

Harrietsham Parish Council

Minutes of the Annual Meeting of Harrietsham Parish Council held on Wednesday 28th May 2025
at 7.30pm in the Booth Hall

Cllr Powell welcomed all present to the meeting and announced that the Parish Council's Warden, Martin Sherwood, had recently been presented with an Unsung Hero award by Helen Whately MP. Councillors asked that congratulations be minuted, adding that the award was truly deserved.

Public Discussion

Following the elections in May, Sarah Emberson introduced herself as the new County Councillor for Harrietsham. County Cllr Emberson is new to the role and concerned about over development. It was confirmed that the new Councillors have not received a handover. Ongoing projects affecting Harrietsham were flagged including the average speed cameras and A20 reduction of speed limit through Bearsted to Lenham. It was agreed that a summary would be sent to the new County Cllr. **ACTION: Highways Group** Cllr Roots gave a brief update on the Speed Watch group and it was noted that speeds along the A20 seem to be increasing. One recent session recorded 19 drivers at speeds over 35mph, with one being 47mph in the 30mph zone.

Present

Cllr E Powell, Cllr J Sams, Cllr T Sams, Cllr C Roots, Cllr S Brown, Cllr G Dean, Cllr S Donley, Cllr S Luck, County Cllr S Emberson, RFO/Amenity Manager Mr M Cuerden and Parish Clerk Mrs A Broadhurst
3 Members of Public

1 Election of Chair

Cllr T Sams nominated Cllr Powell as Chair, seconded by Cllr Roots. With no further nominations, Cllr Powell was duly elected as Chair for the forthcoming year.

2 To Receive the Chair's Declaration of Acceptance of Office

Cllr Powell signed the Declaration of Acceptance of Office before the Clerk.

3 Election of Vice-Chair

Cllr Powell nominated Cllr T Sams as Vice-Chair, seconded by Cllr Roots. Cllr Luck then nominated Cllr Dean and Cllr Dean nominated Cllr Roots; neither of these were seconded. Cllr T Sams was duly elected for the forthcoming year.

4 Apologies for absence

Apologies were accepted from Cllr Griffiths.

5 Minutes of the last meeting

Parish Council Meeting 30th April 2025: The minutes were proposed as accurate by Cllr Dean, seconded by Cllr Luck; with all in favour.

6 Disclosures and confidential items

Changes to the Register of Interests

There were no changes to the register.

Declarations of Pecuniary Interests

Cllr S Brown Agenda Item 16 (Request for Parking on the Glebe Field) as he is a member of the Friends of St John's Committee.

Cllr C Roots Agenda Item 16 (Request for Parking on the Glebe Field) as he is the Treasurer of the Friends of St Johns and had submitted the request.

Requests for Dispensation

No requests were submitted.

7 Items to be taken in Closed Session

There were no confidential items on the agenda.

8 Committees, Working Parties & PC Representatives

The current committees and working groups were discussed.

- Cllr Dean will join the Planning Committee.
- Cllr Powell will attend the KALC meetings, if Cllr Brown is unavailable.
- Cllr Donley will join the Environmental Committee.

The Clerk then read out the list (as detailed below) and it was proposed by Cllr J Sams to approve this for the forthcoming year, seconded by Cllr Dean; with all in favour.

Chair	Cllr Eddie Powell	
Vice Chair	Cllr Tom Sams	
Finance & GP Committee	Cllr T Sams Cllr Brown Cllr Dean	Cllr Roots Cllr S Luck RFO
Planning Committee	Cllr Powell Cllr Dean Cllr Roots	Cllr T Sams Cllr Luck Cllr Brown
Environmental Committee	Cllr Brown Cllr Dayes Amenity Manager + co-opted Sharon Amos	Cllr Dean Cllr Luck Cllr Donley
Highways/Transport (inc Church Rd Footpath & Lighting)	Cllr T Sams Cllr Luck	Cllr J Sams Cllr Roots
Law & Order	Cllr Griffiths	<i>Vacancy</i>
Youth Provisions	Cllr T Sams Cllr Griffiths <i>Vacancy</i>	Cllr J Sams Cllr Dayes + advisors
KALC	Cllr Brown	Cllr Powell
Village Charities (inc. Booth & Baldwin)	Cllr Roots (Chair) Cllr Brown	Cllr Dayes (<i>Booth & Baldwin</i>)
Village Hall Trust	Cllr Powell Cllr Donley <i>Vacancy</i>	Cllr Griffiths Cllr J Sams
Staffing Committee	Cllr J Sams Cllr Dayes	Cllr Griffiths
Communication Liaison Committee	Cllr Griffiths <i>Vacancy</i>	Cllr Dean

9 Planning

9.1 The outstanding planning applications were noted.

9.2 The approved applications were noted.

9.3 The refused application was noted.

9.4 Other Planning Matters

Cllr T Sams thanked Cllr Roots for drafting the response to the recent application discussed by the Planning Committee.

