

Upper Hardres Parish Council

Chairman Robert Quincey

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

Minutes of meeting held on Tuesday 15 November 2022, 7pm, at Bossingham Village Hall

1. Attendance and apologies for absence

Attending: Chairman Robert Quincey, Councillors Angela Waldron, Nick Waldron, Simon Warner, Clerk/RFO Clare Hamilton, Footpath Warden Linda Warner, KCC Cllr Mike Sole.

Apologies: Cllr Mick Broughton, Gabby Fisher *BVHMC*, John Pitcher *Tree Warden*, CCC Cllr Robert Thomas.

2. It was resolved unanimously to accept the Minutes of the meeting held on 04.10.22.

3. Members' declarations of interest on Agenda items

Cllr Simon Warner - Appendix 6.3a. Cllrs Nick Waldron, Angela Waldron - Appendix item 6.3c.

4. Public participation on Agenda items Not required

5. Matters Arising from meeting held on 04.10.22 None

6. Development Management & Planning Applications

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

6.1 CA/22/01870 Land At The Street, Bossingham *Comments to CCC by 02 December 2022*

Variation of condition 2 (drawings) of planning permission CA/19/01902/FUL for the Proposed erection of 4 no. detached two-storey dwellings together with double garages and new vehicular access to The Street, Bossingham; to allow plot 1 garage location adjusted, plot 1 obscure glass retained to elevation 3, obscure glazing removed to elevation 4, plot 3 obscure glass retained to elevation 3 and obscure glazing removed to elevation 4.

6.2 CA/22/01748 Knotty Oak, The Street, Bossingham CT4 6DX *UHPC Neutral. Awaiting CCC decision*

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.

Other planning matters:

6.3 Applications affected by poor water quality levels at Stodmarsh nature reserve are listed in the Appendix.

6.4 ENF/22/00024 Land at Lime Kiln Lane: A councillor met with KCC Cllr Mike Sole and visited the location. Mike was very helpful and has said he will raise the matter with the member with responsibility for enforcement and that CCC will write to the landowner in order to arrange to gain access to inspect. It will be beneficial to regularly contact planning for an update. Councillors thanked Mike for his assistance.

6.5 CA/19/01902 Land at The Street, Bossingham: Following a parishioner query re. building height, CCC Planning Dept confirmed that the decision on this application was made by the Planning Committee and the building height complies with the relevant design and landscape policies in the Local Plan. Decision documents with full details can be found on the CCC website.

The hedge on the village hall car park boundary will be allowed to grow slightly higher to obscure the development.

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

7.1 Temporary Road Closure: Manns Hill, Bossingham: 31st October 2022 with estimated completion by 24th November 2022. For electrical connection works by UK Power Networks.

Cllrs reported they found the workforce to be helpful and accommodating, despite complaints from some residents. The road closure and diversion were necessary due to the road width, and councillors consider

sufficient notice was given by UKPN/KCC of the closure. Cllr Nick Waldron will email UKPN to thank them for their dealings with complaints from some residents.

It is hoped SE Water will fit in remedial works at the end of the UKPN works to prevent another road closure at a later date.

This UKPN work carried out on Manns Hill is to connect a high voltage supply from the substation by the scout hut to a new substation. As a result, if power is cut in future, it can be reinstated faster and the supply will be more robust. Originally a 50KVA transformer, a 515KVA transformer is being installed. This will provide a much better supply to meet future increased electricity demands for eg. EV charging points, electric heating.

It was resolved to continue to use current methods of communication with residents with regard to communications about road closures, ie. Email List, website, parish magazine, Facebook.

7.2 Report Ref. 657922 Church Lane to junction with Stone Street: carriageway dip/depression/defect. Chairman to follow up

7.3 Stone Street speed reduction: A request was received from Petham Parish Council for a contribution to their approx. £5,200 cost of implementing the new 40mph speed limit on Stone Street between Thompsons Garden Centre and Hogg Lane which borders Petham and UH Parish Councils. **It was resolved** to contribute £500.

7.4 Flooding on The Street: Parishioners are encouraged to report to Highways whenever there is a flood as a high number of reports are needed to ensure action will be taken. Further flooding on The Street was reported to the Chairman. When KCC investigated their cameras showed the drains were clear and they recommend reporting flooding regularly so they can programme gully-suck maintenance to be carried out to aid drainage. A water leak on Catts Wood Path has been sealed and there is a possibility this may be causing back-up flooding issues on The Street. Chairman to enquire.

