

Upper Hardres Parish Council

Chairman Paul Gordon

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Minutes of meeting held on Tuesday 12 January 2021 at 7.30pm via Zoom

1. Attendance and apologies for absence

10.11.2020_1

Attending: Chairman Paul Gordon, Cllrs Angela Waldron, Mick Broughton, Nick Waldron, Rob Quincey, Clerk/RFO Clare Hamilton. John Pitcher *Tree Warden*, Rob Veltman *Footpath Warden*, Gabby Fisher *Chair, BVH Management Committee*, CCC Ward Cllr Matthew Jones-Roberts, KCC Cllr Michael Northey and two members of the public.

2. Acceptance of Minutes of previous meeting

10.11.2020_2

It was resolved to accept the minutes of the meeting held on 10.11.2020 as a true record.

Proposed by Cllr Nick Waldron, seconded by Cllr Rob Quincey and approved by Chairman.

To be signed at a later date.

3. Members' declarations of interest on Agenda items

10.11.2020_3

Item 6.1: Cllrs Nick Waldron, Angela Waldron

4. Public participation on Agenda items

10.11.2020_4

a. CCC Cllr Mathew Jones-Roberts highlighted items in his [report](#) including staffing difficulties faced by Serco due to the pandemic; Kent Fire & Rescue Service's reassuring response to a household risk assessment and smoke alarms check, KF&RS provide home visits to advise on best use of smoke alarms and can be contacted at home@kent.fire-uk.org; feedback on CCC Consultations is welcomed.

b. KCC District Councillor Michael Northey highlighted items in his report to councillors including Kent Highways, public transport and HGV transportation in Kent. Michael also provided [this link](#) to the latest Update from KCC which includes details of testing and vaccination sites and the [Kent Together Helpline](#)

5. Matters Arising from meeting held on 10.11.2020

10.11.2020_5

At the meeting on 10 November 2020, a parishioner highlighted concern over potential environmental health risks caused by potential fly tipping of animal waste on Catts Hill Path (U11610) and potential work to trees without permission on the same road. The parishioner had reported these concerns to CCC in Jan 2019 and again in Jan 2020 as no action had been taken.

Cllr Rob Quincey has since held several meetings with the landowner and presented a detailed report to the meeting with his findings. Councillors are assured that no fly tipping took place, no environmental damage has been caused, and any work to hedgerows was permissible. Rob Quincey's report will be forwarded to the parishioner who raised the issue.

6. Development Management & Planning Applications

10.11.2020_6

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

6.1 CA/20/02237 Two Acres, Hardres Court Road, Upper Hardres CT4 6EA

Erection of 5 no. detached two-storey dwellings with associated garages, parking and landscaping following demolition of existing dwelling.

Awaiting CCC decision. UHPC Acceptable

6.2 CA/20/01713 Site Of Former Elm Lodge, Manns Hill, Bossingham, Kent, CT4 6ED

Change of use of ancillary accommodation to holiday let.

CCC GRANTED. UHPC Acceptable

6.3 CA/20/02183 Thompsons Garden Centre, Stone Street, Petham, Canterbury CT4 5PW

Installation of 25m high lattice mast with headframe; 3 No. antennas; 2 No. 600mm dish and 4 No. cabinets.

Awaiting CCC decision. UHPC Should be Refused

7. Highways

10.11.2020_7

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

8. Reports

10.11.2020_8

8.1 Footpaths

An interactive map of footpaths can be viewed [here](#)

Rob Veltman, footpath Warden carried out an inspection on 31.12.20 and reported the following to KCC.

Rob informed of sections the Highways Act which state it is an offence to cause obstruction to footpaths.

a. CB378 - PRow fault ref. 200920025: surface problem/flooding: termination at Bossingham Rd opposite VH is flooded causing accessibility problems. PC is in process of contacting landowner.

b. CB379 - PRow fault ref. 200943906: kissing gate requested at termination of CB379, Lime Kiln Lane end. Flooding, stile awkward, fallen waymarker post.

c. U11610 Unclassified County Road at Bossingham end: flow from pipe has stopped, displacement of surface stones posing threat to safety and access. KCC to inspect in March and aim to carry out clearing in April.

d. CB375 - The surface of the footpath has been cleared, major treefall obstacles remain. PC is in process of contacting landowner.

e. CB376 - Destruction of the surface of this wide PRow by agri-vehicles over a 400 metre (approx) stretch leading up close to the termination of CB376 at Mann's Hill (north).

f. 'Bull in Field' notices at the terminations of CB373 near Hardres Court and CB377:

No bulls seen at the time of inspection. Notices should only be displayed if there are bulls present.

8.2 Trees

a. Lime tree removal: Three tenders for the removal of one Lime tree at the Village Hall were received and considered. **It was resolved** to accept the quotation from Wraight's, being the best value to the parish council. Approval for removal of the tree has been granted by CCC.

b. Honey fungus: Reappeared on old oak tree roots at the junction of Manns Hill and The Street and is being monitored by KCC Soft Landscapes Team who provided a brief report on 22.12.20 which stated an inspection of the tree had taken place and they suspect the fungus is restricted to that of the residual bits of the old tree. They are confident the new tree will remain unaffected for now, but will need to monitor the situation over the next year.

c. Tree Planting Week: John Pitcher, tree warden, provided information on Tree Planting Week in Dec to parish magazine.

d. Fallen Holly tree in VH garden has still not been dealt with. Chairman to pursue.

