

Upper Hardres Parish Council

Chairman Paul Gordon

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

Minutes of meeting held on Tuesday 13 July 2021 at 7.30pm at Bossingham Village Hall

In person meetings replace remote meetings: The Government confirmed that regulations which have allowed councils to meet remotely during the COVID-19 outbreak do not apply to meetings after 6 May 2021.

1. Attendance and apologies for absence

Attending: Chairman Paul Gordon, Cllrs Angela Waldron, Mick Broughton, Nick Waldron, Robert Quincey, Clerk/RFO Clare Hamilton. Rob Veltman *Footpath Warden*, Gabby Fisher *BVH Management Committee*, Representative from Thorson Estates, and 1 member of the public.

2. Acceptance of Minutes of previous meeting

It was resolved unanimously to accept the minutes of the meeting held on 04.05.21 as a true record. Minutes from meetings held online (May 2020-May 2021) were signed by the Chairman.

3. Members' declarations of interest on Agenda items

Cllr Robert Quincey, item 6.5. Cllrs Angela Waldron and Nick Waldron item 6.10.

4. Public participation on Agenda items

- 4.1 **Parking:** A parishioner raised continuing illegal parking issues at the junction of Homeside Farm and The Street. This will be raised in parish magazine again and the Clerk will request the PCSO visit to assess the situation Cllr Rob Quincey happy to meet PCSO for a site visit.
- 4.2 **The Hop Pocket:** A representative from Thorson Estates attended and shared a revised draft drawing for the Hop Pocket for feedback before the planning stage. This showed the pub (to be leased out) with a kitchen for cold foods, flat above, community meeting space, courtyard, 7 car parking spaces, 4 detached houses at rear.

Initial reactions from Councillors included: a kitchen for hot meals is crucial for a country pub, as is outdoor space which is particularly crucial since Covid but also long term, as is sufficient parking provision. The draft drawing presented included repositioning the bus shelter which the PC objected to previously. A suggested community meeting space was not welcomed as this could affect BVH income (there is already competition from other village halls). Although access is difficult to rear of site for dwellings, more affordable/smaller housing stock to benefit the village such as a terrace of units to be purchased/rented out would be preferred.

The negative tone of some responses to the previous planning application were not conducive to positive dialogue with the owner, however, the Chairman is now in direct contact with the owner and councillors welcomed these open lines of communication and the willingness to share draft ideas for feedback before they reach planning stage. The owner is open to suggestions for the site from the parish. Residents on the parish email list will be contacted by the Chairman and invited to put forward suggestions as soon as possible, also to be highlighted in the August parish magazine.

Alternatively, the owner is interested in selling the pub. It is understood there is a small group interested in potential purchase to run the Hop Pocket as a local, community pub.

The representative has set up a dedicated email address for the Chairman to communicate thoughts/ideas to the owner. Cllrs to respond with any comments/suggestions to the Chairman, and Chairman to be the point of contact with the representative and the owner.

An Extraordinary Meeting may be needed to discuss a way forward.

5. Matters Arising from meeting held on 04.05.21

Complaint from footpath landowner of walkers not sticking to paths was highlighted in June parish magazine. Cllr Rob Quincey is investigating provision of a second or larger dog waste bin.

6. Development Management & Planning Applications

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

NB: 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.

- 6.1 **CA/21/01583** May Cottage, The Street, Bossingham CT4 6DX *Comments to CCC by 30.07.21*
First-floor side and rear extension together with extension of garage by 1.8m
Acceptable. Councillors query the clarity of wording on this application, as what is assumed to be the garage referred to in the application's title is referred to on the plans as 'Parlour'.
- 6.2 **CA/21/01372** Orchard House, Manns Hill, Bossingham CT4 6ED *Generally Acceptable. Awaiting CCC decision*
Two-storey outbuilding for use as ancillary accommodation & garage following demolition of existing building
- 6.3 **CA/21/01347** Windfield, Manns Hill, Bossingham CT4 6ED *Generally Acceptable. Awaiting CCC decision*
Rear dormer and rooflights to front together with partial use of garage as ancillary accommodation
- 6.4 **CA/21/01288** 2 Dene Farm, Manns Hill, Bossingham CT4 6ED *Generally Acceptable. Awaiting CCC decision*
Erection of single-storey detached outbuilding
- 6.5 **CA/20/00652** Elm Lodge, Manns Hill, Bossingham CT4 6ED *GRANTED*
Increase height of existing boundary fence to side elevation to 2.7m
- 6.6 **CA/20/02857** Court Lodge, Manns Hill, Bossingham CT4 6EB *Should be refused. Awaiting CCC decision*
Erection of two-storey detached dwelling with associated parking, access and landscaping
- 6.7 **CA/21/00375** Hop Pocket, The Street, Bossingham CT4 6DY *WITHDRAWN*
Alterations to existing access along with additional parking spaces and resiting of bus shelter
- 6.8 **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
- 6.9 **CA/20/01841** APPEAL Dane Cottage, Hogg Lane, Petham *Appeal DISMISSED*
Single-storey rear extension and replacement porch
- 6.10 **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

