

# Harrietsham Parish Council

Minutes of the Parish Council Meeting held on Wednesday 29<sup>th</sup> April 2026 at 7.15pm  
in the Booth Hall

Cllr Powell welcomed all present to the meeting and stated that there would be public discussion at the end, if time allowed.

## Present

Cllr E Powell (Chair), 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, Cllr R Welham, RFO Mr M Cuerden, Parish Warden Mr M Sherwood and Parish Clerk Mrs A Broadhurst

5 Members of Public

## 1 Apologies for absence

Borough Cllrs C Houlihan, S Povey and M Nedelcheva, County Cllr S Emberson

## 2 Minutes of the last meeting

Parish Council Meeting 25<sup>th</sup> March 2026: The minutes were proposed as accurate by Cllr Dean, seconded by Cllr J Sams; with 10 in favour, 1 abstention.

## 3 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 had been submitted.

## 4 Items to be taken in Closed Session

The Clerk stated that, as the meeting would move directly into the Annual Parish Meeting, there would not be an opportunity to move into a closed session. It was agreed that, as Councillors had been briefed ahead of the meeting, a decision could be made without disclosing any confidential information.

## 5 Planning

5.1 The outstanding planning applications were noted.

5.2 The approved application was noted.

### 5.3 Other Planning Matters

The Clerk reported that MBC is to commence a Local Plan review imminently and there will be a 10-week initial Call for Sites exercise starting in May. The first public consultation will likely be held in Spring 2027.

The Clerk reported that there is to be a Heathlands stakeholder meeting on the 14<sup>th</sup> May. Cllrs Dean and Luck confirmed they would be attending; Cllrs T&J Sams and Powell may be able to join them.

**ACTION: Clerk**

## 6 Environmental

### 6.1 Other Environmental Matters

The Clerk reported on a motion to be considered at the April MBC Full Council meeting which related to the issue of litter in rural areas and the need for MBC to work with Parish Councils regarding litter picks and other initiatives.

## 7 Finances

### 7.1 Annual return of Accounts & Audit 2025/2026

7.1.1 Annual Accounts for 2025/2026: The financial sheets were proposed as accurate by Cllr T Sams, seconded by Cllr Luck; with all in favour.

7.1.2 Internal Audit Report & Recommendations: The Clerk reminded all present that the internal audit report had previously been circulated by the RFO, and the content was noted by Councillors.

7.1.3 Annual Governance Statement 2025/2026: The blank Annual Governance Statement had been circulated and it was proposed by Cllr Luck that the Chair tick 'Yes' for boxes 1-10. This was seconded by Cllr Dean, with all in favour.

- 7.1.4 Accounting Statement 2025/2026: The completed Accounting Statement had been circulated to all Councillors. Cllr T Sams proposed that the Accounting Statement be approved. This was seconded by Cllr Dean, with all in favour.
- 7.1.5 Date of Public Inspection: It was noted that the Period of Public Inspection will be from Wednesday 3<sup>rd</sup> June - 14<sup>th</sup> July 2025 (inclusive), with the documents being posted on the website on Tuesday 2<sup>nd</sup> June.
- 7.2 Income and Expenditure spreadsheets: The finance sheets were proposed as accurate by Cllr Roots, seconded by Cllr Dean; with all in favour.
- 7.3 Minutes of the F&GP Meeting held 23<sup>rd</sup> April: The minutes were proposed as accurate by Cllr T Sams, seconded by Cllr Luck; with 5 in favour (those present at the meeting).
- 7.4 Recommendations from the Meeting:
- To Reappoint Auditing Solutions to undertake the Internal Audit for 2026/2027: It was proposed by Cllr Dean to reappoint Auditing Solutions for the 2026/27 Internal Audit, seconded by Cllr T Sams; with all in favour.
- 7.5 Other Financial Matters  
No other matters to discuss.

## 8 Highways

There was no report to circulate for the meeting, as one was included in the Annual Parish Meeting booklet.

- Highways Improvement Plan (HIP):
  - A20 Pedestrian Refuges: The Clerk reported that the bollards are to be enhanced for visibility along the A20. There had been a concern regarding an error with the white lines to the East of the road, as the pedestrian refuges protrude past the white lines, which is very dangerous. The linings will be upgraded when resurfacing of the road takes place (hopefully in this current financial year).
  - Bus Shelters: The Clerk reported on the latest version on the HIP and the two items related to bus shelters. After brief discussion it was agreed that both items should remain on the HIP, if required County Cllr Emberson should be contacted to discuss further. **ACTION: Clerk**
  - Verge outside the Scout Hut: The Clerk reported that it has been suggested that this item be added to the HIP to investigate whether a dropped kerb could be installed to alleviate the issue. After discussion Councillors agreed to include this item on the HIP but asked that it be noted that the Parish Council did not expect to have to finance this work. **ACTION: Clerk**

## 9 Velux Windows in Medical Centre

The Clerk reported that the Practice Manager had highlighted that the 3 Velux windows in the first-floor nurse's office have blown. Cllr Donley had been to inspect them and will look to obtain some quotes, however there are concerns about how a contractor will gain access without scaffolding to replace them, as the beading is on the outside of the windows. After further discussion, Cllr T Sams suggested that the complete units may need to be changed, if the opening could not be used as a fire egress. Cllr Donley will discuss this further with the contractors when obtaining quotes. **ACTION: Cllr Donley**

## 10 Big Lunch

Cllr Dean reported that the ice cream van has now been booked, but the group have still been unable to find a face painter. Cake and raffle donations would be welcome, and help will be required to set up on the day.

## 11 Annual Subscription to Kent Association of Local Councils (KALC)

It was proposed by Cllr Roots to renew the annual subscription to KALC at a cost of £1,463.38 (£1,219.48 + vat). This was seconded by Cllr J Sams, with all in favour.

## 12 Future Events

- 3<sup>rd</sup> May - Open Air Morning Service (St John the Baptist - 9.30am)
- 5<sup>th</sup> May - Games Afternoon (Booth Hall from 2pm)
- 23<sup>rd</sup> May - Friends of St John's Bingo Afternoon (Village Hall 2.00-5.00pm)
- 7<sup>th</sup> June - Big Lunch

**13 Items for Future Consideration**

- Village Christmas Event - *Cllr Griffiths (June agenda)*
- Autumn Litter Pick - *Cllr T Sams (July agenda)*

**14 Date of Next Meeting - Wednesday 27<sup>th</sup> May 2026 at 7.30pm** in the Booth Hall.

**15 Staffing Matter**

- Amenity Manager Vacancy: It was proposed by Cllr Brown to employ Mr C Ralph as the new Amenity Manager, commencing with immediate effect, seconded by Cllr J Sams; with all in favour.
- Council Administration: The Clerk confirmed that Mrs T Baker will commence employment as the Trainee RFO/Admin Support from 18<sup>th</sup> May 2026.

*With no further matters to discuss the meeting was closed at 7.44pm.*

Public Discussion

The following items were raised during the public discussion:

- Litter along the A20 close to Dickley Woods
- Bus shelters and considering prevailing winds when they are stalled
- QR code for the bus service being installed too high at bus stops