

Members are hereby summoned, and notice is given, that the next meeting of Upper Hardres Parish Council will be held at Bossingham Village Hall on **Tuesday 11 November 2025 at 7pm**

Signed: Clare Hamilton, *Clerk/RFO Upper Hardres Parish Council*, 04 November 2025

## Agenda

### 1. To record attendance and apologies for absence

2. **To consider** acceptance of the Minutes of the Meeting held on 16 September 2025  
**To consider** acceptance of the Minutes of the Extraordinary Meeting held on 1 November 2025

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

### 4. To note appointment of new Parish Clerk & RFO

- a. To confirm start date and handover period for new parish clerk

### 5. Public participation on Agenda items

To adjourn for 30-minute public participation session, if required

*The Chairman reminds all present that meetings of the Parish Council are not public meetings but members of the public have a statutory right to attend meetings of the council as observers. They have no legal right to speak unless the Chairman authorises them to do so. Members of the public may not take part in the PC meeting itself unless the Chairman authorises them to do so.*

### 6. Matters arising not covered by the Agenda

7. **Planning Applications** Planning applications may be viewed at Canterbury City Council's website [here](#)  
*Responding to Planning Applications: In order for councillors to be aware of parishioners' views on a planning application, parishioners are encouraged to share their thoughts with the parish council at least one week before the CCC submission deadline. In that way, councillors can support parishioners' views if necessary.*

- 7.1 Outstanding planning applications affected by water quality at Stodmarsh nature reserve: in Appendix.

### 8. Highways Highways issues can be reported directly to KCC [here](#).

- a. Pett Bottom Road: ref 907522 Parishioner report of illegal entrance. PC details have been added to report.  
b. Blocked drains, The Street: ref 904996 - status 15.10.25 'Gully scheduled to be cleaned'  
c. Blocked gully/soakaway, Hardres Court Road: ref 902079 - status 4.11.25 'Works completed'.

### 9. Reports

#### 9.1 Councillor James Hodgkinson

- a. East Kent Design Coding Workshop, 27 Sept  
b. KALC Area Committee, 30 Sept  
c. Emergency Plans/Community Resilience Plans

#### 9.2 City and County Councillors

#### 9.3 Footpaths

- a. CB376: Japanese Knotweed

#### 9.4 Bossingham Village Hall

- a. Car park signage

#### 9.5 Bossingham Playing Field

- a. Gate signage  
b. To note annual safety inspection by the Play Inspection Company

**10. Finance**

- 10.1 To note Balance of Account at 11 November 2025
- 10.2 To note Receipts and Payments since last meeting and Bank Reconciliation
- 10.3 **To consider** Expenditure due before next meeting.
- 10.4 **To consider** the proposed Budget 2026/27
- 10.5 Banking updates

**11. CIL (Community Infrastructure Levy) Neighbourhood Portion**

To note balance of CIL funds

**12. Highway Improvement Plan (HIP)**

- a. HGV signs
- b. Roundels

**13. Dog fouling signage and waste bin**

- a. Waste bin: awaiting installation
- b. Enforcement Officer: awaiting feedback from CCC re. parish visit

**14. Parish Council community event**

**To consider** an Easter event for the parish

**15. Welcome Pack**

To consider a review of the Welcome Pack

**16. Devolution**

**17. Freedom of Information request**

**18. For information**

- Meeting dates 2026: Tues at 7pm - 13 January, 10 March, 12 May, 14 July, 15 September, 10 November
- **Next meeting: 13 January 2026, 7pm.**

*Chairman* Nick Waldron

*Parish Clerk* Clare Hamilton

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