

# Upper Hardres Parish Council

## MINUTES of meeting held on Tuesday 13 March 2018, 7.30pm at Bossingham Village Hall

### 1. Attendance and apologies for absence

9.1.18\_1

Attending: *Councillors* Steve Rayner, Angela Waldron, Janice Rosen, Paul Gordon, Nick Waldron, Clerk Clare Hamilton, and 28 parishioners. Apologies: Tessa O'Sullivan, Rural Housing Enabler with ACRK.

### 2. Acceptance of Minutes of previous meeting

9.1.18\_2

With clarifications added from English Rural Housing (items 4.2 and 6.1), minutes were approved as a true record and signed. Proposed: Janice Rosen. Seconded: Angela Waldron.

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

9.1.18\_3

*To receive Declarations of Interest in respect of matters contained in this agenda, in accordance with the provisions of the Localism Act 2011 in respect of members, and in accordance with the provisions of the Local Government Act 1972 in respect of officers.*  
Angela Waldron, Nick Waldron - Item 9a, CA/17/02560

### 4. Public participation on Agenda items

9.1.18\_4

Three questions and one request to speak were received for the 30 minute public participation session. All related to support for a housing needs survey and proposed affordable housing.

### 5. Matters Arising from meeting held on 9.1.18

9.1.18\_5

No. 18 Stagecoach bus service - KCC had plans to consult on local bus funding reductions, however a better than expected local government settlement has meant they have been able to avoid this and significantly reduce the amount of savings needed. KCC intend to arrange a series of 'big conversations' with parish councils and communities on how this can be delivered.

### 6. Housing Needs Survey

9.1.18\_4.1, 6.1

Andrew Paterson, Housing Enabler with Canterbury City Council, answered councillors' questions regarding housing needs surveys, rural exception sites, eligibility, CCC's role in affordable housing management.

### 7. Development Management & Planning Applications

9.1.18\_6

7.1 To receive information regarding proposed local needs housing scheme at Manns Hill:

9.1.18\_4

**a. Housing Needs Survey (HNS):** Any individual or independent group may carry out a HNS but are unlikely to receive funding from CCC. In order to achieve the best possible results for the parish, and to enable the PC to work closely with Canterbury City Council, Action with Communities in Rural Kent, the planning consultant and the landowner, councillors agreed to proceed with the Housing Needs Survey, funded by CCC.

**It was resolved** by the majority of councillors to proceed with the Housing Needs Survey.

Proposed: Steve Rayner. Seconded Nick Waldron.

**b. Results of Hobbs Parker Questionnaire issued at Public Consultation:** Alison Thompson of English Rural Housing, highlighted that 'at the public consultation event (30.11.17), eleven people registered an interest in the affordable homes proposed by the planning consultant'.

**c. Eligibility of parishioners of Upper Hardres for consideration for shared ownership housing at Brambleton Close, Stelling Minnis:** Following councillor Paul Gordon's contact with Adrian Hammond at SDC and his recommendation UHPC make contact with Stelling Minnis PC to request our parishioners to be considered (*mins 9.1.18\_4.2*), SMPC agreed, in principle, to consider UH residents if no one else applies. Formal decision awaited from SMPC.

**d. Stonegate Farm development quota of affordable/assisted homes:** Understood to be 3 x 3 bed and 6 x 2 bed assisted homes. It is understood that affordable housing on a brownfield open market development is usually for general needs, ie. available to anyone on Shepway's housing register. A Local Lettings Plan would be needed for priority to be given to residents of Stelling Minnis and Upper Hardres.

## 7.2 To consider planning applications received:

CCC no longer issue paper plans. Planning applications may be viewed online at:  
<https://publicaccess.canterbury.gov.uk/online-applications/search.do?action=simple> -

CA/18/00370 Dane Cottage, Hogg Lane, Upper Hardres, CT4 5PJ

Proposed single-storey rear extension and replacement front porch.

Comments to CCC by 23 March 2018. UHPC Acceptable

CA/18/00371 Dane Cottage, Hogg Lane, Petham, Upper Hardres, CT4 5PJ

Application for listed building consent for single-storey rear extension and replacement front porch.

Comments to CCC by 23 March 2018. UHPC Acceptable

CA/17/02837 Tudor Cottage, The Street, Bossingham, Upper Hardres CT4 6DY

Proposed two-storey rear extension.

CCC Registered. UHPC Acceptable

CA/17/02560 Two Acres, Hardres Court Road, Bossingham, Upper Hardres CT4 6EA

Proposed five two-storey detached dwellings with associated garages following demolition of detached dwelling and outbuilding (*previous application CA/14/02317/FUL for erection of three new dwellings and outbuilding, the subdivision of an existing dwelling into two dwellings and associated landscaping was Granted by CCC in Feb 2015*)  
CCC GRANTED. UHPC Acceptable (2 abstentions)

CA/17/02452 Lynsore Court Cottage, Pett Bottom Road, Upper Hardres CT4 6EE

Retrospective application for proposed holiday accommodation.