Flooding during heavy rains on Hardres Court Road: (corner by the Manor House) will subside into the soak away which, at this time of year, is blocked by leaves and may take longer to drain.

7.5 Cllr Mike Sole recommends a parish Highways Improvement Plan (HIP) is compiled to prioritise works to roads in the parish. To include on January's Agenda.

7.6 A Stopping Up Order can be applied for to change ownership of rights of a road surface by KCC to a resident. If a resident applies for a Stopping Up Order, the parish council will be informed.

8. Reports

8.1 **City and County Councillors** see Appendix

8.2 Footpaths

Councillors thank Rob Veltman for his letter and kind donation.

a. New footpath warden: Councillors welcomed Linda Warner as the new parish footpath warden.

Linda has been in touch with Rob Veltman and has received information on the parish's paths.

b. Public Footpath CB378 opposite Village Hall: signage to be produced by the parish council. Cllr Nick Waldron and the clerk to arrange. Stile has collapsed and needs replacing.

c. Public Footpath TR157472: missing sign, Atchester Wood, footpath warden to investigate.

d. Maura Pell was recently appointed Ramblers Sector Co-ordinator, Canterbury South, as well as Local Footpath Officer for Canterbury South, an area which includes Upper Hardres.

e. U11610 Catt's Wood Lane Path: Parishioner request for this track to be made suitable for horse riding, footpath warden to investigate and reply.

f. Parishioner request for maximum vehicle weight signage to be installed at Stone St end of Lime Kiln Lane: There is a sign in situ but it is obscured by foliage. Chairman will report. To investigate if clearer signage would be more appropriate, eg. Unsuitable for HGV or Max width/Max weight limit sign and include in a Highways Improvement Plan (HIP).

8.3 Tree Warden

a. **It was resolved** to provide £100 in January 2023 and £100 in January 2024 towards planting at the VH flower bed and war memorial. John Pitcher had kindly offered to donate plants but councillors feel it only fair to contribute, especially as John is changing the planting scheme to include more perennials and small shrubs for lower maintenance.

b. Parishioner query received re. work to trees affected by ash die back: Chairman to check progress with landowner.

8.4 **Bossingham Village Hall** see Appendix

8.5 Neighbourhood Plan Steering Group

Cllr Mick Broughton has informed CCC that work has ceased on a Neighbourhood Plan. A Neighbourhood Plan must include sites for development and local resistance to this led to reduced support.

8.6 Bossingham Playing Field

It was resolved to consider quotations for repairs to, or replacement of safety surfacing as highlighted in

the annual safety inspection report, at the January meeting.

Crown raising and thinning of trees in the toddler climber/slide corner is being investigated. Permission from CCC for Works to Trees will be applied for.

9. Finances

9.1 To note balance of Accounts and Bank Reconciliation at 15 November 2022:

Current account £4,591.24. Deposit account £25,471.00 (includes CIL Neighbourhood Portion).

9.2 Receipts and Payments since last meeting: see Appendix for Cashbook extract and Bank Reconciliation.

9.3 **It was resolved** to award the NALC 2022-23 National Salary Award backdated to 1 April 2022 to the clerk.

9.4 Expenditure due before next meeting:

Hopkins	Defib battery replacement	£ 238.80	£39.80 vat
Petham PC	Speed reduction contribution	£ 500.00	CIL
C Hamilton	Backpay 1 April-31 Oct	£ 144.00	
	Salary November	£ 325.00	
	Travel exp Nov meeting	£ 14.40	
	Salary December	£ 325.00	
Wraights	Gr'nds M'nance Oct, Nov, Dec	£ 914.40	£182.88 vat
Wraights	Gr'nds M'nance at Scout Hut	£ 348.00	£58.00 vat
John Pitcher	Planting budget 2023	£ 100.00	CIL

It was resolved unanimously to approve expenditure, proposed by Cllr Nick Waldron, seconded by Cllr Angela Waldron, approved by the Chairman.

9.5 A draft Budget 2023/24 was circulated to councillors for consideration prior to the meeting. Increases include election 2023 fees, defibrillator annual service contract, clerk's salary increase and External Audit requirement. Other necessary increases are kept to a minimum.

