

# Harrietsham Parish Council

Minutes of the Annual Meeting of the Parish Council held on Wednesday 31<sup>st</sup> May 2017 at 7.30pm in the Booth Hall.

The Clerk welcomed all present to the Annual Meeting of the Parish Council and stated that there would be public discussion after Agenda Item 3, when the Chairman is elected.

## 1 Present

Cllr E Powell, Cllr G Dean, Cllr J Moore, Cllr F Stanley, Cllr M Allardyce, RFO Mr M Cuerden, Community Warden M Sherwood and the Clerk Mrs A Broadhurst.  
4 Members of the Public

## 2 Apologies for absence

Cllr J Sams, Cllr T Sams, County Cllr S Prendergast

## 3 Election of Chairman & Vice-Chair

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

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

*The meeting was adjourned at 7.33pm to allow for Public Discussion*

## Public Discussion

Community Warden: The Community Warden reported on two recent scams using the latest news. One was requests for donations towards the Manchester bombing appeal and the other was support following the Ransomware Incident that had affected the NHS. There have also been reports of Inland Revenue, TV Licensing and Trading Standards scams. Martin asked that residents check with the Companies if they have any doubts or they can contact him for advice. The Community Warden has reported two areas of flytipping, one in Willow Close and also near Percy on the Pilgrims way. Martin reported that the damaged bench on the Glebe Field had been reported to the Police, house to house calls have been made and the Police have further information.

A query was raised regarding a car that has been dumped on the A20 for quite some time. Martin stated that he has chased the Police twice to ask for it to be removed and will contact them again. It was thought that the Police and Borough Council are not in any rush to remove it as it is positioned in an area which means that it is not a danger to the public or environment.

A member of public queried the progress of the A20 improvement scheme, as he was concerned at the speed of vehicles travelling along the Ashford Road. The Clerk confirmed that an update from MBC had been printed in the last meeting's minutes. Cllr Powell reported that Kent Highways are hoping to progress the scheme soon. Cllr Moore queried whether Speedwatch could be reintroduced and, after brief discussion, Cllr Allardyce offered to discuss this with Cllrs T & J Sams.

**ACTION: Cllr Allardyce**

A resident reported that a hedge along the A20, by Chippendayle Drive, is obscuring the height warning sign for lorries approaching the bridge. The Clerk offered to contact the residents.

**ACTION: Clerk**

A resident reported that the 30mph sign adjacent to the Church is obscured. The Community Warden offered to look at this.

**ACTION: Community Warden**

A resident queried whether a Parish Council can operate with only co-opted members; it was confirmed that this is allowed.

*Meeting reconvened at 7.50pm*

## 4 Decision to Discuss Agenda Item 21 Under Closed Session

It was agreed by all Councillors to discuss Agenda Item 21 (Complaint Received by the Parish Council) in a Closed Session at the end of the meeting.

## 5 Minutes of the last meeting

Parish Council Meeting 26<sup>th</sup> April 2017 - The minutes were proposed as accurate by Cllr Moore, seconded by Cllr Allardyce; with all in favour.

## 6 Disclosures and confidential items

Changes to the Register of Interests

No changes to the Register of Interests were declared.

### Declarations of Pecuniary Interests

No declarations of pecuniary interest were declared.

### Requests for Dispensation

No requests were submitted.

*All members of the public left the room*

## **7 Co-option of Councillor**

Tim Griffiths introduced himself to Councillors. After brief discussion, it was proposed by Cllr Stanley that Mr Griffiths be co-opted onto the Parish Council. This was seconded by Cllr Dean, with all in favour and Cllr Griffiths was then welcomed to the table.

*All members of the public returned to the meeting*

## **8 Election of Posts**

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

Chairman	Cllr Eddie Powell	
Vice-Chair	Cllr Glenda Dean	
Finance & GP Committee	Cllr Dean Cllr Stanley RFO	Cllr T Sams <i>Vacancy</i> <i>Vacancy</i>
Planning Committee	Cllr Dean Cllr Moore Cllr Allardyce	Cllr Powell Cllr Stanley <i>Vacancy</i>
Environmental Committee	Cllr Dean Cllr Allardyce Amenity Manager + co-opted - Sharon Amos	Cllr Stanley <i>Vacancy</i> <i>Vacancy</i> + co-opted - David Oversby
Highways/Transport (inc. Church Rd footpath, lighting & M20 NAGS)	Cllr J Sams Cllr Allardyce	Cllr T Sams Cllr Griffiths
Law & Order	Cllr Allardyce	<i>Vacancy</i>
Youth Provisions	Cllr T Sams Cllr Allardyce + advisors	Cllr J Sams Cllr Stanley <i>Vacancy</i>
KALC	Cllr Stanley	<i>Vacancy</i>
Charities Booth & Baldwin	Cllr Dean The Rector Cllr Moore	Cllr Moore <i>Vacancy</i>
Village Hall Trust	Cllr Stanley Cllr Moore	Cllr Allardyce
North Downs Steering Group	Cllr J Sams	
Amenity Land & Facilities	Five Councillors to be decided if needed	
Staffing Group	Cllr Dean Cllr Moore	Cllr J Sams

