

Harrietsham Parish Council

Minutes of the Annual Meeting of Harrietsham Parish Council held on
Wednesday 27th May 2026 at 7.30pm in the Booth Hall

Cllr Powell welcomed all present to the meeting.

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 Luck, Cllr T Griffiths, Cllr R Welham, RFO Mr M Cuerden and Parish Clerk Mrs A Broadhurst
County Cllr S Emberson
3 Members of Public

Public Discussion

A resident updated Councillors on a number of forthcoming events (listed under Agenda Item 22)

1 Election of Chair

Cllr Dean nominated Cllr Powell as Chair, seconded by Cllr Luck. 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 Dayes nominated Cllr T Sams as Vice-Chair, seconded by Cllr Griffiths. With no further nominations, Cllr T Sams was duly elected for the forthcoming year.

4 Apologies for absence

Cllr S Donley, Borough Cllrs C Houlihan, S Povey and M Nedelcheva

5 Minutes of the last meeting

Parish Council Meeting 29th April 2026: The minutes were proposed as accurate by Cllr Dean, seconded by Cllr J Sams; with all in favour.

6 Disclosures and confidential items

Changes to the Register of Interests

Cllrs T & J Sams submitted amended Register of Interest forms to the Clerk.

ACTION: Clerk

Declarations of Pecuniary Interests

There were no declarations.

Requests for Dispensation

No requests had been submitted.

7 Items to be taken in Closed Session

It was agreed by all present that Agenda Item 25 should be discussed in a closed session at the end of the meeting.

8 Committees, Working Parties & PC Representatives

The current committees and working groups were discussed and there were no changes to note.

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

Chair Cllr Eddie Powell

Vice Chair Cllr Tom Sams

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|------------------------|-------------|-------------|
| Finance & GP Committee | Cllr T Sams | Cllr Roots |
| | Cllr Brown | Cllr S Luck |
| | Cllr Dean | RFO |

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| 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 Cllr Welham | 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 General Power of Competence

The clerk had circulated a report on the General Power of Competence (GPC) before the meeting. To be able to adopt GPC the following criteria must be met:

- At the time the resolution is passed, two-thirds of the Parish Councillors must be declared elected to their post (not co-opted)
- The Clerk must hold a recognised professional qualification

As Harrietsham Parish Council now met the criteria set out in the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 it was Resolved to adopt the General Power of Competence. This was proposed by Cllr Griffiths, seconded by Cllr Roots; all in favour.

10 Planning

10.1 The outstanding planning applications were noted.

10.2 Other Planning Matters

The Clerk reported that, following recent issues that have occurred in the Stede Hill area, she has been in discussions with the MBC Enforcement Team regarding the possibility of running an Enforcement training session for residents. Hopefully, if enough residents attended, it might reduce the number of calls and emails that several agencies have had to deal with over the past 5-6 weeks, as many residents have been expecting to be kept regularly updated on a matter that is not for public discussion, even though they have been told that no information can be divulged. The Team has now confirmed that this could be arranged, and the Clerk had suggested that this be organised for September time, to allow for the event to be well publicised. The Clerk suggested that, if the Ambrose Hall could be available on the Parish Council meeting date in September, the Enforcement session could take place (7.30pm), with the usual monthly meeting commencing straight after (approx. 8.30pm). Enforcement would use this as a pilot to then offer the session to other Parishes. It was noted that a hirer uses the Ambrose Hall on a Wednesday evening and,

after discussion, Cllr Roots proposed that, if the hirer could move to the Booth Hall for the evening, the Parish Council would pay for their hire that night; this was agreed by all present. Councillors agreed that the session would be very useful and asked the Clerk to proceed with the arrangements. Cllr Griffiths offered to speak with the affected hirer. **ACTION Clerk & Cllr Griffiths**

11 Environmental

11.1 Other Environmental Matters

- Allotment Clearance: The Clerk reported that, with the Amenity Manager, she had met with the allotment contractor to look at the issues on several plots. A quote of £900 was received to spray, clear and remove the vegetation and rubbish so that the plots can be re-let. It was noted that Councillors had given approval for this work to be completed ahead of the meeting, as the conditions were satisfactory for the work to commence immediately. It was proposed by Cllr T Sams to ratify the decision to accept the quotation of £900 for the work, seconded by Cllr Griffiths; with all in favour.
- Outstanding Allotment Invoice: The RFO is hoping to progress with submitting the documentation to the Small Claims Court in the next 2 weeks. **ACTION: RFO**

12 Finances

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

12.2 Other Financial Matters

- Annual Insurance Renewal: It was noted that the Council is entering the second year of a three-year contract with Zurich Municipal for the Parish Council's insurance. The cost of the renewal was £2,077.48. It was proposed by Cllr Roots to renew the policy, seconded by Cllr T Sams; with all in favour. **ACTION: RFO**

13 Highways

There was no report to circulate for the meeting.

