

# Upper Hardres Parish Council

Chairman Robert Quincey

Clerk/RFO Clare Hamilton | [uhpc.clerk@gmail.com](mailto:uhpc.clerk@gmail.com) | 01303 257321 | [upperhardrespc.co.uk](http://upperhardrespc.co.uk)

Minutes of meeting held on Tuesday 04 October 2022, 7pm, at Bossingham Village Hall

## Queen Elizabeth II, 1926-2022

The Chairman and members of Upper Hardres Parish Council were saddened by the death of Her Majesty Queen Elizabeth II, after the longest reign in our nation's history and a lifetime of selfless and devoted service to our country and to the Commonwealth.

A letter has been sent to Sir Clive Alderton KCVO, the private Secretary to King Charles, asking that our condolences be passed to the new Sovereign.

### 1. Attendance and apologies for absence

Attending: Chairman Robert Quincey, Councillors Angela Waldron, Mick Broughton, Nick Waldron, Clerk/RFO Clare Hamilton, John Pitcher *Tree Warden*

Apologies: Cllr Simon Warner, Robert Veltman *Footpath Warden*, Gabby Fisher *BVHMC*, Robert Thomas *CCC*.

### 2. It was resolved unanimously to accept the Minutes of the meeting held on 12.07.22

### 3. Members' declarations of interest on Agenda items

Cllrs Nick Waldron and Angela Waldron - Appendix item 6c

### 4. Public participation on Agenda items Not required

### 5. Matters Arising from meeting held on 12.07.22

Broader communication with parishioners: see item 12

### 6. Development Management & Planning Applications

Planning applications may be viewed at Canterbury City Council's website [here](#)

#### 6.1 CA/22/01748 Knotty Oak, The Street, Bossingham CT4 6DX

UHPC NEUTRAL

First floor extension

Comment to CCC: UHPC requests that consideration is given to the privacy of neighbours' gardens either side of 'Knotty Oak' and the potential for loss of daylight to the neighbours' properties

#### 6.2 CA/22/01433 Thompsons Plant & Garden Centre, Stone Street, Petham CT4 5PW REFUSED

Prior notification for installation of 20m mast, antennas, dish, cabinets, and all ancillary development

#### 6.3 CA/22/01485 Stone Street House, Stone Street, Petham CT4 5PW

WITHDRAWN

Two-storey side extension with balcony to rear

#### 6.4 CA/22/01407 Dane Cottage, Hogg Lane CT4 5PJ

GRANTED

Variation of condition 2 (drawings) of planning permission CA/21/03022/FUL for the single-storey outbuilding for use as ancillary accommodation; to allow additional windows along the North East elevation

#### 6.5 CA/22/01211 Oakgate House, Manns Hill, Bossingham CT4 6EB

WOULD BE LAWFUL

Application for lawful development certificate for proposed re-alignment and replanting of beech hedgerow.

Other planning matters:

- 6.6 Applications affected by poor water quality levels at Stodmarsh nature reserve are listed in the Appendix
- 6.7 CCC Planning Training update on Stodmarsh issues was re-arranged for 4.30pm on 21 September
- 6.8 ENF/22/00024 Land at Lime Kiln Lane: To request KCC Cllr Mike Sole investigates on our behalf
- 6.9 CA/19/01902 Land at The Street, Bossingham: An email was received from a parishioner requesting a comment be obtained from CCC Planning Dept as to why they allowed the building sizes to be so substantial, being considerably larger than all neighbouring properties, and felt to be dominating the area. A comment will be requested from CCC Planning Department. Building control will ensure the approved height is adhered to. It was suggested the applicant's architect supply a current street scene view now that the properties are built, to enable comparison with the proposed street scene in the application.

