

# Harrietsham Parish Council

Minutes of the Annual Meeting of the Parish Council held on Wednesday 30<sup>th</sup> May 2018 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 had been elected.

**1. Present**

Cllr E Powell, Cllr G Dean, Cllr J Sams, Cllr T Sams, Cllr T Griffiths, Cllr F Stanley, RFO Mr M Cuerden, Community Warden M Sherwood and the Clerk Mrs A Broadhurst.  
5 Members of the Public

**2. Apologies for absence**

Cllr V Foster, Cllr J Moore and County Cllr S Prendergast

**3. Election of Chairman & Vice-Chair**

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

*The meeting was closed in order to allow for public discussion.*

Community Warden: The Community Warden reported that there has been an issue with rogue traders at the Garden of England. The residents involved have been told to contact Action Fraud. Martin informed all present that KCC are rebranding their 'Scam Awareness' initiative to 'Raise a Brow' and this will be to offer advice regarding email, letter and call scams. There have been reports of males looking into resident's gardens with torches and the Police have asked for home owners to check any CCTV systems they may have; although no new information has been found to date. Martin reported on some attempts to enter land in surrounding areas. Chains are being cut through on gates in preparation for setting up encampments. He asked that residents remain vigilant. The Community Warden reminded everyone that they must report anything suspicious to Kent Police on 101 or via their on-line reporting system. Cllr T Sams commented that callers to 101 can be on hold for 30 minutes before giving up. Cllr Stanley queried whether Kent Police have an answerphone to save people being on hold for long periods of time and Martin confirmed that they haven't. It was noted that several recent callers had received a call back from Kent Police with an update on the issue reported to them.

A resident reported that motor bikes are speeding along the A20 early on a Sunday morning, through the village and out to the petrol station. The Community Warden offered to discuss this matter with PCSO John Boyd so that the details can be passed to the Community Safety Unit.

A resident queried whether there was any update on a previous query he had raised regarding the various empty properties in the village. Cllr J Sams reported that the owners do pay Council Tax.

A resident queried whether the frequency of grass cutting along the A20 had been reduced. The Amenity Manager (Mike Cuerden) reported that the contractor overseeing this area had had two mowers break down and they were waiting for a new one to be delivered. The Clerk confirmed that she had seen them starting to cut along the A20, by The Hollies, as she drove to the meeting.

A resident queried the hoarding around the street light on the A20, outside the Crest Nicholson site, and it was confirmed that there was no information on this.

A resident stated that the tree has now been cut down on the boundary of the Crest Nicholson site, but had been left on the verge, which will now cause an issue for the contractor who is cutting the grass. **ACTION: Clerk**

*The meeting reopened at 7.55pm.*

**4. Minutes of the last meeting**

Parish Council Meeting 25th April 2018 - The minutes were proposed as accurate by Cllr Dean, seconded by Cllr T Sams; with 5 in favour and 1 abstention.

**5. Disclosures and confidential items**

Changes to the Register of Interests

No changes were submitted.

### Declarations of Pecuniary Interests

No declarations were submitted.

### Requests for Dispensation

No requests were submitted.

## 6. Election of Posts

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

Cllr J Sams introduced a member of the public, who had recently moved to Harrietsham, and is keen to join to Parish Council. He would like to get involved some of the Committees (as a co-opted member) until he can officially join. All Councillors welcomed this idea.

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

## 7. Planning

6.1 The current planning applications were noted.

6.2 The approved planning applications were noted.

6.3 The refused planning applications were noted.

6.4 Other Planning Matters:

There were no further matters to discuss.

8. **Communications**

8.1 Recommendations from the Communications Committee:

There were no recommendations.

8.2 Other Communications Matters:

There were no further matters to discuss.

