

Harrietsham Parish Council

Minutes of the Parish Council Meeting held on Wednesday 15th May 2019 at 7.30pm
in the Booth Hall.

The Clerk welcomed all present and reported that the meeting would be closed briefly, after agenda item 4, to allow for public discussion.

1. Present

Cllr E Powell, Cllr G Dean, Cllr J Sams, Cllr T Sams, Cllr F Stanley, Cllr T Griffiths, Cllr C Roots, Cllr V Foster, Cllr R Dayes, Community Warden Martin Sherwood and the Clerk Mrs A Broadhurst.
3 Members of the Public

2. Apologies for absence

RFO Mr M Cuerden, Kent County Cllr S Prendergast, Lenham Parish Council

3. Election of Chairman & Vice-Chair

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

4. Co-option of Councillor

The Clerk reported that Jackie Moore wishes to be co-opted back on to the Parish Council as she had been unable to submit her forms ahead of the deadline for the Elections. The Clerk asked whether Councillors wished to close the meeting in order to speak with Mrs Moore. All Councillors agreed that, as Mrs Moore had previously been co-opted on to the Parish Council, there was no need for further discussion. It was proposed by Cllr Dean that Mrs Moore be co-opted onto the Parish Council. This was seconded by Cllr T Sams, with all in favour and Cllr Moore was then welcomed to the table.

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

Community Warden: The Community Warden reported on the issue of Rogue Traders and commented that Trading Standards have produced a hard hitting video about how vulnerable people are targeted by criminals. The video has been emailed to the Clerk for circulation, but Martin asked that Councillors view the video before forwarding it to anyone so that they can judge whether it would be appropriate. He added that, if anyone is aware of someone who should view the video, it might be better for someone to watch it with them. Martin added that an article is to be added to the July edition of Network.

A resident commented on the new charges that are being introduced in the KCC recycling points from the 3rd June. It was noted that the tips will be closed on the 30th May to get ready for the fee introduction.

A resident spoken about the A20 roadworks in the village, stating that it is very dangerous by the junction with Church Road, as drivers can't see past the fencing when trying to pull out onto the Ashford Road. Cllr T Sams stated that he would raise this issue with the Project Manager.

ACTION: Cllr T Sams

A resident stated that Crest Nicholson had installed footpaths on the A20 outside the Chantry Green development, which is now being dug up by the A20 workers. Cllr T Sams stated that the developer had installed them in the wrong place so that they didn't align with the new paths being installed as part of the A20 improvement scheme.

A resident stated that they had spoken with County Cllr Prendergast at the APM regarding the missing light on the A20 by the junction with Armistice Way. Cllr T Sams stated that he has requested a plan of the street lights (current and proposed) as some are going to have to be moved as they do not light the correct area since the new footpaths have been installed. He added that he has been assured that the lighting cover will be sufficient, when the project has concluded, however some lights may be in a slightly different position to before.

The meeting reopened at 7.49pm.

The Chairman, Cllr Powell, welcomed the newly elected Parish Councillors and said he was looking forward to working with everyone for the next 4 years.

5. Minutes of the last meeting

Parish Council Meeting 24th April 2019 - The minutes were proposed as accurate by Cllr Foster, seconded by Cllr Dean; with seven in favour and three abstentions.

6. Disclosures and confidential items

Changes to the Register of Interests

All Councillors had submitted newly completed forms to be sent to the Monitoring Officer.

Declarations of Pecuniary Interests

There were no declarations.

Requests for Dispensation

No requests were submitted.

7. Election of Posts

There was brief discussion regarding the current committees and working groups. It was agreed that the Amenity Land & Facilities group be merged into the Environmental Committee, as they would usually deal with any amenity contracts or land issues. Cllr Foster offered to be a stand in Councillor for any Law & Order meeting if the two Councillors are unable to attend. The Clerk read out the draft Committees list (as detailed below) and it was proposed by Cllr J Sams to approve the Committees for the forthcoming year. This was seconded by Cllr Moore; with all in favour.