## 7. Highways

Parishioners may report Highways matters directly to KCC [here](#) and to the KCC Parish Highways Steward: Rob Moon - robert.moon@kent.gov.uk - 07725 614034

- a. Road Repairs: Lime Kiln Lane closed 29 Aug-1 Sept for works by South East Water
- b. Verge obstructions on The Street: obstructions moved
- c. Flooding on The Street: Parishioners are encouraged to report to Highways whenever there is a flood as a high number of reports are needed before any action will be taken
- d. Water leaks Manns Hill and Burstled Manor: repaired
- e. Stone Street speed reduction: some objections were received by Petham PC, waiting for further information
- f. Traffic speeds in Bossingham: **It was resolved** to consider action on traffic speeds in Bossingham once CIL funds are received. A speed limit reduction to 20mph could be investigated, plus signage
- g. Emergency Road Closure: Palmstead Road, Upper Hardres, 1 September 2022 for up to 6 days, to enable burst water main repairs to be carried out by South East Water (notification only received on 05.09.22)
- h. Temporary Road Closure: Manns Hill, Bossingham: 31st October 2022 with estimated completion by 24th November 2022. For electrical connection works by UK Power Networks
- i. Report Ref. 657922 Church Lane to junction with Stone Street: carriageway dip/depression/defect.

## 8. Reports

- 8.1 City and County Councillors: see Appendix
- 8.2 Footpaths: see Appendix for Footpath Warden's full report
  - a. Following Robert Veltma's retirement due to mobility issues, a parishioner who has expressed interest in taking on the role of footpath warden has been invited to contact Rob directly for details. Rob has been voluntary parish footpath warden for 10+ years and Local Footpath Officer for Canterbury South, a zone of 11 parishes, since 2015. Councillors thank Rob for his invaluable support, advice and dedication to keeping our parish footpaths clear and accessible. We wish him well for the future and hope he is back to walking Kent's footpaths very soon
  - b. Proposed Diversion of Public Footpath CB362 at Lower Hardres & Nackington CT4 5PH: Any representation about or objection to the Order may be sent in writing to Maria McLauchlan at Kent County Council, Invicta House, Maidstone, Kent, ME14 1XX (email maria.mclauchlan@kent.gov.uk) not later than 28 October 2022. UHPC Approved
  - c. Public Footpath CB377 (across Stars): KCC extended diversion for a further year until 01 August 2023 - Road Traffic Regulation Act 1984 Section 14(1), As Amended By The Road Traffic (Temporary Restrictions) Act 1991 - The Secretary of State for Transport has directed that the Order made by Kent County Council on 01 February 2022, the effect of which was to prohibit all traffic from Public Footpath CB377, has been extended for a further year until 01 August 2023. The path is closed for a distance of approximately fifty metres from Bossingham Street. An alternative route is available and signed for the duration of the closure
  - d. Public Footpath CB378 opposite Village Hall: blocked unofficial access point to be repaired with stakes and stock netting and planting (from donation). Three A3 signs were discussed, quotes to be obtained. PC to investigate possible hardstanding to alleviate flooding issue
  - e. Public Footpath TR157472: missing sign, Atchester Wood, new warden to investigate
  - f. Blocked footpath: query from parishioner, SMPC footpath warden informed.

- 8.3 Tree Warden
- John Pitcher requested the parish council considers funding drought-tolerant shrubs rather than flower planting in order to lighten the workload in the longer term and reduce the need for watering. Planting alternatives, eg. perennials, and budget to be suggested.
  - Installation of water butts at the VH was suggested, to check with BVHMC. PC to meet cost from CIL funds.
  - BVHMC are purchasing an external lockable storage box for John to store equipment. PC to meet cost from CIL funds.
- 8.4 Bossingham Village Hall: see Appendix
- 8.5 Neighbourhood Plan Steering Group: see item 10
- 8.6 Bossingham Playing Field
- It was resolved** to consider findings from annual safety inspection report at next meeting. In the meantime:
- Hip twister sign to be reattached
  - Spare key for gate padlock to be installed in case of emergency.

