

Harrietsham Parish Council

Minutes of the Parish Council Meeting held on Wednesday 30th July 2025 at 7.30pm
in the Booth Hall

Cllr Powell welcomed all present to the meeting.

Public Discussion

A resident spoke regarding a system installed in France which has almost eliminated speeding.

A resident spoke about the congestion experienced on the rural lanes, following the police incident on the A20, which had resulted in intermittent road closures for long periods, at very short notice, for a week. They suggested a one-way system being introduced in an emergency to stop HGVs meeting each other.

County Cllr Emberson was asked whether she could raise both of these points with KCC officers.

ACTION: County Cllr Emberson

Present

Cllr E Powell, Cllr T Sams, Cllr J Sams, Cllr C Roots, Cllr S Brown, Cllr R Dayes, Cllr G Dean, Cllr S Donley, Cllr S Luck, Cllr T Griffiths, RFO/Amenity Manager Mr M Cuerden and Parish Clerk Mrs A Broadhurst
County Cllr S Emberson (from 7.40pm)

4 Members of Public

1 Apologies for absence

There were no apologies.

2 Minutes of the last meeting

Parish Council Meeting 2nd July 2025: The minutes were proposed as accurate by Cllr Dean, seconded by Cllr J Roots; with 7 in favour and 3 abstentions.

3 Disclosures and confidential items

Changes to the Register of Interests

There were no changes to the register.

Declarations of Pecuniary Interests

Cllr C Roots: Agenda Item 7.3 - Finance (F&GP Recommendations - Grant Request) as he is the Chair, Treasurer and a Trustee of the Friends of St Johns who will also be asked to help fund the wall repair.

Agenda Item 11 - Speedwatch as he is the group coordinator of the Harrietsham Community Speedwatch group.

Cllr S Brown: Agenda Item 7.3 - Finance (F&GP Recommendations - Grant Request) as he is a Committee member of the Friends of St Johns who will also be asked to help fund the wall repair.

Requests for Dispensation

No requests were submitted.

4 Items to be taken in Closed Session

It was proposed by Cllr Powell that Agenda Item 6.3 - Other Environmental Matters (Glebe Field Trees) should be discussed in a closed session, seconded by Cllr J Sams; with all in favour.

5 Planning

5.1 The outstanding planning applications were noted.

5.2 Other Planning Matters

Cllr T Sams updated all present on the progress of the Heathlands Supplementary Planning Document (SPD). He commented that Homes England and their consultants are not listening and that the draft document is very concerning. The document will be made public in due course and comments have been submitted detailing amendments required such as changing 'could' to 'must' throughout the document to try to ensure the required action is taken in the long term.

6 Environmental

6.1 To Approve the Minutes of the Environmental Committee Meeting held on 14th July 2025: The minutes were proposed as accurate by Cllr Dean, seconded by Cllr Dayes; with 4 in favour (those present at the meeting).

6.2 Recommendations from the Environmental Committee:

- Saxon Place Play Bin: The Clerk clarified the situation regarding the bin installed in the Saxon Place play area, as the Management Company had been in the process of removing it when the area was transferred to the Parish Council. Being open topped, it encourages unsuitable household waste to be placed in there and the wind blows out any smaller items. After brief discussion Cllr T Sams proposed to remove the bin until the new play area is installed, when more suitable bins can be purchased, second by Cllr Brown; with all in favour.

ACTION: Amenity Manager

- Cllr Brown reported that, when inspecting the play area, he had discovered a small plastic toddler slide on site along with a bike ramp and he raised concerns regarding the Parish Council's liability if a child is injured. The RFO was asked to discuss this with the insurance company.

ACTION: RFO

- Cllr Brown also queried whether the Council would have any issue with a small tent being used by the children during the school holiday, as this has also been placed on the Saxon Place land. Councillors did not feel that this would be an issue but asked Cllr Brown to monitor the situation whilst carrying out the play equipment inspections.

ACTION: Cllr Brown

- West Street Green Tree Survey: The Clerk reported that the survey had been completed before the Environmental meeting and the report had now been received. There are no safety issues relating to the trees on the West Street Green however, the Inspector had commented on a memorial tree which is being damaged by the grill surrounding it, along with tree ties. A member of the public confirmed that this was planted by Harrietsham in Bloom and they would discuss this issue with the Chairman, to arrange remedial work.

63. Other Environmental Matters

- Medical Centre Hedge: The Clerk gave a brief update explaining that the Housing Officer had now stated that the tenant will need to pay for the tree replacement directly to the Council, rather than them paying and reclaiming the cost through the tenant's rent. The Clerk had responded that this was not the preferred resolution, considering how this situation had arisen, and a further response is outstanding. It had also been made clear that the Officer needed to ensure the fence panel is replaced before the new hedge is replanted.
- Glebe Field Trees: This item was to be discussed in a closed session at the end of the meeting.

7 Finances

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

- 7.2 Minutes of the F&GP Meeting held 10th July 2025: The minutes were proposed as accurate by Cllr Dean, seconded by Cllr Luck; with 5 in favour (those present at the meeting).

