

Harrietsham Parish Council

Minutes of the Annual Meeting of the Parish Council held on Wednesday 25th May 2016 at 7.30pm in the Booth Hall.

The Clerk welcomed all present to the Annual Meeting of the Parish Council and ask for Councillor nominations to Chair the meeting. Cllr Morris nominated Cllr Trussler, this was seconded by Cllr J Sams; with all in favour.

Public Discussion

Community Warden: The Community Warden reported that there has been theft of fish from a lake at the top of Goddington Lane. The thefts have happened over three visits by four men. The Police have been informed and the owner has been spoken to about cameras that may be beneficial to install. Martin stated that there had not been any further reports for the past 13 days, so it is hoped that this has now stopped. Following his report at the last meeting, Martin informed all present that there had been no further Rogue Trader visits in the area of the village which had been repeatedly targeted. The Community Warden also reported that he has produced a new contact list, which has been emailed to the Clerk, detailing who to contact for advice regarding scams and lists websites which may be of use.

Police Report: The Clerk reported that there had been two crimes since the last meeting, one was theft and the other was criminal damage. There had been 34 other incidents reported to the Police which included three road traffic incidents, two reports of bad driving and poaching from a lake. There have been various calls about suspicious activity and PCSO Boyd has urged everyone to report anything of a suspicious nature immediately on 101.

A member of Playscheme staff spoke to Councillors stated that all staff wished to see the Scheme run this year and wanted it noted that they would be able to work around the issues, which included clearing away the Booth Hall each day. There were concerns that the decision by Council had been left too late and added that staff had thought that they were going to be contacted. Cllr Morris responded that he had spoken to the staff member once during the proceeding months.

The Clerk suggested that Agenda item 13 (Playscheme) be brought forward on the agenda and all Councillors agreed that this item should be dealt with after Planning (Agenda Item 8)

1 Present

Cllr J Sams, Cllr T Sams, Cllr M Williams, Cllr G Trussler, Cllr M Allardyce, Cllr S Morris, RFO Mr M Cuerden, Community Warden M Sherwood, Lenham Parish Representative Cllr Henny Shotter and the Clerk Mrs A Broadhurst.

15 Members of the Public

2 Apologies for absence

Cllr K Kay, Cllr G Dean, Cllr E Powell and PCSO Boyd

3 Election of Chairman & Vice-Chair

Chairman - Cllr Morris nominated Cllr Kay as Chairman and this was seconded by Cllr Williams. With no further nominations, Cllr Kay was duly elected as Chairman for the forthcoming year. The Clerk will ask him to complete the Declaration of Acceptance of Office.

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

4 Minutes of the last meeting

Parish Council Meeting 27th April 2016 - It was noted that there were only two Councillors present who had been in attendance at the April meeting. It was agreed to defer this item until the June meeting.

5 Disclosures and confidential items

Cllr J Sams - Agenda Item 13 (Playscheme) as she had previously been employed as the Manager and her daughter has been employed as a staff member. Cllr J Sams will stay in the room to offer points of information during the discussion, but will not take part in any vote.

Cllr T Sams - Agenda Item 13 (Playscheme) as his wife has been employed as the Manager in previous years and his daughter has been a member of staff

6 Co-option of Councillor

Cllr Trussler reminded all present that both of the applicants had previously spoken individually to Councillors at the meeting in March. He added that, if no Councillors had any further questions, he would ask for nominations. With no further need for discussion, Cllr T Sams proposed that Mr Stanley be co-opted on to the Parish Council.

This was seconded by Cllr Williams, and with no further nominations, all Councillors were in favour. Cllr Stanley was then welcomed to the table.

7 Election of Posts

The Clerk read out the draft Committees list (as detailed below) and it was proposed by Cllr Trussler to approve the Committees for the forthcoming year. This was seconded by Cllr Williams; with all in favour.

