

# 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 14 May 2019, 7.30pm at Bossingham Village Hall

### 1. Attendance and apologies for absence

5.3.19\_1

Attending: Chairman Paul Gordon, Councillors Angela Waldron, Janice Rosen, Nick Waldron, Rob Quincey, Clerk/RFO Clare Hamilton.

### 2. Acceptance of Minutes of previous meeting

5.3.19\_2

It was unanimously resolved to accept the minutes of the meeting held on 5.3.19 as a true record.

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

5.3.19\_3

Cllr Paul Gordon - 6.4, 6.5; Cllr Janice Rosen - 6.6; Cllr Rob Quincey - 6.1, 6.2.

### 4. Public participation on Agenda items

Not required.

5.3.19\_4

### 5. Matters Arising from meeting held on 5.3.19:

5.3.19\_5

Hobbs Parker held a Public Consultation on 9.5.19 at BVH to give parishioners a further opportunity to view revised housing proposals for The Street. It is understood 15 people signed the attendance sheet.

### 6. Development Management & Planning Applications

5.3.19\_6

Planning applications may be viewed online at:

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

#### 6.1 (6.1 Received since Agenda published)

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.

Comments to CCC by 31 May 2019. UHPC - 3 Generally Acceptable with conditions (to be finalised),

1 Should be Refused, 1 Abstention.

#### 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.

Comments to CCC by 24 May 2019. UHPC Acceptable

#### 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.

Comments to CCC by 24 May 2019. 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 due to:

1. The narrow track at the rear of Westfield Cottages is not suitable access for delivery and construction vehicles, being too tight to enter into Lime Kiln Lane at the existing angle, and narrow.

2. The application would bring a Traffic Risk to the Lime Kiln Lane/Hardres Court Road corner of Bossingham, especially with deliveries and future property occupancy bringing an increase in vehicle movements.

Residents' parking is already problematic in this rural village and would be made worse.

3. Kerbside deliveries of building materials would be disruptive to local traffic.

4. To provide suitable construction access to the narrow track at the rear of Westfield Cottages, neighbouring hedgerows (with TPOs) and plants would need to be removed.

5. A water pipe is located under the track at the rear of Westfield Cottages. This would be damaged by vehicle movements.

(Cllr Paul Gordon abstained - neighbour)

#### 6.5 CA/19/00630 Little Bossingham Farm, Lime Kiln Lane, Upper Hardres CT4 6FY

Proposed 2 no. single-storey side extensions.

UHPC Acceptable (Cllr Paul Gordon abstained - applicant)

#### 6.6 CA/19/00628 Appledore, Manns Hill, Bossingham, Upper Hardres CT4 6ED

Proposed first floor extension to form two-storey dwelling.

UHPC Generally Acceptable, however, attention must be paid to the 1st floor windows which overlook the neighbouring property. To ensure neighbours' privacy, Councillors request these are changed to either skylights (in line with skylights in new storey extensions at neighbouring Autumn House and Linda Vista), or to obscured glass. (Cllr Janice Rosen abstained - neighbour)  
CCC GRANTED

- 6.7 19/00419/MIN Appledore, Manns Hill, Bossingham, Upper Hardres CT4 6ED  
Withdrawn
- 6.8 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  
**It was resolved** to support the applicant's request for this application to be heard by CCC Planning Committee.
- 6.9 APPEAL REF W/18/3216587 Lynsore Court Cottage, Pett Bottom Road, Upper Hardres CT4 6EE
- 6.10 APPEAL REF W/19/32222530 Court Lodge, Manns Hill, Bossingham CT4 6EB

## 7. Highways

5.3.19\_8

Potholes: Parishioners may report potholes directly to KCC - <http://www.kent.gov.uk/roads-and-travel/report-a-problem>  
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.  
Lime Kiln Lane: following a parishioner's report in April of the poor condition of this lane, the clerk contacted parish Highways Steward who investigated and informed that the road had been "programmed for extensive work and will be closed for the duration of the works to have large sections 'patched' to eliminate current defects". Works commenced 13.5.19.  
Manns Hill: recently, 26 pot holes have been filled on part of Manns Hill (Bossingham end). Clerk to contact Highways Steward to request same treatment to Manns Hill as on Lime Kiln Lane.