7. Highways

Potholes: Parishioners may report potholes directly to KCC [here](#)

Repair work is booked for Manns Hill following burst water main on 3 July.

8. Reports

8.1 City and County Councillors

KCC Cllr Mike Sole's report circulated to Cllrs. Clerk to introduce Mike to Footpath Warden to arrange a walk around the village.

8.2 Footpaths see Appendix

8.3 Trees see Appendix

8.4 Bossingham Village Hall see Appendix

- Neighbour's tree/branches down in VH garden need removing

- Village People requested permission to site a skip on VH car park which councillors agreed to.

8.5 **Bossingham Playing Field**

Inspections: Cllr Angela Waldron is carrying out regular inspections. Annual safety inspection by the Play Inspection Company will take place in August.

Gate post: Replacement gate post received under Jacksons 25year no rot guarantee.

It was resolved to accept the cheapest quotation of three quotes received for gate post replacement work. Contractor to ensure both the double gates and the pedestrian gate close correctly once post is replaced.

It was resolved to request regular playing field users help Councillors with some of the following before the annual inspection in August -

- a. Picnic tables: Cllr Nick Waldron to secure brackets, to ask John Pitcher to treat surfaces
- b. Signage: Cllr Angela Waldron has cleaned large sign on double gates. More resilient and permanent
No Dogs sign needed
- c. Goal net: needs securing
- d. Basketball hoop: stand needs some rust treatment
- e. Mowing: Wraight's have strimmed and mown a wider area next to swing and scramble-net, as requested
- f. Skate zone: more pitting of surface has occurred, to monitor. Movable ramps and old chair to be removed
- g. General: equipment and signage need cleaning.

8.6 **Defibrillator**

Chairman serviced the defib on 16 June: battery full, pads expire July 2023.

9. **Finances**

9.1 Balance of Accounts at 13 July 2021:

Current account £6,939.00, Deposit account £10,944.12, total funds £17,883.12.

9.2 Receipts and Payments since last meeting: see Appendix for Cashbook extract and Bank Reconciliation. £150 paid to PCC as annual donation (Cllrs approved by email), thanks received.

9.3 Expenditure due before next meeting:

| | | | |
|---------------|--------------------------|----------|------------|
| C Hamilton | Salary July | £ 293.80 | |
| C Hamilton | Travel exp July meeting | £ 14.40 | |
| Wraights | Grounds maintenance June | £ 304.80 | vat £50.80 |
| Wraights | Grounds maintenance July | £ 304.80 | vat £50.80 |
| Play Insp Co | Annual Inspection | £ 180.00 | tbc |
| Oak & Rope Co | Carving of posts | £ 55.00 | |

It was resolved unanimously to approve expenditure, approved by Chairman.

9.4 AGAR 2020/21: Submitted to External Auditor and email received on 18 June confirming receipt of documents and data logged - notification of exempt status 2021. Period of Public Rights:14 June-23 July '21.

10. **Bossingham Marker Posts**

Cllr Rob Quincey has liaised with The Oak & Rope Company re. letter carving and their fee for this is £55. The post will be sited in the Garden of Reflection at Stelling Minnis School.

11. **Neighbourhood Plan**

Cllr Mick Broughton is working on publicity to distribute in August aimed at recruiting a Neighbourhood Plan Committee. Sufficient volunteers are required to make this a reality.

12. **GDPR**

It was resolved to accept the revised GDPR and Communication Policies and to monitor any further action required.

