

# Upper Hardres Parish Council

## Minutes of meeting held on Tuesday 10 July 2018, 7.30pm at Bossingham Village Hall

- 1. Attendance, apologies for absence, and co-option of new councillor** 8.5.18\_1  
Attending: *Chairman Paul Gordon, Councillors* Angela Waldron, Janice Rosen, Nick Waldron;  
*Clerk/RFO* Clare Hamilton; eleven parishioners.  
Rob Quincey was co-opted as councillor, accepted the Code of Conduct and signed Acceptance of Office and Declaration of Pecuniary Interests form.
- 2. Minutes of previous meeting** 8.5.18\_2  
**It was resolved** to accept the minutes of the meeting held on 8.5.18 as a true record.
- 3. Members' declarations of interest on Agenda items** 8.5.18\_3  
No matters of personal interest in agenda items and their nature declared.
- 4. Public participation on Agenda items** 8.5.18\_4  
School bell: Parishioners spoke in support of, and against, the school bell chimes. Mr Gray, headteacher, informed that CCC Environmental Health have been requested to take decibel reading - see item 12.  
Phone box: Parishioners were concerned about phone box on The Street - see item 22.  
Housing Needs Survey: To be published on PC website - see item 11.  
PRoW footpath clearance: see item 9.3.
- 5. Matters Arising** from meeting held on 8.5.18: None. 8.5.18\_5
- 6. Development Management & Planning Applications** 8.5.18\_6
  - 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> -  
CA/18/01173 Walnut Tree Farm, Pett Bottom Road, Lynsore Bottom, Upper Hardres CT4 6EG  
Proposed detached single-storey garage and log store.  
Comments to CCC by 03 August 2018  
  
CA/18/01328 Farncombe, Manns Hill, Bossingham, Upper Hardres CT4 6ED  
Proposed two-storey detached dwelling following demolition of existing bungalow  
Comments to CCC by 27 July 2018  
Applicant attended the meeting and informed of use of air source heating therefore no need for oil tank.
- 7. Proposed work to trees in a Conservation Area** 8.5.18\_7
  - 7.1 None reported
- 8. Highways** 8.5.18\_8
  - 8.1 Potholes: please report potholes directly to KCC <http://www.kent.gov.uk/roads-and-travel/report-a-problem>
  - 8.2 Start of Works Notice: received from KCC Highways for surface improvement works on Bursted Lane, between Hardres Court Road and Pett Bottom road, starting 18 July. Email List informed.
  - 8.3 Lime Kiln Lane incident 1/2 June: container vehicle damaged tree and power lines. Clerk to check with KCC Highways Steward if signage is sufficient at both ends of road.
  - 8.4 B2068 Stone Street at Stanford: closed overnight 12 and 13 June for road repairs. Email List informed.
  - 8.5 Bursted Hill, Bishopsbourne: closed for one day from 28 June. Email List informed.
  - 8.6 Overgrown verge on Hardres Ct Rd junction with Bursted Hill: a parishioner informed of this causing a blind spot which lead to a near collision. Reported to KCC 6.7.18, ref. no. 370079.
  - 8.7 Lynsore Court flooding: a parishioner reported flooding after heavy rain. To be investigated.

.....Paul Gordon, *Chairman*, 11 September 2018

## 9. Reports

8.5.18\_9

- 9.1 Footpath Warden - Japanese Knotweed: On 18.5.18 parishioner reported Japanese Knotweed to clerk, junction of footpaths CB362 & CB372, Stone St. Footpath warden, Ramblers' Association, KCC all informed. Liam Jackson, KCC Business Services Support Officer, prioritised this and on 2.7.18 parishioner informed clerk that it is showing signs of dying back and thanks the PC for support.
- 9.2 Rights of Way Improvement Plan - Have Your Say: Kent County Council is consulting on draft Rights of Way Improvement Plan which outlines objectives for Kent's Public Rights of Way network and wider public access for the next 10 years. Consultation closes on 12 September 2018.  
Visit [www.kent.gov.uk/rightsofwayimprovementplan](http://www.kent.gov.uk/rightsofwayimprovementplan) to find out more and take part.
- 9.3 KCC PRoW Vegetation Clearance: Contract issues mean it is likely to be another four weeks before the first cut is completed. See report from KCC in Appendix.
- 9.4 Tree Warden: see item 13.2 War Memorial.
- 9.5 PCSO: see Appendix.