It was resolved to accept the Budget and to apply to CCC for a Precept of £6,566.00 for 2023/24.

9.6 The Barclays Security Review has been delayed whilst consideration is given to moving to a Santander Deposit account in order to streamline online banking.

10. CIL (Community Infrastructure Levy) Neighbourhood Portion

£15,147.00 received on 25.10.22. This is the first of two payments, second payment due April 2023.

It was resolved to invite Bossingham Village Hall Management Committee to submit requests for village hall improvements to be funded from CIL funds.

11. Facebook review

A UHPC Facebook page has been published in order to extend other communication methods with parishioners, which are currently monthly Chairman's article in the parish magazine and emails to parishioners on the parish Email List. Posts will be shared with 'Stelling Minnis, Bossingham & Environs' FB page for maximum reach.

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 or in writing.

12. The Hop Pocket

Asset of Community Value application decision is due from CCC by 21 November.

Chairman will make contact with the owner to request an update on plans.

13. Commemoration

It was resolved for the Chairman to investigate costs of:

- stone plaque to commemorate the passing of Queen Elizabeth II and the Coronation of King Charles III
- Platinum Jubilee oak arch for VH garden.

14. Risk Assessment update

- Bus shelter: Quotes are being sourced for repairs and refurbishment
- Defibrillator: see item 15
- Playing Field: Regular inspections to be logged with the Clerk
- Fire Hydrants: KF&RS inspected ten UH hydrants on 25.10.22.

15. Defibrillator

Due to its urgent nature, councillors' approval was given by email to the clerk to appoint Hopkins Training & Support to service and maintain the defibrillator and their AED Aftercare Plan is now in place.

- Hopkins Training and Support: <https://trainingandsupport.co.uk/> AED Aftercare Plan £189.00+vat per annum (includes 4 site visits a year for checks, 3hr training session), parts extra.

Hopkins found the defib should have been recalled by the manufacturer due to a fault with the battery life light. They swiftly arranged for it to be returned to the manufacturer, put a loan device in its place, and replaced it once it had been upgraded and fitted with a new battery.

They have registered the defib with SECAmb's The Circuit. From SECAmb's website:

'The defibrillators in our region are registered on The Circuit – a national defibrillator network that is supported by the British Heart Foundation, St John Ambulance, Resuscitation Council UK and the Association of Ambulance Chief Executives. The Circuit will ensure that we can continue to direct members of the public to your defibrillator.'

Hopkins will carry out checks on a three-monthly basis as part of their AED Aftercare Plan. A councillor to check the device monthly.

The Clerk and Councillors thank Hopkins Training & Support for their expert and attentive service, ensuring the Upper Hardres defibrillator is ready for service if ever needed.

Alternative quotations for servicing were requested from:

- Turtle Engineering: (original supplier) No response.
- Save a Life: defibshop.co.uk one-off service only, £165.00+vat, parts extra.

It was resolved to canvas parishioners for their interest in attending a 3hr training session by Hopkins (included in their Aftercare Plan) in spring/summer at the Village Hall.

16. Scout Hut

It was resolved to accept Wraight's quotation to carry out a one-off grounds maintenance session at the scout hut. Cllr Nick Waldron will liaise with the scout leader.

17. For information

- a. Lord Mayor's Award: all submissions will be considered during a meeting of a Judging Panel chaired by the Lord Mayor in November and the successful nominees will be selected by a vote.
- b. PC documents: inventory to be produced of documents stored with current Chairman.
- c. Internal Auditor: new internal auditor needed in good time for annual internal audit in April 2023.
- d. Parish Clerk: Please note, the Parish Clerk works for 6 hours per week and may not be available to answer queries immediately. Any contact by phone to the Clerk should be within office hours, Mon-Fri only, but due to other work commitments contact by email is preferred to uhpc.clerk@gmail.com, or via the Contact page on the website. A response will be made as soon as possible.
- e. A WhatsApp group for councillors was discussed but not recommended.
- f. Meeting dates 2023: all Tuesdays, 7pm start - 10 January, 14 March, 9 May (Annual Council Meeting), 16 May (Annual Parish Meeting respectively), 11 July, 12 September, 14 November.
- g. **Next meeting: 10 January 2023, 7pm**

Meeting closed at 9:20pm

Signed..... Robert Quincey, Chairman, 10 January 2023

Appendix

6.3 Planning Applications affected by poor water quality levels at Stodmarsh nature reserve:

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 *Objection. Awaiting CCC decision*
Erection of two-storey detached dwelling with associated parking, access and landscaping
- b. CA/20/02785 Homeside Farmhouse, The Street CT4 6DX *Acceptable. Awaiting CCC decision*
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 *Acceptable. Awaiting CCC decision*
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

Kent County Council are holding a consultation on a new primary school at Thanington.

