

Upper Hardres Parish Council

Chairman Paul Gordon

Clerk/RFO Clare Hamilton | uhpc.clerk@gmail.com | 01303 257321 | www.upperhardrespc.kentparishes.gov.uk

Minutes of meeting held on Tuesday 10 September 2019, 7.30pm at Bossingham Village Hall

1. **Attendance and apologies for absence** 9.7.19_1
Attending: Chairman Paul Gordon, Councillors Angela Waldron, Janice Rosen, Nick Waldron, Rob Quincey, Clerk/RFO Clare Hamilton and one parishioner. Apologies: John Pitcher, CCC Councillor Robert Thomas.
2. **Acceptance of Minutes of previous meeting** 9.7.19_2
It was unanimously resolved to accept the minutes of the meeting held on 9.7.19 as a true record.
3. **Members' declarations of interest on Agenda items** None 9.7.19_3
4. **Public participation on Agenda items** 9.7.19_4
 - 30mph signs near school need clearing of vegetation and cleaning; Councillors will attend.
 - Regular speeding vehicle reported; registration number can be reported to PCSO.
 - Vehicles dropping off and collecting children from school are sometimes seen to disregard the 30mph speed limit and park on zig-zag lines; Clerk to write to Headteacher requesting parents are reminded to adhere to the law and speed limit for the safety of all road users.
 - Overgrown hedge at entrance to school car park is reducing visibility onto road; Councillors will attend.
5. **Matters Arising** from meeting held on 9.7.19 None 9.7.19_5
6. **Development Management & Planning Applications** 9.7.19_6

Planning applications may be viewed online at:
<https://publicaccess.canterbury.gov.uk/online-applications/search.do?action=simple>

 - 6.1 CA/19/01725/LB Pear Tree Cottage, Stone Street, Upper Hardres CT4 5PW
Application for listed building consent for erection of timber fence following demolition of boundary wall and cladding to the outbuilding.
Response to CCC by 27.9.19
 - 6.2 CA/19/01450 Clearvu, Manns Hill, Bossingham, Upper Hardres CT4 6ED
Proposed dormers to front and rear together with single-storey rear extension and porch to front.
UHPC Generally Acceptable: Councillors suggest that to be in keeping with the street scene, velux/skylight windows are used to the front of the property (as in other extended neighbouring properties) rather than dormer windows.
 - 6.3 CA/19/01445 Hunts Farm, Hogg Lane, Upper Hardres CT4 5PJ
Proposed use of land for horse riding arena.
UHPC Acceptable
 - 6.4 CA/19/00490 Land rear of 2 Westfield Cottages, Hardres Court Road, Upper Hardres CT4 6EA
Proposed 2-storey detached dwelling with asso. car parking following demolition of garage and timber sheds.
UHPC Should be Refused. Awaiting CCC decision
 - 6.5 CA/18/02586 The Old Stable Block, Hardres Court, Hardres Court Road, Upper Hardres CT4 6EN
Proposed change of use of stable block to residential dwelling including single-storey extension to both sides and south elevation, with associated site works.
UHPC Acceptable. CCC REFUSED
 - 6.6 APPEAL REF W/18/3216587 Lynsore Court Cottage, Pett Bottom Road, Upper Hardres CT4 6EE
GRANTED

7. Highways

9.7.19_7

- Potholes: Parishioners may report potholes directly to KCC - <http://www.kent.gov.uk/roads-and-travel/report-a-problem>
- 7.1 Hardres Court Road/Burstled Lane flooding: Highways Steward reported that works were due for completion on 4 September. Site was attended on 2 August and the soakaway/catch pit was completely full. A full load was removed and work had to be rebooked for 4 September due to sheer volume required to be taken away. The area was reported to be clear from surface water at the time of this meeting. The situation will be closely monitored and any further flooding reported to the Highways Steward immediately.
- 7.2 Manns Hill surface repair works: Some pot hole repairs have been carried out with further works scheduled for this month; no further details received. BT work to trees currently taking place.
- 7.3 Overgrown hedge on Manns Hill: Trimmed within time limit imposed by KCC Highways. Include on January agenda a request to be sent to owner to trim hedge before nesting season. A councillor offered to speak to local contractors with a view to carrying out general hedge maintenance for parishioners.

