

Harrietsham Parish Council

Minutes of the Annual Meeting of the Parish Council held on Wednesday 20th May 2015 at 8.30pm in the Booth Hall.

The Clerk welcomed all present to the Annual Meeting of the Parish Council and stated there would be public discussion at the conclusion of the meeting, if time permitted. The Clerk reported that, due to the unauthorised encampment on the Glebe Field over the weekend, she wished to add the Glebe Field as an urgent item on the agenda. All Councillors were in agreement with this.

1 Present

Cllr J Sams, Cllr T Sams, Cllr A Chinnery, Cllr C Przystupa, Cllr M Williams, Cllr G Trussler, Cllr K Kay, Cllr G Dean, Cllr s Morris, Cllr P Milton, Cllr T Allwood, RFO Mr M Cuerden, Community Warden M Sherwood and the Clerk Mrs A Broadhurst.
34 Members of the Public

2 Apologies for absence

PCSOs Boyd & Burca-Ousby

3 Election of Chairman & Vice-Chair

Chairman - Cllr Chinnery nominated Cllr Allwood as Chairman and this was seconded by Cllr Dean. With no further nominations, Cllr Allwood was duly elected as Chairman for the forthcoming year and completed the Declaration of Acceptance of Office.

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

Cllr Allwood then closed the meeting, at 8.35pm, in order to receive reports from the Community Warden and Police

Community Warden Report: Martin Sherwood spoke regarding a phishing email relating to Tesco Bank and about changes to Care Provisions within KCC. Seminars are to be held across Kent and the Maidstone one will be on the 4th June at Allington Library.

Police Report: The Clerk reported that the Police had dealt with 6 crime reports in April. This month, so far, there had been 40 calls relating to the village and 2 crime reports. There was one theft and an assault and this had resulted in a person being arrested. Some of the 40 calls including assisting a group of cyclists on the highway who had had an accident, a report of suspicious lights in a field, possible poaching and one man has been arrested and numerous calls relating to travellers on the Glebe Field.

Cllr Allwood reopened the meeting at 8.40pm.

4 Minutes of the last meeting

Parish Council Meeting 29th April 2015 - The minutes were proposed as accurate by Cllr J Sams, seconded by Cllr T Sams; with 10 in favour. Cllr Morris stated he had not attended the meeting.

5 Disclosures and confidential items

The Clerk reminded all present of the responsibility and importance of declaring interests.

Cllr J Sams - Agenda Item 10 (Finance) if the Playscheme finances are to be discussed as she has been contracted as the Manager

Cllr T Sams - Agenda Item 10 (Finance) if the Playscheme finances are to be discussed as his wife has been contracted as the Manager

Cllr A Chinnery - Agenda Item 9 (Planning Decisions Outstanding) as she lives near Tongs Meadow (MA/14/0208)

Cllr C Przystupa - Agenda Item 9 (Planning Decisions Outstanding) as he lives adjacent to Tongs Meadow (MA/14/0208)

Cllr M Williams - Agenda Item 9 (Planning Decisions Outstanding) as he lives opposite Tongs Meadow (MA/14/0208)

Cllr K Kay - Agenda Item 9 (Planning Decisions Outstanding) as he lives close to Tongs Meadow (MA/14/0208)

Cllr S Morris - Agenda Item 10 (Finances) as there may be a payment of £11.76 regarding expenditure for the Big Lunch and he sits on the Committee

Cllr T Allwood - Agenda Item 9 (Planning Decisions Outstanding) as he lives in the proximity of Tongs Meadow (MA/14/0208)

6 Matters Arising

No matters to be discussed.

7 Election of Posts

The Committees and Working Parties were discussed. The following amendments were made:

- To remove the Community Appraisal working group.
- Councillors agreed that Members be decided for the Amenity Facilities working group, if needed in the future.
- To merge the M20 Noise Action Group with the Highways Committee.
- The Website Committee should be renamed Website & Community Liaison Committee and that the Councillor number increase from 2 to 3.

The Clerk read out the list and this was proposed by Cllr Morris, seconded by Cllr Przystupa; with all in favour. Cllr Allwood informed all present that he would welcome any residents being involved, if they had a particular interest in one of the Committees or Working Groups and asked for them to contact the Clerk.

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

9 Planning

9.1 The current planning applications were noted.

9.2 Neighbourhood Planning: Cllr Allwood informed all present that 8 of the 11 Councillors had been elected as Members of Harrietsham Against Reckless Development. This had given them a mandate to address the Neighbourhood Plan to make it fit for purpose. He added that, since the NHP had been submitted to MBC, it had not progressed and this has caused serious issues. Cllr Allwood proposed that the Parish Council engage with the MBC Planning Department to see what needs to be done to move the plan forward, which will include recalling the Plan back to Regulation 14, amending and resubmission. This was seconded by Cllr Dean, with all in favour. Cllr Morris stated that since the Regulation 14 consultation, there had been major changes to the sites and that a period of reflection was required. Cllr T Sams added that there would need to be an evidence base in order to complete a further Regulation 14 consultation.

