

Upper Hardres Parish Council

Minutes of meeting held on Tuesday 8 May 2018, 7.30pm at Bossingham Village Hall

Chairman, Paul Gordon, opened the meeting and read the Filming and Recording of Meetings Policy statement.

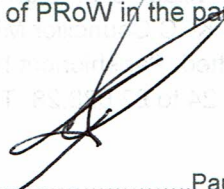
1. **Attendance and apologies for absence** 13.3.18_1
Attending: *Chairman Paul Gordon, Councillors Angela Waldron, Janice Rosen, Nick Waldron; Clerk/RFO Clare Hamilton; one parishioner.*
2. **Acceptance of Minutes of previous meeting** 13.3.18_2
Minutes of meeting held on 13.3.18 were approved as a true record and signed.
3. **Members' declarations of interest on Agenda items** 13.3.18_3
No matters of personal interest in agenda items and their nature declared.
4. **Public participation on Agenda items** 13.3.18_4
30 minute public participation session not required.
5. **Matters Arising from meeting held on 13.3.18** 13.3.18_5
 - 5.1 Casual Vacancy - see item 13; Village Tidy Day - see item 17; Phone Box on The Street, see item 19; 30mph awareness bin stickers - see item 20
6. **Development Management & Planning Applications** 13.3.18_7
 - 6.1 To consider planning applications received. Planning applications may be viewed online at:
<https://publicaccess.canterbury.gov.uk/online-applications/search.do?action=simple> -

18/00467 Great Palmstead Farmhouse, Palmstead Road, Upper Hardres, CT4 6EF
Proposed garage and workshop with room above following demolition of garage/workshop.
CCC GRANTED. UHPC Acceptable

CA/18/00370 Dane Cottage, Hogg Lane, Upper Hardres, CT4 5PJ
Proposed single-storey rear extension and replacement front porch.
CCC REFUSED. 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.
CCC REFUSED. UHPC Acceptable

CA/17/02837 Tudor Cottage, The Street, Bossingham, Upper Hardres CT4 6DY
Proposed two-storey rear extension.
CCC Registered. UHPC Acceptable
7. **Proposed work to trees in a Conservation Area** 13.3.18_8
 - 7.1 18/00138 Bossingham Village Hall, The Street, Bossingham, CT4 6DX
Fell Beech tree at the side, and reduce Oak tree at the front, by 20%. (UHPC application ref: PP-06820459)
No objection received from CCC by their deadline of 26 April 2018, therefore work may commence.
8. **Highways** 13.3.18_9
 - 8.1 Potholes: Multiple potholes and crumbling verge on Pett Bottom Road near Downland Cycles boundary and junction with island signpost repaired, but it was reported as already damaged as cones are in place.
Parishioners may report potholes directly to KCC: <http://www.kent.gov.uk/roads-and-travel/report-a-problem>
9. **Reports** 13.3.18_10
 - 9.1 Footpath Warden, Rob Veltman, has compiled an inventory of PRoW in the parish.



.....Paul Gordon, *Chairman*, 10 July 2018

10. Finances

13.3.18_11

10.1 Accounts at 8 May 2018: Current account: £ 5,960.68. Deposit account: £16,516.32.

See Appendix for Bank Reconciliation.

10.2 Income received since last meeting

CCC	Precept (£4,584.32) & Grant (£15.68)	£4,600.00
Barclays	Interest 3-30 Apr	£ 2.53

10.3 Expenditure since last 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 March	£ 244.80	vat £40.80
2018/19:			
Absolute Graphix	Signs for playing field gate	£ 24.00	vat £4.00
KALC	CiLCA training for clerk	£ 144.00	vat £24.00

10.4 NALC National Salary Award for parish clerks to be implemented from 1 April 2018:

Clerk's hourly rate from 1 April is £9.34 (6 hrs per week, 52 weeks per year = £2,914.08, payable as four quarterly payments of £728.52. This is an annual increase of £147.08 on the budgeted amount.

It was resolved to implement new hourly rate for clerk from 1 April 2018 (Scale LC1, SCP 15).

10.5 Grounds maintenance cost-cutting measures were considered. Wraight's provide a good service to the PC and VH and, subject to prices being held, **it was resolved** to maintain the status quo.

10.6 Expenditure due before next meeting:

Wraights	Grounds Maintenance April	£ 244.80	vat £40.80
Wraights	Grounds Maintenance May	£ 244.80	vat £40.80
Wraights	Grounds Maintenance June	£ 244.80	vat £40.80
C Hamilton	Clerk's Salary (1/4)	£ 728.52	
KALC	Annual subscription	£ 202.15	vat £33.69
Sandgate Printers	UHPC annual newsletter printing	£ 40.00	

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

11. Housing Needs Survey

11.1 Progress with Housing Needs Survey:

13.3.18_6, 7.1

HNS covering letter approved by councillors and sent to Tessa O'Sullivan at ACRK on 1.5.18.

Housing Needs Survey will be issued by ACRK and delivered to each household in UH approx. 14 May.

12. Casual Vacancy

12.1 Canterbury City Council will be informed of Casual Vacancy following the retirement of Steve Rayner at the Annual Meeting of the Council on 8 May.

13. Bossingham Playing Field

13.3.18_12

Thanks to Dave Webb for carrying out weekly inspections. Thanks to Paul Gordon for removal of old goal post poles and Nick Waldron for maintenance of hedge at double gates - mulched 14.4.18.

Nick Waldron to attend to gate closure.

New gate signs to be fixed - No Dogs and new contact phone no.

