

# Harrietsham Parish Council

Minutes of the Parish Council Meeting held on Wednesday 28<sup>th</sup> March 2018 at 7.30pm in the Booth Hall.

The Chairman welcomed all present and stated that the meeting was being recorded. Cllr Powell welcomed the Lenham Parish Council representative Cllr M Cockett.

Police Report: The Clerk reported that, since the last meeting in January (the February meeting was cancelled due to the bad weather), there had been 4 crimes. Three were vehicle related and the fourth was theft of a disc cutter and generator from outside a front door.

## Public Discussion

A resident reported that there had been a theft of a 1 tonne mini digger from the Crest Nicholson development site. A resident queried why the Booth and Baldwin grant for cutting the outside of the field had been stopped but the Church still received their grant. The RFO responded that the Church submit a grant application every year, however, the grass cutting on the Booth Field had been removed from the amenity contracts, which had just recently been retendered. As the contracts are paid for with public money, it was agreed that this work could not continue. He added that the Trust were welcome to submit a grant application form later in the year.

## 1. **Present**

Cllr E Powell, Cllr G Dean, Cllr T Sams, Cllr J Sams, Cllr V Foster, Cllr J Moore, Lenham Representative Cllr M Cockett, RFO Mr M Cuerden and the Clerk, Mrs A Broadhurst.  
2 Members of the Public

## 2. **Apologies for absence**

Cllr F Stanley, Cllr T Griffiths, Community Warden Martin Sherwood, Kent County Cllr S Prendergast

## 3. **Minutes of the last meeting**

Parish Council Meeting 31st January 2018 - The minutes were proposed as accurate by Cllr Dean, seconded by Cllr Foster; with all in favour.

## 4. **Disclosures and confidential items**

### Changes to the Register of Interests

No changes to the Registers of Interest were declared.

### Declarations of Pecuniary Interests

No Declarations of Pecuniary Interest

### Requests for Dispensation

No requests were submitted.

## 5. **Planning**

5.1 The current planning applications were noted.

5.2 The approved applications were noted.

5.3 The refused applications were noted.

5.4 The withdrawn applications were noted.

### 5.5 Other Planning Matters:

Cllr Dean reported on the Planning Conference that she had recently attended. Matters discussed included:

- A new NPPF is coming out in April.
- There will be a shift from the Northern Power House to the South East.
- There was general criticism of Local Plans as they don't take into account the impact on neighbouring Councils.
- Nick Johannsen from the AONB unit had stated that they are not consult-ees and rely on Parishes and residents informing them of any issues.

Lenham representative Cllr Cockett reported on an application at Gipps Oast for 8 agricultural buildings stating that this is on the boundary with Harrietsham. Cllr J Sams stated that she will be attending the Planning Committee meeting to speak against the applications.

It was noted that the ecological survey barrier is still on the open space at the back of the Barratt's site and that it needs to be removed. The Clerk reported that she is walking the site next Friday and will speak to the Barratt representatives.

**ACTION: Clerk**

## 6. Communications

### 6.1 Recommendations from the Communications Committee:

There were no recommendations.

### 6.2 Other Communication Matters:

There were no matters to discuss.

## 7. Environmental

7.1 Minutes of the Meeting held on the 15th March 2018: The Clerk asked that this item be deferred as there was only one Councillor present from the Committee. This was agreed by all present.