8.3 Bossingham Village Hall

See Appendix for report from Chair of BVH Management Committee.

8.4 Bossingham Playing Field

nb. Government guidance states "If the owner/operator has fewer than 5 workers, they do not have to write anything down as part of the risk assessment". However, for good record keeping, action is recorded in meeting Minutes

a. Consideration was given to the implications of national lockdown announced on 4 January 2021 where playgrounds can remain open and discretion may be used in keeping outdoor gyms open. As the gym equipment is small scale and used infrequently and is currently taped to ensure social distancing, **it was resolved** to keep the gym equipment open for use and to continue to remind users to provide their own hand sanitiser when using the equipment.

b. Chairman carried out a visual inspection and Risk Assessment on 19 November 2020 resulting in the following action:

- football net has been replaced and secured
- signs regarding using the recreation area have been refreshed
- gym equipment has again been re-taped to limit the use to one person.

Chairman will carry out a further Risk Assessment on 13 January.

David Webb continues to carry out valuable informal inspections of the playing field and defibrillator.

c. Following a review of the grounds maintenance contract and the circulation of a draft tender document to Councillors for consideration, **it was resolved** to invite the incumbent and two further local businesses to tender for the grounds maintenance contract. Tenders to be considered at the next meeting on 16 March.

d. Action points raised in annual safety inspection report to be attended to in spring.

9. Finances

10.11.2020_9

- 9.1 Balance of Accounts and Bank Reconciliation at 12 January 2021:
Current account balance £3,170.18. Deposit account balance £12,545.63. Total funds £15,715.81
- 9.2 Receipts and Payments since last meeting:
See Appendix for Cashbook extract and Bank Reconciliation.
KALC Area Committee agreed for each parish council to pay £30 contribution as honorarium for KALC Area Committee secretary in recognition of her work in managing recent CFF and other issues. £30 invoice from KALC approved by councillors by email, paid 14.12.2020.
- 9.3 Expenditure due before next meeting:
- | | | | | |
|------------|---------------------|-----|----------|------------|
| C Hamilton | Zoom subscription | Jan | £ 14.39 | vat £2.40 |
| | Clerk's Salary | Jan | £ 293.80 | |
| | Clerk's Salary | Feb | £ 293.80 | |
| Wraights | Grounds Maintenance | Oct | £ 244.80 | vat £40.80 |
| | Grounds Maintenance | Nov | £ 244.80 | vat £40.80 |
| | Grounds Maintenance | Dec | £ 244.80 | vat £40.80 |
| | Grounds Maintenance | Jan | £ 244.80 | vat £40.80 |
- It was resolved** to approve expenditure. Proposed by Cllr Mick Broughton, seconded by Cllr Nick Waldron, approved by Chairman.
- 9.4 VAT reclaim of £325.62 received for the period 01.03.2020-31.10.2020.
- 9.5 CCC confirms Concurrent Functions Funding as follows (information received from CCC 27.11.20):
1. For parish councils to receive the same funding allocations for 2021/22 and 2022/23 as per 2020/21;
 2. To remove the £20,000 annual contingency fund from 2021/22. Any underspend from the 2020/21 contingency fund will roll over into the 2021/22 and be available until March 2023.
(for UHPC, this means two further years of £1,750 annual funding towards grounds maintenance)

10. Bossingham Marker Posts

10.11.2020_10

Chairman is waiting to hear from Scout leader if post can be installed near Scout Hut.
It was suggested a third post could be cut and gifted to Stelling Minnis Parish Council to form a link between the two parishes.

11. Defibrillator

10.11.2020_11

- a. Serviced by Turtle Engineering on 12.11.20 and replacement pads delivered 23.11.20 and fitted. Next service due 19.11.22.
- b. Clerk to arrange purchase of recommended 3D sign.

12. Village Appraisal / Local Plan review

10.11.2020_13

On 5 January, Councillors held an informal meeting via Zoom with Alan Atkinson of Bridge Parish Council to learn about Bridge PC's experience of producing a Neighbourhood Plan. Councillors thank Alan for his time. Councillors recognise the value of a Neighbourhood Plan and voiced some concerns about the significant commitment required to produce it. A dedicated Committee would need to be formed. Councillors to informally gauge response amongst parishioners to a potential Plan, and an online meeting will be held for Councillors in February to discuss in more detail.

13. Correspondence received

10.11.2020_14

- CCC Draft Climate Change Action Plan 2021-2030
- CCC Draft Corporate Plan 2021-2024
- KALC Canterbury Area Committee Meeting: Minutes October 2020
- KALC Canterbury Area Committee Meeting: Minutes November 2020, including draft Parish Charter *(which aims to provide a framework for Canterbury City Council and Parish Councils and Kent County Council to work together to serve the people living in the rural areas of Canterbury)*
- Invitation to CCC Parish Council Engagement Meeting online 12.01.21 *(clashed with this meeting)*
- Letters to Vice Chair and Clerk from members at the Kingdom Hall in Sullivan Lane Canterbury
- Updated Government Guidance for the safe use of multi-purpose community facilities.

