

Harrietsham Parish Council

Minutes of the Parish Council Meeting held on Wednesday 27th July 2016 at 7.30pm in the Booth Hall.

The Chairman welcomed all present.

Public Discussion

Community Warden: The Community Warden has been asked to promote the Child Exploitation and Online Protection (CEOP) website, www.thinkuknow.co.uk/parents, to assist parents in keeping their children safe whilst going on-line. Martin has spoken to several children about using the new Pokémon Go app whilst walking along roads. He is asking children to ensure that they are aware of their surrounds whilst playing on the game and making sure that they are going around in pairs rather than on their own. The Community Warden has also attending training to identify vulnerable people in villages and is asking that they register on the UK Power Network's register so that, if there was an incident in the village, these people could be quickly found and evacuated if necessary. Martin can print off forms and help residents to complete them and he will also be speaking to Marjorie Darby to find out if there are residents in Harrietsham that could be registered to the scheme.

Police Report: PCSO Boyd reported that there had been 2 crimes since the last meeting, one of which was an aggravated robbery, which is an ongoing investigation. PCSO Boyd reassured all present that lone women were not the target in this incident, the robbery was for specific items. This is a complex situation that is currently being investigated. There had been 38 other incidents reported to the Police which included one road traffic incident and a report of bad driving. There have been more calls about suspicious activity and PCSO Boyd urged everyone to report anything of a suspicious nature immediately on 101. Nuisance vehicles around Sandway Road are being monitored, with the drivers being asked not to use the particular area and local residents have been given advice.

A member of public spoken about Agenda Item 5.5 (16/505445/FULL - Silverdale, Fairbourne Lane) stating that this was development by stealth; having development approved in stages and ending up with a building that wouldn't have originally been approved. They gave details of the various policies which should be considered when reaching a decision on this application. The Clerk informed residents that this particular application had been brought before the Full Council as the Planning Committee had been unable to reach a unanimous decision.

A resident asked why the Parish Council, having unanimously agreed to move the Council meetings to the school hall, has stayed at the village hall; especially now that the hall has a license. Cllr Kay stated that the Parish Council could still meet at the hall, if no other premises were available. It was also noted that the bar is closed when the meetings are taking place. Cllr Morris confirmed that other Parish Councils hold meetings in halls which have a licence. The resident stated that the Parish Council has not held a further vote to continue to use the village hall and Cllr Morris responded that the agenda for each meeting clearly states were the meeting is to be held in the Booth Hall each month and so forms part of each month's minutes. The Clerk suggested that the venue for Parish Council meetings be added as an agenda item for the September meeting.

ACTION: Clerk

1 Present

Cllr K Kay, Cllr G Dean, Cllr S Morris, Cllr M Williams, Cllr G Trussler, Cllr M Allardyce, Cllr F Stanley, Cllr J Moore, RFO Mr M Cuerden, Community Warden M Sherwood, PCSO J Boyd, Lenham Parish Representative Cllr A Walmsley and the Clerk Mrs A Broadhurst.
15 Members of the Public

2 Apologies for absence

Cllr J Sams, Cllr T Sams and Cllr E Powell

3 Minutes of the last meeting

Parish Council Meeting 29th June 2016 - The minutes were proposed as accurate by Cllr Williams, seconded by Cllr G Trussler; with 6 in favour and 2 abstentions.

4 Disclosures and confidential items

Changes to the Register of Interests

No changes to the Register of Interests were declared.

Declarations of Pecuniary Interests

Cllr S Morris: Agenda Item 5.1 (Planning - Planning Decisions Outstanding with MBC) & 5.5 (Planning - 16/505445/FULL - Silverdale, Fairbourne Lane) as the applicant is employed by Harrietsham Village Hall Trust of which he is a Trustee.

Agenda Item 7.1 (Environmental - Recommendations from the Environmental Cttee - Hedgecutting at Allotments & Additional Invoices) as the Company which he is a Director of has submitted a quote and also submitted invoices regarding the Amenity Contracts.

Agenda Item 7.2 (Environmental - Other Environmental Issues - Damaged caused by the salt bags to Village Hall hedge) & 8.2 (Finance - Other Financial Matters) if a financial decision is undertaken he will not vote or take part in the discussion as he is a Trustee of the Village Hall Trust.

Cllr K Kay Agenda Item 5.1 (Planning - Planning Decisions Outstanding with MBC) & 5.5 (Planning - 16/505445/FULL - Silverdale, Fairbourne Lane) as the applicant is employed by Harrietsham Village Hall Trust of which he is a Member.