CCC REFUSED. UHPC Acceptable

## 8. Proposed work to trees in a Conservation Area - none notified

9.1.18\_7

## 9. Highways

9.1.18\_8

9.1 KCC ref 325795 - Signpost at junction of Hardres Ct Rd/Lime Kiln Lane repaired.

9.2 CCC ref 30596, SDC ref - Pavement between BVH and School cleared.

9.3 KCC ref 326020 - Mud on Manns Hill from construction vehicles - KCC Highways Steward contacted the clerk to say there was no evidence of works at Dene Farm, and the problem is likely to have been caused by numerous vehicles involved in construction/improvement works on Manns Hill.

9.4 Potholes - Multiple potholes and crumbling verge reported on Pett Bottom Road near Downland  
Cycles boundary and junction with island signpost.

Parishioners may report potholes directly to KCC: <http://www.kent.gov.uk/roads-and-travel/report-a-problem>

## 10. Reports

10.1 Footpath Warden, Rob Veltman:

9.1.18\_9

Broken stile on CB 379 footpath at the junction of Lime Kiln Lane made safe.

10.2 Tree Warden, John Pitcher:

Condition of oak tree at junction of The Street and Manns Hill to be monitored.

10.3 PCSO - see appendix

## 11. Finances

### 11.1 Accounts at 13 March 2018

9.1.18\_10

Current account: £ 2,993.25  
Deposit account: £16,510.80 (of which, Playing Field Depreciation Fund: £2,521. Playing Field petty cash held: £18.82)

### 11.2 Income received since last meeting:

KALC	Transparency Fund for Scanner/Printer	£	72.00
Barclays	T'sfer of funds from Dep a/c to Curr a/c	£	500.00
Barclays	Interest 1 - 28 Feb	£	2.57
BVH	Contr. to grounds maintenance 2/2	£	612.00

### 11.3 Expenditure since last meeting:

Wraights	Grounds Maintenance Jan	£	244.80	vat £40.80
SLCC	Annual subscription	£	72.00	vat £12.00
EBuyer	Scanner/Printer	£	86.98	vat £14.49

### 11.4 Expenditure due before next meeting:

C Hamilton	Clerk's Salary (4/4)	£	665.25	
C Hamilton	Annual expenses	£	290.00	max. as budgeted
BVH	Salt for salt bin	£	20.00	
Wraights	Grounds Maintenance Feb	£	244.80	vat £40.80
Wraights	Grounds Maintenance March	£	244.80	vat £40.80
Wraights	Grounds Maintenance April - 2018/19	£	244.80	vat £40.80

Expenditure Proposed by: Paul Gordon. Seconded by: Nick Waldron.

### 11.5 Grounds maintenance: Wraight's have been asked to suggest cost-cutting measures.

## 12. Bossingham Playing Field

9.1.18\_11

Inspections are carried out weekly. Paul Gordon to remove old goal posts.  
Dogs were reported on playing field in February. Clerk to order more prominent NO DOGS sign for pedestrian gate, and review contact phone number sign which is now out of date.

## 13. Signage

9.1.18\_13

### 13.1 Repairs to Bossingham village sign: Nick Waldron arranging delivery to blacksmith.

### 13.2 Village Gateway signs: In November 2018, KCC quoted £2,582.24 for two gateway signs. Michael Northey has indicated he may be able to allocate £2,000 from his 2018/19 KCC Member's Grant, and two parishioners have now offered £300 each. One other party was approached but not replied. Clerk is seeking to secure a further £200-300 as a safety net in case of price increase.

## 14. Bossingham Village Hall

9.1.18\_14

### 14.1 Cracked wall: BVH insurers have reported that the cause of the cracked wall is tree roots from the Beech tree near the ladies' toilets and the Oak tree at the front of the village hall and stated that removal of the Beech tree and reduction of the Oak tree is required in order for them to proceed. A request from BVHMC for help with the cost of the removal of both trees was discussed.

The PC is minded to contribute iro £600-£800 per tree, subject to three quotations from professional tree surgeons.

### 14.2 It was resolved to approve the purchase of salt for the salt bin at BVH, up to £20.

### 14.3 To note Clerk's report to BVHMC meeting on 6.3.18 - See Appendix.

## 15. The Rural Kent Coffee & Information Project

Action with Communities in Rural Kent approached the PC with the opportunity to host their Rural Kent Coffee & Information Project with the aim to help tackle loneliness and isolation in rural communities and to help improve access to information about services and facilities. This is a funded service and visits are free to communities and residents. Dates, which will be advertised locally and in Hardres & Stelling News, are confirmed as:  
Tuesdays 2.00 - 4.00 pm, 1 May, 29 May, 26 June, 24 July, at Bossingham Village Hall car park.