Details at <https://letstalk.kent.gov.uk/thanington-primary-school>

At last week's Joint Transportation Board two Active Travel proposals, in (Longport) Canterbury and Herne Bay (town centre), were recommended for approval. <https://democracy.canterbury.gov.uk/ieListDocuments.aspx?CId=126&MId=13085>

You will of course be aware of the Local Plan consultation and the circulation plan for transportation movements around Canterbury. Please do check out the subset of consultations and submit your response(s) before the end date in January. <https://news.canterbury.gov.uk/news/main-item/cabinet-urges-public-to-have-its-say-on-draft-planning-blueprint/>

Further two this there are two drop in sessions for associated strategies which are:

'As part of our current consultations on the draft Open Space Strategy and Tree and Woodland Strategy, we will be holding one public meeting for each of the strategies. These will take place as follows:

Tree and Woodland Strategy - Thursday 1 December, 10am to 12pm, The Guildhall, St Peter's Place, Canterbury CT1 2DB

Open Space Strategy - Monday 5 December, 2pm to 4pm, The Guildhall, St Peter's Place, Canterbury CT1 2DB

There is no need to register to attend, you can simply come along on the day.'

On a similar theme there was an update about cycle lockers too <https://news.canterbury.gov.uk/news/cycle-lockers-available-at-watling-street-car-park/>

The council has unveiled its parking/park and ride initiative in the build up to Christmas <https://news.canterbury.gov.uk/news/free-park-and-ride-as-the-city-lights-up-for-christmas/>

Flytipping is always a scourge on the countryside. A small win announced but if there are other hotspots that need bringing to the council's attention do let me know. <https://news.canterbury.gov.uk/news/woolage-green-flytipper-pleads-guilty-in-court/>

To keep abreast of the upcoming decisions by the council's cabinet there is a forward plan detailing what, when and who etc. The latest version can be viewed at <https://democracy.canterbury.gov.uk/mgListPlanItems.aspx?PlanId=302&LLL=0>

County Councillor Mike Sole

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

The draft Canterbury City Council Local Plan went out for consultation this month. You can take part at by searching "Canterbury Local Plan Consultation 2045" online. The consultation closes at 5pm on 16 January 2023.

The Local Plan is quite controversial in places, including traffic zoning in and around the city, and a large number are large housing developments in Thanington, Littlebourne, Womenswold and most significantly a new town at Adisham. I spoke at the CCC cabinet meeting to try to get Adisham new town removed - it is not believed to be deliverable as the owners of the majority of the land do not wish to see it developed. Since then I have attended the Adisham Parish Council planning sub-committee and chaired a meeting of affected parishes in the Canterbury and Dover area, which included Womenswold, Adisham, Bekesbourne with Patricbourne, Littlebourne, Aylesham and Wingham. Together these parishes will be opposing the proposed developments in Adisham and Womenswold parishes. My views have been included on BBC Radio Kent and featured in the Kentish Gazette.

At Kent County Council, I seconded and spoke on a motion, that was passed by the council, to condemn the actions of Southern Water and to work to improve our water quality and stop the dumping of sewerage in our rivers and sea. I also raised questions about the lack of capacity on school time buses, and I continue to follow this up.

I was delighted to be asked to speak on KCC issues at the Hilltop Community Association AGM (New House Lane, Thanington) and also to hear of the parish council's concerns about the draft local plan.

The Wincheap gyratory scheme (new one-way system along Wincheap and the industrial estate) has again reared its ugly head with developers announcing that work will start on it early next year. This was approved by Canterbury City Council (CCC) around five years ago, hidden away in the planning application for the homes currently being built in Cockering Lane. I am working with other councillors, residents and businesses to raise concerns, but at present KCC are adamant that as it has been approved it will go ahead as it was approved by CCC.