8. Reports

9.7.19_8

- 8.1 Footpath Warden's report:
Ref PROW189658: Overgrown path CB375 (Pett Bottom Road to the Manor House) reported in April.
Ref PROW667992: Fallen tree blocking passage on CB375 in upper Burstled Wood, reported 6.7.19.
Ref 447409, U11610 Unclassified County Road (leading from Little Bossingham Farm to Hogg Lane/Bow Hill/Cat's Wood Road): Towards the Bossingham end, both the road surface and the overgrown hedges make this path impassable over approx. 1km from TR150492 to TR147498. Towards the Hogg Lane end the canopy formed by the hedgerows is excessive. Drainage is not functioning properly and the path at the Bossingham end is subject to flooding.
- 8.2 Tree Warden's report: Tree register has been compiled and locations marked on a plan; clerk to source advice from tree inspectors.
- 8.3 Bossingham Village Hall: VH boiler is beyond repair. BVHMC chairman sourced three quotes and has paid 50% deposit to a contractor for new boiler with work to commence on 1 October. BVHMC's request for funds for boiler replacement was not discussed.
- Maintenance: Roofing works as previously quoted are required, plus BVHMC's request for the PC to pay £2,240 for maintenance works made at March meeting is ongoing.
 - WiFi: Clerk is investigating cost of WiFi installation at BVH. Stelling Minnis VH does not have WiFi but has a good enough signal for use as a WiFi hotspot.
 - Advertising: Clerk has prepared new BVH advert for Hardres & Stelling News.
 - Bookings Secretary: BVH bookings secretary, Janice Rosen, reported bookings from Fur & Feather, Line Dancing, Little Kickers, birthday parties, Gardeners' Society and Village People, and reported the VH cleaner may require a change to working hours.
- A discussion took place regarding reports that people could not get hold of the bookings secretary due to call screening on her personal phone. It was pointed out by the bookings clerk that this service was provided by BT Guardian.
- The Chairman queried a recent booking enquiry which was lost to Stelling Minnis VH, and enquired if the bookings secretary would like to hand over the role. The bookings secretary stated she was prepared to remain in post until Christmas; the Chairman suggested the role could be handed over tonight. Janice Rosen tendered her resignation as BVH bookings secretary and left the meeting at 8pm. The Chairman then apologised for his approach to the matter as he had not intended to cause any offence.
- BVH Management Committee Chairman, Mark Rosen, then attended the meeting briefly, tendered his resignation as Chairman, and handed over booking diaries and keys.
- Councillors expressed concern that they had no knowledge prior to this meeting of the lost booking matter and were saddened by this turn of events.
- Good work has been carried out by BVH Management Committee in challenging circumstances and the Parish Council is grateful for this work.
- New committee members: Since the Parish Council's August article in Hardres & Stelling News highlighting the need for support for BVH, some parishioners have contacted the PC Chairman expressing interest in joining BVHMC. The BVH Constitution will be consulted and a meeting will be arranged to welcome new members. BVHMC will be required to meet with the Parish Council regularly to communicate future planning and funding matters.
- 8.4 Bossingham Playing Field: Councillors would like to record their thanks David Webb who conducts regular playing field inspections, checks the presence of the defibrillator and state of refuse bins, picks litter on a regular basis and reports by email to the clerk.

- The 2019 Annual Safety Inspection was carried out by the Play Inspection Company on 20 August and the report highlights some minor action points to be attended to.

8.5 CCC Cllr Robert Thomas report: see Appendix.

9. Finances

9.7.19_9

9.1 Balance of accounts and Bank Reconciliation 10 September 2019:

Current account balance £4,184.43. Deposit account balance £14,557.04. Total funds £18,741.47.

9.2 Receipts and payments since last meeting: see Appendix for cashbook extract and Bank Reconciliation.

9.3 **To consider** approval of expenditure due before next meeting:

Play Inspection Co.	Annual Inspection	2019	£ 180.00	vat £30.00
C Hamilton	Clerk's Salary	September	£ 286.00	
	Travel expenses	September	£ 14.40	
	Clerk's Salary	October	£ 286.00	
Wraights	Grounds Maintenance	September	£ 244.80	vat £40.80
	Grounds Maintenance	October	£ 244.80	vat £40.80

It was resolved to approve expenditure. Proposed by Cllr Nick Waldron, seconded by Cllr Rob Quincey, approved by Chairman.

9.4 Items for budget setting for approval at November meeting: Funds will need to be allocated for website costs from September 2020 (see item 18)

10. Village Tidy Day

9.7.19_10

10.1 A joint tidy day with SMPC has been suggested. Chairman to set a date and follow up with SMPC chairman.

11. Signage

9.7.19_11

11.1 Bossingham village sign: The Parish Council thanks Cllr Rob Quincey and Richard Marley for installing the repaired sign in the flowerbed at front of BVH on 8.9.19. A voucher at Stelling Minnis Stores to the value of £20 is to be arranged for Mr Marley as thanks for his support.

