispensation

No requests were submitted.

5. Co-option of Councillor

The Clerk asked whether Councillors wished to close the meeting in order to speak with Mr Roots. All Councillors agreed that, as Mr Roots had previously been co-opted on to the Parish Council, there was no need for further discussion. It was proposed by Cllr Griffiths that Mr Roots be co-opted onto the Parish Council. This was seconded by Cllr Moore, with all in favour and Cllr Roots was then welcomed to the table.

6. Planning

- 6.1 The current planning applications were noted.
- 6.2 The approved planning applications were noted.
- 6.3 The refused planning applications were noted.
- 6.4 Other Planning Matters:
There were no further matters to report.

7. Environmental

- 7.1 Minutes of the Meeting held on the 20th September 2018: The minutes were proposed as accurate by Cllr Stanley, seconded by Cllr Dean (the Councillors that were present at the meeting).

- 7.2 Recommendations from the Environmental Committee:

- The Amenity Manager reported that the Parish Council had previously agreed that three treatments should be carried out on the lake to eradicate the algae. With the installed aerators, the treatments seemed to have worked very well. This had been discussed at the Environmental meeting and the recommendation is to complete the last treatment. The Company that fitted the aerator is able to complete the treatment and this would be at a lower cost to the Council than using the previous Company. As H2O Plants are coming out to service the aerator they would be able to complete both jobs at once. It was proposed by Cllr Stanley to complete the final treatment at a cost of £1,956. This was seconded by Cllr Foster, with all in favour.
- The Clerk reported that, at the Environmental meeting, Councillors had discussed an increase to the allotment rents for the forthcoming year. This was scheduled as an agenda item for the next F&GP meeting, however this will be after the allotment tenancies should have been renewed, so a decision is required at this Full Council meeting. The current annual rent is £13 and the Committee felt that this should increase at least £15. The Lenham Representative Cllr Huggens reported that he had recently attended a KALC Allotment training session where annual rents had been discussed. Other Councils had reported that their rents were between £12 and £20 and the trainer had stated that these were ridiculously low. Cllr Roots stated that £15 was a 15% increase and inflation is currently 3%, so this increase was too high. Cllr Foster commented that if this was a commercial business, it would be running at a loss. There was brief discussion regarding the costs that the Parish Council incurs relating to the allotment. These include the contractor visits and the administration costs of running the allotments. Cllr Dean added that the tenants could always form an Allotment Association, if they would prefer. It was proposed by Cllr Foster to increase the annual rent to £15.00. This was seconded by Cllr Griffiths; with five in favour and one against.

Cllr Stanley then queried how the new allotment rents would compare to the current ones. The Clerk reported that there could not be a comparison, as they are completely different sites. The current ones have no amenities and the tenants need to get water from the stream. The new allotments have had to have quite a large sum of money spent on them to erect the fencing etc. and enquiries are currently underway to obtain quotes to look at the options for getting water to the new site. Once these are up and running the new tenants would need to pay for their plot and then an additional payment on top for the annual cost of water, which would make them far more expensive than the current plots.

Cllr Dean left the meeting

7.3 Other Environmental Issues:

- Drains in Woodlands Walk: The Clerk reported that one of the residents of Pilgrims Lakes had had a CCTV survey of the drains completed and asked the contractor to continue along the pipework to the pumping station in Woodlands Walk. On inspection it was found that tree roots have damaged a section of pipework in Woodlands Walk with 1/3 of the pipe being obstructed. This is of great concern as, if the pipe were to collapse or become blocked, this would affect the homes in Pilgrims Lakes and a property in Court Lodge Road. The Company had supplied a quote of £1,730.83 for remedial work to be completed. This includes the roots being dealt with and a protective sleeve being inserted to

protect the pipework. The Clerk confirmed that the resident has paid for the CCTV survey and the quotation is just for the required work. Pilgrims Lakes Ltd has already commissioned some work and the Amenity Manager felt that it would keep the cost down if the Parish Council work was completed at the same time. All Councillors were in agreement that this work should be completed at the earliest convenience. It was therefore proposed by Cllr Griffiths to accept the quotation and this was seconded by Cllr Moore; with all in favour.

Cllr Dean returned to the meeting

8. Finance

- 8.1 The Income/expenditure finance sheets were proposed as accurate by Cllr Foster and seconded by Cllr Moore, with five in favour and one abstention.
- 8.2 The RFO reported that the external audit has now concluded with no issues found. Thanks was offered to the RFO for the work completed during the audit.

9. Highways

- 9.1 Highways Issues: The Clerk read out a report from Cllr J Sams which included the following points:
- Potholes are still being reported.
 - Drain issues have been re-reported as they seem to disappear from the Kent Highways website.
 - Flooding at the bottom of Stede Hill is an issue they are monitoring to ensure that this is not lost in the system.
 - Unnecessary new home signs around the village have been reported,
 - There are numerous issues in Fairbourne Lane and a meeting had been arranged with residents, although this had had to be cancelled. A resident has reportedly carried out some of the work required himself.
 - A visit to Greenway Forstal has taken place with Kent Highways to look at various issues affecting residents at the Garden of England. They are hoping to install a pedestrian warning street sign; however the Parish Council would need to fund this. The Clerk added that she is obtaining a quote for the signs from a separate company in case it works out cheaper to ask Kent Highways to just complete the installation.

The Clerk reported that there has been an issue with the East Street triangle (outside the Almshouses). Following the grass being repeatedly damaged Kent Highways are to install bollards to try to protect the area.

