

# Upper Hardres Parish Council

Chairman Paul Gordon

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

## Minutes of meeting held on Tuesday 9 July 2019, 7.30pm at Bossingham Village Hall

### 1. Attendance and apologies for absence

14.5.19\_1

Attending: Chairman Paul Gordon, Councillors Angela Waldron, Janice Rosen, Clerk/RFO Clare Hamilton and 2 parishioners.

Apologies: Councillors Nick Waldron (work commitment), Rob Quincey (work commitment).

### 2. Acceptance of Minutes of previous meeting

14.5.19\_2

It was unanimously resolved to accept the minutes of the meeting held on 14.5.19 as a true record.

### 3. Members' declarations of interest on Agenda items None

14.5.19\_3

### 4. Public participation on Agenda items

14.5.19\_4

30-minute public participation session, not required.

### 5. Matters Arising from meeting held on 14.5.19

14.5.19\_5

### 6. Development Management & Planning Applications

14.5.19\_6

Planning applications may be viewed online at:

<https://publicaccess.canterbury.gov.uk/online-applications/search.do?action=simple>

- 6.1 CA/19/00831 Woodlands, Manns Hill, Bossingham, Upper Hardres CT4 6ED  
Proposed first-floor extension, two-storey rear extension, with alterations to the front elevation and materials.  
CCC REFUSED
- 6.2 CA/19/00705/VAR Farncombe, Manns Hill, Bossingham, Upper Hardres CT4 6ED  
Variation of condition 02 (approved drawings) of planning permission CA//19/00010/VAR for the Proposed two-storey det. dwelling following demolition of existing bungalow; to allow alt. to roof on north elevation.  
CCC GRANTED
- 6.3 CA/19/00687 2 Homeside Farm, Bossingham, Upper Hardres CT4 6AR  
Proposed single-storey rear extension with pitched gable roof and 2 no. roof lights.  
CCC GRANTED
- 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/19/00630 Little Bossingham Farm, Lime Kiln Lane, Upper Hardres CT4 6FY  
Proposed 2 no. single-storey side extensions.  
CCC GRANTED
- 6.6 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. Awaiting confirmation of submission to Planning Committee.
- 6.7 APPEAL REF W/18/3216587 Lynsore Court Cottage, Pett Bottom Road, Upper Hardres CT4 6EE  
Not yet decided
- 6.8 APPEAL REF W/19/32222530 Court Lodge, Manns Hill, Bossingham CT4 6EB  
GRANTED

## 7. Highways

14.5.19\_8

- Potholes: Parishioners may report potholes directly to KCC - <http://www.kent.gov.uk/roads-and-travel/report-a-problem>
- 7.1 KCC Interim Forward Planned Works Programme 2019/20: no roads in the parish listed so far, full programme to be published later in the year.
- 7.2 Hardres Court Road/Burstled Lane flooding: Parish Highways Steward investigated and reported that the area that floods on Hardres Court Road is 'work in progress'. A job was raised with Highways' contractors to repair the side inlet gully and 'side out' the vegetation along the edge of the verge to improve drainage. A job was also raised by the Drainage Engineer to cleanse the soak-away as a large amount of silt build-up was identified. It was hoped to have this work completed by approx. the date of this meeting.
- 7.3 Manns Hill: It was reported at the last meeting that 26 pot holes had been filled on the Bossingham end of Manns Hill. The Parish Highways Steward will look into the feasibility of applying the same surface treatment as recently completed on Lime Kiln Lane.
- 7.4 Overgrown hedge on Manns Hill: This is causing high-sided vehicles to use other side of road and causing damage to verge and man-hole cover. On 1.7.19, Highways Steward reported a vegetation notice had been issued and, due to a large amount of protected nesting birds in the hedge, requested hedge has a hard cut back in September and the land owner removes any singular brambles encroaching on the highway as soon as possible. Highways Steward states: 'I am hoping the very hard cut back in September will be something that can be completed yearly, so as to not have these visibility issues on a yearly basis'. Parishioner reported to the meeting that Highways Steward has since issued a notice to cut back in 28 days.
- 7.5 Roadworks on Stone Street: Overnight Closure B2068 Stone Street, Stelling Minnis, 29-31 July 2019, for road repairs between the junction with Misling Lane and The George Inn.

