

# Harrietsham Parish Council

Minutes of the Parish Council Meeting held on Wednesday 26<sup>th</sup> April 2023 at 7.00pm  
in the Booth Hall

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

Community Warden Report: Mr Sherwood briefly reported that there was no further information on the current Warden restructuring, currently being discussed. He has walked around Woodlands Walk, after both life rings were thrown in the lake, however he did not see any youths in the area.

## 1 Present

Cllr E Powell, Cllr G Dean, Cllr T Sams, Cllr J Sams, Cllr R Dayes, Cllr F Stanley, Cllr C Roots, Cllr S Luck, Cllr S Brown, RFO/Amenity Manager Mr M Cuerden, Community Warden Martin Sherwood and the Clerk Mrs A Broadhurst  
1 Member of Public

## 2 Apologies for absence

Cllr T Griffiths, County Cllr S Prendergast

## 3 Minutes of the last meeting

Parish Council Meeting 29<sup>th</sup> March 2023 - The minutes were proposed as accurate by Cllr Dean, seconded by Cllr Luck; with all in favour.

## 4 Disclosures and confidential items

Changes to the Register of Interests

There were no changes.

Declarations of Pecuniary Interests

There were no declarations.

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 applications were noted.

### 5.4 Other Planning Matters

- Cllr Powell reported that the Planning Committee are liaising with the Parish Council's Barrister ahead of the Local Plan 2<sup>nd</sup> Stage hearing.

## 6. Environmental

### 6.1 Other Environmental Matters

- New Burial Ground: The Clerk gave a brief update on the current situation with the new burial ground. The Environment Agency had quoted £1,285 (+vat) for pre-application advice, however, if the full hours included are not required, the final invoice will be lower. CDS has been asked to progress with this on the Parish Council's behalf.

## 7. Finances

### 7.1 Annual return of Accounts & Audit 2022/2023

7.1.1 Annual Accounts for 2022/2023: 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 2022/2023: The blank Annual Governance Statement had been circulated and it was proposed by Cllr Dean that the Chairman tick 'Yes' for boxes 1-8 and 'N/A' for box 9. This was seconded by Cllr J Sams, with all in favour.

- 7.1.4 Accounting Statement 2022/2023:** 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.  
It was noted that the Period of Public Inspection will be from Monday 5<sup>th</sup> June - 14<sup>th</sup> July 2023.
- 7.2 Income and Expenditure spreadsheets:** The finance sheets were proposed as accurate by Cllr Roots, seconded by Cllr T Sams; with all in favour.
- 7.3 Minutes of the F&GP Meeting held 20<sup>th</sup> April:** The minutes were proposed as accurate by Cllr Dean, seconded by Cllr T Sams; with 5 in favour (those present at the meeting).
- 7.4 Recommendations from the Meeting:** It was noted that there were no further recommendations to be discussed.

## **8. Highways**

It was noted that a full report is included in the APM booklet.

Cllrs T & J Sams reported on a recent meeting with Charlie Reynolds from MBC, regarding the parking issues in West Street, around Harrietsham Primary School. The Community Warden was also present, as he has been visiting the area in the afternoons. There are a number of suggestions for resolving some of the issues including relining the zig zags, which MBC will arrange. Also adding a mixture of double and single yellow lines along Alexander Road and the various build outs. Cllr T Sams added that this could take up to a year to be implemented by MBC will look into this. It was also noted that parents are parking along the roads when the school car park still has spaces. Mr Sherwood added that he had spoken to the MBC representative about having a 'keep clear' yellow box marking added in West Street to stop congestions when parents can't access the car park.

The Clerk queried whether they had managed to speak with Charlie Reynolds regarding the parking issues at the junction of West Street/Station Road and it was confirmed that they are going to look back through the records to see why the yellow lines were refused historically. MBC will liaise with Cllr J Sams on this matter.

The Clerk reported that KCC has confirmed that the works order for the A20 average speed cameras has been completed and they are now waiting for an implementation date from the contractor.

The Clerk also informed all present that KCC are currently testing a new on-line reporting system for highway issues.

## **9. King's Coronation (incorporating the Big Lunch)**

Cllr Dean reported that she has received raffle prizes and offers to help on the day. A painting has been donated but it is far too good to be a raffle prize, so an auction is to be held on the day for that particular item. It was confirmed that a risk assessment is currently being written and that the volunteers will be covered by the Parish Council's insurance on the day. The Clerk reminded all present that the gazebos will need to be picked up from the office imminently.

## **10. Santa's Grotto**

The Clerk reported that the Santa's Grotto event will be held on Sunday 17<sup>th</sup> December and it will run in the same manner as last year. All Councillors noted the date and it was agreed that any further arrangements could be made in due course.

## **11. Renewal of Annual Subscription to the Kent Association of Local Councils (KALC)**

It was proposed by Cllr T Sams to renew the annual subscription to KALC at a cost of £1,276.80 (£1,064.00 + vat). This was seconded by Cllr Luck, with all in favour.

## **12. Future Events**

Heart of Kent's Hospice's Bluebell Walk - 30<sup>th</sup> April (start at the Village Hall)

King's Coronation Big Lunch - Sunday 7<sup>th</sup> May (Glebe Field)

Weald of Kent Rotary Club's North Downs Walk - Sunday 11<sup>th</sup> June (start at the Village Hall)

Coffee Morning - every Friday in the Booth Hall (10am - midday)

## **13. Items for Future Consideration**

Parish Council's Climate Change Plan - Cllr T Sams (June Agenda)

Autumn Litter Pick - Cllr J Sams (June Agenda)

## **14. Date of Next Meeting - Wednesday 17<sup>th</sup> May 2023 at 7.30pm in the Booth Hall.**

*With no further matters to discuss the meeting was closed at 7.39pm.*

Public discussion

The following items were discussed:

- The potholes in Marley Road - to be reported
- It was noted that parents are very abusive to the neighbours affecting by the inconsiderate parking around the school.
- In answering a question, Cllr Powell confirmed that the Parish Council hasn't received any update on the planning applications relating to the old school site.

**ACTION: Cllr T Sams**