Website/Community Liaison Committee	Cllr Dean + co-opted	Cllr Allardyce Cllr Griffiths
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## 9 Planning

9.1 The current planning applications were noted.

9.2 The approved applications were noted.

9.3 Other Planning Matters:

Cllr Powell reported that he had spoken to the Planning Officer regarding the appeal for Bell Farm South and it had been confirmed that the decision is not expected for a couple of weeks yet and it is reliant on the 5 year land supply. Cllr Powell also reported that the applicant for Mayfield's Nursery has 6 weeks to respond to the draft s106 document or the application will be withdrawn.

## 10 Communications

10.1 Recommendations from the Communications Committee:

There were no recommendations.

## 11 Environmental

11.1 Recommendations from the Environmental Committee:

There were no recommendations.

11.2 Other Environmental Issues:

There were no other issues to be discussed.

## 12 Finance

12.1 The Income/expenditure finance sheets were proposed as accurate by Cllr Dean and seconded by Cllr Stanley, with all in favour.

12.2 Cheque for Signing: The Clerk reported that the Parish Council had added an additional safeguard relating to the signing of cheques. Usually they are not signed by two Councillors who are related or by the Councillor that the cheque is made payable to. A cheque is awaiting signature for Cllr Dean, who purchased gifts for the Annual Parish Meeting but the Parish Council currently only has 3 signatories (Cllr Dean and Cllrs T & J Sams). Therefore, this needs to be signed by either Cllr Dean or by both Cllr Sams. The Clerk asked for Councillors to approve that the cheque can be signed. Cllr Allardyce proposed that the cheque be signed, this was seconded by Cllr Moore; with all in favour.

12.3 2016/17 Internal audit Report - The Clerk 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 Powell thanked the RFO for his work on preparing for the audit.

12.4 2016/17 Annual Governance Statements (Section 1) - The blank Annual Governance Statement had been circulated and it was proposed by Cllr Dean that the Chairman tick 'Yes' for boxes 1-8 and 'N/A' for box 9. This was seconded by Cllr Stanley, with all in favour.

12.5 2016/17 Accounting Statements (Section 2) - The completed Accounting Statement (final audited accounts) had been circulated to all Councillors. Cllr Dean proposed that the Accounting Statements be approved. This was seconded by Cllr Moore, with 5 in favour and 1 abstention.

## 13 Highways

This item was deferred.

## 14 Lenham Parish Council

Cllr Stanley reported that the following items had been discussed:

- The existing Chairman and Vice-Chair had been re-elected.
- Committees were agreed and the KALC representative was re-elected.
- The Lenham NHP is in budget, even with the costs for specialist input.
- The allotment land being purchased.
- Parking problems in Lenham Square. It was noted that the attendant has a large area to cover so is not always available when an issue arises.
- The Lenham Representative had reported on the Harrietsham dog bins purchasing that had been agreed with MBC, it was felt that we had obtained a good deal!
- The requirement for 200 additional houses that are required. Lenham Storage and the Marley Depot were included in the discussion. It was noted that development of either of these sites would take employment away from the village.

**15 Use of the Glebe Field by St John the Baptist Church for a Pet Service (Sunday 2<sup>nd</sup> July)**

The Clerk clarified that they are only asking for use of the field for the service and do not require for the gates to be unlocked for any parking. It was proposed by Cllr Allardyce to allow the Church the use of the field. This was seconded by Cllr Moore, with all in favour.

**16 Use of the Glebe Field for a Fitness Club**

This item was deferred until the next meeting.

**17 Medical Centre Update**

The Clerk reported that she had assisted the Practise Manager with completion of a form that should release s106 money in order to arrange for an architect to draw up the necessary plans for the extension. It was noted that the NHS work in the same way as the Parish Council and will be seeking 3 quotations for this work.

**18 Future Events**

4<sup>th</sup> June - Big Lunch (12pm - 4pm)  
11<sup>th</sup> June - North Downs Walk

**19 Items for Future Consideration**

Church Road Footpath - Cllr T Sams (previously requested prior to the meeting as apologies had been sent)

**20 Date of next meeting**

Full Parish Council Meeting - **Wednesday 28<sup>th</sup> June 2017** from **7.30pm** in the Booth Hall

*With no further matters to discuss, the meeting was adjourned at 8.21pm.*

*Minutes of Confidential Agenda Item 21 - Complaint Received by the Parish Council will be filed with a signed copy of these minutes.*