9. **Environmental**

9.1 Minutes of the Meeting held on the 17<sup>th</sup> May 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.

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

9.3 Other Environmental Issues:

- **Groundworks and Fencing for New Allotments - Amenity Manager/Clerk**

The Clerk reported that, along with the Amenity manager, she had met with representatives from Barratts to walk the land that is to be the new allotment site. Their contractor has been instructed to prepare the land, as it is currently in quite a state. During the site visit they were asked to submit a quote for installing fencing at the same time as sorting out the groundworks. They had subsequently quoted for rabbit fencing around the perimeter of the area, with a double gate at one end. The quote has been discussed at the recent Environmental meeting and it was felt that 980mm high fencing was too low so they were asked to revise the quote for 1200mm high and an additional single gate at the other end of the site. Taking into account that the original quote was for £2,462 the revised quote could be in the region of £3,000, although this has not been received to date. As the contractors have a date for moving off of site, the Clerk asked that Councillors set aside a budget to enable her to arrange for the work to be done as soon as possible. Cllr T Sams queried how many allotment plots were likely to be created and the Clerk thought that it would be around 20. It was felt that these allotments would be required as the village is growing and it had been a 'wish list' item when work had been undertaken some years ago on a Neighbourhood Plan. The issue of trying to get water to the new site was discussed and the Clerk outlined the options which had been discussed at the meeting, all of which were very expensive. She added that the Amenity Manager has since spoken to one of the Parish Council's contractors, who has a water bowser, which may be the only viable option for getting water to the site, with the cost of this service being reflected in the allotment rent for the new plots. Councillors raised concerns that £3,000 may not be enough for the amended quote. The RFO added that this work was a specialist supply, which could be completed at the same time as the ground preparation work; resulting in a reduced cost overall. Cllr Dean therefore proposed that £5,000 be set aside to get this work completed as soon as possible. This was seconded By Cllr T Sams, with all in favour.

- Cllr J Sams reported that, with the Public Rights of Way Officer, she had met with horse riders to discuss bridle path issues. This had been a very useful meeting and work was noted for completion along the Pilgrims Way, towards Hollingbourne, where there is a very large dangerous puddle.

- Cllr J Sams reported that the concrete, close to the Indian restaurant, has now been removed and some soil has been put in its place. Cllr T Sams was thanked for completing this work.

- Cllr T Sams reported on an issue that has arisen with one of the new bins by Qusted Way. The new dual-purpose bin had been installed by MBC, following an audit of the village and the position had been safety audited before installation. This had now been moved following a complaint and the new position was blocking a road name plate and other residents were unhappy with the new location. A bin had been located in this area for 30 years and MBC have stated that, if the current issue is not resolved swiftly, they will remove the bin from the area. After further brief discussion, it was proposed by Cllr Dean to move the bin back to its original position. This was seconded by Cllr T Sams; with all in favour.

**ACTION: Cllr T & J Sams**

10. **Finance**

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

10.2 2017/18 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.

10.3 2017/18 Annual Governance Statements (Section 1) - The blank Annual Governance Statement had been circulated and it was proposed by Cllr J Sams that the Chairman tick 'Yes' for boxes 1-8 and 'N/A' for box 9. This was seconded by Cllr Griffiths, with all in favour.

10.4 2017/18 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 Stanley, with all in favour.

## 11. Highways

- 11.1 Highways Issues: Cllr J Sams reported that the potholes along Marley Road had now been repaired, with a full strip rather than just a patch repair. Potholes on Stede Hill have also been rectified. Cllr T Sams reported that 15 potholes had been reported on Fairbourne Lane. Cllr T Sams reported on the horrendous flooding which had occurred on Tuesday 29<sup>th</sup> May. Residents had requested sandbags on Church Road & Harrison Drive. Under the bridges in Church Road and on the A20 had been flooded and Cllr T Sams had had to undertake traffic control measures as vehicles were breaking down, due to the water levels. Cllr T Sams stated that the Highways group need to meet to discuss with residents how these flooding issues can be relieved for the future. It was also noted that the drains are inspected once a year and Cllr T Sams had had to manually open drains during the flooding, only to find that they were completely blocked. This issue needs to be discussed with Kent Highways and the County Councillor, as this is an unacceptable level of service. Cllr J Sams informed all present that Cllr T Sams had spent three hours in unprecedented levels of rain and flooding, digging out culverts and gulleys. All Councillors thanked Cllr T Sams for his hard work during such awful conditions. **ACTION: Highways Cttee**
- 11.2 Church Road Footpath: Cllr T Sams stated that the Highways Committee needs to meet to discuss the consultation responses. **ACTION: Highways Cttee**
- 11.3 Parking around Harrietsham Primary School: Cllr Griffiths reported that, following the Community Warden's comments regarding Operation Cactus, he had contacted Kent Police to register Harrietsham School to be visited; however they had no knowledge of this Operation. On further investigation it had been found that this was an initiative in the Tonbridge and Malling area. Cllr Griffiths has since come up with an idea to involve the School in a competition to design a road safety poster that can be made into a banner, to put up outside the school. He has spoken to KCC and they have given him a bag of goodies to give out to the children that take part. Cllr Griffiths reported that he has spoken to some of the parents who are parking outside to discuss that, whilst they are not parked illegally, they are hindering other parents. Cllr Griffiths stated that a further meeting is to be held and he will report back at the June meeting as he may need some financial support for the printing of the banners.

