

Harrietsham Parish Council

Minutes of the Annual Parish Council Meeting held on Wednesday 25th May 2022 at 7.30pm in
St John the Baptist church

Cllr Powell welcomed all present to the meeting.

Public discussion

A resident enquired whether there was any news of when the doctor's surgery would be reopening and Cllr Powell confirmed that the Parish Council had not been given any update on the current situation.

A resident offered to advertise the Big Platinum Lunch and requested a laminated A4 poster. **ACTION: Cllr J Sams**

1 Present

Cllr E Powell, Cllr G Dean, Cllr J Sams, Cllr T Sams, Cllr F Stanley, Cllr C Roots, Cllr T Griffiths, Cllr S Luck, RFO/Amenity Manager Mr M Cuerden and the Clerk Mrs A Broadhurst
3 Members of Public

2 Apologies for absence

Cllr R Dayes, Community Warden Martin Sherwood, County Cllr S Prendergast

3 Election of Chairman & Vice-Chair

Chairman - Cllr T Sams nominated Cllr Powell as Chairman and this was seconded by Cllr Dean. With no further nominations, Cllr Powell was duly elected as Chairman for the forthcoming year and signed the Declaration of Acceptance of Office.

Vice-Chairman - Cllr J Sams nominated Cllr Dean as Vice-Chair and this was seconded by Cllr Luck. With no further nominations, Cllr Dean was duly elected for the forthcoming year.

4 Minutes of the last meeting

Parish Council Meeting 27th April 2022 - The minutes were proposed as accurate by Cllr Dean, seconded by Cllr T Sams; with all in favour.

5 Disclosures and confidential items

Changes to the Register of Interests

Cllr T Sams - No longer owns a property which is included in his Notification of Disclosable Pecuniary Interest form. A new form was duly completed.

Cllr J Sams - No longer owns a property which is included in her Notification of Disclosable Pecuniary Interest form. A new form was duly completed.

Declarations of Pecuniary Interests

There were no declarations.

Requests for Dispensation

No requests were submitted.

The meeting then closed at 7.34pm to members of the public

6 Co-option of Parish Councillor

Steve Brown spoke briefly on his reasons for wishing to join the Parish Council. It was then proposed by Cllr Roots that Mr Brown be co-opted as a Parish Councillor. This was seconded by Cllr Dean, with all in favour.

The meeting then re-opened at 7.39pm to members of the public

7 Review of Committees, Working Parties & PC Representatives

The current committees and working groups were discussed. Cllr Luck had asked to join the Planning Committee, which has had a long-standing vacancy and also offered to become a member of the F&GP Committee. Cllr Dean had requested to stand down from the Staffing Group and Cllr Dayes had subsequently offered to join. Cllr Griffiths had asked to be added to the Youth Provisions group. The Clerk reported that, since Vic Foster had resigned from the Parish Council, she had requested to be co-opted onto the Charities group. Newly appointed Cllr Brown offered to become a VHT representative and a member of the Charities group. Cllr Roots offered to be the second KALC representative. There was discussion regarding the lack of Trustees on the Village Hall Trust and Cllrs Stanley and Powell subsequently offered to become Parish Council representatives. The Clerk then read out the draft Committees list (as detailed below) and it was proposed by Cllr Griffiths to approve this for the forthcoming year. This was seconded by Cllr J Sams, with all in favour.

Cllr Roots had requested that a Chair be decided for the Charity Group and it was agreed by all present that he should take on this role.

| | | |
|--|--|--|
| Chairman | Cllr Eddie Powell | |
| Vice Chair | Cllr Glenda Dean | |
| Finance & GP Committee | Cllr Dean Cllr Stanley Cllr Roots | Cllr T Sams Cllr S Luck RFO |
| Planning Committee | Cllr Powell Cllr Stanley Cllr Roots | Cllr Dean Cllr Dayes Cllr Luck |
| Environmental Committee | Cllr Dean Cllr Dayes Amenity Manager + co-opted Sharon Amos | Cllr Stanley Cllr Luck Vacancy |
| Highways/Transport (inc Church Rd Footpath & Lighting) | Cllr T Sams Cllr Luck | Cllr J Sams Cllr Roots |
| Law & Order | Cllr Stanley | Cllr Griffiths |
| Youth Provisions | Cllr T Sams Cllr Stanley Cllr Griffiths | Cllr J Sams Cllr Dayes + advisors |
| KALC | Cllr Stanley | Cllr Roots |
| Charities (inc. Booth & Baldwin) | Cllr Roots (Chair) Cllr Brown The Rector | Cllr Dayes Vacancy + co-opted Vic Foster |
| Village Hall Trust | Cllr Stanley Cllr Powell | Cllr Brown |
| Staffing Group | Cllr J Sams Cllr Dayes | Cllr Griffiths |
| Website/Communication Liaison Committee | Cllr Dean Vacancy | Cllr Griffiths |