## 9. Finances

- 9.1 Balance of Accounts and Bank Reconciliation at 04 October 2022:  
Current account £4,886.73. Deposit account £10,324.00. Total funds £15,210.73  
Half-year VAT reclaim of £361.15 submitted to HMRC on 04.10.22
- 9.2 Receipts and Payments since last meeting: see Appendix for Cashbook extract and Bank Reconciliation
- 9.3 **To consider** Expenditure due before next meeting:
- |              |                            |          |                         |
|--------------|----------------------------|----------|-------------------------|
| Play Insp Co | Annual safety inspection   | £ 186.00 | <i>vat £31.00</i>       |
| 123reg       | Domain name renewal        | £ 14.99  | <i>expires 01.11.22</i> |
| C Hamilton   | Salary October             | £ 299.00 |                         |
|              | Travel exp October meeting | £ 14.40  |                         |
|              | Expenses 1 April-30 Sept   | £ 102.55 |                         |
- It was resolved** unanimously to approve expenditure, proposed by Cllr Mick Broughton, seconded by Cllr Nick Waldron, approved by the Chairman
- 9.4 Signatories to supply identity documents for Barclays Security Review
- 9.5 **It was resolved** to remain opted-in to the SAAA (Smaller Authorities Audit Appointments) central external auditor appointment arrangements for the period 2022/23-20.

## 10. Neighbourhood Plan

**It was resolved** to accept the Neighbourhood Plan Steering Group's decision to wind-down the Group and cease current progression with a Neighbourhood Plan. This is due to dwindling support since the Group's formation, leading to too large a workload for so few people. Cllr Mick Broughton will inform CCC of the decision.

Councillors thanked Cllr Mick Broughton for his enthusiasm and dedication to this project. Mick's extensive research into early village life will be displayed at future parish council events, eg. the Annual Parish Meeting in May, and will become a valuable parish archive.

## 11. CIL (Community Infrastructure Levy) strategy

**It was resolved** to accept the CIL strategy. Outline spending priorities were discussed and the list is growing. No spend will be authorised until funds are received from CCC.

## 12. Social Media strategy

**It was resolved** that, in order to engage and share information more widely with parishioners, a UHPC Facebook page will be established and information will be shared with the 'Stelling Minnis, Bossingham & Environs' Facebook group. Any comments on posts will not be taken as official communication with the PC which must be made via email to [uhpc.clerk@gmail.com](mailto:uhpc.clerk@gmail.com) or in writing.

A social media presence will enhance current communication methods with parishioners, ie. monthly Chairman's article in the parish magazine and emails to parishioners on the parish Email List.

**13. The Hop Pocket**

Asset of Community Value application form submitted to CCC, awaiting approval.

The Pub Protection Officer for the local Canterbury CAMRA group has offered assistance if required.

**14. Risk Assessment update**

- a. Bus shelter: Chairman is sourcing quotes from builders for repairs and refurbishment. PC noticeboard which is currently in storage will be fixed there. Maintenance work will be carried out when CIL funds are received
- b. Defibrillator: Visual inspections only have been carried out. Annual check/service to be arranged
- c. Playing Field: Regular inspections to be logged with the Clerk
- d. Fire Hydrants: KF&RS inspected and attended to hydrants reported as requiring attention.

**15. For information**

- a. To consider a commemorative event/memorial to mark the death of Queen Elizabeth II and the Coronation of King Charles III
- b. Scout Hut: Gardening day tba by Cllrs
- c. Defibrillator: investigate if beneficial to liaise with SMPC to co-ordinate future annual servicing
- d. Parish Council documents: received from previous Chairman, stored with current Chairman
- e. Flag: stored in VH
- f. Internal Auditor: new internal auditor needed in good time for annual internal audit in April 2023
- g. Meeting dates 2023: all Tuesdays, 7pm start - 10 Jan, 14 Mar, 9 May and 16 May (Annual Council Meeting and Annual Parish Meeting respectively), 11 July, 12 Sept, 14 Nov
- h. Councillors thanked the Clerk for her work
- i. **Next meeting: 15 November 2022, 7pm**

Meeting closed at 8.50pm

Signed..... Robert Quincey, Chairman, 15 November 2022

## Appendix

### 6. Planning

Poor water quality levels at the internationally-important nature reserve in Stodmarsh have stalled housing developments across east Kent. The wetlands at Stodmarsh outside Canterbury, which are a haven for wildlife, are deemed to be suffering from high levels of nitrogen and phosphorous. Further information can be found here:

<https://www.canterbury.gov.uk/planning-and-building/stodmarsh-and-water-quality/>

The following planning applications are affected:

