

# Harrietsham Parish Council

Minutes of the Parish Council Meeting held on Wednesday 27<sup>th</sup> July 2022 at 7.30pm in  
St John the Baptist church

Cllr Dean welcomed all present to the meeting.

## Public discussion

Community Warden, Martin Sherwood, asked that residents continue to report ASB to Kent Police. Due to reports received in Marden, Parkwood and the Town Centre, all of their resources are concentrated in these areas. If there is no crime report or CAD for the village, Kent Police will not take any action when issues arise. MBC has a Community Safety Unit that can get other agencies involved, but only if a Police reference number is supplied. Residents can report incidents and crimes to Crime Stoppers on 0800 555 111, who can then pass the details on to the Police and it was noted that this can be done anonymously. Martin reported that he has a new supervisor, Sandra Edmonds, as his previous one left due to ill health. If Martin is on leave, his phone will automatically divert to her. It was noted that Martin has walked around the lake, church and play area this week and no issues had been noted.

A resident reported that the monthly Ploughman's Lunch had been cancelled on the 13<sup>th</sup> August, but will be running again in September.

## **1 Present**

Cllr G Dean, Cllr J Sams, Cllr F Stanley, Cllr C Roots, Cllr T Griffiths, Cllr S Luck, Cllr R Dayes, Cllr S Brown, Community Warden Martin Sherwood and the Clerk Mrs A Broadhurst  
1 Member of Public

## **2 Apologies for absence**

Cllr E Powell, Cllr T Sams, RFO/Amenity Manager Mr M Cuerden

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

Parish Council Meeting 29<sup>th</sup> June 2022 - The minutes were proposed as accurate by Cllr Roots, seconded by Cllr Luck; with 6 in favour and 2 abstentions.

## **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**5.3** The withdrawn application was noted.

### **5.4 Other Planning Matters**

The Clerk reported that Cllr Powell had asked her to register him to speak on behalf at the Parish Council at the forthcoming Local Plan examination in September. Cllr Powell has been asked to circulate his statement before submitting it, ahead of the deadline on the 18<sup>th</sup> August.

## **6. Environmental**

**6.1 Minutes of the Meeting held 18<sup>th</sup> July:** The minutes were proposed as accurate by Cllr Luck, seconded by Cllr Stanley; with 3 in favour (those present at the meeting).

### **6.2 Recommendations from the Environmental Committee:**

- It was proposed by Cllr Luck to charge tenants for each clearance of allotment plots (estimated at £200), but at the Clerk's discretion. This was seconded by Cllr Dean, with all in favour.
- It was proposed by Cllr J Sams to accept Clarity's proposal to install a way-marked route round the village, pointing towards the Meadow. This was seconded by Cllr Dean, with all in favour.
- It was proposed by Cllr Luck that Treecycle Ltd (previous contractor) be commissioned to undertake the work recommended by Treeventures around the lake, together with removing the omitted dead tree(s). This was seconded by Cllr J Sams, with all in favour.
- Cllr Griffiths confirmed he would be able to present the 'Best Kept Allotment' prize and also one of the Gardening Society's other trophies at the Gardening Show on the 3rd September.

### 6.3 Other Environmental Matters

- Saxon Place Open Space: The Clerk reported that she had received an email to confirm that the draft Deed of Variation should be available by the end of the week. It was noted that the deadline for expenditure under the current s106 document is the 9<sup>th</sup> August.

### 7. **Finances**

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

#### 7.2 Other Financial Matters

- **Minutes from the Meeting held 14<sup>th</sup> July**: The minutes were proposed as accurate by Cllr Stanley, seconded by Cllr Dean (only Councillors present at the meeting).

### 8. **Highways**

Cllr Roots spoke briefly regarding a report which had been circulated before the meeting regarding the recent Operation Brock meeting.

The Clerk reported that Kent Highways has started to organise the temporary average speed cameras for the Ashford Road. Before they can be installed an attitudinal survey needs to be carried out in the community to understand everyone's thoughts regarding the traffic using the road and how that affects the residents living along the A20. Once this is completed, the cameras will be installed for around 4 months, with a further survey being completed afterwards. The Clerk had been asked whether Councillors could consider if they wish to be part of the scheme and Mrs Broadhurst confirmed she had responded straight away to clarify that the Parish Council had requested for the cameras to be installed. KCC has also asked for help with the survey and the Clerk has queried exactly what they are expecting the Parish Council to do, but no response has been received to date.

### 9. **Traffic Survey in East Street**

Cllr Roots asked that Councillors consider carrying out a traffic survey in East Street, following concerns that have been raised by residents in the area. After brief discussion, it was proposed by Cllr Roots to arrange for the survey to be completed (approximately 50m from the bend, close to the Almshouses). This was seconded by Cllr J Sams, with all in favour. **ACTION: Clerk**

### 10. **Twinning**

Cllr J Sams reminded all present that the old Remix equipment had been donated to a youth band project in Kingston, Jamaica. The Remix group had been a popular youth group in the village for many years and, at a previous meeting, Councillors had thought it would be nice to be able to receive updates on how the equipment is now benefitting children in an underprivileged area, through Twinning with Kingston. Cllr J Sams then gave some background on the history of Twinning, however, there was some concern that residents from other parts of the world, who are living in the village, may then question this decision. All Councillors agreed that it would be nice to receive updates on how the equipment is helping the school in Kingston and it was suggested that Harrietsham Primary school be asked to consider the pupils keeping in contact with the students at the Jamaican school (such as a Pen Pal system). Cllr J Sams offered to discuss this further with the school (when it reopens after the summer break). **ACTION: Cllr J Sams**