8 Planning

8.1 The outstanding planning applications were noted.

8.2 The approved applications were noted.

5.3 Other Planning Matters

Cllr Stanley queried how the recent letter from Barton Willmore (22/501002/OUT) affected the decision. Cllr Powell responded that, whilst the letter was to respond to the concerns raised by residents, the content was unhelpful. It was noted that a decision is due by the 7th June 2022.

6. Environmental

6.1 Minutes of the Environmental Meeting held 23rd May 2022: The minutes were proposed as accurate by Cllr Dean, seconded by Cllr Luck; with 3 in favour (present at the meeting).

Cllr J Sams queried an item in the minutes relating to the proposed MUGA on the Saxon Place land. The Clerk confirmed that a meeting had been arranged with Maria Cook and the idea of a MUGA, fitness and play equipment had been discussed. Maria has now met with a Play Company for a site visit and they will be able to determine what we could realistically fit in the space available. They will draw a plan to give an idea for the Parish Council to then progress with. It was confirmed that this project would be overseen by the Youth Provisions group in the first instance to then progress through the Environmental and F&GP Committees, before any decision is reached by Full Council.

6.2 Recommendation from the Environmental Committee:

- Tree Survey in New Burial Ground and Garden of Remembrance: It was proposed by Cllr J Sams to carry out the work detailed in the tree survey at a cost of £650, This was seconded by Cllr Griffiths, with all in favour.

6.3 Other Environmental Matters

There were no further items to discuss.

7. Finances

7.1 Income and Expenditure spreadsheets: The finance sheets were proposed as accurate by Cllr Roots, seconded by Cllr T Sams; with all in favour.

7.2 Parish Council Insurance: The RFO confirmed that the new cover with Zurich Municipal commences on the 1st June and is a 3 year contract.

8. Highways

Cllr T Sams reported that he wanted to revisit the issues in Fairbourne Lane, as the response from Kent Highways had been unsatisfactory and did not tackle the concerns raised by residents. He also wishes to reassess what highways works are still outstanding around the village. Cllr Dean asked that the repairs on Church Road (under the bridge) be reported, as the pothole repairs are already breaking up. Cllr J Sams stated that this is something that should be discussed with County Cllr Prendergast as there are concerns with the contractor's work standards, as this is a reoccurring issue. **ACTION: Cllr J Sams**

There was brief discussion on the sink hole which had recently appeared in West Street and Cllr Roots reported that it may be due to the water levels in the area. Cllr T Sams suggested that County Cllr Prendergast be contacted to see whether a final report has been written detailing Kent Highway's findings into the sinkhole, now that the repair has been concluded. **ACTION: Clerk**

- Additional Crossing Point on the A20: Following concerns raised by a resident, Cllr T Sams felt that an additional crossing point was required on the A20, close to the Rectory Lane footpath. There was brief discussion on whether a zebra crossing could be placed in this location and it was agreed that the item should be added to the HIP and a site visit arranged with Jennie Watson. **ACTION: Clerk & Highways Group**
- 20mph Speed Limit Consultation: The results of the formal consultation had been circulated to all Councillors. Jennie Watson had asked for confirmation that the Parish Council still wishes to continue with the scheme. It was agreed by all present that the proposed 20mph scheme should be progressed. **ACTION: Clerk**

It was noted that the consultation questionnaire was not straightforward, as residents could not simply send an email response. An online account needed to be created in order to access the form, which probably had a negative impact on the volume of replies.

9. Queen's Platinum Jubilee Celebrations

Cllr Dean informed all present that the Bugler is unwell and a replacement needs to be found. It was suggested that the jazz band be asked whether any of their players could assist. The band will be setting up on the field from 5.45pm. Cllr Dean has asked the VHT whether the car park at the hall can be used for the band members, but no reply had been received. Cllr J Sams suggested that they park on the field. Cllrs Powell, Griffiths and Stanley will assist with locking up the field after the event. A resident has kindly offered to assist with providing refreshments for the band in the interval. It was noted that the gas bottle and beacon need to be checked before next week. Cllrs Powell & Griffiths will assist with the lighting on the night.