- |    |             |   |  |
|----|-------------|---|--|
| a. | CA/20/02857 | Court Lodge, Manns Hill CT4 6EB   | <i>Objection. Awaiting CCC decision</i>  |
|    |             | Erection of two-storey detached dwelling with associated parking, access and landscaping  |  |
| b. | CA/20/02785 | Homeside Farmhouse, The Street CT4 6DX  | <i>Acceptable. Awaiting CCC decision</i> |
|    |             | Erection of a dwelling and garage in rear garden together with alterations to existing dwelling including new single storey side extension following demolition of garage and chimney to enable formation of access |  |
| c. | CA/20/02237 | Two Acres, Hardres Court Road CT4 6EA   | <i>Acceptable. Awaiting CCC decision</i> |
|    |             | Erection of 5 no. detached two-storey dwellings with associated garages, parking and landscaping following demolition of existing dwelling  |  |

### 8. Reports

#### City Councillor Robert Thomas

☐ Latest CCC Forward Plan has been published outlining the key decisions to be taken in the near future including the Parish Charter and Local Plan consultation

<https://democracy.canterbury.gov.uk/mgListPlanItems.aspx?PlanId=298&RP=755>

☐ New Changing Places toilet at Reculver

<https://news.canterbury.gov.uk/news/new-changing-places-toilet-open-at-reculver/>

☐ Annual voter registration update has commenced

<https://news.canterbury.gov.uk/news/annual-check-of-the-electoral-register-underway/>

☐ New Curzon cinema has opened at Canterbury Riverside. The commercial element of the scheme is owned by the council.

<https://news.canterbury.gov.uk/news/rundown-part-of-city-becomes-home-to-cinema-and-restaurants/>

☐ We have a new government but we don't know what it means yet but funding and regulations for local government will obviously be of interest amongst all aspects of public services.

☐ Further to the above the CCC budget will be under pressure both in terms of keeping the cost for residents down while trying to balance its books with salary increases and increasing utility costs etc. consultation will commence in the coming weeks.

☐ New financial support for businesses and organisations <https://news.canterbury.gov.uk/news/multi-million-pound-fund-to-help-businesses-grow-in-tough-times/> and <https://news.canterbury.gov.uk/news/strategic-grants-open-for-bids/>

☐ Support for residents in hardship with a new referral scheme called ReferKent <https://kccmediahub.net/referkent-launches-to-streamline-financial-support-referrals/>

☐ New Kingsmead housing delivered <https://news.canterbury.gov.uk/news/council-builds-green-homes-for-local-families/>

☐ Having suggested a Short Focused Inquiry on Highways Improvement Plans I shall be chairing a cross party group of backbenchers over the next two months to review governance, funding and other improvements at KCC.

## **County Councillor Mike Sole**

October 2022 (an update on what I have been doing in September)

This month of course started with the historic and moving events surrounding the death of Queen Elizabeth II. I attended the proclamation in Canterbury and also the service of remembrance in Canterbury Cathedral. Events surrounding the Queen's death meant that a number of council meetings were postponed, but things are now returning to normal.

I am very keen to ensure that the parish councils in my division are updating their Highway Improvement Plans and then working with KCC to get them assessed and costed so that I can also help with funding that I have available.

Last month I attended parish council meetings in Kingston, Womenswold, Waltham, Littlebourne and Thanington.

The long-awaited Canterbury Local Plan will be published in October before going out to consultation. I attended a meeting with Kingston residents to explain the Local Plan timetable in respect of land that has been put forward in the village in the Call for Sites.

As part of my work with the KCC Growth & Economic Development and Communities Committee, we visit districts to see what they are doing, and this month it wasn't far to travel as we were shown around the Canterbury District. We also had a committee meeting this month and I ask about changes to guidance on the Stodmarsh neutrality issue that has delayed housing development in the district and questioned support that is being made available through the Department for Digital, Culture, Media and Sport.

At the City Council Scrutiny Sub Committee, I questioned the council on the problems around staff recruitment, but also noted the significant improvements in dealing with the back log of housing safety checks since the council took the service back in house from East Kent Housing. I've been dealing with issues around overgrown vegetation in St Augustines and have been in contact with both KCC and Greenbelt Energy Limited who own some of the land on the site to try to get areas tidied up.