- 10 **Environmental**
- 10.1 Minutes of the Environmental Meeting held 12th May 2025: The minutes were proposed as accurate by Cllr Dean, seconded by Cllr Luck (those present at the meeting).
- 10.2 Recommendations from the Environmental Committee:
- West Street Green Bench: Cllr Dean proposed that a Glasdon Pheonix recycled bench be purchased at a cost of £585 (+vat) for the contractor to install. This was seconded by Cllr T Sams, with all in favour. **ACTION: Amenity Manager & Clerk**
- 10.3 **Other Environmental Matters**
- Damaged Hedge & Gate installed behind the Medical Centre: The Clerk reported that, following the discussion at the last meeting, the Housing Officer has confirmed that the tenant will be instructed to replace the gate with a fence panel. The quotes are expected imminently for the remedial work.
 - Life Ring Issue at Woodlands Walk Lake: The Clerk reported that, following the purchase of a new life ring, it was noted that the standards had changed as the new ring does not fit in the housing. As this needs to be urgently rectified the Amenity Manager has investigated the cost of replacing the housing (approximately £210 + fitting). After brief discussion it was agreed that, as there should be two life rings around the lake, both housings should be replaced and an additional life ring purchased to replace the existing one on site (total approximately £480 + fitting). This was proposed by Cllr J Sams, seconded by Cllr Powell; with all in favour. **ACTION: Amenity Manager & Clerk**
 - Village Litter Pick: Cllr J Sams reported that the litter pick had been successful with approximately 15 volunteers ranging from 6 to 90 years of age. Those who took part had felt that, in general, there was less litter around the village than in previous years. It was noted that MBC had removed the litter very promptly on Monday morning.
 - Cllr Brown raised two issues relating to discussion at the recent Environmental meeting, which he had been unable to attend. The first related to a bench which has been erected without permission on Parish Council land. Having inspected the bench, it is not fixed and unstable and the Parish Council could be liable if someone were to be injured. After discussion the Amenity Manager reported that he would ask the contractor to remove it. **ACTION: Amenity Manager**
- The second item was the situation which had arisen with the bollards on the day of the Bluebell Walk. The Clerk updated Cllr Brown on her site visit with SW Yorke and Councillors agreed that their suggestion would assist Councillors in the future. However, as the original work had been undertaken by the contractor for the Glebe Field, they should be asked to take remedial action to repair the concrete, which was damaged trying to remove the bollard, as they had clearly not waited for the concrete to dry before reinstating the bollard. **ACTION: Amenity Manager**
- 11 **Finances**
- 11.1 Income and Expenditure spreadsheets: The finance sheets were proposed as accurate by Cllr Roots, seconded by Cllr J Sams; with all in favour.
- 11.2 **Other Financial Matters**
There were no items for discussion.
- 12 **Highways**
It was noted that a report had been circulated.
- Parking Bays on A20: Following a resident's comment at the APM, the Clerk tried to contact Steve Henson, however he has recently left KCC. After a brief discussion Cllr T Sams stated that the bays would have passed a safety audit when they were installed and that the matter should be closed. All Councillors agreed.
- 13 **VE Day & Big Lunch Events**
VE Day (8th May): Cllr Dean reported that the band had been extremely good, however it had been a bitterly cold evening. The beacon had been lit without any issues and everyone seemed to enjoy the event.
Big Lunch (22nd June): Cllr Dean has distributed the leaflets and is currently trying to arrange raffle prizes. It was noted that the Dogs Trust, who supply the rosettes, would like a small stall at the event. All Councillors agreed that this was a good idea.
Cllr T Sams confirmed he will oversee the risk assessment for the event.

- 14 Parking on the Glebe Field for the Bluebell Walk (Sunday 3rd May 2026)**
It was proposed by Cllr J Sams to allow parking on the field, with the usual caveats, seconded by Cllr Dean; with all in favour. **ACTION: Clerk**
- 15 Parking on the Glebe Field for the North Downs Walk (Sunday 14th June 2026)**
It was proposed by Cllr J Sams to allow parking on the field, with the usual caveats, seconded by Cllr Powell; with all in favour. **ACTION: Clerk**
- 16 Request from the Friends of St Johns for Parking on the Glebe Field**
The Clerk reported that a request had been received from the Friends of St Johns to use the Glebe Field for overflow parking for 2 events scheduled on 21st June and 27th September. It was agreed that the field could be used (with the usual caveats), however it was noted that the 21st June is the evening before the Big Lunch; extra care would need to be taken ahead of the Parish Council event.
- 17 Future Events**
8th June - Weald of Kent Rotary Club's North Downs Walk
21st June - Kettle Bridge Concertina Band Concert (7pm in the Church)
22nd June - Big Lunch (12-4pm on the Glebe Field)
23rd June - Community Choir (7-9pm in the Church) then every other Monday
9th August - Bingo Night (Friends of St Johns)
27th September - The Invicta Concert Band
18th October - Bingo Night (Friends of St Johns)
1st Tuesday of the month - Games Afternoon (2-4pm) Church Room
- 18 Items for Future Consideration**
No items for consideration.
- 16 Date of Next Meeting - Wednesday 2nd July 2025 at 7.30pm in the Booth Hall**

With no further matters to discuss the meeting was closed at 8.29pm.