- 7.3 Recommendations from the Meeting:

- To approve the reviewed documents: Before approving the documents Cllr J Sams raised two points:

Financial Regulations 7.7 mentioned the various staff passwords being kept by the Clerk and Cllr J Sams queried whether these had been organised. The Clerk confirmed the passwords for the Warden, Clerk and Hall Staff have been placed in the cabinet and the RFO/Amenity Managers are due in the near future. **ACTION: RFO/Amenity Manager**
The Risk Assessments mentioned the remix equipment which has been disposed of. After brief discussion it was agreed that this section of the document should be amended after the meeting before the document is uploaded to the website.

It was then proposed by Cllr Roots to approve the reviewed Financial Regulations, Risk assessments (with amendment) and Investment Policy. This was seconded by Cllr T Sams, with all in favour.

- Confirmation of delegated powers to the RFO to arrange previously agreed grant payments to the Village Hall Trust as requested: It was proposed by Cllr Dayes for the RFO to have delegated powers to transfer grant payments to the Trust as request, seconded by Cllr Roots; with all in favour.

- To approve a grant request to the Church for £5000 towards the cost of the boundary wall repair: The Clerk gave some background on how the work would be funded if the churchyard closed and was transferred to MBC. As the residents would have to cover the full cost (approx. £14,000) in one year through their precept, it was preferable to give a grant towards the cost. Cllr T Sams added that there had been a long discussion during the F&GP meeting and it was felt that, by giving £5,000 towards the cost, it would

encourage other funding streams to come forward. It was proposed by Cllr T Sams to approve the requested grant of £5000, seconded by Cllr Luck; with all in favour.

7.4 Other Financial Matters

There were no items for discussion.

8 Highways

A report had been circulated by the Highways group.

- Resident's request for 20mph speed limit in Church Lane: The clerk reported that she had discussed the request with the HIP Officer and he had responded to say that this could be added to the HIP for further investigation, as the play area is located on Church Lane and the recorded vehicle speeds are within the parameters allowed for the reduction. This was agreed by all present. Cllr T Sams thanked the resident for bringing this matter to the Council's attention.

ACTION: Clerk

It was noted that there is a long process involved with introducing a speed limit reduction which includes a public consultation. The Clerk added that this project would probably have to be funded by the Parish Council and could be in the region of £5,000. County Cllr Emberson informed the Clerk that the HIP officer's replacement is due to start shortly and the HIP can be sent to Emma Tilbury in the meantime.

- The Clerk gave an update on the request for a convex mirror in Church Lane. This has been refused as the DFT has changed the guidance on them, following accidents possibly caused by glare from the sun.

9 Community Emergency Plan

Cllr Roots gave a brief update on the most recent working group's meeting.

10 IT and Email Policy

The Clerk updated Councillors on the forthcoming changes to the AGAR, which will introduce a new Assertion 10. To be able to tick 'Yes' for the assertion the Council has to be able to demonstrate compliance with Data Protection laws, which includes having the correct up to date policies in place, having an IT & Email policy, using .gov.uk email addresses and domain for the website, the website meeting accessibility regulations (WCAG 2.2 AA standards) and Councillors undertaking relevant training. There was discussion regarding GDPR and Councillors suggested that a refresher course may be beneficial for Council members and the Clerk confirmed she would investigate when the next KALC course is. The Clerk raised the need to investigate a .gov.uk email address for a co-opted resident on the Environmental Committee, although this could have further financial implication if the Council has used up all of the available email address 'slots' in the subscription. The Clerk will liaise with Waveney IT on this matter. It was then proposed by Cllr J Sams to approve the previously circulated IT and Email policy, seconded by Cllr Roots; with all in favour.

ACTION: Clerk

11 Speedwatch Becoming a Parish Council Scheme

Cllr Roots reported that, having just discussed the .gov.uk email addresses, it would not be viable for the Parish Council to take over Speedwatch, as this would require additional email addresses to be organised for the Speedwatch members. The Clerk raised that the group coordinator is having to purchase items personally for the equipment, which has amounted to approx. £36 to date. After brief discussion it was proposed by Cllr T Sams for the RFO to have delegated power to reimburse up to £100 annually when receipts are submitted. This was seconded by Cllr Dayes, with 9 in favour and 1 abstention.

12 Santas Grotto

Cllr Griffiths suggested two dates for this year's event and it was agreed that Santa's Grotto should be arranged for Sunday 30th November 12.00 - 4.00pm.

It was proposed by Cllr Powell to purchase 5 boxes of 24 chocolate selection boxes at a cost of £180 (+vat), seconded by Cllr Dean; with all in favour.

ACTION: Clerk

Volunteers will be required for setting up, taking down and refreshments on the day and this will be discussed at the September meeting.

13 Future Events

9th August - Bingo Night (Friends of St Johns)

27th September - The Invicta Concert Band

18th October - Bingo Night (Friends of St Johns)
1st Tuesday of the month - Games Afternoon (2-4pm) Church Room

14 Items for Future Consideration

- Recruiting New/Additional Councillors - *Cllr T Sams*

15 Date of Next Meeting - Wednesday 24th September 2025 at 7.30pm in the Booth Hall (No meeting in August)

The meeting was then briefly closed at 20.50pm before reopening to discuss agenda item 6.3 in a closed session.

6.3 Glebe Field Trees

After discussion it was agreed that a site visit with Tree Cycle should be organised with the Clerk and Amenity Manager attending. The outcome of this to be discussed in a closed session at the September meeting.

With no further matters to discuss the meeting was closed at 9.12pm.