I was delighted to able to join volunteers from Love Hambrook Marshes on a basket weaving event. The KCC Detached Youth Bus visits Littlebourne every week and I joined with young people as part of Democracy Day to discuss what they would like to see changed in their area.

In Stodmarsh I hope that we have finally got the recycling bins collections back on track. It's been a poor month's service from Canenco with a number of public litter bins left overflowing and residential bins missing collections in some areas. I keep chasing up. I also visited Stodmarsh to look at some road flooding issues that I have asked the KCC drainage team to investigate.

Finally, I attended and the City Council special planning meeting about the South Canterbury development at Mountfield for up to 4,000 homes and spoke about the impact that this will have on the local villages, especially from increased traffic.

### **8.2 Footpaths Parish Footpath Warden**

Withdrawal: Owing to a gathering problem with mobility, I regret that I shall not be able to fulfil the responsibilities of PFW any longer, as recovery is not imminent. I have therefore regretfully withdrawn from the position in the hope that a successor will soon volunteer or has already volunteered to take over from me. I shall always be available to give advice, if needed.

Canterbury Festival Walk 2022 and Ramblers Walk - Mon 17 Oct from Bossingham Village Hall Car Park at 10am:

Earlier in the year I submitted a plan for a 6 mile walk from Bossingham. It was accepted. My mobility problem intervened. I walked the route on 6th July, but realised my condition would prevent me from leading this walk. Luckily, the walk will now be led by fellow Canterbury Ramblers member, Alan Robertson.

On 31st July a walk from the Village Hall was led, instead of me, by Jenny Keaveney, a fellow member of Canterbury Ramblers. I am grateful to Jenny & Alan for their kind interventions and to Nikki Gordon & Gabby Fisher for permission to begin the walk at the Village Hall car park.

CB375 Burstled Wood: Two issues -

1. As far as I know, a further significant treefall, although reported earlier in the year, has not yet been removed. A previous such obstructive treefall on CB375, reported since early 2019, was removed in early December 2021 at his own expense and risk by Mr. Bob Green of Stelling Minnis parish.

2. I also notified KCC/PRoW that the termination of this path at The Manor House by the roadside stile is congested with vegetation.

CB379: The missing fingerpost at the termination on Lime Kiln Road has been re-established

U11610 Catt's Wood Lane Path: This mile-long path, referred to as an Unclassified County Road (UCCR), registered on the County's List of Streets as U11610, has given rise to two issues:

1. Path used for a motor-cycling event: On above walk on 6th July on the left hand side of the Lime Kiln Road end of the path, I noticed a sign, pinned firmly to a tree, advertising a motor-cycle event on 17th July, stating that it was not a race. The notice referred to the path as a Byway, a class of Public Right of Way, which it is not, unless the track's status had been changed. The notice claimed the event had been authorised by the Motorsport UK Competition Authorisation Office, the Auto-Cycle Union and that "Kent County Police & Kent County Council are aware of the event taking place and its route". The sign apologises for any inconvenience. The event appears to have been organised by a motoring cycle organisation based in Sidcup, Surrey. I notified the parish clerk and council chair, stating that the event was not likely to be in the interests of the parish and that no permission had been sought, it appeared, from the parish authorities. It is not clear whether the event took place.
2. County's List of Streets: I searched this listing where Catt's Wood Lane Path is registered, and noted that it is listed in the parish of Lower Hardres. It is wholly within the boundaries of Upper Hardres. I wrote a note to the website of the List of Streets correcting this information. I have received no reply to my message. It is possible that some confusion has arisen between this unmetalled track, used only by walkers and agri-vehicles, and Catt's Wood Road, of which it was once a continuation, which is located in Lower Hardres.

CB362 (PRoW leading from Stone Street opposite Thompson's Garden Centre to Great Catt's Farm and Catt's Wood Road): Two issues -

1. The stretch leading from Stone Street to the Farm was overgrown with crops and its line was not visible earlier in the year. I reported this finding to KCC/PRoW. This part of the path has since been cleared.
2. An application by the owner of Great Catt's Farm was lodged for a diversion of the line of PRoW CB362 away from the farm buildings where the County Definitive Map previously showed that it ran. The diversion was inspected and approved by the recently appointed convener of East Kent Local Footpath Officers, Maura Pell. This information was recorded by me on a form and forwarded to KCC Highways, who have issued a Modification Order for the diversion be recorded on the Definitive Map.

