

Harrietsham Parish Council

Minutes of the Parish Council Meeting held on Wednesday 30th April 2025 at 7.15pm
in the Booth Hall

Cllr Powell welcomed all present to the meeting and stated that there would be public discussion at the end, if time allowed.

1 Present

Cllr E Powell, Cllr J Sams, Cllr T Sams, Cllr C Roots, Cllr S Brown, Cllr G Dean, Cllr S Donley, Cllr S Luck, County Cllr S Prendergast, RFO/Amenity Manager Mr M Cuerden, Parish Warden Mr M Sherwood and Parish Clerk Mrs A Broadhurst
4 Members of Public

2 Apologies for absence

Apologies were accepted from Cllr Griffiths

3 Minutes of the last meeting

Parish Council Meeting 26th March 2025: The minutes were proposed as accurate by Cllr Roots, seconded by Cllr Dean; with 7 in favour and 1 abstention.

4 Disclosures and confidential items

Changes to the Register of Interests

There were no changes to the register.

Declarations of Pecuniary Interests

There were no declarations of interest.

Requests for Dispensation

No requests were submitted.

5 Planning

5.1 The outstanding planning applications were noted.

5.2 The approved applications were noted.

5.3 The refused application was noted.

5.4 Other Planning Matters

It was noted that the Planning meeting on Friday 2nd May would be cancelled, with any applications being discussed at the one scheduled for the 16th May.

The Clerk reported that there had been movement with regards to the Deed of Variation required for the s106 money from the Saxon Place development. An application has now been submitted by Karen Dunn (BDW Kent Ltd) to MBC and it was noted that the discussion has been ongoing for approximately 5 years.

Cllr J Sams reported on the forthcoming events being arranged by MBC regarding the Heathlands Development. The first is 10th May 2-8pm in the Lenham Community Centre and the second one will be on the 13th May 2-6pm in the Dog and Bear Hotel. It was noted that there is no detail regarding the required infrastructure (highways and transport etc).

6 Environmental

6.1 Other Environmental Matters

- Gate installed behind the Medical Centre: The Clerk gave an update on the current situation regarding the damaged hedge. Having discussed the matter with the Housing Officer, they are keen to resolve the matter, however the tenant has not been able to provide any suitable quotes for the replacement of the hedge. The Clerk has contacted TreeCycle who will look to see what can be done and the Housing Officer will speak to their contractor as well. After brief discussion regarding whether the gate needs to be replaced with a fence panel, it was agreed that the Clerk would respond to confirm that this was the Parish Council's preferred option.

ACTION: Clerk

- Saxon Place Play Area: The Clerk reported that the documents have now been signed and sealed to arrange for the small play area in Saxon Place to be transferred to the Parish Council. The final documents have now been submitted to the Land Registry, although it could take until next year for the records to be updated. Thorneloe Solicitors had confirmed on the day of the

meeting that the transfer was now complete and the Clerk will arrange for the last safety inspection to be forwarded from the inspection company used by the Management Company, although they have already confirmed that there are no concerns currently. **ACTION: Clerk**

- Proposed Diversion of Public Footpath KH268: The Clerk had circulated the information to Councillors who were happy for the Clerk to respond in favour of the proposed diversion. **ACTION: Clerk**
- West Street Green: The Clerk reported that KCC has confirmed that they have the Parish Council listed as the owners of the Green, however they did not update the records with the Land Registry. It was proposed by Cllr Brown that the Clerk arrange for Thorneloe to make the necessary amendments with the Land Registry. This was seconded by Cllr Luck, with all in favour. **ACTION: Clerk**
- Damaged Benches: The Clerk reported that the Amenity Manager had obtained quotes for 2 benches which require repairing:
 - West Street Green - £320 + vat (£384)
 - Village Hall car park - £236 + vat (£283.20).It was noted that the cost of new benches would cost over £600 each (without removing the old one or the cost of installation); although a composite bench would likely be approximately £900. Cllr T Sams circulated a photo of the bench on West Street Green, as he felt that the bench was beyond repair. Having seen the photo, it was proposed by Cllr T Sams to replace this bench, seconded by Cllr Dean with 7 in favour and 1 against. The Amenity Manager would ask Isle Landscapes to remove the bench on safety grounds, whilst a new bench is sought. A suitable replacement would be discussed at the forthcoming Environmental Meeting on the 12th May. **ACTION: Amenity Manager**
Cllr T Sams then proposed that the Village Hall bench be repaired and this was seconded by Cllr Luck, with all in favour. **ACTION: Amenity Manager**