## 8. Reports

5.3.19\_9

- 8.1 Footpath Warden's report: Robert Veltman: 'On 29.3.19, I walked some of the parish footpaths from Pett Bottom to Lynsore Bottom via The Manor House and Bursted Wood and the UH paths I walked are in good condition. I was especially pleased to see more gates replacing stiles.'
- 8.2 Tree Warden's report: Tree register being compiled, then clerk to source quotes from tree inspector.
- 8.3 Bossingham Village Hall: AGM to be held on 28 May, clerk to submit report. Councillors discussed improvements to bookings conditions to ensure minimal disruption to regular hall users. Chairman to liaise.
- 8.4 Bossingham Playing Field: Regular inspections continuing. Litter bin still not emptied regularly despite being reported to Street Cleaning dept at Serco; clerk will request support from CCC Councillor. Annual inspection due in August, quotes being sourced.

## 9. Finances

5.3.19\_10

- 9.1 Balance of accounts and Bank Reconciliation at 14 May 2019:  
Current account balance £7,668.06. Deposit account balance £14,992.31. Total funds £16,298.55
- 9.2 Receipts and payments since last meeting: see Appendix for cashbook extract.  
CCC Precept 2019/20 £4.995 - received 8.4.19.  
CCC Concurrent Functions 2019/20 £1,756.42 - received 2.5.19.
- 9.3 **To consider** approval of expenditure due before next meeting
- |            |                                   |                |          |                    |
|------------|-----------------------------------|----------------|----------|--------------------|
| C Hamilton | Clerk's Salary                    | May            | £ 286.00 |                    |
|            | Travel expenses                   | 2 May meetings | £ 28.80  |                    |
|            | Clerk's Salary                    | June           | £ 286.00 |                    |
|            | APM refreshments from SM Stores   |                | £ 27.98  | (£30 budgeted)     |
| KALC       | Annual subscription               |                | £ 200.76 | vat £33.46         |
| Wraights   | Grounds Maintenance               | April          | £ 244.80 | vat £40.80         |
|            | Grounds Maintenance               | May            | £ 244.80 | vat £40.80         |
|            | Grounds Maintenance               | June           | £ 244.80 | vat £40.80         |
| Zurich     | Insurance premium                 |                | £ 423.15 | renewal due 1 June |
| BVH        | CFF for Serco/mowing              |                | £ 450.00 |                    |
| PC Grants  | Bossingham Pre-School             |                | £ 200.00 |                    |
|            | Friends of Stelling Minnis School |                | £ 250.00 |                    |
| PCC        | Annual donation                   |                | £ 150.00 |                    |