## 10. Finances

8.5.18\_10

- 10.1 Balance of accounts at 10 July 2018: Current account £5,553.17. Deposit account: £16,019.07.  
See Appendix for bank reconciliation and quarterly statement.
- 10.2 Income and expenditure since last meeting - see Appendix for Cashbook extract.
- 10.3 Expenditure due before next meeting:
- |              |                            |          |
|--------------|----------------------------|----------|
| PCC          | Annual donation            | £ 150.00 |
| BVH          | CFF - Serco, mowing        | £ 450.00 |
| Wright's     | Grounds maintenance July   | £ 244.80 |
|              | Grounds maintenance August | £ 244.80 |
| Play Insp Co | Annual safety inspection   | £ 180.00 |
- It was resolved** to approve expenditure. Proposed: Janice Rosen. Seconded: Rob Quincey. Approved by Chairman.
- 10.4 End of financial year 2017/18 reporting: Notice of Public Rights and Publication of Annual Governance and Accountability Return (exempt authority) accounts for the year ended 31 March 2018 published 10 June 2018. Period for the exercise of public rights set as Monday 11 June - Friday 20 July.
- 10.5 Chairman to complete bank mandate change forms.

## 11. Housing Needs Survey

8.5.18\_11

- 11.1 The survey was posted to every household within the parish in May 2018. Approximately 157 surveys were distributed with 71 surveys being returned, representing a 45% response rate. 41-page report received from ACRK and circulated to councillors on 6.7.18. Comments in Appendix to be edited to protect identities and report then published on PC website. Chairman briefly summarised the report as follows:  
A need for up to 11 affordable homes, for the following local households was identified -  
4 single people; 4 couples; 3 family. 7 households currently live in the parish and 4 live outside and have immediate family members currently living here.  
A need for rental properties was highlighted. Councillors to look into what is 'affordable'.

## 12. School bell chimes

- 12.1 Three letters of support for the chimes have been received by the PC from parishioners.  
Clerk to contact CCC Environmental Health dept to try to expedite progress on decibel readings.  
In recognition of the concern shown by the headteacher for residents, compromises already introduced, and the chimes being part of the fabric of village life, the PC supports chimes between 8am-8pm, 365 days a year.  
**It was resolved** to await findings of CCC Environmental Health decibel readings before further discussion.
- 12.2 **It was resolved** to postpone discussion of a possible donation towards the cost of a limiter device until further information is available.

## 13. War Memorial

- 13.1 **It was resolved** to accept quotation of £78 from Wright's for removal of large shrubs around war memorial.
- 13.2 **It was resolved** to request further information from tree warden on proposals for the flower beds before requesting possible donations.
- 13.3 Past chairman to brief current chairman on occasions to raise the union flag.