Cllr Dean reported that a replacement ice cream van may be required, as the one arranged has not confirmed.

Cllr T Sams stated that the draft risk assessment needs to be finished.

Cllr Dean asked that a formal letter be sent to Harrietsham in Bloom to congratulate the volunteers on their efforts preparing the flower beds on the green for the Platinum Jubilee. **ACTION: Clerk**

10. New Door Required at Parish Office

It was proposed by Cllr T Sams to employ Company B to replace the front door at the Parish Office at a cost of £2,010 (+vat) for a commercial standard composite door (and side glass panel). This was seconded by Cllr Roots, with all in favour. The Clerk reported that Company B was Invicta Doors Ltd.

11. Use of the Glebe Field for Parking - Bluebell Walk (Sunday 30th April 2023)

It was proposed by Cllr Roots to allow the Heart of Kent Hospice use of the Glebe Field for parking, with the usual caveats. This was seconded by Cllr J Sams, with all in favour.

12. Christmas Lights

After brief discussion, it was suggested that Cllr Roots investigate the options for Christmas lights further (location etc) for Councillors to then discuss. It was agreed that this would be an agenda item for the July meeting. **ACTION: Cllr Roots**

13. Twinning

Cllr J Sams reported on the old Remix equipment, which had been donated to a youth band project in Kingston, Jamaica. The Remix group had been a popular youth group in the village for many years and it would be nice to be able to receive updates on how the equipment is now benefitting children in an underprivileged area. Cllr J Sams thought it would be a nice idea to be Twinned with Kingston, to keep a connection with the project. It was agreed by all present that this should be investigated further. **ACTION: Cllr J Sams**

14. Location of Defibrillator

Cllr Griffiths reported that he was concerned at the defibrillator being located on the office wall, as it overhangs the parking bay, which could result in issues if a vehicle parks too close to the unit. He had found a post, which could be located in front of the glass panel of the office door, which would not be obstructed in anyway. Cllr Dean stated that she felt it would be more secure on the wall and that a sign be put up asking for drivers to leave a big enough gap. An email could be sent to the Saxon Place management company asking them to include this in their newsletter. It was proposed by Cllr T Sams that Cllr Griffiths progress with whatever is deemed to be the most suitable, which would be confirmed when an electrician is met on site. This was seconded by Cllr Luck, with all in favour. Cllr Brown asked Cllr Griffiths to show him the electrical plans for the works, once the electrician has been out to the office.

ACTION: Cllr Griffiths

15. MBC Sports & Leisure Consultation

Cllr J Sams had been unable to attend, but has arranged to meet with Mike Horton (MBC) on the 30th May. Cllr Roots offered to report on the recent consultation session, which he had attended as a village group representative. There were three tables which discussed several general leisure related questions. There were 3 main points that were mentioned:

- The need for a pavilion on the Booth Field, but there is a lack of interest from the Trust.
- The cost of the Village Hall has resulted in it being unaffordable for the groups in the village. Some have also lost their slots since the pandemic, which have now been given to more commercial groups.
- The lack of advertising capability; especially without Network currently operating.

The Clerk reported that she had received an email from a group representative, who had attended the meeting, regarding concerns they had with speeding on the Pilgrims Way, which is very dangerous for horse riders. The main issue appears to be between Stede Hill and Marley Road, where the lane has a 60mph speed limit. Cllr T Sams reported that County Cllr Prendergast is dealing with this particular issue along the Pilgrims Way and there have been discussions with Helen Whately MP. Cllr J Sams offered to contact Cllr Prendergast on this matter.

ACTION: Cllr J Sams

16. Future Events

Lighting of the Beacon - 2nd June 9.45pm (preceded by the Invicta Jazz Orchestra in St John the Baptist Church from 7.30pm)

The Platinum Jubilee Big Lunch - 5th June (Glebe Field 12 - 4pm)

VHT AGM - 11th June (Booth Hall - 10am)

Ploughmans in the Church - 11th June (midday - 2pm)

North Downs Walk - 12th June

Coffee Morning - every Friday in the Booth Hall (10am - midday)

17. Items for Future Consideration

KALC Climate Change Carbon Footprint Calculator - Cllr J Sams (June agenda)

Christmas Lights - Cllr Roots (July agenda)

Santa's Grotto - Cllr Griffiths (September agenda)

18. Date of Next Meeting - Wednesday 29th June 2022 at 7.30pm in St John the Baptist Church

With no further matters to discuss the meeting was closed at 9.04pm.