14. Signage

13.3.18_13

14.1 Repairs to Bossingham village sign: Sign with blacksmith.

14.2 Village Gateway signs: KCC Councillor Michael Northey has confirmed £2,000 Members Grant funding; grant application form submitted. Parishioners have pledged £600. Highways have increased the price of the two Gateways from £2,582.24 to £2,628.28. Top-up funds to be provided from PC contingency funds.

.....Paul Gordon, Chairman, 10 July 2018

15. Bossingham Village Hall

13.3.18_14

- 15.1 Three quotations provided for removal of beech tree and reduction of oak tree, for work as requested by BVHMC insurers before work to repair cracked VH wall can proceed. Quotations received from Wraight's, Andy Osborne, Ashton Treecare.
- It was resolved** to accept quotation from Andy Osborne, subject to sight of necessary insurance documents. It is recommended BVHMC carry out a Risk Assessment before work to trees commences, especially in light of traffic management for work to oak tree.
- No objection to work to trees in a conservation area was received from CCC by their deadline of 26 April 2018, therefore work may commence. In accordance with Transfer Deed, permission for work to oak tree received in writing from Transferee, dated 29 March 2018.
- 15.2 BVHMC request for PC to fund insurance excess for work to repair cracked VH wall:
- It was resolved** to fund £1000 insurance excess.
- 15.3 Further necessary works to the VH were outlined, and the PC advise that BVHMC put in place an Asbestos Management Plan.
- 15.4 BVHMC AGM will be held on 15 May. Clerk to provide report.

16. The Rural Kent Coffee & Information Project

13.3.18_15

- 16.1 Posters and flyers received from ACRK displayed and distributed locally, poster in parish magazine. Dates at BVH car park: Tuesdays 1 May, 29 May, 26 June, 24 July, 2 - 4pm.

17. Correspondence

13.3.18_16

- 17.1 General correspondence as circulated to councillors in weekly Clerk's Update emails, including:
- KCC Local Account for Kent Adult Social Care - Here for you, how did we do? 2017
 - Draft Canterbury Air Quality Action Plan 2018-2023 consultation
 - CCC Heritage Strategy Workshops - Canterbury Workshop 24 May
 - Kent Surrey Sussex Air Ambulance request for grant of £100 (refused)
 - Canterbury Air Pollution Judicial Review - Update and Appeal for Further Funds Leaflet
 - Kent Police guidance on handling Suspect Packages

18. Village Tidy Day

13.3.18_19

The PC would like to thank CCC Councillor Rob Thomas and the small group of parishioners for attending.

19. General Data Protection regulations (GDPR)

13.3.18_18

- 19.1 Compliance being worked through. Email List requested to confirm consent to receiving emails from the PC.
- 19.2 Future requests to join the UHPC email list must be made via the Consent Form which will be available at meetings and on the website.
- 19.3 Councillors confirmed their express consent to receive emails from the clerk (by email, 23 April).

20. End of Financial Year 2017/18

Internal Audit held on 14 April. The PC thanks Simon Warner for his support with the Internal Audit. Annual Governance forms completed at Annual Meeting of the PC prior to this meeting. Clerk/RFO to submit required documents to PKF Littlejohn, External Auditor, and to publish required documents on website.

21. Phone Box on The Street

13.3.18_19

Ideas from parishioners for alternative uses for phone box, including its removal to be requested at the Annual Parish Meeting.

22. 30mph awareness bin stickers

13.3.18_19

Waiting for quotations for speed awareness bin stickers.


.....Paul Gordon, Chairman, 10 July 2018

23. For information

13.3.18_19

- 23.1 Annual Parish Newsletter printed and to be distributed by councilors before APM. Copies will be available at Stelling Minnis Stores and The Hop Pocket.
- 23.2 APM refreshments purchased from Stelling Minnis Stores.
- 23.3 At APM, to request details of parishioners interested in defibrillator demonstration.
- 23.4 Driving speeds on Manns Hill are giving cause for concern - to add to agenda for July meeting.
- 23.5 SM School headteacher queried if PC has received any feedback about the newly restored clock bells chiming - nothing has been reported to PC (a timer device to regulate chimes would cost the school £1,600).

Being no further business, the meeting closed at 8.40pm.

2018 meetings

22 May Annual Parish Meeting; 10 July; 11 Sept; 13 Nov.



.....Paul Gordon, *Chairman*, 10 July 2018

Chairman Paul Gordon

Clerk/RFO Clare Hamilton | clrhamilton8@gmail.com | 01303 257321 | www.upperhardrespc.kentparishes.gov.uk

Upper Hardres Parish Council

Bank Reconciliation: 1 April 2018 - 8 May 2018

Current Account:

Balance as current account bank statement at 8 May 2018:	£	£
Santander Current Account	<u>5,960.68</u>	
Petty cash (if any)	0	
LESS: any unpresented cheques at 8.5.18	0	
ADD: any unbanked cash at 8.5.18	0	
Net balance at 8 May 2018		<u>5,960.68</u>

The net balance reconciles to the Cashbook (receipts & payment account) for the quarter as follows:

Cashbook:

Balance brought forward at 1 April 2018	1,528.68
ADD: receipts 1.4.18 - 8.5.18	4,600.00
LESS: payments 1.4.18 - 8.5.18	168.00
Closing balance as per Cashbook at 8 May 2018	<u>5,960.68</u>

Deposit Account:

Balance as deposit account bank statement at 8 May 2018:	£	£
Barclays Desposit Account	<u>16,516.32</u>	
Net balance at 8 May 2018		<u>16,516.32</u>

Total funds at 8.5.18: £22,477.00