## 8. Reports

14.5.19\_9

- 8.1 Footpath Warden's report, Rob Veltman:  
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.
- 8.2 Tree Warden's report, John Pitcher: Tree register being compiled and locations to be marked on map, then clerk to source quotes from tree inspectors.
- 8.3 Bossingham Village Hall: At last PC meeting, Councillors discussed improvements to booking conditions to ensure minimal disruption to regular hall users; PC chairman has liaised with regular user(s). BVHMC chairman is waiting for insurers to finish drainage inspection for subsidence before paying insurance excess (cost approved at PC meeting 8.5.18\_15.2). Drain manhole cover is now broken, this has been reported to BVH's insurance company.  
At the PC meeting held on 5.3.19, BVHMC requested funds for maintenance works. Works are now being prioritised and a new quote for roof works has been requested. The boiler has now failed and needs replacing. Long-term repair and maintenance costs of the Village Hall are not being covered by income, and the long-term future of the hall was discussed. PC article in the August parish magazine will highlight this and ask for parishioners' views on the future of the hall; to be followed up with a Questionnaire to all parishioners. Clerk to investigate cost of WiFi installation at BVH and to produce new BVH advert for parish magazine. Clerk's report to BVHMC AGM, see Appendix.
- 8.4 Bossingham Playing Field: Regular inspections continuing. A new, larger bin has appeared, although still not being emptied regularly; reported to Serco as overflowing/unemptied 3.7.19, ref 544981, and request made to Ward councillor for direct contact details at Serco in order to ensure regular collections.  
Annual safety inspection booked for August.  
Padlock to be fitted to double gate and spare key to be stored by Chairman.

## 9. Finances

14.5.19\_10

- 9.1 Balance of accounts and Bank Reconciliation at 9 July 2019:  
Current account balance £5,570.57. Deposit account balance £14,549.78. Total funds £20,120.35.
- 9.2 Receipts and payments since last meeting: see Appendix for cashbook extract and Bank Reconciliation.
- 9.3 Expenditure due before next meeting:
- |            |                                  |        |          |            |
|------------|----------------------------------|--------|----------|------------|
| C Hamilton | Clerk's Salary                   | July   | £ 286.00 |            |
|            | Travel expenses                  | July   | £ 14.40  |            |
|            | Clerk's Salary                   | August | £ 286.00 |            |
| Wraights   | Grounds Maintenance              | July   | £ 244.80 | vat £40.80 |
|            | Grounds Maintenance              | August | £ 244.80 | vat £40.80 |
| BVH        | Donation for boiler call-out fee |        | £ 65.00  |            |

**It was resolved** to approve expenditure. Proposed by Cllr Janice Rosen, seconded by Cllr Angela Waldron, approved by Chairman.

## 10. Village Verges Day

14.5.19\_11

- 10.1 **It was resolved** to liaise with SMPC to discuss the possibility of a joint Villages Tidy Day.

- 11. Signage** 14.5.19\_14  
 11.1 Bossingham village sign: Marker posts have been positioned in flower bed and sign will be fitted.
- 12. Bossingham Oak tree** 14.5.19\_15  
 12.1 Stump removed by Highways on 19.6.19. KCC to plant replacement tree in next planting season, following removal of any remaining soil infected by honey fungus.  
 A Councillor made investigations into a Mile Post/Marker Post which will be produced from the tree trunk and carved with: Belgium (side 1), Bossingham (side 2), In Remembrance (side 3), 1919-2019 (side 4). Letter carving cost tbc. £250 budget approved; if greater cost, to be discussed further.  
 A Folkestone artist has offered to produce a small carved piece which could be installed on Playing Field. Any remaining wood will be offered to parishioners for their collection from a central village location tba.
- 13. Correspondence received** 14.5.19\_17  
 As circulated in weekly Clerk's Update emails, plus:  
 - Thanks from PCC for annual donation  
 - CCC Review of Polling Districts and Polling Places  
 - CCC Parish capital grants fund for 2020/21 - deadline for applications 30 September 2019  
 - Environment Agency - Flood and Coastal Risk Management (FCRM) Maintenance Programme 2019/20  
 - Thank-you letter from John Pitcher for KALC Community Award certificate presented at APM.
- 14. Christmas Lights** 14.5.19\_18  
 14.1 **It was resolved** that Chairman will enquire as to availability of lights. It was suggested a land-owner could be approached to make an annual donation of a Christmas Tree to hold the lights outside the VH.
- 15. Crime Prevention Packs**  
 15.1 Following interest at the APM, twenty CCC Crime Prevention Packs were ordered from CCC. Most have now been distributed to parishioners.
- 16. Defibrillator**  
 16.1 **It was resolved** that the Chairman will assume role of defibrillator monitor and carry out regular checks and maintenance if needed.
- 17. For information** 14.5.19\_18  
 17.1 Welcome Pack: now on website and available in paper form if requested. Clerk supplied 'Welcome' postcards for new residents to alert them to the Pack. Defibrillator information will be added to Welcome Pack.  
 17.2 Noticeboard at Hop Pocket: Chairman will arrange repairs to noticeboard.  
 17.3 Thank-you card to Rosemary Doyle signed, councillor to deliver.  
 17.4 Next PC meetings: 10 September, 12 November.