Cllr Roots gave an update on Speedwatch. One recent session, held at 6am, recorded 128 vehicles, 21 of which were speeding. The fastest recorded speed was 48mph and another 4 were travelling in excess of 40mph. This highlighted that further Police speed checks are required and also reinforced the need for the average speed cameras to be reintroduced. Cllr Roots commented that the cameras are in storage due to KCC not signing off the budget required for the back-room operations. County Cllr Emberson responded that she believed that it was Kent Police that needed to arrange the necessary funding. Cllr T Sams asked County Cllr Emberson to take the matter back to KCC to try to get support for the cameras to be reintroduced. Cllr J Sams added that the average speed cameras had made a huge difference to the speed of vehicles travelling along the A20. **ACTION: County Cllr Emberson**

The Clerk added that she had received an email from a resident who had complained about the speed of vehicles over the bank holiday weekend, especially early in the morning. There had been an issue with the volume of speeding motorbikes, who had been witnessed doing wheelies at speed. The resident was asked to report the incidents to Kent Police to build up a picture of when speed checks would be required to catch the individuals.

Cllr Roots reported that the traffic surveys would also help with further data. Due to the current roadworks on the A20, the surveys are now scheduled for the end of June, as any earlier would not produce any worthwhile data.

14 Big Lunch

The final arrangements for the event were discussed. Cllr Griffiths would bring the tombola, bottled water for the dogs and assist with the delivery of the toilets to the field on the 5th June. The Clerk would sort out the gazebos, fencing, hi-vis jackets and order a first aid kit. Cllr T Sams would pick up the tables and chairs from the school and prepare the risk assessment. Cllr Dean reported that a resident had offered to be a parking marshal and The Dogs Trust will bring their own gazebo. Cllr Dean asked for help to set up the gazebos etc. on the day. **ACTION: Clerk & Cllrs**

15 MBC Road Name Request for Land at The Rectory, Church Road

Cllr T Sams reminded all Councillors that the Parish Council had previously agreed to use names from the war memorial. It was agreed that Cllr T Sams would photograph the plaques to see what names were still available and then Councillors would choose a suitable one over email for the Clerk to respond to MBC as soon as possible. **ACTION: Clerk & all Cllrs**

- 16 Replacement Four Bay Swing for the Glebe Field Strategic Play Area**
The Clerk asked for this item to be deferred as she wished to clarify the flooring to be installed with several of the companies before Councillors discuss the quotes. This was agreed by all present.
- 17 Request to Hold an Event on Millenium Field**
The Clerk reported on a request which had been received to hold a Messy Church event on Millenium Field on the 4th July. After discussion it was agreed that the Millenium Field could be used, with any vehicles being parked on the Teers Meadow access strip, with the usual caveats, however Councillors would not permit the use of a bbq or glassware. There would not be any charge for the use of the field and Councillors requested that a copy of the risk assessment for the event be emailed to the Clerk beforehand. The Clerk was also asked to find out whether the event would be cancelled in the event of rain on the day. **ACTION: Clerk**
- 18 Mobile Post Office**
The Clerk reported that she had contacted Post Office Ltd to obtain an update on the mobile service and had been informed that the mobile Post Office's first stop in Harrietsham will be on Friday 3rd July. Further details are to follow, which will include an official announcement and posters advertising the new service.
- 19 Glebe Medical Centre Replacement First Floor Window Units**
The Clerk asked for this item to be deferred until the next meeting, which was agreed by all present.
- 20 Parking on the Glebe Field for the North Downs Walk (Sunday 13th June 2027)**
It was proposed by Cllr J Sams to allow the Weald of Kent Rotary Club to use the field for parking for next year's North Downs Walk, with the usual caveats attached. This was seconded by Cllr Roots, with all in favour. **ACTION: Clerk**
- 21 Quotation for the Gutters to be cleared at the Medical Centre**
The Clerk reminded Councillors that a previous quote of £305 had been received for the work required. However, a second one of £130.00 had now been received (£90.00 to clear the gutters and to include one window clean afterwards at an additional cost of £40.00). Cllr Dean proposed to accept the quote to complete the cleaning for £130, seconded by Cllr J Sams; all in favour. **ACTION: Clerk**
- 22 Future Events**
7th June - Big Lunch (Glebe Field - 12-4pm)
2nd June - Games Afternoon (Booth Hall 2pm)
8th June - Community Choir (St John the Baptist Church)
27th June - Bingo Afternoon (Village Hall 2-5pm)
- 23 Items for Future Consideration**
- Village Christmas Event - *Cllr Griffiths (June agenda)*
 - Autumn Litter Pick - *Cllr T Sams (July agenda)*
- 24 Date of Next Meeting - Wednesday 24th June 2026 at 7.30pm in the Booth Hall.**
The Meeting was then adjourned at 8.28pm.
- 25 Parish Council Land Matter**
Two related land matters were discussed and the Clerk reported that quotes of £500 (+ vat) had been received to undertake initial investigations for each matter. Two proposals were then discussed. Cllr T Sams proposed to progress with both matters at a total cost of £1,000 (+vat), seconded by Cllr Griffiths. Cllr Roots proposed progressing with only one matter, seconded by Cllr Brown. Eight Councillors were in favour of the first proposal (two against) and two were in favour of the second proposal (eight against). The Clerk was asked to progress with both matters accordingly. **ACTION: Clerk**

With no further matters to discuss the meeting was closed at 8.53pm.