## 12. Lenham Parish Council

Cllr Griffiths reported on the following items had been discussed at the last meeting:

- The Chairman had been re-elected.
- The Neighbourhood Plan.
- The public toilet project.

Lenham's representative, Cllr Osborne, reported that the toilets have a huge vandalism problem, which has cost £3,500 to date. Last weekend they had been vandalised again and the electronic locks are not effective, as wooden blocks are being used to hold the main door open after closing time. The Parish Council are currently looking into alternative options for securing them. Regarding parking at schools, Cllr Osborne reported that they had completed a survey which showed that around 20% of drivers actually lived very close to the school.

## 13. Speedwatch

Cllr T Sams informed all present that the equipment is being dropped off tomorrow in Tunbridge Wells to check its viability. There is a good number of volunteers on board now so there will be a further update at the next meeting.

## 14. General Data Protection Regulations (GDPR)

The Clerk reported that documents had been circulated to all Councillors including a Data Impact Assessment, various Privacy Notices, Consent forms and a Data Retention list, which now need to be approved. It was proposed by Cllr Dean that the GDPR documents be approved, this was seconded by Cllr Griffiths, with all in favour. The Clerk also stated that, following her report at the previous meeting, it had now been confirmed that Parish Council's would be exempt from requiring an external Data Protection Officer, however this was seen as being 'best practice'. As these are new regulations, the Clerk still wished for the Parish Council to employ an external DPO so that any documents and advice would be readily available, whilst the Regulations are coming into force. The Clerk informed all present that she has subsequently signed up with the Local Council Public Advisory Service (LCPAS) to be the Data Protection Officer for the forthcoming year.

## 15. Use of the Glebe Field for Parking for the Bluebell Walk (5<sup>th</sup> May 2019)

The Clerk reported that she had received the annual request from the Heart of Kent Hospice for use of the Glebe Field for parking for the Bluebell Walk. Next year it is to be held on the 5<sup>th</sup> May and they would require the field to be unlocked from 8am to 4pm. The use would have the usual caveats attached with regards to reinstatement if any damage was caused. It was proposed by Cllr J Sams and seconded by Cllr Griffiths to approve the use of the field.

**16. Big Lunch**

Cllr T Sams reported that the event will be held on the Glebe Field on Sunday 3<sup>rd</sup> June 12.0 - 3.00pm. He gave further brief detail and thanked all of the volunteers for their assistance. Cllr J Sams thanked the Parkwood Trout Farm for their donation towards the cost of the event.

**17. Future Events**

Every Saturday Morning 9am on the Glebe Field - 'Get Active' event (depending on the weather).

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

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

Lenham Festival (main day) - 9<sup>th</sup> June 12.00 - 6.00pm at Lenham Community Centre

North Downs Walk - Sunday 10<sup>th</sup> June

Church Fete and The Rectory (more details to follow) - Saturday 14<sup>th</sup> July

WW1 Play - Saturday 21<sup>st</sup> July in Lenham

**18. Items for Future Consideration**

No further items to be added to the agenda

**19. Date of next meeting**

Full Parish Council Meeting - **Wednesday 25<sup>th</sup> June 2018** from **7.30pm** in the Booth Hall

*With no further matters to discuss the meeting was closed at 8.40pm*