Meeting closed at 8.30pm.

## Appendix

### 9.1 Bank Reconciliation 15 May 2019 – 9 July 2019:

#### Current Account:

Balance as current account bank statement at 9 July 2019:	£	£
Santander Current Account balance at 9.7.19	5,570.57	

#### *The net balance reconciles to the Cashbook (receipts & payments account) as follows:*

Balance brought forward at 14 May 2019	7,668.06	
ADD: receipts 15.5.19 – 9.7.19	450.00	
LESS: payments 15.5.19 – 9.7.19	2,547.49	
<u>Closing balance as statement at 9 July 2019</u>		<u>5,570.57</u>

#### Deposit Account:

Balance brought forward at 15 May 2019	14,992.31	
ADD: receipts 15.5.19 – 9.7.19	7.47	
LESS: payments 15.5.19 – 9.7.19	450.00	
<u>Closing balance as statement at 9 July 2019</u>		<u>14,549.78</u>

<u>Total funds at 9.7.19</u>	<u>£20,120.35</u>
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## 9.2 Cashbook extract Receipts and Payments since last meeting:

MAY									
2	CCC	CFF	2019/20		CFF	1,756.42		CFF 2019/20	7,668.06
15	C Hamilton	Refreshments for APM			APM	27.98		APM	7,640.08
20	Wraights	Grounds Maintenance	April		CFF	244.80		INV1249 APRIL	7,395.28
20	Fr. of SM School	Parish Grant Award	2019		£.137	250.00		UHPC GRANT 2019	7,145.28
20	Boss PreSchool	Parish Grant Award	2019		£.137	200.00		UHPC GRANT 2019	6,945.28
20	BVH	CFF	Serco/Mowing		CFF	450.00		SERCO/MOWING	6,495.28
20	C Hamilton	Salary 2/12	May		SALARY	286.00		SALARY MAY 2/12	6,209.28
20	C Hamilton	Travel exp.	2 x May meetings		EXP.	28.80		TRAVEL MAY	6,180.48
20	KALC	Annual subs			SUBS	200.76		INV 1266 UHPC	5,979.72
31	Zurich Municipal	Insurance Premium	2019/20		CFF	423.15		CL. REF. 3706874	5,556.57
31	Barclays	Transfer for Parish Grant Awards				450.00		PARISH GRS. 2019	6,006.57
JUNE									
26	PCC	PCC Annual donation			£.137	150.00		UHPC DONATION 19	
26	C Hamilton	Salary 3/12	June		SALARY	286.00		SALARY 3/12	5,570.57

## 8.3 Clerk's report to BVHMC AGM:

**Support** The Parish Council is fully supportive of the BVH Management Committee and at the PC meeting on 14 May, the hall's financial and bookings situation were discussed. Councillors commented on the good appearance of the hall without the stage and were pleased to hear of some new bookings. Paul Gordon is drafting an email to yourselves and regular user with the intention of ensuring a more formal approach is adopted to use of the hall and stage in order to cause minimal disruption to other hall users. With the hall decorating due, Paul will be asking regular user to remove their property.

**Funding** At the Parish Council meeting on 8.5.18, councillors approved £1,050 (ex. vat) which paid for the removal of the beech tree at the side of the VH, and approved a further payment of £1,000 for the cost of the VH's insurance excess - do let me know when this is required.

Councillors discussed the request for payment of £2,240 quoted for VH repairs at the parish council meeting on 5.3.19. I subsequently applied to KCC Councillor Michael Northey for funds from his KCC Members Grant. Unfortunately, he has already committed funds to Upper Hardres Church in this financial year and cannot allocate any further funds to the parish. Mr Northey recommended contacting ACRK for funding advice (which I believe you have already looked into) and applying to the next round of Canterbury City Council's Rural Area Members Panel grant fund.

I'll put your original request for repair funds of £2,240 back on the PC Agenda for the July meeting, and keep looking out for other funding opportunities to help with this request. Following approval at the UHPC meeting on 14.5.19, I have paid £450 to BVH from the PC's Concurrent Functions Funding allocation towards SeRCO and mowing costs.

**Website** I have given the VH tab more prominence on the parish council website, and I hope this helps would-be hirers to contact Janice with enquiries. If any changes are needed to the VH page on the website do let me know. If someone can provide them, I can include new photos of the hall. Please let me know Ruth's contact details and I'll update the page.

**Hardres & Stelling News** Would you like me to do a new advert for Hardres & Stelling News? The current one has been running for quite some time and a re-fresh may help it be noticed.

*Clare Hamilton, Upper Hardres Parish Clerk/RFO, 28.5.19*