10 Finance

10.1 The Income/expenditure finance sheets were proposed as accurate by Cllr Morris and seconded by Cllr Kay, with all in favour.

Cllr Morris left the room

10.2 Big Lunch Expenditure - Cllr Allwood reported that a receipt had been submitted for £11.76 for reimbursement of expenses for the Big Lunch. Cllr Chinnery queried whether this should have been a grant request and the RFO clarified that as the receipt was for such a small amount, he was happy for the bill to be paid. He added that he had received information explaining what the receipt was for. Cllr Przystupa commented that the expenditure should only be allowed if it is in line with the Financial Regulations. After brief discussion it was proposed by Cllr Allwood to pay for the expenditure. This was seconded by Cllr Dean with 7 in favour and 3 abstentions.

Cllr Morris rejoined the meeting

10.3 Internal Audit Report - The Clerk reported that the Internal Audit Report, which had been previously circulated, had one recommendation "The Council should consider setting a limit for seeking formal tenders at a more appropriate level, ideally at around £20,000 to £25,000", this would be contrary to the Model Standing Orders. The RFO stated that he did not feel that this amendment would affect the Parish Council although Cllr Morris warned that the tender process would be difficult if something as expensive as play equipment was required in the future. After brief discussion it was proposed by Cllr Przystupa that this be referred to the F&GP Committee for further discussion. This was seconded by Cllr Dean, with all in favour. **ACTION: F&GP Cttee**

10.4 Bank Signatories - It was proposed by Cllr Morris that all Councillors be added to the signatory mandate. This was seconded by Cllr J Sams, with all in favour.

10.5 Renewal of Insurance - The RFO explained the insurance requirements of Parish Councils, adding that there is a limited number of specific companies for this. He detailed how he had tried to obtain 'like for like' quotes without much success. Cllr Przystupa stated that the Parish Council needed to be able to compare policies properly; all Councillors were in agreement with this. The RFO stated that, due to the recent issues of Travellers, he would suggest renewing the current insurance for 1 year (in case a claim is required on the field) and that would give time for the various policies to be investigated further. Cllr Przystupa proposed that there be an emergency F&GP meeting, with the group being given delegated powers to make a decision in time for the renewal date of the 1st June. This was seconded by Cllr Williams, with all in favour. **ACTION: F&GP Cttee**

Cllr Morris queried whether the insurance cover for the War Memorial had been increased and the RFO confirmed that it had been increased from £30,000 to £125,000.

11 Annual Renewal of the Kent Association of Local Council (KALC) Membership

The Clerk explained the role of KALC to Councillors. Cllr Morris proposed that the annual membership be renewed at a cost of £701.54 (£584.62 + vat). This was seconded by Cllr T Sams, with all in favour.

12 Glebe Field

Cllr Allwood gave a brief update on the unauthorised encampment on the Glebe Field, over the weekend. He thanked Cllrs T & J Sams for their hard work in getting the matter resolved. Cllr T Sams stated he had been unable to source further concrete blocks and suggested that 10-15 tons of soil, at a cost of £270, be used to form a temporary bund until a more permanent resolution can be found. Cllr Przystupa stated that there could be horrendous damage if nothing is done quickly. The Clerk reported that there is an event on the Glebe Field on Thursday 28th May (The Dog's Trust) and then the North Downs Walk on the 21st June; Councillors discussed the various options for the event this month. The Clerk was asked to make contact with the Dogs Trust to discuss the situation further. **ACTION: Clerk**

Cllr T Sams proposed that the soil be ordered and delivered as soon as possible and this was seconded by Cllr Przystupa, with all in favour. Cllrs Przystupa & Kay offered to look at more permanent solutions for the future.

ACTION: Cllrs T Sams, Przystupa & Kay

Cllr T Sams requested that a note be sent to residents close to the field to inform them of the Parish Council's intentions and to see whether anyone has any ideas with regards to a permanent solution. This was agreed by all present.

13 Correspondence - Noted

14 Future Events

28th May - Dogs Trust Event

19th June - Film Club Big Lunch (Theory of Everything, Paddington & Looking for Eric)

29th May - 60s Night at St John the Baptist Church

30th May - Sports Association Race Night (Village Hall)

7th June - Big Lunch

16th June - Gardening Society Rose & Sweet Pea Show

26th June - Friends of St John's AGM

15 Items for Future Consideration

Harrietsham Primary School Capacity - Cllr Chinnery

16 Date of next meeting

Full Parish Council Meeting - **Wednesday 24th June 2014** from 7.30pm in the Booth Hall

With no further matters to discuss, the meeting was closed at 9.55pm

Public Discussion:

A resident raised concerns at the amount of vegetation which is encroaching onto the pavements and road along West Street, Quested Way and between Baldwin's Place and the school.

ACTION: Clerk

Residents gave their thoughts on securing the Glebe Field