Harrietsham Parish Council

Minutes of the Parish Council Meeting held on
Wednesday 28th October 2026 at 7.30pm in the Booth Hall

Cllr Powell welcomed all present to the meeting.

Present
Cllr E Powell (Chair), Cllr T Sams, Cllr J Sams, Cllr C Roots, Cllr S Brown, Cllr G Dean, Cllr S Luck, Cllr R Dayes, RFO Mr M Cuerden and Parish Clerk Mrs A Broadhurst
Borough Cllr M Nedelcheva
2 Members of Public

Public Discussion
The Clerk reported that the Village Hall had been successful in its application to be part of the Co-op UK Community Fund. Residents can download the Co-op app, become members and nominate the Village Hall as their chosen cause. The hall will then receive a share of £3.5m. For further information, please visit https://membership.coop.uk/causes/106247

1 **Apologies for absence**
Cllr R Welham, Cllr T Griffiths, Cllr S Donley
County Cllr S Emberson

2 **Minutes of the last meeting**
Parish Council Meeting 30th September 2026: The minutes were proposed as accurate by Cllr Dean, seconded by Cllr Luck; with 7 in favour, 1 abstention.

3 **Disclosures and confidential items**
Changes to the Register of Interests
There were no changes to be noted.
Declarations of Pecuniary Interests
Cllr Dean: Agenda Item 6.1 – Other Environmental Matters (Items related to Woodlands Walk) as her property is adjacent to Woodlands Walk.
Requests for Dispensation
No requests had been submitted.

4 **Items to be taken in Closed Session**
It was agreed by all present that Agenda Item 16 would be discussed in a closed session at the end of the meeting.

5 **Planning**
5.1 The outstanding planning applications were noted.
5.2 The approved applications were noted.
5.3 Other Planning Matters
There were no further planning matters to discuss

6 **Environmental**
6.1 Other Environmental Matters
- Woodlands Walk Tree Works: The Clerk informed all present that she is due to meet the Tree Inspector to walk the whole site to discuss the work required and had queried whether tagging all of the trees would be beneficial in the long-term to stop any future confusion. The Inspector had submitted a quote for this work and each group of 80 trees would cost £760; the Inspector will calculate exactly how many trees there are when he comes out for the meeting. After brief discussion it was proposed by Cllr T Sams to tag all the trees on site (from the Church Road entrance, including behind Arcady, through to the end of The Shaws). This was seconded by Cllr Brown, with 7 in favour and 1 abstention. **ACTION: Clerk**

- Woodlands Walk Post: The contractor had found that one of the posts on the fence between the sluice gates is rotten and requires replacing at a cost of £158 +vat (total £158). It was proposed by Cllr T Sams to replace the post, seconded by Cllr Brown; with all in favour.

  ACTION: Amenity Manager
- Cllr Dean reported that one of the aerators is tripping the electrical supply. Hawkhurst will visit to investigate the issue.
- Play Area Bench: It was noted that one of the benches in the play area had been vandalised and this has been reported to the police. Two quotes had been received, and it was proposed by Cllr Brown to accept the lower quote of £132 to repair and refix the bench, seconded by Cllr Dean; with all in favour. **ACTION: Amenity Manager**

  It was noted that the other contractor had suggested that the Council should consider installing the bench on a concrete base in the future and Councillors agreed that, if the bench ever needs to be replaced, this should be arranged.

  There was general discussion regarding the CCTV for the play area and Kent Poice's involvement. The Clerk will discuss the matter further with the Community Safety Team.

  ACTION: Clerk
- The Clerk reported that the new 4 bay swing had been installed, with no issues being encountered. The play area had reopened within 5 days, following the installation safety inspection being carried out. Additionally, the repairs required to the toddler climbing frame had also been completed.

7 Finances

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

12.2 Other Financial Matters

- Office Photocopier Lease: The Clerk reported that RFO had been in discussions with Sharp regarding the lease, which is due to be renewed in the coming months. They have suggested a new 5-year lease with a new machine for an additional £25 a quarter (increasing from £208 to £233 +vat). The Parish Council could purchase the machine for £3,630 but copies, replacement toners and any servicing/maintenance requirements would be chargeable. The RFO's recommendation was to approve a further 5-year lease with a new machine. After brief discussion it was proposed by Cllr Dean to progress with the new lease at £233 (+ vat) a quarter over 5 years. This was seconded by Cllr Roots, with all in favour.

