

# Harrietsham Parish Council

Minutes of the Parish Council Meeting held on Wednesday 24<sup>th</sup> September 2025 at 7.30pm  
in the Booth Hall

Cllr Powell welcomed all present to the meeting.

## Public Discussion

There was no public discussion.

On behalf of County Cllr Emberson, who had given apologies for the meeting, the Clerk reported that KCC is unhappy with the Local Government Restructure, as they do not believe it will benefit Kent residents. They will be submitting a proposal whereby KCC will be retained in some form, with 3 assemblies all reporting to the County Authority. This will be submitted by the 28<sup>th</sup> November deadline.

Cllr Roots reported that, having spoken with the Chair of HIB, the cage around the tree on the green, which had been flagged in the recent tree inspection, was purchased by the Parish Council. The Amenity Manager reported that he would be arranging for it to be removed by the contractor overseeing the green.

**ACTION: Amenity Manager**

## **Present**

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

- 1 Apologies for absence**  
County Cllr S Emberson.
- 2 Minutes of the last meeting**  
Parish Council Meeting 30<sup>th</sup> July 2025: The minutes were proposed as accurate by Cllr Roots, seconded by Cllr J Sams; with all in favour.
- 3 Disclosures and confidential items**  
Changes to the Register of Interests  
There were no changes to the register.  
Declarations of Pecuniary Interests  
Cllr Dean: Agenda Item 6.2 (Environmental Recommendations - Woodlands Walk Closure) as she lives in close proximity to Woodlands Walk.  
Requests for Dispensation  
No requests were submitted.
- 4 Items to be taken in Closed Session**  
It was proposed by Cllr Dean that Agenda Item 6.3 - Other Environmental Matters (Glebe Field Trees) should be discussed in a closed session, seconded by Cllr Griffiths; with all in favour.
- 5 Planning**
  - 5.1** The outstanding planning applications were noted.
  - 5.2** The approved applications were noted.
  - 5.3** The refused applications were noted.
  - 5.4 Other Planning Matters**  
Cllr T Sams queried whether the Planning Committee would be able deal with any Heathlands related matters on the Council's behalf as MBC are needing to approve the Supplementary Planning Document (SPD) soon. The Clerk confirmed that the Planning Committee has delegated powers in place to oversee any planning related matters without needing to refer them back to Full Council.
- 6 Environmental**
  - 6.1** To Approve the Minutes of the Environmental Committee Meeting held on 8<sup>th</sup> September 2025: The minutes were proposed as accurate by Cllr Dean, seconded by Cllr Brown; with 4 in favour (those present at the meeting).

## 6.2 Recommendations from the Environmental Committee:

- Woodlands Walk Annual Closure: It was agreed that the annual 24-hour closure would be arranged for 10<sup>th</sup> November. Clerk to organise the sign. **ACTION: Clerk**
- Community Orchard: It was noted that this matter had been resolved before the meeting. It was then agreed that the Environmental Committee will need to discuss harvesting arrangements for next year at the July 2026 meeting.

**ACTION: Environmental Cttee & Amenity Manager**

## 6.3 Other Environmental Matters

- Medical Centre Hedge: The Clerk confirmed that the gate had been replaced with a fence panel and the RFO will be forwarding an invoice to the Housing Officer, once the hedge has been planted, which is likely to be organised imminently. **ACTION: Amenity Manager/RFO**
- Glebe Field Trees: This item was to be discussed in a closed session at the end of the meeting.
- Village Litter Pick: Cllr J Sams suggested that an Autumn community litter pick be arranged and suggested the 15<sup>th</sup> November as a possible date. All Councillors were in favour and the Clerk offered to inform the Weald of Kent Rotary Club, who is keen to get involved with village events. **ACTION: Clerk**
- Gym Equipment: The Clerk informed Councillors of an offer from a neighbouring Parish Council to give Harrietsham 5 pieces of gym equipment, which they would install. Safeplay had been contacted, who had confirmed that gym equipment had a 10-15 year life span and would need to be 20m away from any play equipment or be fully fenced off. After brief discussion it was agreed that, whilst this was a very kind offer, as the Parish Council is already looking to install play equipment on the Saxon Place development, the plans were too far in the future to be able to determine where the equipment could be located at this stage. **ACTION: Clerk**

## 7 **Finances**

7.1 Income and Expenditure spreadsheets: The finance sheets were proposed as accurate by Cllr Roots, seconded by Cllr T Sams; with all in favour.

### 7.2 Other Financial Matters

- Conclusion of External Audit 2024/2025: The RFO reported that the audit had now been concluded and the relevant documentation had been placed on the noticeboards and website.
- It was confirmed that the next F&GP meeting would be held on Thursday 6<sup>th</sup> November.

## 8 **Highways**

There was no report for this meeting.

Cllr Roots gave a brief update on Speedwatch.