7.2 Recommendations from the Environmental Committee: There were no recommendations.

### 7.2 Other Environmental Matters:

- Cllr Foster to join the Environmental Committee: Cllr Dean proposed that Cllr Foster join the Committee. This was seconded by Cllr Moore, with all in favour
- Cllr T Sams reported that the Annual Litter pick will be held on Saturday 7<sup>th</sup> April at 9.00am. Everyone is to meet on the West Street green and the Scouts will also be assisting this year.
- Cllr Powell reported that fly tipping and litter issues have been reported along the A20 between Harrietsham and Leeds Castle. MBC has now spoken with Kent Highways about the need to complete a thorough clear up, but this will require the road to be down to a single lane whilst the work is completed (for safety reasons).
- Cllr J Sams queried who is responsible for the fence between Willow Close and the Indian restaurant, as there have been complaints about it. The Clerk reported that she had been in discussions with Persimmon Homes as the trees along the boundary had damaged the fence. After receiving no response to four emails, the Clerk had emailed to say that she would have to advise the owner of the fence to seek legal advice. Persimmon Homes had then responded to say that the trees would be dealt with immediately. Once this work had been completed she had checked that the owner of the restaurant was happy with the work completed and they had confirmed they were. It was noted that the owner had not mentioned the need to rectify the damage that had been done to the fence, but they may wish to take this matter up with the developer. Cllr J Sams commented that this was a civil matter but that she could try to have some dialogue with Persimmon Homes and asked for some contact details. **ACTION: Clerk**

## 8. Finance

8.1 The Income/expenditure finance sheets (from cancelled February meeting) were proposed as accurate by Cllr T Sams and seconded by Cllr Dean; with all in favour.

8.2 The Income/expenditure finance sheets (for this meeting) were proposed as accurate by Cllr T Sams and seconded by Cllr Dean; with all in favour.

8.3 Other Financial Matters: There were no other financial matters to discuss.

## 9. Highways

Cllr J Sams informed all present that lots of potholes have been reported to Kent Highways recently. The potholes outside the Church, in Marley Road, had not met the criteria for intervention. The Clerk added that she had challenged Kent Highways on this point and they are going to send someone out to reassess them. The culvert at the bottom of Stede hill is blocked, along with the drains, and these have been reported. It was noted that the new access, which has been constructed in West Street, is currently being investigated by the Enforcement Team. This has been chased by the Clerk as the 28 days have passed for the landowner to submit a retrospective planning application. It was also noted that the A20 improvements scheme consultation has now closed and the Parish Council is awaiting the final report from the Kent Highways Officers. It is hoped that the work will commence in August.

Cllr Dean reported that the pavement is damaged in Church Road (outside Arcady). Cllr J Sams offered to report this. **ACTION: Cllr J Sams**

- Church Road Footpath: Cllr T Sams reported that a consultation letter is to be sent out to residents in the area asking for comments on the proposal to create a footpath in Church Road. It was noted that funding has been set aside to commence this project, which will also include the upgrading of the street lighting. The consultation letter asks for details of who uses the road and how often. The consultation will run from the 3<sup>rd</sup> April - 1<sup>st</sup> May, there will be posters put up and it will be publicised on Facebook. Cllr Moore asked whether some of the letters could be left in the Doctor's surgery and all Councillors felt that this was a good idea. It was also noted that copies of the consultation letter will be left in the Post Office. Cllr T Sams thanked the Clerk for her work on this.
- Parking around Harrietsham Primary School: The Clerk asked that this item be deferred as Cllr Griffiths had sent apologies.

## 10. Lenham Parish Council

Cllr Foster had attended the February meeting and offered to circulate her notes.

Cllr J Sams had been due to attend the March meeting but the rescheduled MBC Council meeting had been held that evening.

Cllr Powell asked Cllr Cockett if he could give a brief report. The following items were noted:

- There had been another near fatality at the Faversham Road and A20 crossroads. The building site is also adding to the sight line issues.
- There is an ongoing issue with parking in the village. This will only be resolved with automatic plate recognition or fines for overstaying in the square. It was noted that MBC Enforcement Officers can only issue tickets if vehicles are parked with their wheels on the white lines.
- It was also noted that the Tanyard Farm North application will only add to the parking issue.

Cllr Foster commented that, at the February meeting, anti-social behavior in the village centre had been discussed.

#### **11. Speedwatch**

Cllr T Sams reported that he needs to speak with Cllr Griffiths as the old equipment needs to be photographed so that a Company can ascertain whether it is viable to be used in the new scheme.