Finance & GP	Cllr Dean Cllr Kay <i>Vacancy</i>	Cllr Trussler (Chair) <i>Vacancy</i> RFO
Planning	Cllr Dean Cllr Powell Cllr Allardyce	Cllr Trussler (temporary) Cllr Stanley <i>Vacancy</i> + Co-opted Jackie Moore
Environmental	Cllr Kay (Chair) Cllr Williams <i>Vacancy</i> Amenity Manager (<i>Vacancy</i>)	Cllr Dean Cllr Allardyce + Co-opted Sharon Amos + Co-opted David Oversby
Highways/Transport (inc. Church Rd footpath, lighting & M20 NAGS)	Cllr J Sams Cllr T Sams	Cllr Williams Cllr Allardyce
Law & Order	Cllr Kay Cllr Allardyce	<i>Vacancy</i>
Youth Provision	Cllr J Sams Cllr T Sams Cllr Kay	Cllr Allardyce <i>Vacancy</i> + advisors
KALC	Cllr Williams	Cllr Morris
Charities	Cllr Morris Cllr Williams	<i>Vacancy</i> The Rector
Booth & Baldwin	Cllr Williams	
Village Hall Trust	Cllr Kay	
N. Downs Steering	Cllr J Sams	
Amenity Land & Facilities	Five Councillors to be decided if needed	
Staffing Group	Cllr Dean Cllr Powell	Cllr J Sams
Website/Community Liaison	Cllr Dean (Chair) Cllr Allardyce	<i>Vacancy</i>

8 Planning

8.1 The current planning applications were noted.

The Clerk reported that she had received an email from the landowner of the Land South of Court Lodge site relating to the recommendation of refusal from the Planning Committee, due to both Cllrs Dean & Trussler being on the Committee. For information purposes, the Clerk reminded all present that, at the June 2015 meeting of the Parish Council, it was agreed to remove two sites from the

then draft Neighbourhood Plan (Tongs Meadow and Land South of Court Lodge Road). When this latest application for the site had been received, the Planning Committee had continued to support this earlier decision. Mr Attwood, the landowner, has asked that a further vote be taken at this evening's meeting. The Clerk asked Councillors if they could indicate whether they wish to continue to support both the motion carried at the meeting in June 2015 and also the Planning Committee's recent recommendation of refusal.

Cllr Trussler stated that, although he had dispensation to discuss and vote on matters relating to Court Lodge Road, he did not intend to be included in any discussion or vote.

Cllr T Sams reminded all present that the Parish Council has always been of the view that, if a planning response is unanimously decided by the Planning Committee, it is not discussed at a Full Council meeting. This particular site is not contained within the Borough Council's Local Plan and, when the previous application was submitted, MBC did not have a five-year land supply, however the application had still been refused. Cllr Morris added that an appeal had also been dismissed by the Planning Inspectorate. Cllr T Sams also stated that, whilst this new application has material changes to the previous one, the AONB, which is adjacent to this site, has been given more protection in the Local Plan. With this in mind, Cllr T Sams proposed that the recommendation of refusal made by the Planning Committee should be upheld. This was seconded by Cllr Morris, with 6 in favour and 1 abstention.

8.2 Recommendations from the Planning Committee:

There were no recommendations.

As agreed earlier, Agenda item 13 - Playscheme was discussed before moving on to Agenda item 10.

Cllr T Sams left the room

13 **Playscheme**

Cllr J Sams reminded all present that she would only stay in the meeting to offer points of information and would not be voting on this item.