.....Paul Gordon, *Chairman*, 11 September 2018

- 14. Bossingham Playing Field** 8.5.18\_13
- 14.1 Signs: No Dogs sign and updated contact phone no. sign fixed 14 May.
- 14.2 Bin: Serco were requested to empty bin 30 May and it was dealt with promptly. To be reported again.
- 14.3 Pedestrian gate: Nick Waldron to repair gate closure and cover/shear off protruding bolts before annual inspection in August.
- 14.4 Double gates: Last year's annual inspection suggested these should be kept locked for security. **It was resolved** to secure these gates with a padlock and to supply keys to grounds maintenance contractors.
- 14.5 Swing: Rubber seal coming away on side of seat. Councillor will advise on this.
- 14.6 Annual safety inspection: The Play Inspection Company due in August.
- 15. Signage** 8.5.18\_14
- 15.1 Repairs to Bossingham village sign: To be delivered to blacksmith for repair to Invicta symbol. Newer Bossingham sign in hedge near school has been also been damaged by hedge trimmer.
- 15.2 Village Gateway signs: Draft letter to landowners seeking permission to install gateways on their land approved by councillors. Once landowners' permission is confirmed, KCC Highways can be instructed to proceed. Installation late September at the earliest. A parishioner contacted the PC with concern the road would be narrowed and restrict agricultural vehicles, however, there is no road narrowing as the gateways will be sited on verges.
- Funding of £2000 pledged from Michael Northey's KCC Members Grant and remainder from parishioners. This year, Zurich Municipal will waive the insurance premium to add the gates to our policy. Next year there will be a slight increase in premium of £8.30.
- 16. Bossingham Village Hall** 8.5.18\_15
- 16.1 BVHMC insurers request removal of beech tree and reduction of oak tree before repairs to subsidence at BVH can proceed and councillors confirm approval of BVHMC insurer's report findings. Three quotes for work to trees and necessary permission from CCC obtained. Work to commence on 11 July.
- A councillor raised the issue of insurance cover for contractors - although Certificates have been seen, in future it is recommended insurances for the specific task are requested.
- 16.2 Clerk's report to BVHMC AGM on 15.5.18 - see Appendix.
- 17. The Rural Kent Coffee & Information Project** 8.5.18\_16
- 17.1 Advert in June and July editions of H&SN. Final visit on 24 July.
- 18. Correspondence** 8.5.18\_17
- 18.1 General correspondence as circulated to councillors in weekly Clerk's Update emails, including:
- 18.2 KCC Local Account for Kent Adult Social Care - Here for you, how did we do? 2017
- 18.3 CCC Heritage Strategy Workshops - Canterbury Workshop 24 May
- 18.4 Operation Stack listening exercise, 11 June 22 July - People living, working and travelling in Kent are invited to contribute their views on a permanent solution to Operation Stack in a listening exercise: <https://www.gov.uk/government/news/operation-stack-listening-exercise-starts-today>
- 18.5 KCC Big Conversation on Rural Transport
- 18.6 Merchant Navy Day - fly the red ensign.
- 19. Village Tidy Day** 8.5.18\_18
- Date to be arranged at September meeting.
- 20. General Data Protection regulations (GDPR)** 8.5.18\_19
- 20.1 Personal Data Audit Questionnaire; Consent Form; Councillors' express consent confirmed; Email List express consent sought and list updated; Privacy Notice - General; Privacy Notice - for staff, councillors and Role Holders, all in place.
- 20.2 Following this information from SLCC News Bulletin - 'Parishes and Communities to be exempt from appointing a DPO' - clerk to continue to manage data: *'The House of Commons ... accepted a Government amendment to the Data Protection Bill, the effect of which will be to remove all parish, town and community councils, parish meetings and Charter Trustees in England and Wales from the initial requirement that they must appoint a Data Protection Officer.'* .....Paul Gordon, Chairman, 11 September 2018

- 21. Annual audit requirements for financial Year 2017/18** 8.5.18\_20  
Requirements met, as item 10.4.
- 22. Removal of phone box on The Street** 8.5.18\_21  
BT Payphones Customer Services reported the mechanism was de-activated and the working line service ceased on 11.9.17. Kiosk is now waiting for recovery and BT have no estimated date for this. However, BT aim to recover all defunct kiosks nationwide by the end of 2019. (*BT Payphones Cust. Serv. 0800 661610*)
- 23. 30mph awareness bin sticker quotations** 8.5.18\_22  
Quotations to be obtained.
- 24. Driving speeds on Manns Hill**  
Delivery vans in particular are driving too fast for the road conditions on Manns Hill. Clerk to seek advice from KCC Highways Steward as to action that can be taken.
- 25. For information** 8.5.18\_23
- 25.1 Dates for 2019 PC meetings confirmed, starting at 7.30pm, Tuesdays - 9 Jan; 5 Mar; 7 May, Annual Meeting followed by ordinary meeting; 21 May, Annual Parish Meeting; 8 July; 10 Sept; 12 Nov.  
Line Dancing to continue to end at 7.15pm on these seven dates.
- 25.2 Defibrillator: Chairman to take over responsibility for defibrillator and to arrange training.
- 25.3 PC documents and policies: Clerk will email 'library' of documents and policies to councillors.
- 25.4 Donation request: A request from Kent Environment & Community Network for £500 to help cover their legal costs for Canterbury South Urban Extension (Corinthian) proposal to go to Court of Appeal was refused.
- 25.5 CCC Parish Capital Grants Fund 2019/20: Now open for applications. Deadline 9am, Monday 1st October 2018. This year there is a total of £25,000 to allocate due to underspend. As in previous years, the funding is solely for capital projects and applicants are required to match fund. Applications will be prioritised where there is evidence of: local need, community involvement, and consultation; contribution towards the council's corporate plan; match funding.
- 25.6 Bossingham Village Hall Management Committee: Stage is in storage as not required year-round; this frees up more space in the hall allowing capacity to be reviewed. Old chairs are available for a donation. Storage solutions are being considered. Councillors thank BVHMC for their upkeep of, and future planning for the hall.
- 25.7 Qualified clerk: Clerk is now CiLCA qualified.