13. **Call for Evidence on remote meetings consultation**

The Clerk completed the 'Call for Evidence' about how remote meetings have been used during the COVID-19 outbreak. It was felt remote meetings should be permissible in some circumstances, eg. illness, self-isolation, weather, road closures.

14. **CCC Concurrent Functions Funding Audit**

In November, CCC 's Community Committee resolved to audit the current levels of provision in parishes compared to urban areas and subsequently consider the funding options for concurrent functions for 2023/24.

The overall objective of the audit is to establish parity of provision and a fairer system of funding for the provision of services across urban and rural areas within the Canterbury District. Their report will be presented at Policy Committee on 5 July.

CCC is establishing a Working Group and the KALC Area Committee has received assurance from CCC Cllr Fitter-Harding that *"The working group will be engaging with Parish Councils from an early stage."*

15. Broadband

Chairman is investigating possible solution with Openreach.

16. The Hop Pocket

See item 4.2.

17. Management of PC matters between meetings

It was resolved for councillors to respond in a timely fashion to emails between meetings.

18. For information

- Report of fly tipping: Garden waste on Hogg Lane was reported to CCC as fly tipping (ref FLY008279); on 16 June, CCC reported they had arranged for collection of waste.
- Speed limits: A Stone St resident is campaigning for the speed limit on Stone St to be reduced. Cllr Rob Quincey is in touch.
- Road signs: 30mph sign replaced outside Two Acres; Lime Kiln Lane sign still needs attention, reported to Highways Steward.
- Hugo's Field: it was reported the middle field is not being over used and is quite quiet.
- Refuse Collections: Cllr Fitter-Harding, Leader, Canterbury City Council, is responsible for implementing the new refuse collection contract. Feedback on the system can be emailed to him at ben.fitter-harding@councillor.canterbury.gov.uk
- Manns Hill: still closed following burst water main on 3 July. Cllr Mick Broughton to check refuse collection access with CCC.
- Councillor training: KALC training course information is circulated to Councillors, training budget available.
- Next meeting: **14 September 2021.**

Meeting closed at 9.40pm

Appendix

6. Development Management & Planning Applications

Responses to Planning Applications recently submitted to CCC:

- 6.4 **CA/21/01288** 2 Dene Farm, Manns Hill, Bossingham CT4 6ED
Upper Hardres Parish Council finds this application to be Generally Acceptable.
However, the size is considered to be large for an outbuilding/garden store and councillors feel permission should only be granted on condition there is no future change of use to residential.
- 6.3 **CA/21/01347** Windfield, Manns Hill, Bossingham CT4 6ED
Upper Hardres Parish Council finds this application to be Generally Acceptable.
Regarding the proposed four windows in the front aspect of the roof, in this AONB it is preferred that conservation type 'velux' windows which sit flush with the roofline are used, in order to soften the kerbside impact.
- 6.2 **CA/21/01372** Orchard House, Manns Hill, Bossingham CT4 6ED
Upper Hardres Parish Council finds this application to be Generally Acceptable.
No windows should overlook neighbouring properties, and concern was raised that the second storey may appear overbearing.
The Planning Notice was not clearly displayed (posted opposite Coombe House and not at the front of Orchard House).
If permission is granted, this outbuilding should remain an annexe to the main house and not be subject to a change of use to a separate residence.

8. Reports

8.2 Footpath Warden Report

Since the last PCM in May I have not walked as many footpaths in the parish as I would have liked to have done. Most recently, on Sunday 4th July, I led a group of walkers from Canterbury Ramblers on a 10km walk on footpaths in Upper Hardres and Stelling Minnis.

CB378: I have reported to the parish authorities and to KCC/PRoW on 6th July a re-appearance of the flooding at the termination of CB378 on Bossingham Street opposite the Village Hall, which met the above group at the start of the walk. I was told by a passing resident that a company engaged in public works in the parish had poured effluent onto this spot (KCC Report Ref: 210746074). It is unknown to me whether this company had authorisation to carry out this disposal, and if so which body or person authorised this unfortunate act. This section of CB378 has been flooded during rainy months and made hazardous and impassable for walkers.