  ACTION: RFO

8 Highways

There was no report circulated for the meeting.

For the benefit of all present, the Clerk explained the purpose of the Highways Improvement Plans. The Clerk then reported on a request that has been received from Bell Farm Management Company to have 'Not Suitable for HGV' signs installed in East Street and on the A20 to deter lorries from coming through the estate. KCC had informed them that this should be added to the Parish Council's HIP, even though the Management Company was intending to purchase the signs from a third-party company directly. There was some confusion as to why this needed to be on the HIP, as the Parish Council is not involved in the project. An email had been sent to KCC asking for clarification on this; a response was outstanding. It was noted that the need for these signs had already been added to the HIP for the junction of the A20 and East Street, due to an increase in complaints following lorries having to reverse out onto the A20, as they were too big to continue along the road. Cllr Roots highlighted that the Parish Council had already been informed that only 1-2 projects on the HIP could be approved in a single year. If Management Companies add items and they are approved, it would result in the Parish Council projects being delayed. After brief discussion it was agreed by all present that, whilst the Council may be supportive, highway items on individual estates in the village would not be added to the Parish Council's HIP, as they can liaise directly with KCC Highways. The Clerk was asked to respond accordingly. **ACTION: Clerk**

- A20 Average Speed Cameras: It was noted that the average speed cameras have been reinstated along the A20.
- Cllr Roots gave an update on Speedwatch, which included that only one of the planned sessions so far in October had been able to progress due to the weather. During this 90-minute period 31 drivers were caught speeding (16% of the traffic), with 5 travelling at over 45mph.

9 **Glebe Medical Centre Replacement First Floor Window Units**

The Clerk reported that the company who had installed the first-floor Velux units had quoted £1280 (+ vat) to replace 11 sealed units into the existing wooden frames in the surgery. It was proposed by Cllr Dean to accept the quote, seconded by Cllr Luck; with all in favour. **ACTION: Cllr Donley & Clerk**

10 **Village Christmas Event**

The Clerk reported on the arrangements to date and confirmed that the selection boxes had been ordered.

11 **Amended Complaints Policy**

The Clerk had amended the complaints policy to include a section relating to data protection complaints, which had been circulated before the meeting. It was proposed by Cllr Dayes to approve the amended complaints policy, seconded by Cllr J Sams; with all in favour. **ACTION: Clerk**

12 **Prevention of Sexual Harassment Policy**

The Clerk had circulated a report regarding a change in employment law relating to employers having to take all reasonable steps to prevent sexual harassment in the workplace, which comes into force from the 30th October. A policy has been drafted and a risk assessment undertaken to assess the risk to employees of the Parish Council, both of which have also been circulated for consideration. All members of the Council would be required to undertake mandatory training on the subject, and the Clerk had produced two training documents (one for Councillors and the other for employees), which included a short written knowledge checker. This was to be returned to the Clerk with the signed declaration form within 4 weeks, to be held on file. The Clerk added that, should any concerns be raised at a future date, formal external training will be arranged for all Council members. It was then proposed by Cllr T Sams to adopt the Prevention of Sexual Harassment policy, seconded by Cllr J Sams; with all in favour.

ACTION: Clerk, All Cllrs & Employees

13 **Future Events**

30th October – 12th November – Poppy Display on West Street Green
7th November – Community Litter Pick (meet at 9am on the West Street Green)
9th & 23rd November – Community Choir
5th December - The Friends of St John's Christmas Lantern Workshop
7th & 14th December – Community Choir
12th December - The Friends of St John's Christmas Singalong
20th December – Harrietsham Community Choir Christmas Festival
20th December – Santa's Grotto and Christmas Event
1st Tuesday of each month – Harrietsham Games Club (Booth Hall – 2-4pm

14 **Items for Future Consideration**

- Harrietsham Village Fete – *Cllr Griffiths (to be confirmed)*

15 **Date of Next Meeting – Wednesday 25th November 2026** in the Booth Hall.

The Meeting was then adjourned at 8.25pm.

16 **Parish Council Land Matter**

The Clerk updated Councillors on the two related land matters.

With no further matters to discuss the meeting was closed at 8.36pm.