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

- 10. Village Verges Day** 5.3.19\_11  
 10.1 Date for the next Village Verges Day/Tidy Day to be arranged.  
 10.2 Cubs are designing posters instead of holding a litter-pick.
- 11. Welcome Pack** 5.3.19\_12  
 11.1 **It was resolved** to issue the Welcome Pack in pdf and paper form. A postcard will be produced to welcome new residents and invite them to visit the website for the pdf version, or to contact the clerk for a paper copy.
- 12. Signage** 5.3.19\_14  
 12.1 Bossingham village sign: At the last meeting, it was agreed to install sign in PC flower bed at front of BVH. Chairman, Cllrs Rob Quincey and Nick Waldron to liaise with John Pitcher re. fitting.  
 12.2 Village Gateway signs installation: Clerk, Michael Northey, and KCC Members' Grant team chased up the delayed installation with Highways and gateway signs were finally fitted on 7.5.19, although one is still missing its sign plate (Highways informed). Parishioners who donated already report reduced driving speeds.
- 13. Bossingham Oak tree** 5.3.19\_15  
 13.1 Tree removed by KCC Highways on 9.4.19. KCC to plant replacement tree in next planting season, following grinding out of stump and removal of any soil infected by honey fungus.  
 Uses of wood were discussed: History Group suggest a flower holder be carved from the trunk and a plaque attached to commemorate the Belgian refugees. Due to carving cost and logistics of maintaining flowers, this was not considered to be practical.  
 Councillors' current preference is for a Mile Post which could be carved with miles to Canterbury, Stelling Minnis and Belgium. A councillor is investigating lettering carving.  
 A Folkestone artist has offered to produce a small carved piece.  
 Any remaining wood will be offered to parishioners for their collection from a central village location tba.  
 Suggestions for alternative uses for the KCC-owned triangle were received from parishioners: remove the triangle to allow improvements to the road junction/to plant herb garden. These were not deemed practical as KCC will be planting a replacement tree in the next planting season.  
 The above suggestions will be presented to parishioners at the APM.
- 14. Elections 2 May 2019** 5.3.19\_16  
 14.1 To note Uncontested Election for Upper Hardres Parish Council
- 15. Kent Resilience Forum Community Emergency Plan**  
**It was resolved** not to complete the template for a Local Community Emergency Plan at this stage.
- 16. Correspondence received** 5.3.19\_17  
 As circulated in weekly Clerk's Update emails, plus:  
 - Improving Air Quality in Canterbury - Update & appeal for support (this and previous request refused)  
 - KCC Emergency Plans and the Managing Ash Dieback in Kent Emergency Plan  
 - Kent Mineral Sites Plan and Early Partial Review of the KMWLP: Submission Notification  
 - Fly the Red Ensign for Merchant Navy Day 3 September  
 - KALC Dynamic Councillor Events being run across the County from 1<sup>st</sup> June 2019
- 17. For information** 5.3.19\_18  
 17.1 Annual Parish Meeting, Tuesday 21 May, 7.30pm: City and County Councillors, parishioners and representatives of local groups have been invited; clerk to purchase refreshments from Stelling Minnis Stores. Reports from groups and home security information from CCC to display. Defibrillator demonstration.  
 17.2 75th anniversary of VE Day, 8 May 2020: parishes encouraged to hold commemorative events. Information to be forwarded to History Group.  
 17.3 Next PC meetings: 21 May (APM), 9 July, 10 September, 12 November.  
 Meeting closed at 9pm.

## Appendix

### 9.1 Bank Reconciliation: 6 March 2019 – 14 May 2019:

#### Current Account:

Balance as current account bank statement at 14 May 2019:	£	£
Santander Current Account	7,668.06	
Net balance at 14.5.19		7,668.06

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

Balance brought forward at 6 March 2019	1,306.24	
ADD: receipts 6.3.19 – 14.5.19	7,551.42	
LESS: payments 6.3.19 – 14.5.19	1,189.60	
Closing balance as per Cashbook at 14.5.19		7,668.06

#### Deposit Account:

Balance brought forward at 6 March 2019	14,984.84	
ADD: receipts 6.3.19 – 14.5.19	7.47	
LESS: payments 6.3.19 – 14.5.19	0	
Balance as statement at 14 May 2019:	14,992.31	
Net balance at 14.5.19		14,992.31

Total funds at 14.5.19	£22,660.37
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### 9.2 Cashbook extract: Receipts and Payments since last meeting:

MAR							
11	Wraights	Grounds Maintenance	Feb & Mar		489.60	INV 1215 FEB MAR	816.64
11	Clare Hamilton	Salary	Mar		277.57	SALARY MAR	539.07
11	Clare Hamilton	Travel exp	Mar meeting		14.40	EXP	524.67
11	Clare Hamilton	Expenses	1.10.18 - 31.3.19		122.03	EXP OCT - MAR	402.64
18	BVH	Grounds maintenance contribution payment 2/2			612.00	BVHGMMAINTENANCE	1,014.64

Date	Description					Receipts	Payments	Ref.	Balance
1.4.19	Balance carried forward = £1,014.64								1,014.64
APRIL									
4	HMRC	VAT reclaim	1.10.18 - 28.2.19		VAT	228.00		HMRC	1,242.64
8	CCC	Precept	2019/20			4,955.00		PRECEPT 2019/20	6,197.64
24	C Hamilton	Salary 1/12	April		SALARY		286.00	SALARY APRIL 1/12	5,911.64
MAY									
2	CCC	CFF	2019/20		CFF	1,756.42		CFF 2019/20	7,668.06