Chairman	Cllr Eddie Powell	
Vice Chair	Cllr Glenda Dean	
Finance & GP Committee	Cllr Dean Cllr Stanley Cllr Roots	Cllr T Sams Cllr Foster RFO
Planning Committee	Cllr Powell Cllr Stanley Cllr Roots	Cllr Dean Cllr Moore Cllr Day
Environmental Committee	Cllr Dean Cllr Stanley Amenity Manager + co-opted	Cllr Foster Cllr Dayes <i>Vacancy</i>
Highways/Transport (inc Church Rd Footpath & Lighting)	Cllr T Sams Cllr Griffiths	Cllr J Sams Cllr Roots
Law & Order	Cllr Stanley	Cllr Griffiths
Youth Provisions	Cllr T Sams Cllr Stanley Cllr Foster	Cllr J Sams Cllr Dayes + advisors
KALC	Cllr Stanley	Cllr Foster
Charities (inc. Booth & Baldwin)	Cllr Foster Cllr Roots The Rector	Cllr Moore Cllr Dayes
Village Hall Trust	Cllr Griffiths Cllr Dayes	Cllr Foster
Staffing Group	Cllr Dean Cllr Moore	Cllr J Sams
Website/Communication Liaison Committee	Cllr Dean Cllr Foster	Cllr Griffiths + co-opted

8. Planning

8.1 The current planning applications were noted.

8.2 The approved planning applications were noted.

8.3 Other Planning Matters:

The Clerk stated that there would be a planning meeting on Friday morning. It was also reported that the appeal for Mid Kent Roofing has been dismissed.

9. Environmental

9.1 Recommendations from the Environmental Committee: (No recommendations)

9.2 Other Environmental Matters:

- Christmas Tree to be planted on the Village Green: After brief discussion it was agreed that this item should be removed from the agenda until later in the year.
- Hanging Basket Competition: Cllr Dean reported that a judge has now been found and the hanging basket competition will be going ahead this year. Details will be in the next Network magazine.
- Cllr T Sams reported on the issues with the dog bins, which are no longer being emptied by the contractor. He has emptied the bins for now, so that people are still able to use them, however, they do need to be removed. The one on the Glebe Field is close to a co-mingle bin but a new one will be required close to the entrance of Tongs Meadow. Cllr T Sams stated that he has a bin and will need to discuss its location with the local residents. The Clerk reported on another issue relating to dog's mess. It was noted that, apart from outside the Co-op, there is no litter bin on that side of the A20. There have been reports of a large volume of bags of waste being left in East Street and the Community Warden has reported this to the Dog Warden, who has in turn spoken to the Street Scene department. Cllr T Sams said that this would need to be looked at, along with the need for bins close to the open space in the Southfields Way.

10. Finance

Cllr Powell asked that thanks be noted to the RFO for all of his work during the year, also for the time spent preparing for the audit and the various reports he submits to Councillors.

- 10.1 The Income/expenditure finance sheets were proposed as accurate by Cllr Dean and seconded by Cllr Foster, with 9 in favour and 1 abstention.
- 10.2 2018/19 Internal audit Report - The Clerk reminded all present that the internal audit report had been circulated to all Councillors and the content was noted by Councillors.
- 10.3 2018/19 Annual Governance Statements (Section 1) - The blank Annual Governance Statement had been circulated and it was proposed by Cllr Stanley that the Chairman tick 'Yes' for boxes A, B, D-J, 'No' for box C and 'N/A' for boxes K, L & M. This was seconded by Cllr Foster, with 9 in favour and 1 abstention.
- 10.4 2017/18 Accounting Statements (Section 2) - The completed Accounting Statement (final audited accounts) had been circulated to all Councillors. Cllr Foster proposed that the Accounting Statements be approved. This was seconded by Cllr Dean, with 9 in favour and 1 abstention.
- 10.5 Other Financial Matters:
There were no other matters to discuss.

11. Highways

- 11.1 Highways Issues: Cllr J Sams reported that she has now met with the A20 Improvement Scheme Officer (as Borough Cllr). The traffic light timing was discussed as they are currently quite slow. This will remain the same until the roadworks are complete and then they will work on a sensor to take into consideration the speed of the pedestrian crossing. Cllr T Sams reminded all Councillors that they can all report highways issue on the Kent Highways 'Report a Fault' website, but the details must be passed to the Clerk.
- Cllr Stanley commented on the standard of the resurfacing on the A20 close to Holm Mill Lane. Cllr J Sams reported that the whole surface will need to be looked at and there is further s106/CIL money to come from the Mayfield Nursery (Bellway development) to be spent on highway works.
- Cllr T Sams reported that Highways want to remove the SIDs on the A20 and they had been reminded that the Parish Council paid towards them and wish to retain them. He is going to write to Kent Highways to confirm this in his capacity as Borough Cllr.
- It was noted that the street lighting in the 30mph area outside Bellway won't be lit yet and Rob Jarman (MBC) is being contacted to request that the money be released early from the development for the lighting to be installed sooner.
- 11.2 Church Road Footpath: Cllr T Sams reported that this needs to be discussed further by the Highways group to look at a further option. The group will report back at the next meeting.