### 11. **Location of Defibrillator**

Following discussion at the previous two meetings, Cllr Griffiths explained his concerns regarding mounting the defibrillator on the Parish Office wall and the issues with access, due to the cabinet overhang. After further discussion on the location, it was proposed by Cllr J Sams that the defibrillator be located on the post, this was seconded by Cllr Luck; with 7 in favour and 1 against. **ACTION: Cllr Griffiths**

### 12. **Harrietsham Organisation's Christmas Event**

There was further discussion on the Christmas event for village volunteers, with Cllr Griffiths adding that he would arrange awards, singers, bands and the disco. Councillors would like to be able to offer refreshments, rather than the volunteers having to bring their own and Cllr J Sams offered to ask Lenham Parish Council how they had funded their recent event. The Clerk added that she would discuss this further with the RFO. **ACTION: Cllr J Sams & Clerk**  
A concern was noted with the proposed date (9<sup>th</sup> December), as this may be the same night as the Salvation Army concert in the church. Cllr Griffiths stated he would discuss this further with the concert organisers.

**ACTION: Cllr Griffiths**

### 13. **Christmas Lights**

Cllr Roots reported that he had contacted a company regarding Christmas lights for the green. To have a tree fully lit would cost in the region of £2-3k, with a specialist cherry picker costing around £1k for the installation. The thought was that, over 3 or so years, the Parish Council could look to increase the number of lights, possibly even adding Christmas themed lights along the A20. It was noted that comment had been made on social media that the village did not look at all festive, since the Christmas lights had been vandalized some years ago. The Clerk reminded all present that 3 quotes would be required, due to the cost involved and offered to pass Gala Lights details to Cllr Roots.

This was the company who had overseen the previous Christmas lights on the green. It was proposed by Cllr Griffiths to progress with investigate the cost further and this was seconded by Cllr J Sams; with all in favour.

**ACTION: Cllr Roots**

**14. Parish Council GDPR Administrative Matters**

The Clerk reported on the requirement for Parish Council's to have email addresses that are GDPR compliant. This means that the email accounts can be accessed by the Clerk in order to respond to FOI requests and also ensures that Councillors that have left can no longer gain access or use the email addresses. After several years of trying to find a company to assist with this, one has been recommended and contact has been made. The Company can change the Parish Council to a '.gov.uk' domain name (which was lost some years ago with the resignation of a Councillor) and set up the 14 email addresses (11 Cllrs, Clerk, RFO & Amenity Manager). The Company also offers a remote support service, so will be able to oversee any changes when Councillors resign, or are co-opted, along with assisting Councillors or staff members with any issues accessing their emails. The email addresses are £4.99 each a month and is an unavoidable cost to the Parish Council in order to be GDPR compliant. There is a set up fee of £200, the .gov.uk domain currently costs £120 for 2 years and the monthly remote support is £35. After setup, the monthly ongoing cost will amount to £104.86. The Clerk stated that, whilst the Parish Council could continue to use the .org.uk domain name, the .gov.uk one is more professional for Local Government. After discussion it was decided that 'harrietsshamparishcouncil.gov.uk' should be used, as this is easier to relay to people requiring Parish Council email addresses. It was proposed by Cllr Griffiths to proceed as recommended by the Clerk, with the necessary monthly direct debit being arranged. This was seconded by Cllr Roots, with all in favour.

**15. KALC Climate Change Carbon Footprint Calculator**

Cllr J Sams reported on the carbon footprint calculator that has been provided by KALC for Parish Councils to assess their carbon footprint. This takes into account electricity usage, commuting, waste and heating. Cllr J Sams stated that she would circulate the information she had received, so that Councillors could look through it before the next meeting. The idea is that the Parish Council can then create a risk strategy and investigate how the carbon footprint can be reduced. Cllr J Sams added that this may then lead onto an initiative to help people with reducing their footprint in the community.

**ACTION: Cllr J Sams**

**16. Local Boundary Review Consultation**

Cllr Roots reminded all present that the Clerk had circulated information on the latest consultation. He highlighted that the Boundary Commission had agreed with the Parish Council's recommendation to combine Harrietsham and Lenham with the North Downs, rather than splitting Lenham in two and adding Hollingbourne. The newly formed ward will require 3 Borough Councillors, due to the size, and this will result in one less Borough Cllr being cut in the Borough. After discussion it was felt that no further comment was required.

**17. Parish Council Meeting Venue**

After brief discussion it was noted that groups are unable to move from the hall to allow the Parish Council to hold meetings in the Booth Hall, as happened before the pandemic. After brief discussion Cllr Griffiths stated that the Scouts Hut had been offered at a cost of £35 a meeting, which is a reduction on the current cost of hiring the church. Cllr Griffiths offered to show people around, if required, for a decision to be made at the next meeting.

**18. Future Events**

Gardening Society Show - 3<sup>rd</sup> September (Village Hall)  
Ploughman's in the Church - 10<sup>th</sup> September (midday - 2pm)  
Coffee Morning - every Friday in the Booth Hall (10am - midday)  
Invicta Concert Band - 24<sup>th</sup> September (in the Church)

**19. Items for Future Consideration**

Santa's Grotto - Cllr Griffiths (September agenda)  
Youth Provisions - Cllr Griffiths (September agenda)  
Duke of Edinburgh Scheme - Clerk (when further information is available)

**20. Date of Next Meeting - Wednesday 28<sup>th</sup> September 2022 at 7.30pm in St John the Baptist Church**

*With no further matters to discuss the meeting was closed at 9.13pm.*