## 9 **Community Emergency Plan**

Cllr Roots gave an update from the working group's August meeting. A letter had been formulated to be included in Network magazine, however concerns had been raised regarding GDPR in relation to collecting personal data. Having discussed this with the Kent Resilience Forum and the Clerk the letter had subsequently been withdrawn, as KRF had stated that the data would have to be stored by the Clerk (rather than the working party). He had also been reminded of the decision reached, during the March meeting, that the Council would not progress with an Emergency Plan, only collect information of what could be put in place to assist emergency services (such as premises that could be used). The Clerk mentioned that it was vital that vulnerable residents sign themselves up to the priority service, as the personal data is stored and released to the relevant emergency services in the event of an incident. It was noted that the Parish Warden has been speaking to residents at every opportunity to make them aware of this service. Cllr Griffiths added that residents need to be looking out for their neighbours and to make sure families have emergency bags ready. Cllr Roots stated that building owners had come forward to offer their premises, in the event of an emergency. The Clerk also highlighted that the working party did not have any delegated powers to make decisions. The content of the letter would have needed Council approval before being added to the village magazine.

## 10 **Recruiting New/Additional Parish Councillors**

Cllr T Sams suggested that a newsletter be circulated during October or November highlighting what the Parish Council does to try to increase the Council's profile. Cllr Luck commented that it must be made clear that the Parish Council is non-political and that being a Councillor is not a paid role. A draft will be circulated for comment in due course.

**11 Purchase of Remembrance Poppy Wreath**

It was proposed by Cllr Roots to purchase a Type C medium poppy wreath at a cost of £25, with a donation being added of £75, bringing the cost to £100. This was seconded by Cllr J Sams; all in favour.

**ACTION: Clerk**

**12 Weald of Kent Rotary Club Events**

The Clerk reported that she had recently met with members of the Rotary Club, who wish to be more involved in events that the Parish Council organises. Several items had been discussed:

- Litter Picks: Having helped at the litter pick held earlier in the year, they are keen to assist again, if volunteers are available. The Clerk will make them aware of the November date. **ACTION: Clerk**
- Purple Crocus Planting: They would like to plant a further 1000 purple crocus bulbs to highlight the Rotary Club's polio eradication project and the Clerk has put them in contact with Andrew Rogers to discuss this further.
- Village Event: They would like to get involved in a village event however, whilst they are good at organising, they aren't as successful arranging attendance. They would be open to ideas and Councillors felt that this could tie in with the Big Lunch with a BBQ and possibly a boot fair. The Clerk offered to contact the Booth & Baldwin Trust regarding the possible use of the Booth field and to put the Rotary Club in contact with the Big Lunch Working Party members. **ACTION: Clerk**
- Santa's Sleigh: They have the possibility of arranging a Santa's Sleigh, but using a red Morgan car, if the Parish Council can provide Santa for the evening. Having discussed this in more depth the Rotary Club have their own insurance and licenses in place to allow music to be played and they could follow the route that the village sleigh had covered. The Clerk had subsequently discussed this with Cllr Griffiths and he is keen to assist. The Clerk will contact the Rotary Club.

**ACTION: Clerk**

**13 Santas Grotto**

Cllr Griffiths reminded all present that Santa's Grotto is to be held on Sunday 30<sup>th</sup> November 12.00 - 4.00pm. The Clerk reported that the Rotary Club offered to attend to assist and can bring along a 'beat the buzzer' game and there is the possibility of them having a small band to play some Christmas songs during the event. Cllr Griffiths is liaising with a Rotary Club representative.

The Clerk reported that the selection boxes have been ordered.

Refreshments will be organised by Cllrs Dean & Luck.

Setting up the grotto on 29<sup>th</sup> November, after 1pm: Cllrs T Griffiths, Roots & Donley

Taking down on 30<sup>th</sup> November, after 4pm: Cllrs T & J Sams, Roots & Donley

**14 Future Events**

10<sup>th</sup> October - HIB AGM (7.30pm - Booth Hall)

18<sup>th</sup> October - Bingo Night (Friends of St Johns)

15<sup>th</sup> November - Community Litter Pick (9am - 11am - meet on West Street Green)

30<sup>th</sup> November - Santa's Grotto (12-4pm Village Hall)

5<sup>th</sup> December - Kettle Concertina Band (7pm in the Church)

**15 Items for Future Consideration**

No items to be considered.

**16 Date of Next Meeting - Wednesday 29<sup>th</sup> October 2025 at 7.30pm in the Booth Hall**

*The meeting was then briefly closed at 20.29pm before reopening to discuss agenda item 6.3 in a closed session.*

**6.3 Glebe Field Trees**

After discussion it was proposed by Cllr T Sams that the work discussed should be completed at a cost of £4,400 (+vat), seconded by Cllr Griffiths; with all in favour. **ACTION: Clerk**

*With no further matters to discuss the meeting was closed at 8.41pm.*