**ACTION: Cllrs T & J Sams and Cllr Griffiths**

#### **12. Annual Parish Meeting Venue**

The Clerk reported that she has only received a couple of organisation's articles and the closing date for submission is the 5<sup>th</sup> April. It was confirmed that Cllrs J & T Sams will arrange the refreshments and will also inform the speaker that they should arrive for 7.50pm. Cllr T Sams asked whether a Fostering Services banner can be placed on the village green in the lead up to the meeting and the Clerk suggested that it be left up for 2 weeks and then removed, so that it does not interfere with the grass cutting. All Councillors were in agreement with this.

#### **13. General Data Protection Regulations (GDPR)**

The Clerk reported that she had attended a training session which outlined the changes that are coming into force from the 25<sup>th</sup> May 2018 that relate to the General Data Protection Regulations. In order to meet the requirements of the new legislation, the Parish Council will be required to have a Data Protection Officer. Clerks had assumed that they would take on the role, but it has become apparent that there could be a conflict of interest with any member of the Parish Council taking on this role. A Maidstone Parish is currently disputing this with KALC. A provider of this service will be an additional annual charge to the Parish Council, and several companies that KALC are aware of have been approached and the costings vary dramatically from £150 to over £1,000. Some companies set their prices depending on the size of the Parish where as others arrive at the cost using precept levels. The company that is employed will be there to offer advice, be the point of contact to liaise with the Information Commissioners Officer and take immediate action to shut down any data breach and investigate, liaising with the Police etc. if this proved necessary. The new regulations are going to require Data Protection Impact Assessments to be completed and the legislation covers every possible item of data that the Parish Council holds - it also covers all historic data. The Clerk stated that she would like to speak to Councillors at some point to ensure that they are also following the regulations with regards to data. Once the impact assessments have been completed, there will be a large amount of 'house-keeping' required with regards to the paperwork that the Parish Council currently holds (both electronically and in paper form). New policies and privacy notices will be required and all data held will need to be encrypted. The Clerk asked that Councillors agree to allow her to progress with any action that the Parish Council needs to take, which will include employing a Data Protection Officer, if the challenge doesn't get anyway. The Clerk stated that Satswana, who ran the training session, are offering to complete the DPO role for £150 and that they should be employed if required. Cllr T Sams proposed that the Clerk progress with working towards the Parish Council being GDPR compliant and that she employ Satswana as the Data Protection Officer, if required. This was seconded by Cllr Moore, with all in favour.

#### **14. 'There But Not There' 6ft Tommy Statue**

Cllr Dean asked that the Parish Council purchase a silhouette to be installed in the War Memorial garden during the Armistice 2018 period. It stands 6ft tall, weighs 11kg and is constructed from lightweight aluminium, 6mm thick. The cost of the statue is £750. There was brief discussion on whether this should be installed in the War Memorial or village green area and it was noted that this would need to be secured. It was proposed by Cllr Dean to purchase the statue with the location to be determined. This was seconded by Cllr T Sams, with all in favour.

#### **15. Future Events**

The Clerk stated that she would require someone to unlock/lock the Glebe Field on the 6<sup>th</sup> May for the Bluebell Walk. After brief discussion it was agreed that this would be arranged over email with Cllrs T Sams and Stanley.

**ACTION: Clerk**

Every Saturday (apart from this coming weekend 31<sup>st</sup> March) - 'Get Active' on the Glebe Field from 9am

Annual Litter pick - 6<sup>th</sup> April

Lenham Parish Assembly - 26<sup>th</sup> April at 7.30pm

Rude Mechanical Theatre Company - 2<sup>nd</sup> June at 7.30pm on the Booth Field

Big Lunch - 3<sup>rd</sup> June

Lenham Festival - 9<sup>th</sup> June

**16. Items for Future Consideration**

There were no items for future consideration.

**17. Date of next meeting**

Full Parish Council Meeting - **Wednesday 25<sup>th</sup> April 2018** at **6.30pm** in **St. John the Baptist Church**, followed by the **Annual Parish Meeting** commencing at **8.00pm**

*With no further matters to discuss, the meeting was closed at 8.27pm.*