Requests for Dispensation

No requests were submitted.

5 Planning

- 5.1 The current planning applications were noted.
- 5.2 The approved planning applications were noted.
- 5.3 The refused planning applications were noted.
- 5.4 The withdrawn planning applications were noted.

Cllrs Morris and Kay left the room

5.5 16/505445/FULL - Silverdale, Fairbourne Lane.

Erection of a chalet style outbuilding with dormer windows. Incorporating a double garage and store to the ground floor and office and gymnasium within the roof.

Cllr Trussler stated that he had attending Planning training which had reported that the Planning Committee's reasons for wishing to recommend refusal were speculative and the training had highlighted that these were not valid reasons for refusal. Cllr Moore stated that she supported the views of the resident who had spoken at the beginning of the meeting and believed that the proposed building was over scaled for the setting. Cllr Dean confirmed that her view remained unchanged and that the proposal was too large. Cllr Williams stated that he too had concerns with the size of the proposed building. Cllr Allardyce commented that, if the development does not affect any neighbours, the building should not be a problem. After further brief discussion 5 Councillors were in favour of the application being refused and 1 was in favour of the application being approved.

The Parish Council will therefore recommend that the application be **refused** for the following reasons:

- The proposed development is of a disproportionate size
- Maidstone's Residential Extensions Supplementary Planning Document 2009 (Section 5 - Extensions in the Countryside) - states that outbuildings must be modest in size in relation to the main residential property. Modest is defined as having a footprint of 50% or less of the main building. The footprint of this building is approx. 70% of the footprint of the house, therefore it is not modest.
- This SPD also states that outbuildings will not be permitted if they create a separate dwelling or ***one of a scale and type that is capable of being used as a separate dwelling***. This building clearly could be used as a separate dwelling.
- Also under this policy, additional outbuildings will not be permitted if the impact of the development would be visually incongruous or harm the character of the area. The Fairbourne Manor site has already had a number of additional developments and the cumulative impact of this proposal will cause harm. This applies even if the development is not generally visible.

Cllrs Morris and Kay returned to the meeting

6 Communications

- 6.1 Recommendations from the Communications Committee:
There were no recommendations.

Cllr Morris left the room

7 Environmental

- 7.1 Recommendations from the Environmental Committee:

- Hedge Cutting required at the Allotments: Cllrs Kay and Allardyce detailed the work which is required to the hedges that run down the east side of the allotments. Complaints have been received from allotment holders that they are unable to access their plots as the hedges are now encroaching over the footpath and the area in general is very overgrown with nettles. Four companies had been approached to quote for the work required:

Heber Horticultural Services	(section running along allotments)	£ 135
Tree Pro	(first part of footpath)	£ 250
	(section running along allotments)	£ 350

	(both sections - no saving)	£ 600
Kent Valley	(section running along allotments)	£ 850
	(both sections)	£1,900
D Skinner	(section running along allotments)	£ 400

Cllr Dean proposed that Heber Horticultural Services be awarded the work to be completed. This was seconded by Cllr Allardyce, with all in favour.

- Additional Heber Horticultural Services Invoices:

1. Cllr Kay reported that the verge by the play area in Church Lane has been cut. This was an individual arrangement that was made with Heber during the last contract period and the item was not included in the new contract. Heber have continued with the work required along this area at a cost of £28.80 each cut. Three have been completed to date with an invoice submitted for £86.40. The Clerk confirmed that this work had been requested some years ago as the grass had nearly been as tall as the hedge. Cllr Trussler stated that, as the Parish Council have taken responsibility for this work, the invoice should be paid. Cllr Kay confirmed that the Parish Council would, more than likely, have approved this work, if it had been discussed beforehand. Cllr Stanley asked whether the rest of the cuts for the year would be the same price and the Clerk confirmed that each cut would cost £28.80. Cllr Kay reported that he would confirm the amount of cuts outstanding and the price of £28.80 with Heber to ensure that this was correct and confirm this at the September meeting; any changes could then be voted on, if required.

ACTION: Cllr Kay

Cllr Williams reported that people had commented to him how good the area looks and stated that the work should be completed to maintain the area.

Cllr Allardyce proposed that the invoice for £86.40 be paid. This was seconded by Cllr Dean, with all in favour.