Despite reports to KCC/PRoW no action has been taken by them, it appears, to prevent any reoccurrence of this seasonal event, which infringes public rights, including access to St.Mary's Stelling Church via HE2 & HE4 and to points such as Lime Kiln Road via HE4 & CB379, The Minnis and Stone Street. I reported the flooding, for instance, to KCC/PRoW on 29th October 2020 – their website reports today that the issue is 'awaiting inspection' (Ref: 201028296). It is interesting that the owner of the field where CB378 passes complained about the conduct of users of CB378, including dog-walkers (see previous minutes). Please note, however, that the parish boundary separating UH and SM also divides CB378 from HE2, a Stelling Minnis path, in that very field! The duty to remedy and prevent flooding of CB378 falls to both the landowner and the County Council. Meanwhile, an informal gap has been cut through the hedge to the left of the termination of CB378 looking at it from the road, which permits walkers to circumvent this area susceptible to flooding and, most recently, liquid fly-tipping. *The line of any part of a public right of way is legally sacrosanct unless diverted under the law and through due process.*

CB379: The Parish Council Chair, Paul Gordon, reported to me that the stile at the termination of CB379 on Lime Kiln Road has been restored to good order following disintegration.

CB376 (northern section): The surface of the path has been badly disturbed by agricultural and possibly other traffic for about 100 metres between the two hedgerows just north of the new development at Cottage Farm. This disturbance becomes particularly problematic for walkers in wet conditions.

CB376 (southern section): The area at the start of this section at Mann's Hill near the Scout Hut has suffered recently from vegetation overgrowth. This was reported by Paul, and the vegetation removed. Many thanks to all who dealt with this problem.

U11610 Unclassified County Road (leading off Lime Kiln Road at the road junction): It was hoped that the repeated flooding (I reported this phenomenon to KCCHighways as far back as 2014) of this path from a pipe close to its termination has been blocked for good. The identification of the source of this flow is of special interest. Despite action taken by KCCHighways to staunch the flow, a continuing trickle of water was noticed by me emanating from the pipe-end, reported to the parish council at the last meeting.

The major footpaths in Atchester Wood CB297 and CB380, are in good condition despite the season of vegetation growth. I have not re-visited CB375 in Burstled Wood for some weeks, but the large tree-fall blocking this footpath, reported over 2 years ago, may not yet have been remedied.

I thank the Parish Clerk, Clare, and Council Chair, Paul, and other members of the council and parish residents for their continued support in the protection of the quality of and public rights to use the assets constituted by the public rights of way, unclassified county roads and permissive footpaths in the parish.

Robert Veltman Parish Footpath Warden Upper Hardres 10th July 2021

8.3 Tree Warden Report

The school children tree and hedge planting project is on schedule for November, Covid matters hopefully by then will not be an obstacle.

One of the picnic tables on the playing field is still needing repair to its supports, also both tables could do with treating to prevent them rotting away over time. I am happy to deal with both these previously mentioned matters if no one else is able to deal.

The fallen tree in the village hall grounds remains to be dealt with.

8.4 Bossingham Village Hall

At the AGM held in June the new Committee were elected: Chair – Nikki Gordon; Secretary – Alison Hewitt; Treasurer – Linda Warner; Booking Secretary – Jess Wood (handover to be agreed with Nikki Gordon). Gabby Fisher to continue to attend Parish Council Meetings to update on Hall matters. We still have two spaces available on the Committee. Katie Beaumont has returned to clean the hall and is doing an excellent job.

We have simplified the hire fees at weekends and included a Wedding Package to run from Friday afternoon to Sunday morning (10.00am). This will be £280 which includes cleaning costs. A £150 deposit will also be required.

The kitchen upgrade is nearly completed with all the new appliances bought and fitted. The planning application for the Patio Doors is still outstanding and will be chased up.

With the COVID-19 restrictions easing, the hall is starting to receive several new bookings alongside our existing ones which is excellent news and very encouraging for the future use of the hall. We have been able to accommodate two weddings in July and an Italian pop up kitchen is planned for once a month; the first one is booked for 24th July. With the majority of restrictions being lifted from Monday 19th July we will be able to go back to full capacity and this will hopefully mean the hall being used even more. We have a very good relationship with the Greek Orthodox Church who have continued to hire the hall throughout the restrictions. We have sectioned off a specific area in the Store Room which is working well and ensures everything is protected. They pay £25.00 per month for storage.