CB377 (Stars field): The new, diverted line from Mann's Hill to Bossingham Street was, before the development began, established as being a single straight one terminating at the corner of the Village Hall car park. The effect of the new development on the line of CB377 appears to contradict this previously officially established line.

CB380 (Termination at Mann's Hill): Steep descent/climb very congested with vegetation

CB378 (Opposite Village Hall): Flooding problem and termination condition are in hand.

Permissive Footpath sign at junction of CB287, CB380, CB381 & permissive footpath to Lynsore Court - Need to ensure its restoration.

Rob Veltman, Parish Footpath Warden (Outgoing) Upper Hardres 1st October 2022

### **8.3 Bossingham Village Hall Update October 2022**

Following the A.G.M in June, the following appointments were made; Chair, Nikki Gordon, Secretary, Gabby Fisher, Booking Secretary, Alison Hewitt and Treasurer, Linda Warner. There are 4 further Committee members, and we will continue to try and encourage new people to join the Committee next year.

The hall bookings have remained steady over the summer. The Committee are looking at putting a package together for Children's Parties and will promote this through local Schools etc. We are also looking at holding a Christmas Lunch in December.

It was agreed at the last meeting to slightly increase the weekend hire rates from £8.50 to £10.00 per hour. The Committee will continue to monitor the impact of the fuel increases. The current contract with EDF was renewed in June.

The income for the year to date is £3,633.50 and the expenditure is £3,985.15 (this included some one-off payments for the Platinum Jubilee Party in June). The Oil Tank has been filled at a cost of 83p per litre. The PAT Testing and Fire Extinguisher Safety Checks are due this month

Work to complete the rest of the improvements to the main hall will hopefully be completed in October. Work to build the steps outside the Patio Doors will be completed and the purchase of temporary ramps is ongoing.

Clare Hamilton has passed the CCC Grant Application Form for 2023/24 to Nikki Gordon to complete. The application for this year will be to install Wi-Fi in the Hall.

An outside lockable storage box will be purchased by the Committee to enable John Pitcher to store his garden equipment needed to maintain the Memorial and flower beds.

Gabby Fisher, Secretary

## 9. Finance

### 9.1 Bank Reconciliation 13 July – 04 October 2022

Current Account:	£
<i>The net balance reconciles to the Cashbook (receipts &amp; payments account) as follows:</i>	
Balance brought forward at 13.07.22	7,187.33
ADD: receipts 13.07.22-04.10.22	0
LESS: payments 13.07.22-04.10.22	2,300.60
Closing balance at 04 October 2022	4,886.73
Deposit Account:	
Balance brought forward at 13.07.22	10,320.82
ADD: receipts 13.07.22-04.10.22	3.18
LESS: payments 13.07.22-04.10.22	0
Closing balance at 4 October 2022	10,324.00
<b>Total funds at 04 October 2022</b>	<b>£ 15,210.73</b>

### 9.2 Receipts and Payments since last meeting: Cashbook extract

JULY							
27	C Hamilton	Salary 4/12	July	299.00	SALARY 4/12		
27	C Hamilton	Travel expenses	July	14.40	TVL EXP JULY	6873.93	
28	J Pitcher	Reimbursement for Jubilee tree and plaque		170.00	JUBILEE PLANTING	6703.93	
AUGUST							
26	C Hamilton	Salary 5/12	August	299.00	SALARY 5/12	6404.93	
SEPTEMBER							
26	Wraights	Grounds maintenance	June July Aug Sept	CFF	1219.20		
26	C Hamilton	Salary 6/12	Sept	SALARY	299.00		4,886.73

Correspondence received includes:

Operation London Bridge information from NALC and KALC

Newsletters and information from NALC and KALC

KALC Autumn courses

KCC Autumn Parish Seminars are being held on Zoom on Tuesday 11th October and Thursday 13th October

KCC Environment Member Briefing July-August 2022

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