2. Cllr Dean reported that grass around the lake in Woodlands Walk had been strimmed and the cuttings had gone over the footpath and into the lake. This had been discussed with Heber over email and the area had subsequently been cleared, however there had been no mention of an additional charge of £290 for completing this work. The Invoice states "*Remove arisings as per Cllr Dean. Item subject to one off cost as agreed in email dated 23/02/16*". After brief discussion it was agreed to pay the invoice, minus the £290, and that this item be brought back to Council in September, once this has been looked into further. **ACTION: Cllr Kay**

7.2 Other Environmental Issues:

- Damage caused by salt bag to Village Hall Hedge: Cllr Kay reported that the tonne salt bag, delivered by Kent Highways for the winter, had been placed in the wrong position which had resulted in the soil becoming contaminated and a section of the hedge dying. The Chairman of the Village Hall Trust has written to the Parish Council giving 60 days to rectify the problem. It was noted that the hedge cannot be replaced within 60 days, as it is the wrong time of year to try to establish a new hedge. Cllr Dean asked whether Cllr Morris, as a horticulturalist and a member of both the Village Hall Trust and Parish Council had not mentioned that the incorrect siting of the bag would damage the hedge. Cllr Kay responded that he probably didn't realize that they would leak. Cllr Kay went on to explain that he had informed the Chairman that the Parish Council is currently obtaining three quotes for the remedial work. Cllr Kay stated that he will confirm with the Trust that the work cannot be completed within the given timescale.

ACTION: Cllr Kay

There was then discussion on two different types of salt bins that could be purchased by the Parish Council to locate at the Village Hall for the salt to be delivered in the future; dependent on the size, this would cost between £150 and £400 (if 2 were required).

Cllr Williams suggested that there be further discussion on this point and the Clerk suggested this be added to the September agenda. **ACTION: Clerk**

Cllr Morris returned to the meeting

- Employment of an Amenity Manager: Cllr Dean reported that Cllr Allardyce had looked into the time that would be required for an Amenity Manager to oversee the contracts throughout the year. She added that maybe this could be an extended role with the person completing 'odd jobs' required around the village, such as repairing benches. After brief discussion the Clerk suggested that the Environmental Committee need to decide on a job description for

the role before the hours and salary for the role can be agreed. Cllr Williams offered to look into this ahead of discussions at the September Environmental meeting.

ACTION: Cllr Williams

The Clerk was asked to add this item to the September Full Council meeting agenda.

ACTION: Clerk

8 Finance

- 8.1 The Income/expenditure finance sheets were proposed as accurate by Cllr Williams and seconded by Cllr Dean, with all in favour.
- 8.2 The F&GP minutes were proposed as accurate by Cllr Dean and seconded by Cllr Trussler; with 3 Councillors in favour (those who were present at the F&GP meeting).
- 8.3 Recommendations from the F&GP Committee:
- To approve the revised Standing Orders & Financial Regulations: It was proposed by Cllr Trussler and seconded by Cllr Moore to approve the amended Standing Orders and Financial Regulations; with all Councillors in favour.
 - To approve the commissioning of the KCC Actuary report for Pensions: It was proposed by Cllr Trussler and seconded by Cllr Dean to commission the KCC Actuary report for the staff pensions; with all Councillors in favour.
- 8.4 Other Financial Matters:
- To approve the Grants and Donations Policy: Cllr Dean reported that she has circulated a draft Grants and Donation policy along with a new grant application form, with no comments received. Cllr Morris stated that not all grants come under a s137, as other powers can be used and there may also be issues with sections 4, 8 & 12. After discussion between Cllrs Dean and Morris it was agreed that Cllr Morris would email his comments to Cllr Dean so that the policy could be amended. Cllr Kay asked why a new policy has been written and Cllr Dean responded that the Parish Council has never had a written policy before. It was agreed that this item be added to the September agenda. **ACTION: Cllr Morris**

9 Highways

The following items were noted in a report from Cllr J Sams:

- Painted Percy's hand rails, bench and picnic table.
- Cleared 60% of the Ragwort at Teers meadow.
- Reported the flashing over height sign. The clerk added that she too had reported this, however the sign is still flashing.
- Reported footpaths in cricketers close and forge meadow.
- Reported overgrown foliage on footpaths in East Street and A20.
- Reported the fly tipping by Percy and will contact the Sculptor to find out what to treat Percy with.
- Contacted Canterbury Horse Trust to ask for removal of the ragwort in the field above Percy.

The Clerk reported that Cllrs J & T Sams had asked if Councillors could consider making the grass triangle in East Street (in front of the Almshouses) a feature, maybe a planter to protect it from lorries. The Clerk reminded all Councillors that this land is in a Conservation Area. It was agreed that the Environmental Committee could discuss this at their next meeting. **ACTION: Environmental Committee**

The Clerk informed all present that Cllrs T & J Sams have suggested Saturday 6th August morning 8.30-9.30am at Teers meadow to complete the Ragwort removal.