- 9.2 Church Road Footpath: The Clerk reported that a meeting has been held with Jennie Watson from Kent Highways to discuss the footpath and the engineer present, Helen Body, wishes to look into a couple of different options for construction. They are going to progress these and report back to the Parish Council.
- 9.3 Parking around Harrietsham Primary School: Cllr Griffiths reported that an article about the drawing competition is being added to the school's newsletter, which is due to go out to parents on Friday. The Clerk reported that the winner of the competition will have their drawing turned into a banner to be placed on the verge in West Street, close to the school. It may be that there is a runner up but this will need to be decided closer to the time. The Clerk had discussed with Cllr Griffiths the possibility of giving each child, who had entered the competition, a reflective tag for their school bags and the Clerk showed all present some possible examples. It was felt that the cost of the banners and tags would be in the region of £200. Cllr Foster commented that this was a fantastic idea and proposed that this be progressed. This was seconded by Cllr Stanley, with all in favour. All Councillors agreed that the Clerk and Cllr Griffiths should oversee this competition and it was noted that the Community Warden may be asked to help choose the winner.
- 9.4 Play Area Safety Barrier: The Clerk reported that there had been concerns raised regarding the risk of children running out into the road by the play area on the Glebe Field. During the recent meeting with Kent Highways this had been discussed and they have said that they will draw up a plan for installing a barrier. This will need to be funded by the Parish Council but there is s106 money available for the play area so it may be able to be funded from this.

10. Lenham Parish Council

Cllr Dean reported that no Councillor had been available to attend the last Lenham meeting, which was held in August. Cllr Roots reported that he had attended (as a resident) and the following items had been discussed:

- Lenham's Neighbourhood Plan and forthcoming Regulation 14 consultation
- CIL, which will be introduced imminently. It was noted that 70% goes to MBC for projects around the Borough and 5% for administration; 25% to Parishes with a Neighbourhood Plan (15% if no NHP).
- Non-attendance of Kent Police at meetings

Cllr Huggens added that there are real issues with agricultural crime and that farmers are not receiving much support from the Police.

The Clerk reported that the Draft Regulation 14 Consultation will be held on Saturday 6th October (10.00am - 4.00pm) in the Tithe Barn. Visitors will be able to view the draft Regulation 14 document, the Strategic Environmental Assessment and the Transport Assessment.

11. Speedwatch

It was agreed to defer this item as Cllr T Sams was not present.

12. Use of the Glebe Field for a Girlguiding Event (Saturday 6th October 2018)

The Clerk reported that the Girlguides wish to use the Glebe Field for the Challenge Invicta event to be held on the 6th October. They are aware of the usual caveats and have confirmed that there is public liability insurance in place. It was proposed by Cllr Griffiths to allow use of the field. This was seconded by Cllr Foster, with all in favour. It was agreed that the arrangements for unlocking would be clarified outside of the meeting, as Cllr T Sams may be able to assist.

ACTION: Clerk

13. To Approve the Reviewed Standing Orders

The Clerk reported that there had been some minor changes to the document that had been approved at the last meeting. The amended document has been circulated to all Councillors prior to the meeting. It was proposed by Cllr Dean to adopt the amended Standing Orders. This was seconded by Cllr Moore, with five in favour and one abstention.

14. Blinds for the New Parish Office

The Clerk reported that Cllr Stanley had met with four blind companies to obtain quotes for the blinds in the new office. This would be similar to the ones in the current office (cream textured vertical blinds) and 11 are required in total. The quotes received were as follows:

Company 1:	£ 782.50
Company 2:	£ 985.00
Company 3:	£1,172.85
Company 4:	£1,318.00

After brief discussion it was proposed by Cllr Dean to accept the lowest quote of £782.50. This was seconded by Cllr Moore, with five in favour and one abstention. The Clerk informed all present that the successful Company was 'The Blind Company'.

15. WW1 Beacons of Light

The Clerk reminded all present that the beacon is to be lit on Sunday 11th November at 7.00pm. It has now been confirmed that it should remain lit for approximately 1 hour. There was brief discussion relating to setting up the beacon and the actual lighting and it was agreed that Cllrs Foster and Griffiths would meet with the RFO to look at the beacon and make the necessary arrangements.

ACTION: Cllrs Foster, Griffiths & Mr M Cuerden

16. Future Events

6th October - Choir in the Church in the afternoon. Tickets are £7.50 and include afternoon tea
20th October - Fish Scheme 50 Year Celebration - Village Hall from Noon.

17. Items for Future Consideration

Cllr Stanley raised concerns that there have been several 'near misses' on the A20 where people are not crossing at the designated crossing points. There was brief discussion on this point and it was felt that this may improve once the A20 improvement scheme has been completed.

18. Date of next meeting

Full Parish Council Meeting - **Wednesday 31st October 2018** from **7.30pm** in the Booth Hall

With no further matters to discuss the meeting was closed at 8.58pm.

The following point was raised during Public Discussion:

- Kent Highways had completed tarmacking in West Street but had gone around a car that had been parked.

Defibrillator

The Parish Council had then arranged for an open forum with residents to discuss the Defibrillator that has been installed in the village. This was following a complaint from a resident, following the Parish Council's refusal to give the housing code out, which has been logged with the Ambulance Service. The open session was an opportunity to discuss the reasons for this decision and talk through the logistics of individual residents being responsible for having the code. Unfortunately, no residents attended and so the session was cancelled.