12. Bossingham Oak tree

9.7.19_12

12.1 Marker posts and letter carving: Cllr Nick Waldron will cut four posts from the tree trunk and with Cllr Rob Quincey will investigate letter carving cost (£250 budget approved at previous meeting). It was suggested that posts could be positioned around the parish as a walking trail.

13. Correspondence received

9.7.19_13

Stoptober Campaign: resources available if required

Parishioner query: re. potential dog training facility, Pett Valley Road

Report from PCSO Emma Coyle | 60547 | CSU | East division, Canterbury

KALC: IT Update on Parish Websites and GDPR issues, September 2019

KCC: National Highways & Transport Network - Public Satisfaction Surveys.

14. Christmas Lights

9.7.19_14

14.1 Chairman and Cllr Rob Quincey to contact parishioner re. cable and lamp requirements. It was suggested the light cable could be installed in oak tree outside BVH.

15. Defibrillator

15.1 Clerk to replace box number on cabinet. Cllr Rob Quincey to arrange signs.

16. Noticeboard repairs

9.7.19_17

16.1 Glass is on order and once received, work will be completed and noticeboard reinstated.

17. Village Hall Questionnaire

17.1 **It was resolved** to postpone Questionnaire until BVHMC members have had chance to review it.

18. Website

18.1 Information received from KALC re. Compliance with Public Sector Bodies (websites and mobile applications) (no.2) Accessibility Regulations 2018: 'The current KCC EIS websites are not Web Accessibility Compliant and need a radical overhaul. The company that is managing the current website are developing a new

template that will be compliant. However, there will be a cost to Parish Councils if they decide to use the new website from September 2020. We will be meeting the company shortly and will then provide more details on the cost of the new website and the template.'

It was resolved to await further information from KALC as this matter will affect budget setting.

19. For information

9.7.19_17

- 19.1 UH & SM Neighbourhood Watch Coordinator position: a Stelling Minnis resident has expressed an interest
- 19.2 Village Safari: Cllr Rob Quincey expressed interest in arranging this
- 19.3 The Hop Pocket expressed interest in holding a fundraising event for BVH
- 19.4 GDPR and personal email addresses used for council business to be included on next Agenda
- 19.5 2020 meeting dates as follows: Tuesdays, 14 January; 10 March; 12 May (Annual Meeting of the Council and Ordinary PC meeting); 19 May (APM); 14 July; 15 September; 10 November
- 19.6 Next PC meeting: 12 November 2019.

Meeting closed at 9.35pm

Appendix

- 8.5 CCC Cllr Robert Thomas report: At the city council we'll shortly be commencing our budget, currently with a £4.8m savings target by the end of this council, establishing a new corporate plan, to set our political priorities for the council, and a revised local plan setting out growth to 2040.
You may also be interested to see a KCC planning application recently submitted:
CA/19/1633 (KCC/CA/0166/2019) Former Chaucer Technology School, Spring Lane, Canterbury CT1 1SU:
Proposed erection of a 5FE Secondary School comprising a 3 storey building and a separate sports hall together with hard and soft landscaping, a new Multi-Use Games Area (MUGA), creation of two new vehicular accesses on Spring Lane together with parking and ancillary works. CCC Parish Updates supplied.

9.1 Bank Reconciliation 10 July 2019 – 10 September 2019:

Current Account:	£	£
Balance as current account bank statement at 10.9.19:	4,184.43	
<i>The net balance reconciles to the Cashbook (receipts & payments account) as follows:</i>		
Balance brought forward at 9 July 2019	5,570.57	
ADD: receipts 10.7.19 – 10.9.19	0	
LESS: payments 10.7.19 – 10.9.19	1,386.14	
Closing balance as statement at 10 September 2019		4,184.43
Deposit Account:		
Balance brought forward at 10 July 2019	14,549.78	
ADD: receipts 10.7.19 – 10.9.19 (interest)	7.26	
LESS: payments 10.7.19 – 10.9.19	0	
Closing balance as statement at 10 September 2019		14,557.04
Total funds at 10.9.19		£18,741.47

9.2 Cashbook extract Receipts and Payments since last meeting:

JULY							
18	Wraights	Grounds Maintenance	May June	CFF	484.80	INV 1272 MAY JUNE	5,085.77
29	C Hamilton	Salary 4/12	July	SALARY	286.00		4,799.77
29	C Hamilton	Travel exp.	July meeting	EXP.	14.40		4,785.37
AUG							
12	Wraights	Grounds Maintenance	July	CFF	244.8	INV1298 JULY	4,540.57
12	CCC	Parish Council Elections 2019		CONT.	70.14	2716773	4,470.43
SEPT							
2	C Hamilton	Salary 5/12	August	SALARY	286.00		4,184.43