Being no further business, the meeting closed at 9.15pm.  
Next meetings - 11 Sept; 13 Nov.

Signed ..... Paul Gordon, *Chairman*, 11 September 2018

*Chairman* Paul Gordon

*Clerk/RFO* Clare Hamilton | clrhamilton8@gmail.com | 01303 257321 | [www.upperhardrespc.kentparishes.gov.uk](http://www.upperhardrespc.kentparishes.gov.uk)

---

## Appendix

### 10.1 Bank Reconciliation: 9 May 2018 - 10 July 2018

#### Current Account:

Balance as current account bank statement at 10 July 2018:	£	£
Santander Current Account	<u>5,553.17</u>	
Petty cash (if any)	0	
LESS: any unrepresented cheques at 10.7.18	0	
ADD: any unbanked cash at 10.7.18	0	
Net balance at 10 July 2018		<u>5,553.17</u>

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

Balance brought forward at 9 May 2018	5,960.68
ADD: receipts 9.5.18 - 10.7.18	2,271.41
LESS: payments 9.5.18 - 10.7.18	2,678.92
Closing balance as per Cashbook at 10.7.18	<u>5,553.17</u>

#### Deposit Account:

Balance as deposit account bank statement at 10 July 2018:	£	£
Barclays Deposit Account	<u>16,019.07</u>	
Net balance at 10.7.18		<u>16,019.07</u>

**Total funds at 10.7.18** **£21,572.24**

### 10.2 Cashbook extract: 9 May 2018 - 10 July 2018

Date	Description			Receipts	Payments		Balance	vat
MAY							5,960.68	
10	A Waldron	APM refreshments		APM	27.26	APM REFRESHMENTS		
10	Barclays	Transfer for Parish Grant Funds		TRANSFER	500.00	PC GRANT FUND		
10	Village People	Parish grant award 2018		PC GRANT	200	PC GRANT 2018		
10	Scouts	Parish grant award 2018		PC GRANT	150	PC GRANT 2018		
10	Boss Pre-School	Parish grant award 2018		PC GRANT	150	PC GRANT 2018		
10	KALC	Annual subscription		SUBS	202.15	INV 6375 UHPC	5,731.27	33.69
14	Art4site	UH map scanning		CONT	24	INV10416		4
18	C Hamilton	Picture frame for Chairman's gift		CONT	12	PIC FRAME		
18	C Hamilton	Salary 1/4		SALARY 1/4	728.52	SALARY 1/4	4,966.75	
21	CCC	Concurrent Functions Funding 18/19		CFF	1,771.41		6,738.16	
23	Wraights	Grounds Maintenance	April	CFF	244.8	INV 1074 APRIL		40.8
23	Sandgate Print	Newsletters			40	INV 37273	6,453.36	
JUNE								
4	Zurich Municipal	Insurance premium 2018/19		CFF	410.59	YLL-2720853673	6,042.77	
19	Wraights	Grounds Maintenance	May	CFF	244.8	INV 1073 MAY	5,797.97	40.8
JULY								
9	Wraights	Grounds Maintenance	June		244.8	INV 1101 JUNE	5,553.17	40.8

### 9.1 KCC Public Rights of Way natural surface vegetation clearance

You will be aware that we run large scale surface vegetation clearance contracts through the spring and summer months, to keep the network of paths open and available. This year we were due to procure new contracts and this has been taking place over the winter, with new five-year contracts awarded in April.

Unfortunately, we have been experiencing some problems within several of the district including Canterbury and Thanet. Many of the paths have still not been cut or those that have, may not be up to the standard we expect. We would usually be expecting the first cut to have been completed by now. You may well have received complaints yourself regarding this?