We have had a query with our Hall insurance as Aviva requested a structural engineers report for us to continue to be insured for subsidence. We argued that we had a certificate from Crawford's stating there was no further subsidence, the subsidence works were completed, the tree survey had been undertaken with trees removed and that this would be a considerable expense for the hall to carry out on an annual basis. Linda Warner is dealing with this issue and is contacting Crawford's to ask their advice.

Nikki Gordon received a request from The Village People to locate a Skip in the car park when they clear out all equipment, costumes etc.

We still have some maintenance jobs to complete, put end caps on the guttering (Cllr Rob Quincey had offered to do this), removal of moss on the roof, guttering repairs, and no doubt this will be added to over the next few months.

Gabby Fisher, BVH Committee, July 2021

9. Finance

9.1 Bank Reconciliation 5 May - 13 July 2021

Current Account:

£

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

| | |
|---------------------------------------|-----------------|
| Balance brought forward at 4 May 2021 | 1,396.81 |
| ADD: receipts 04.05.21-13.07.21 | 7,943.00 |
| LESS: payments 04.05.21-13.07.21 | 2,400.81 |
| Closing balance at 13 July 2021 | 6,939.00 |

Deposit Account:

| | |
|----------------------------------------------------------|------------------|
| Balance brought forward at 4 May 2021 | 11,093.84 |
| ADD: receipts 04.05.21-13.07.21 | 0.28 |
| LESS: payments 04.05.21-13.07.21 (transfer to curr. acc) | 150.00 |
| Closing balance at 13 July 2021 | 10,944.12 |

Total funds at 13.07.2021

£ 17,883.12

9.2 Receipts and Payments since last meeting: Cashbook extract

| MAY | | | | | | | | | |
|------|-----------------|-----------------------------------------------|-------------------|--|-----------|----------|--------|-----------------|----------|
| 6 | from CCC | Precept | 2021/22 | | PRECEPT | 6,043.00 | | PRECEPT | 7,439.81 |
| 20 | from CCC | CFF | 2021/22 | | OFF | 1,750.00 | | CFF | |
| 6 | Boss Pre-School | Parish Grant Award | | | £137 | | 250.00 | UHPC GRANT 2021 | |
| 6 | KALC | Annual subscription | | | SUBS | | 222.94 | INV NO 7946 | |
| 6 | C Hamilton | Zoom subs | May meeting | | EXP | | 14.39 | EXP | |
| 21 | BHIB Ltd | Insurance | 01.06.21-31.05.22 | | INSURANCE | | 386.28 | LCO02083 | 8,316.20 |
| 28 | C Hamilton | Salary 2/12 | May | | SALARY | | 293.80 | SALARY 2/12 | 8,022.40 |
| JUNE | | | | | | | | | |
| 8 | PCC UH Church | Annual donation | | | £137 | | 150.00 | DONATION 2021 | |
| 8 | Wraights | Grounds maintenance | April & May | | OFF | | 789.60 | INV 1604 | 7,082.80 |
| 28 | C Hamilton | Salary 3/12 | June | | SALARY | | 293.80 | SALARY 3/12 | 6,789.00 |
| 29 | from Barclays | For Gr Mtn invoice - epicormic growth removal | | | | 150.00 | | tree work | 6,939.00 |

Correspondence received

- Slide pack from CCC Parish Council Briefing on Planning Enforcement and Heritage circulated to Cllrs
- Canterbury District Local Plan: Draft Vision and Options Online Stakeholder Conference
- Canterbury District Local Plan - draft vision and options for the district
- KCC Electric Vehicle Charging: What Role for Village Halls and Parish Councils? 15 June online. Zoom recording circulated to councillors and BVHMC
- Affinity Water draft Drought Plan Public Consultation
- CCC Local Plan briefing session for Parish Councils, 1 July
- KALC Canterbury Area Committee meeting Agenda for Thursday 24 June at 7pm on Zoom
- KALC training events
- KALC information on how to take part in the lighting of Beacons on the 2 June 2022 to celebrate The Queen's Platinum Jubilee
- Boundary Commission Review of Parliamentary Constituencies Consultation

Signed..... Paul Gordon, Chairman, 14 September 2021