## 16. Correspondence

9.1.18\_15

General correspondence as circulated to councillors in weekly Clerk's Update emails, including:

- 16.1 Emails from A Thompson, English Rural Housing Association.
- 16.2 CCC Community Governance Review - Second stage of consultation on started 22.1.18, ends 18 March 2018. CCC is holding another round of parish council witness sessions on 16 March.
- 16.4 Guide to Taking Part in Battle's Over - A Nation's Tribute 11<sup>th</sup> November 2018.
- 16.5 Local Government ethical standards - Stakeholder Consultation - deadline 5pm on 18 May - Committee on Standards in Public Life's review of local government ethical standards, which includes Parish and Town Councils.
- 16.6 Government's Guidance on Local Government investments - compulsory to those parish councils having investments (as defined in the guidance) of £100,000 and is recommended for all parish councils having investments of between £10,000 and £100,000.

## 17. Training

- 17.1 **It was resolved** to allocate a maximum of £114 (ex. vat) from the contingency fund for the clerk to attend two CiLCA training course days in April/May. Proposed: Paul Gordon. Seconded: Janice Rosen.

## 18. General Data Protection regulations (GDPR)

9.1.18\_16.1

New GDPR regulations come into force on 25 May 2018; a Data Protection Officer will need to be appointed. KALC has provided 'New Data Protection Laws - a Toolkit for Local Councils', a 64-page document including model forms for parish councils and an Action Plan which is being worked through.

Information received from SLCC on the day of this meeting confirmed further information will be released on 26 March and SLCC hope, by then, to have received from the Information Commissioner's Office, greater clarity and more detailed guidance in respect of clerks to small councils, who process minimal data, and may be able to act as DPO without any conflict of interest arising.

Future requests to join the UHPC email list must be made via the new Consent Form which will be made available at meetings and on the website.

## 19. For information

9.1.18\_16

- 19.1 **Annual Meeting of the Council, 8 May 2018, 6.45pm in the village hall kitchen:** Chairman, Steve Rayner, will be retiring at the Annual Meeting of the Council after serving as councillor since June 2011 and chairman since May 2013. Steve's retirement will lead to a Casual Vacancy for a councillor which will be advertised via Canterbury City Council. New chairman will be confirmed at Annual Meeting of the Council on 8 May.
- 19.3 **Village Tidy Day:** Saturday 14 April, 10am-12 noon, meet at Bossingham Village Hall.
- 19.4 **Phone Box:** The phone box on The Street is redundant. It was suggested alternative uses are considered.
- 19.5 **30mph awareness bin stickers:** These have been used to good effect in Elham. Quotes will be sourced for Bossingham bins.

Being no further business, the meeting closed at 9.45pm.

### Next meetings

**8 May 2018** 6.45pm Annual Meeting of the Parish Council, BVH (kitchen)

**8 May 2018** 7.30pm Ordinary Parish Council Meeting, BVH

*Further meeting dates: 22 May (APM), 10 July, 11 Sept, 13 Nov.*

Signed .....

*Chairman, 8 May 2018*

## Appendix

### 10.4 Report from PCSO

Dear Parish Councillors, NHW,

Enclosed is a report for Chartham, Petham, Waltham, Bossingham and Upper/Lower Hardres areas from 01/02/2018 to 28/02/2018

#### **CRIME REPORT INCIDENTS**

- Criminal damage-Chartham
- Burglary- Chartham
- Theft from vehicle-Chartham
- Theft-Chartham
- Criminal Damage-Petham
- Burglary-Lower Hardres

#### **POLICE RELATED INCIDENTS**

- Stray Animal-Stone Street
- Suspect Event- Chartham
- Traffic accident-Chartham

Canterbury Police is appealing to all residents to ensure that they keep their homes safe.

- Keep front, patio and back doors closed and locked when you are elsewhere in the house or in the garden.
- Ensure that all windows and external doors are not only closed but locked at night or when you are out of the house. Even a small window could provide a burglar with an opportunity to reach through and open a larger window to gain access.

Regards, Gavin & Amy

### 14.3. Clerk's report to BVHMC

**Salt Bins** The PC do not look after salt bins, they are a KCC matter as they are generally on the highway. As the salt bin the PC purchased for the VH isn't on the highway, KCC won't fill it. I'll ask at the PC meeting on 13 March if councillors will approve the purchase of some bags of salt - Wickes 'Grit Rock Salt Major 25kg bag, £3.99 per bag. Five bags? <https://www.wickes.co.uk/Wickes-Grit-Rock-Salt-Major-Bag---25kg/p/220016> To save on delivery costs, it may mean a committee member going to the store to buy them and the PC reimbursing you.

**Grounds Maintenance** I've requested that Wraith's do 10 monthly grounds maintenance visits in the 2018/19 financial year rather than 12, and I've asked for further ways we can reduce costs.

**Cracked wall** I hope you are nearer to a solution.

**VAT** The PC could place the order with Mickleprint for the VH leaflet. If you wanted another quote, the following are economical and good quality, and produce artwork:

Sandgate Printers Unit 4 North Close, Shorncliffe Industrial Estate, Folkestone CT20 3UH  
<http://www.sandgateprinters.com/index.html>

Copy Link (didn't charge VAT for the PC annual newsletter) 19a Grace Hill, Folkestone CT20 1HA  
<https://copy-link.co.uk/>

**Concurrent Functions Funding** The PC has already been awarded CFF funding up to 2021 (less than applied for) and no further applications can be made until 2021.