Cllr Trussler stated that he would like to be able to support the Playscheme as the Parish Council has always done previously; however, there is a change to the situation this year. At the March meeting, three Councillors (Cllrs Morris, Kay & Williams) had agreed to progress with putting together a costed project and there has subsequently been an exchange of emails, but these did not cover the management and full cost of running the scheme this summer. Cllr Morris stated that there was a proposal from the staff to run the scheme on the Parish Council's behalf. He added that costing the project was difficult, due to not knowing child attendance numbers until the registration forms are returned. Last year the scheme had cost the Parish Council £400 and the previous year it had been £1,200; this showed how the scheme can vary from one year to the next. It was noted that the maximum expenditure would be the staff costs combined with the hall hire charge, once children start to register, the cost to the Parish Council begins to decrease. Cllr Allardyce commented that it was unfortunate that the scheme was being discussed so late, but added it is an essential service which the Parish Council should try to accommodate. Cllr Trussler responded that he felt that a Councillor should take responsibility if the scheme is to run this summer. Cllr Morris responded that he would oversee the scheme, if required. There was then discussion over the possible budget needed to enable the scheme to run and Cllr Morris confirmed that MBC have stated that no grant will be available this year, as the deadline has passed. Cllr Williams raised concerns that the levels of expenditure are unknown. Cllr Morris then proposed that a budget of £3,000 be set to enable the Summer Playscheme to run. There was no seconder to this proposal. Cllr Trussler then proposed that the scheme be cancelled for this year. This was seconded by Cllr Williams with 3 in favour (GT, MW, MA), 1 against (SM) and 1 abstention (FS).

It was then suggested to the Staff that, if they wished to run a scheme this summer, a grant could be given.

Cllr T Sams returned to the meeting

9 **Communications**

9.1 Recommendations from the Communications Committee:

There were no recommendations.

10 **Environmental**

10.1 Recommendations from the Communications Committee:

There were no recommendations.

10.2 Other Environmental Issues:

Cllr Williams reported that the contract has been awarded and work is now underway to catch up.

The seats around the village are going to be looked at to see what maintenance work is required on them. Cllr Williams will be supplying a report to the next Environmental Committee meeting.

Cllr Trussler queried whether the Committee were any closer to employing an Amenity Manager and Cllr Allardyce explained that he has been trying to work out how many hours the Manager will need

to be employed for. Until the post is filled, Councillors will take on individual parts of the contract to oversee.

11 Finance

- 11.1 The Income/expenditure finance sheets were proposed as accurate by Cllr Morris and seconded by Cllr Allardyce, with all in favour.
- 11.2 2015/16 Internal audit Report - Cllr Trussler informed all present that the internal audit report had been circulated to all Councillors and noted that no points of issue had been raised. Cllr Trussler thanked the RFO for his work on preparing for the audit.
- 11.3 2015/16 Annual Governance Statements (Section 1) - The blank Annual Governance Statement had been circulated and it was proposed by Cllr Morris that the Chairman tick 'Yes' for boxes 1-8 and 'N/A' for box 9. This was seconded by Cllr J Sams, with all in favour.
- 11.4 2015/16 Accounting Statements (Section 2) - The completed Accounting Statement (final audited accounts) had been circulated to all Councillors. Cllr Morris proposed that the Accounting Statements be approved. This was seconded by Cllr T Sams, with all in favour.
- 11.5 2016/17 Insurance Renewal - Cllr Trussler reported that a report had been circulated by the RFO detailing three insurance providers with costings for having a one year and three-year contract. The RFO had recommended that Insurance Provider 1 be approved with a three-year contract, an annual cost of £1,350.40, saving approximately £70 a year. Cllr Trussler proposed that the RFO's recommendation be accepted and this was seconded by Cllr J Sams; with all in favour.
- 11.6 Establishment of a Second Bank Account - Cllr Trussler reminded all present that the Parish Council is trying to set aside funds towards the additional costs that will be required for extending the doctor's surgery and for the new Parish Office, which is being handed over to the Parish Council in the CTRL development. The Council currently has base funds of approximately £50,000 and it had been agreed to keep the reserves above £33,000. A large sum of money is held in the Natwest account, but sometimes the amount can be higher than the limit of £70,000, set by the Financial Compensation Scheme. The RFO had researched a number of banks to open a second account with and had recommended that an instant access account be opened with Nationwide. The reserves of £49,641 can then be transferred across into this account. It was proposed by Cllr Trussler to accept the recommendation made by the RFO and this was seconded by Cllr Morris; with all in favour. Cllr Trussler added that the new account should be structured to allow access by the RFO, Chairman, Vice-Chair and Chair of the F&GP Committee, all Councillors were in agreement with this.

12 Highways

Cllr J Sams reported that Cllr T Sams has been photographing and reporting potholes around the village. A fallen tree in Dickley Lane, which was blocking the road, had been quickly cleared by Kent Highways. Cllr Williams reported that he has been overseeing issues in Goddington Lane.