Cllr Williams asked if Cllr J Sams had any update on the pothole situation, which was reported by a resident at the end of the last meeting? The Clerk confirmed that there was no information and she would discuss this with Cllr J Sams **ACTION: Clerk**

Cllr Williams reported that he has written to Kent Highways several times about traffic issues in Goddington Lane, but has not received any response to date. He is now intending to contact Helen Whately MP to ask for her assistance in tackling the issues.

Cllr Williams reported that a kerb stone has been damaged on the grass triangle at the junction of West Street/Goddington Lane. The Clerk confirmed that she has already reported this to Kent Highways.

10 Lenham Parish Council

Cllr Allardyce reported that the following items had been discussed at the last Lenham Parish Council meeting:

- Lenham's Neighbourhood Plan
- The potential allocation of housing in the village (1,500 dwellings)
- Class sizes at Lenham Primary School

The Lenham Representative, Cllr Walmsley reported that the Parish Council had wanted to keep all development south of the railway line (as detailed in their Neighbourhood Plan) however, the MBC Local Plan outlines plans to keep all development along the A20, which will almost join Lenham and Harrietsham villages together.

With regards to class sizes, Cllr Trussler stated that the Harrietsham Planning Committee had recently met with Jenny Whittle and a member of the KCC Education department and concerns had been raised at the future class sizes for Harrietsham and the surrounding schools. Cllr Trussler asked who would be the best Councillor to

Speak to at Lenham to discuss this issue further and Cllr Walmsley stated that Cllr Trussler should contact the Chairman.

11 Footpath on the Pilgrims Way by Percy

Cllr Kay reminded all present that this item had been covered in the report given under Highways.

12 Village Defibrillators

Cllr Kay reported that Harrietsham Club are speaking with the Postmaster of Harrietsham Post Office to see whether he will be prepared to pay the electrical running cost for the defibrillator to be sited outside. The assumed cost is approximately £8 a month. The other unit is to be placed on the wall at the Village Hall by the Parish Office and an agreement is being drawn up with the Chairman of the Village Hall. The Clerk reminded Cllr Kay that this would need to be circulated to all Councillors to view before it is signed. **ACTION: Cllr Kay**

13 Future Events

6th August - Teers Meadow - Ragwort Pull (8.30am-9.30am)

19th August - Film Club

29th August - 'Matts Marathon' Matt Gilbert from Philip Jarvis is completing the Canterbury ½ marathon to raise money for a new portable piano at Harrietsham School (sponsor form in the Parish Office)

3rd September - Annual Village Show

16th September - Film Club

17th September - Cream Teas at the Rectory

24th September - Classical Concert at St John the Baptist Church

14 Items for Future Consideration

Traffic and Parking in West Street - Cllr Allardyce

15 Date of next meeting

Full Parish Council Meeting - **Wednesday 28th September 2016** from **7.30pm** in the Booth Hall (No meeting in August)

With no further matters to discuss the meeting was closed at 9.07pm

Public Discussion:

A resident asked whether there was any update regarding the sink hole in West Street. The Clerk offered to speak with Cllrs T & J Sams. **ACTION: Clerk**

A resident queried why the recording of the June meeting is not on YouTube. Cllr Dean confirmed that it is and a link was added to Facebook.

Mr Morris, from Heber Horticultural Services, asked for clarification of the work that is to be completed to the verge in Church Lane. After brief discussion it was confirmed that the cuts should continue.

Mr Morris, from Heber Horticultural Services, then spoke regarding the outstanding £290 invoice stating that the area had been mowed (other than against the fence line) and not trimmed, as Cllr Dean had stated. Cllr Dean responded that she had watched them complete the work and they had trimmed it. After a heated discussion between the two, Cllr Dean stated that they would have to agree to disagree on this matter. Mr Morris stated that no work had been completed in the area since September 2015 and three lorry loads of rubbish had been removed. Mr Morris added that he was not prepared to send his staff out to complete work if there was any doubt over whether they would be paid. Mr Morris also commented that emails had been sent between Cllr Kay and Heber to arrange for work to be completed. There had been a lot of goodwill on Heber's part to complete as much as possible in a short time and it had been stated that it would take until the end of June to get the work up to the standard required, before moving forward in the contract. He was unhappy that Cllr Dean had complained so soon after the work on the contract had started.

Cllr Kay then stated that he was ending the Public Discussion session as there were several heated discussions taking place in the public area.