12. Lenham Parish Council

Cllr Foster had previously circulated a report to all Councillors. The Lenham NHP was discussed, along with some issues getting s106/CIL funding released due to being asked to draw up a highways masterplan for how the new developments will link up. Two almshouses have been refurbished and re-let and they are now looking into funding options for building further units. The Parish Council currently has £80k to spend on recreation and they are looking into the possible options. There is to be an open day of the new nursery site, near to the allotments, to see what interest there is, as the cost of the new building will be in the region of £650k - £700k.

13. Big Lunch

Cllr T Sams reported on the insurance requirements of the Big Lunch and suggested that the event be overseen by the Parish Council. The Clerk read out an email from the RFO which laid out what would need to be put in place before the event in order for it to be run by the Parish Council. Concerns had also been raised regarding additional expenditure that the Parish Council may be liable for, instead of simply paying the originally approved grant. Cllr Dean stated that, having given the matter some thought, she would prefer to increase the grant value to cover the cost of insurance; especially as many Parish Councillors are already involved in a personal capacity. Cllr T Sams reported that volunteers may not come forward if they think they will be personally liable for any issues that arise. Cllr Moore agreed that the Parish Council should cover the additional cost of the insurance but that the Big Lunch is only a couple of weeks away and it is quite tight for making all the necessary arrangements to make it a Parish Council event. She added that, maybe, this could be looked at for the 2020 event. It was also felt that the Community needed to be able to do things for themselves rather than being led by the Parish Council for this type of event. Cllr Dean added that, by the Parish Council taking over, this could affect the sponsorship of the event. Cllr Dean then proposed that the previously approved grant be increased from £250 to £500 and this was seconded by Cllr Griffiths; with all in favour. It was confirmed that the posters should say 'Sponsored by Harrietsham Parish Council'.

Cllr Dean also reported that she has spoken to The Dog's Trust who have been asked to attend next year with some dogs looking to be rehomed. Cllr Dean also offered thanks to a local resident who allows the organisers of the Big Lunch to use their electricity during the event.

14. Date of the July Parish Council Meeting

The Clerk reported that, due to previously arranged holidays, neither the RFO nor Clerk are available to attend the meeting on the 31st July. The Clerk asked whether Councillors would consider moving the meeting to Wednesday 24th July in order for the RFO to be able to cover for the Clerk; otherwise the meeting would have to be cancelled. The change of date was agreed by all present and the Clerk stated that she would confirm the venue, once she had spoken to the Village Hall Trust.

ACTION: Clerk

15. Emergency Lighting in the Parish Office

The Clerk reported that she had been made aware of the fact that emergency lighting and fire extinguishers needed to be installed in the new office. Four companies had been contacted, with only one responding to say that a fire survey needed to be completed. They had passed our details on to their surveyor, who had not made contact with the Clerk. Subsequently, the Clerk contacted Fire Action, who oversee the emergency lighting in the Medical Centre, and they completed a survey and, due to the size of the building, there were very few requirements. They have recommended 2 emergency lights (one in the front ground floor hall area and one at the top of the stairs) at a cost of £232.00 (+ vat) and two sets of fire extinguishers (one set on each floor) with the relevant signage at a cost of £287.88 (+ vat). They have also offered a fully inclusive contract to maintain the lights and extinguishers along with the previously installed mains operated smoke detector, heat detector and CO (Carbon Monoxide) detector once a year at a cost of £135 (+ vat). It was proposed by Cllr Foster and seconded by Cllr Stanley to approve the installation of the necessary emergency lighting and fire extinguishers and to set up the annual maintenance contract; with all in favour.

16. Future Events

19th May - Harrietsham Primary School's Fair

2nd June - The Big Lunch

8th June - Lenham Festival (family fun day)

9th June - North Down's Walk (It was confirmed that Cllrs T & J Sams would be available to oversee the locking of the bollards.)

22nd June - Church Fete

17. Items for Future Consideration

Defibrillator Training - Cllr Griffiths

18. Date of next meeting

Full Parish Council Meeting - **Wednesday 26th June 2019** from **7.30pm** in the Booth Hall

With no further matters to discuss the meeting was closed at 8.44pm.

Public Discussion:

It was noted that the Roebuck pub was to have a change of landlord the following day and no meals are currently being served.