14. For information

10.11.2020_15

- Break in at Copperfield Farm, Lime Kiln Lane, 9 Jan
- CCC Cllr Ben Fitter-Harding is booked to attend the next PC meeting on 16 March

- Census 2021: information is expected shortly
- KALC Community Awards Scheme 2021: deadline for nominations 12 February, nomination discussed. Framed certificate received for 2020 award recipient, Rob Veltman, will be forwarded
- Parish Council wreath for Remembrance Sunday: to diary purchase in November
- Meeting dates 2021: Tuesdays - 16 March; 11 May; 13 July; 14 September; 16 November
- Next meeting 16 March 2021.

Meeting closed at 9.15pm

Appendix

Reports from CCC Councillors Matthew Jones-Roberts and Robert Thomas

- Read CCC Cllr Matthew Jones-Roberts's full report [here](#)
- From CCC Cllr Robert Thomas (information correct at 11.01.21):

Direct Debit payments for the Kent Travel Saver Card and its 16+ equivalent will be cancelled in January and February due to the national lockdown.

Vulnerable children and those of critical workers will still be able to use their pass to travel to school.

A refund for those that have paid upfront will be made once a decision is made by Government on when all children may return to school.

KCC Cabinet Member for Highways and Transport Michael Payne said: "We appreciate how hard another lockdown is for parents and the impact it is having on families, businesses and livelihoods, particularly after it follows some of the harshest tier restrictions.

"This situation has created another very complex problem and KCC officers have been working behind the scenes on the best way to help those that purchased a Kent Travel Saver but are now not currently able to use it because of the lockdown restrictions.

"Although the Kent Travel Saver cards are normally non-refundable, KCC believes it is only right not to collect the January and February Direct Debit payments.

"Furthermore, we will make a decision about the March payment when we are hopefully better informed about the timetable for the return to school.

"We will also review the level of refund for those who have paid upfront in full once we know the timescale for all pupils to be allowed to return."

The KCC Travel Saver and KCC 16+ Travel Saver are subsidised by the council and offer parents the opportunity to reduce the cost of bus travel rather than buying a ticket direct from operators.

8.3 Bossingham Village Hall Management Committee

Following a new booking for communal worship, the Hall is now being used very Sunday morning (except for Remembrance Sunday). This is still permitted under Lockdown 3 and will continue to be monitored in line with government guidance.

Progress is continuing with the kitchen upgrade. The appliances will be purchased this month and receipts forwarded to the Parish Council in good time to send to CCC. Waiting for a quote on the electrical work and have a local builder lined up to fit the new oven, extractor fan and make good, as some of the kitchen units will need to be removed/altered.

Nick Lee-Evans from Lee-Evans Partnership has started drawing up the plans and will submit the planning application to fit new Patio Doors. The cost of this is £500 plus VAT.

Clearing the moss of the roof, along with gutter clearance and repairs are still outstanding due to the recent poor weather conditions.

The final Accounts for 2020 are being finalised and will be ready to send to the Parish Council for the March meeting.

At the November Committee Meeting, I advised I would be stepping down as Chair at the next AGM in June. It is still my intention to remain part of the Committee. If there are no willing volunteers to take over at the next Committee meeting in March, an article will go in the Parish Mag looking for someone to take this on and join the Committee at the AGM.

Gabby Fisher, *Chair, Bossingham Village Hall*

9.2 Bank Reconciliation 11 November 2020 – 12 January 2021

Current Account:	£	£
Balance as current account at 12 January 2021		
The net balance reconciles to the Cashbook (receipts & payments account) as follows:		
Balance brought forward at 11 November 2020		3,625.97
ADD: receipts 11.11.20 – 12.01.21		382.58
LESS: payments 11.11.20 – 12.01.21		838.37
Closing balance at 12 January 2021		3,170.18
Deposit Account:		
Balance brought forward at 11 November 2020		12,545.31
ADD: receipts 11.11.20 – 12.01.21		0.32
LESS: payments 11.11.20 – 12.01.21		0
Closing balance at 12 January 2021		12,545.63
Total funds at 12.01.2021		£ 15,715.81

Cashbook extract Receipts and Payments since last meeting

NOV						
9	from Barclays	Goal net funds from playing field reserves	55.96			
23	Turtle Eng.	Defib cabinet service and replacement pads		206.38	INV NO.2020-7069	3,475.55
26	C Hamilton	Salary 8/12 Nov		293.80		
26	C Hamilton	Zoom subs Nov meeting		14.39		3,167.36
DEC						
14	KALC	Contrib. to honorarium for KALC Area Comm. sec.		30.00	INV. 7853	
17	HMRC	VAT refund	326.62			
21	C Hamilton	Salary 9/12		293.80		3,170.18
JAN						