I have now been appointed to the Kent & Medway Fire and Rescue Authority and attended my first meeting this month. I also attended a meeting of the River Stour Internal Drainage Board.

I am delighted that we are making progress with a 30mph limit in Woolage Village. I started campaigning for this ten years

ago, so it is especially satisfying to be able to help bring it to fruition since becoming a county councillor. The reduction in speed limit on Petham Stone Street from 50mph to 40mph is also progressing.

I have also attended Canterbury City Council full meeting, although under the cabinet system these are not as interesting as they once were as most decisions have already been made by Cabinet.

In Stodmarsh I'm pleased to have agreed a drainage solution with the KCC team to hopefully stop the huge puddles appearing and this work should be carried out before Christmas.

This month I have spent time walking around Woolage Village and Bridge, knocking on doors and discussing various issues with residents that I am now following up with KCC and Canterbury City Council.

8.3 Bossingham Village Hall *Gabby Fisher, Secretary*

The improvement works continue and hopefully will be completed this year. The PAT testing has been completed and the Fire Extinguisher inspection is happening on 21st November. KCC have stopped The Inspection Services from 2nd December 2022, so a new provider will need to be found to carry out the annual inspection next year.

The lockable storage box for the gardening equipment is in situ. Thank you to UHPC for covering the cost of this.

The Committee did not apply for the CCC Grant this year but will look to do so next time.

The next Village Hall Committee meeting is on 22nd November 2022, and we will report back in more detail at the Parish Council Meeting in the New Year.

As we approach the end of 2022, I would like to thank the Parish Council on behalf of the Village Hall Committee for their on-going support and look forward to continuing to work together in 2023.

9. Finance

9.1 Bank Reconciliation 05 October 2022 – 15 November 2022:

Current Account:	£
<i>The net balance reconciles to the Cashbook (receipts & payments account) as follows:</i>	
Balance brought forward at 04.10.22	4,886.73
ADD: receipts 04.10.22-15.11.22	436.15
LESS: payments 04.10.22-04.10.22-15.11.22	731.64
<u>Closing balance at 15 November 2022</u>	<u>4,591.24</u>

Deposit Account:	
Balance brought forward at 04.10.22	10,324.00
ADD: receipts 04.10.22-15.11.22	15,147.00
LESS: payments 04.10.22-15.11.22	0
<u>Closing balance at 15 November 2022</u>	<u>25,471.00</u>

Total funds at 15 November 2022 £ 30,062.24

9.2 Receipts and Payments since last meeting: Cashbook extract -

OCTOBER							
6	from HMRC	VAT reclaim 01.03.22-30.09.22	VAT	361.15			
6	C Hamilton	Half-year expenses 01.04.22-30.09.22	EXP	102.55	EXP 1.4.22-30.9.22	5,145.33	
6	Play Insp Co	Annual playing field safety inspection	OFF	186.00	INV56509 UPP08105	4,959.33	
25	C Hamilton	123reg website domain name renewal reimburse	WEB	14.39	WEB		
25	C Hamilton	Salary 7/12	Oct SALARY	299.00	SALARY		
25	C Hamilton	Travel expenses	Oct EXP	14.40	TVL EXP OCT	4,631.54	
27	BVH	Gardening storage box reimbursement	CONT	47.50	GARDEN STRAGE BOX		
27	from CCC	CIL Neighbourhood Portion payment 1/2	CIL	15,147.00	CIL	19,731.04	
27	Hopkins	Defib aftercare 1 Nov-31 Dec	CONT	37.80	DEFIB		
NOVEMBER							
2	Barclays	CIL payment transfer to Deposit acc	CIL	15147.00	CIL		
2	from R Veltman	Donation to PC	DONATION	75.00		4,621.24	
3	D Seyfried Photo	Printing of 3 x A2 copies of UH 1720 map	CONT	30.00		4,591.24	

Correspondence received includes:

Newsletters and information from NALC and KALC

KALC Autumn courses

CCC consultation meeting with parish and town councils 2 November, 6pm to 8pm at the Guildhall in Canterbury

Invitation to this year's Kent's Plan Bee summit to be held virtually on 22 November

KALC AGM - Motions

Consultations on the draft Open Space Strategy and Tree and Woodland Strategy

One.Network Training for Parishes

The Civility and Respect Pledge