Cllr Trussler stated that he had been interested to hear about Lenham Parish Council investigating installing speed bumps, at a recent meeting he had attended. The Lenham Representative, Cllr Shotter, responded that the Parish Council had been advised against speed bumps and had now agreed to install village entrance gateways features, which display the speed limit.

Cllr J Sams stated that MBC is pushing for 20mph speed limit scheme to be expanded through Maidstone where supported.

13 Playscheme

This item had been previously discussed.

14 Street Names for the CTRL Development

The Clerk reported that she had contacted the Harrietsham History Society to obtain some historical names linked to the site and these had been circulated with the development lay out map, which had been supplied by MBC. Cllr T Sams stated that he was passionate about naming the roads after people from the village who had lost their lives in the World Wars (as listed on the war memorial). After brief discussion the following list of names was produced:

The area highlighted in orange - Southfields Way

The area highlighted in blue - Field Close

The area highlighted in yellow - Buckingham Drive

The area highlighted in green - Mills Court

The area highlighted in pink - Matthews Avenue

The list was proposed by Cllr Morris, seconded by Cllr J Sams; with all in favour.

Cllr Allardyce asked that the proposed Matthews Avenue be named Matthews Way as an 'avenue', by definition, required trees and there were none shown in the plan, this request was not supported. Cllr Morris asked that the name 'Ambrose' be saved for the Church Road site, as he was related to the Monk family.

15 Lenham Parish Council

Cllr Shotter, from Lenham Parish Council, reported that, at their last meeting, they had discussed refurbishment of the play area using S106 money and working on improving tourism in the village. The Chair, Vice-Chair and Committees had remained unchanged and it was noted that there had been a large amount of responses to their Neighbourhood Plan Regulation 14 consultation.

16 Big Lunch & Queen's 90th Birthday Celebrations

The Clerk gave a report from Cllr Dean stating that the final meeting of the committee had now taken place. Posters have been put up around the village and fliers were handed out at the School Fayre. A rounders pitch will be marked out and Tug of War competitions will take place for both adults and children. There was a reminder that the theme of the day is red, white & blue. The grant awarded by the Parish Council has been exceeded but Philip Jarvis estate agents in Lenham have kindly offered to be a sponsor to fill the shortfall. Cllr Kay will be the compere on the day and Cllrs William, Allardyce and Trussler have been drafted in to help with various jobs to make the day a special celebration.

17 Footpath on the Pilgrims Way by Percy

Cllr T Sams reported that the area around Percy needs some work completed during the summer months. The path needs attention and Cllr T Sams said that the work could be completed by a small group of volunteers one Saturday morning. He will try to arrange a date in June.

ACTION: Cllr T Sams

Cllr J Sams added that Percy needs a coat of oil and will speak to the sculptor, Steve Porchmouth, to seek advice.

ACTION: Cllr J Sams

Cllr Morris informed all present that the information board would also require some work and Cllr J Sams responded that Sally Evans is aware of this.

18 Correspondence - Noted

19 Future Events

11th June - Lenham Festival (family day)

12th June - Big Lunch

17th June - Film Club (Evening film is Lincoln)

20 Items for Future Consideration

Flooding in West Street, by the Roebuck - Cllr Allardyce

After brief discussion it was agreed that Cllrs T & J Sams will look into this and advise Councillors of their progress. Cllr Allardyce confirmed he would inform the Clerk of whether this still needed to be added as an agenda item before the next meeting.

21 Date of next meeting

Full Parish Council Meeting - **Wednesday 29th June 2016** from **7.30pm** in the Booth Hall

With no further matters to discuss, the meeting was closed at 9.10pm

Public Discussion:

A number of areas were identified around the village which have vegetation issues:

- On the A20, close to the Texaco garage
- Verge close to Mayfield Nursery
- A20 from the railway bridge to Church Lane

ACTION: Cllr J Sams

A resident stated that they were disappointed that the Playscheme will not be running this Summer.