7 Finances

7.1 Annual return of Accounts & Audit 2024/2025

- 7.1.1 Annual Accounts for 2024/2025: The financial sheets were proposed as accurate by Cllr Roots, seconded by Cllr Powell; with all in favour.
- 7.1.2 Internal Audit Report & Recommendations: The Clerk reminded all present that the internal audit report had previously been circulated by the RFO and the content was noted by Councillors.
- 7.1.3 Annual Governance Statement 2024/2025: The blank Annual Governance Statement had been circulated and it was proposed by Cllr Roots that the Chair tick 'Yes' for boxes 1-9. This was seconded by Cllr Dean, with all in favour.
 - Assertion 8: It was Resolved that the Parish Council did not have any legal claims outstanding against it on the 31st March 2024 and no provisions for any uninsured element was included in the 2024/2025 budget.
- 7.1.4 Accounting Statement 2024/2025: The completed Accounting Statement had been circulated to all Councillors. Cllr Roots proposed that the Accounting Statement be approved. This was seconded by Cllr Dean, with all in favour.
- 7.1.5 Date of Public Inspection: It was noted that the Period of Public Inspection will be from Tuesday 3rd June - 14th July 2025 (inclusive), with the documents being posted on the website on Monday 2nd June.
- 7.2 Income and Expenditure spreadsheets: The finance sheets were proposed as accurate by Cllr Roots, seconded by Cllr Dean; with all in favour.
- 7.3 Minutes of the F&GP Meeting held 17th April: The minutes were proposed as accurate by Cllr Roots, seconded by Cllr Dean; with 3 in favour (those present at the meeting).
- 7.4 Recommendations from the Meeting:
There were no recommendations.
- 7.5 Other Financial Matters
 - Insurance Renewal for 2025/2026: It was proposed by Cllr Dean to enter a 3-year long agreement with a cost of £1,844.38 for the first year. This was seconded by Cllr Luck, with all in favour. **ACTION: RFO**

8 Highways

It was noted that a report had been included in the Annual Meeting booklet.

Cllr Roots gave a brief update on the Speedwatch group, stating that the sessions outside Downlands (towards Lenham) and North Down House (heading towards Maidstone) were the two areas which

caught the most people speeding, with up to 5 drivers being recording speeding. The other sessions usually all generally only catch one person, at most, over the speed limit.

9 VE Day & Big Lunch Events

VE Day (8th May): Cllr Dean reported that the field needs to be unlocked at 5pm for the band and it will require a Marshall to direct vehicles to the far end of the field. The event ends at 9.30pm and all vehicles should have left by 10.00pm. Cllrs Luck and Donley will assist with the barriers. Cllr Dean confirmed that the event will move to the Church if it rains.

Cllr Dean reminded Councillors that the bunting has still not been hung at the Parish Office.

ACTION: Cllrs Griffiths & Donley

Big Lunch (22nd June): Cllr Dean will update at the May meeting with the final arrangements. Cllr T Sams confirmed he had spoken to the school regarding borrowing tables and chairs.

10 Community Resilience/Emergency Plan

Cllr Roots reported that the working party had met on the evening before the meeting and an article will be in the July edition of Network. They will be speaking to various public venues to see whether they would allow the Parish Council to use them in an emergency.

11 Annual Subscription to Kent Association of Local Councils (KALC)

It was proposed by Cllr T Sams to renew the annual subscription to KALC at a cost of £1,398.13 (£1,165.11 + vat). This was seconded by Cllr Roots, with all in favour.

12 To Adopt Amended Standing Orders

It was proposed by Cllr Dean to approve the revised Standing Orders, seconded by Cllr Roots; with all in favour. The Clerk will add these to the website.

ACTION: Clerk

13 June Parish Council Meeting

It was proposed by Cllr Dean to move the June meeting to Wednesday 2nd July. This was seconded by Cllr Powell, with all in favour.

14 Future Events

4th May - Heart of Kent Hospice's Bluebell Walk

4th May - Pet Service in the Church 9.30am

8th May - VE Day Invicta Orchestra Band & Beacon to be lit on Glebe Field from 7pm

10th May - Annual Litter Pick (9am - 11am - meet at the West Street Green)

10th May - Heathlands Drop-in Session (2-8pm - Lenham Community Centre)

13th May - Heathlands Drop-in Session (2-6pm - The Dog and Bear Hotel)

8th June - Weald of Kent Rotary Club's North Downs Walk

21st June - Kettle Bridge Concertina Band Concert in the Church

22nd June - Big Lunch on the Glebe Field 12-4pm

15 Items for Future Consideration

No items for consideration.

16 Date of Next Meeting - Wednesday 28th May 2025 at 7.30pm in the Booth Hall

With no further matters to discuss the meeting was closed at 7.58pm.