

# Harrietsham Parish Council

Minutes of the Parish Council Meeting held on Wednesday 30<sup>th</sup> October 2024 at 7.30pm  
in the Booth Hall

Cllr Powell welcomed all present to the meeting.

## Public discussion

A resident thanked the Parish Council for overseeing the repair to the lights on the A20 at the West Street/Goddington Lane junction.

A resident raised a question regarding the MBC Gypsy & Traveller Regulation 18b consultation. Cllr Powell explained that there is a lack of sites in the Maidstone Borough and added that the consultation runs until mid-December.

A resident commented that they are progressing the discussions with MBC regarding Twinning.

## 1 Present

Cllr E Powell, Cllr T Sams, Cllr J Sams, Cllr C Roots, Cllr Dean, Cllr S Brown, Cllr F Stanley, Cllr S Luck, Cllr Donley, Cllr T Griffiths, RFO/Amenity Manager Mr M Cuerden and the Clerk Mrs A Broadhurst  
4 Members of Public

## 2 Apologies for absence

Cllr R Dayes

## 3 Minutes of the last meeting

Parish Council Meeting 25<sup>th</sup> September 2024: The minutes were proposed as accurate by Cllr Dean, seconded by Cllr Brown; with 5 in favour and 5 abstentions.

## 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.

### 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

The Clerk reported that there would not be a planning meeting on Friday 1<sup>st</sup> November.

## 7 Environmental

### 7.1 Other Environmental Matters

No matters for discussion.

## 8 Finances

8.1 Income and Expenditure Spreadsheets: The finance sheets were proposed as accurate by Cllr Roots, seconded by Cllr J Sams; with all in favour.

### 8.2 Other Financial Matters

- Internal Interim Audit Report 2024/25: The RFO reported that this current financial year's interim audit had taken place and no queries had been raised. Mr Cuerden was thanked for his efforts.
- Unpaid Allotment Invoice: The Clerk reported on an outstanding invoice of £200, following the eviction of an allotment tenant. The last of 3 letters, sent by the RFO recorded delivery, had given until 31<sup>st</sup> October for payment to be received. After discussion it was agreed by all present that the matter should be resolved through the Small Claims Court, as the cost for outstanding debts under £300 is around £30. **ACTION: RFO & Clerk**

## 9 Highways

It was noted that a brief highways report had been circulated prior to the meeting. Cllr Roots commented that a Speedwatch session had taken place for 1 hour and only 2 drivers were caught speeding at 35mph. This was similar to a previous session, where 2 had been caught at 35mph and 1 driver at 36mph.

The Clerk reported that County Cllr Shellina Prendergast has provided a grant of £1,000 towards the cost of the village gateway, which had been discussed previously. The work is now being progressed.

## 10 Santa's Grotto

Cllr Griffiths reported that Santa's grotto will be held on Sunday 22<sup>nd</sup> December, 10am - 4pm. Cllrs Stanley, Dean and Donley will be assisting with refreshments and the new hall staff have also offered to assist with the event. It was confirmed that the setting up will commence the evening before, at 5pm, and everything will start being removed as soon as the event finishes; volunteers to assist with this are required.

The Clerk reported that the selection boxes are now at the Parish Office and requested assistance with wrapping. **ACTION: All Cllrs**

## 11 Social Media

Cllr Dean stated that adding the agenda and minutes to the Parish Council's Facebook page may help to inform more residents about the Parish Council meetings and this could increase the number of people who attend. Councillors agreed that the documents could be added but that the post must clearly show that the minutes are in draft form. It was then agreed that this should be for a trial period in the first instance, to be reviewed in April 2025 (9 in favour, 1 against). **ACTION: Cllr Dean**

Cllr J Sams asked that something be placed on Facebook to thank the community for looking after the goal post, whilst it was installed on the Glebe Field. **ACTION: Cllrs J Sams & Dean**

Cllr T Sams added that a new goal would be required next Summer, as one part had snapped. This was most likely due to the amount of use and having to be moved to protect the grass. All Councillors agreed that this had been a positive addition, which had been well received.

## 12 Code of Conduct Consultation

The Clerk reported that KALC had circulated the draft Code of Conduct, which MBC would like Parishes to adopt. The Clerk commented on a number of items and it was agreed that clarification was required as to whether a blanket dispensation would be required for setting the precept. **ACTION: Clerk**

## 13 Lone Worker Personal Alarm

A report had been circulated regarding the purchase of two personal alarms (one for the Parish Warden and one to be gifted to the Village Hall for their employees to share). After brief discussion it was proposed by Cllr Griffiths to purchase two watches at a cost of £598 (+vat) with an ongoing cost for Warden's alarm of £29.99 (+vat) a month. This was seconded by Cllr J Sams, with all in favour.

**ACTION: Clerk**

## 14 Emergency Plan

The Clerk reminded all present that she had circulated information regarding preparing a village emergency plan. After brief discussion it was agreed that a working party, consisting of Cllrs Roots and Dean be formed to work on producing a plan. The Clerk added that she had been in contact with the Kent Resilience Forum and information would be forward to them both to assist. **ACTION: Clerk**

The Clerk commented that one of the suggestions was that a village Whatsapp group be set up, however concerns were raised from a GDPR point of view, as Councillors would be acting on the Council's behalf, but accessing data on their personal mobile phones. The Clerk added that a GDPR form would need to be completed for any resident's data being stored or processed. Cllr T Sams reported that vulnerable residents would already be registered with the various agencies, who have taken over in an emergency historically.

## 15 Future Events

9<sup>th</sup> November - Ploughman's in the Church (12 - 2pm)

10<sup>th</sup> November - Remembrance Service (10.15am)

6<sup>th</sup> December - Carol singing in the Church (tbc)

14<sup>th</sup> December - Ploughman's in the Church (12 - 2pm)

22<sup>nd</sup> December - Santa's Grotto (Village Hall - 10-4pm)

Cllr Roots reported that the poppy display is being installed on West Street Green on the 1<sup>st</sup> November, outside the Church on the 2<sup>nd</sup> and inside on the 8<sup>th</sup> November.

**16 Items for Future Consideration**

West Street Green Bin - *Cllr Roots*

**17 Date of Next Meeting - Wednesday 27<sup>th</sup> November 2024 at 7.30pm** in the Booth Hall

*With no further matters to discuss the meeting was closed at 8.17pm.*

Items covered in the public discussion:

- Whether the Parish Warden could add updates to the Network magazine. The Clerk offered to discuss this further with him. **ACTION: Clerk**