Regrettably, last week, we were left with no choice but to terminate the contract. We have immediately appointed a replacement contractor and they are already out undertaking the cut. However, It is likely to be another four weeks before the first cut is completed. I can only apologise for this, reassure you that we are doing all we can to get back on track and ask for your patience whilst this problem is resolved.

**Andrew Hutchinson MIPROW** | East Kent Area Manager | Public Rights Of Way & Access Service | Kent County Council | The Granary | Penstock Hall Farm | Canterbury Road | East Brabourne | Ashford | Kent | TN25 5LL Tel: 03000 417171

### 9.3 Report from PCSO

CRIME REPORT INCIDENTS for the rural areas from 01/06/2018 to 30/06/2018

Blean, Rough Common & Tyler Hill Theft from a vehicle-Tyler Hill; Burglary- Tyler Hill; Criminal Damage-Blean

Upper and Lower Harbledown Burglary- Harbledown; Attempt Burglary- Harbledown

Chartham & Chartham Hatch Criminal Damage- Chartham; Theft -Chartham; Burglary- Chartham Hatch ; Attempt Burglary – Chartham Hatch; Arson- Chartham

Petham,Waltham,Bossingham,Upper & Lower Hardres, Nackington Burglary- Petham; Burglary- Upper Hardres

Bridge,Patixbourne,Bishopsbourne, Kingston, Bekesbourne Theft-Patixbourne; Theft from a vehicle-Bishopsbourne; Theft from a vehicle- Bridge; Burglary-Bridge

Barham, Woolage Village, Woolage Green ,Womanswold, Adisham Theft of a vehicle-Adisham; Theft from a vehicle-Barham; Vehicle interference - Adisham

Littlebourne,Stodmarsh,Ickham, Wickhambreaux, Grove Ferry Criminal damage,Theft, Burglary, Arson, Theft from a vehicle and theft of a vehicle - Littlebourne

We have decided to produce a report that covers all the rural areas and also give other areas ideas of what's happening also. Also joining the team from now and covering Petham, Waltham, Bossingham, Upper & Lower Hardres, Nackington, Chartham & Chartham Hatch is PCSO Emma COYLE.

### 16.2 Clerk's report to BVHMC AGM, 15 May 2018

**UHPC news** Steve Rayner has retired as councillor and chairman, and Paul Gordon is the new PC chairman. The councillor vacancy is being advertised on the PC website and parish noticeboards and we hope to fill the vacancy by co-option at the PC meeting on 10 July.

**Work to trees** At the UHPC meeting on 8 May, councillors agreed to accept the quotation from Andy Osborne of **£1,050** incl. VAT to remove the beech tree and reduce the oak tree, as required by your insurers. This is subject to a quote in writing (to UHPC) and sight of necessary insurance documents.

No objection to work to trees in a conservation area was received from CCC, therefore work may commence.

The PC recommends BVHMC carry out a Risk Assessment prior to work to trees commencing, particularly in light of traffic management for work to the oak tree.

**Insurance excess** At the UHPC meeting on 8 May, councillors agreed to fund the £1,000 insurance excess for work to repair the cracked VH wall.

**Asbestos Management Plan** The PC advise BVHMC put in place an Asbestos Management Plan (councillor can advise on this).

**Grounds maintenance** Grounds maintenance cost-cutting measures were considered at the PC meeting on 8 May and Wraight's provided some suggestions to reduce the annual cost of grounds maintenance, but these equate to small savings of only approx. £300 per year. Suggestions were:

- to reduce general clearing of car park, front of hall and grounds during January and February – but if there were any winds in Jan/Feb the dead wood and rubbish blown from trees etc would not be cleared;
- to cut hedges once instead of twice a year - but this would lead to untidy hedges and more work to do annually;
- for John Pitcher, who looks after the flower bed at car park entrance, to take on maintenance of the War Memorial flower bed - but he already does enough for no charge.

Councillors feel that Wraight's provide a good service to the PC and VH and, subject to their prices being held (and there has been no increase since May 2016), they agreed to maintain the status quo.

The annual contribution from the VH towards grounds maintenance does not include vat.