

# Upper Hardres Parish Council

Chairman Paul Gordon

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

## Minutes of meeting held on Tuesday 14 July 2020, 7.30pm, via remote conference call (Zoom)

### 1. Co-option of Michael Broughton as Parish Councillor

Following publication of Notice of Vacancy on 5 June, CCC approved co-option of a councillor and councillors welcomed Mick Broughton to the parish council. Acceptance of Office form to be completed and signed. Disclosure of Pecuniary Interests form to be completed and signed.

#### Attendance and apologies for absence

12.05.2020\_1

Attending: Chairman Paul Gordon, Cllrs Angela Waldron, Nick Waldron, Rob Quincey, Mick Broughton, Clerk/RFO Clare Hamilton. John Pitcher *Tree Warden*, Gabby Fisher *Chair BVH Management Committee*.

### 2. Acceptance of Minutes of previous meeting

12.05.2020\_2

It was resolved to accept the minutes of the meeting held on 12.05.2020 as a true record. Proposed Cllr Rob Quincey, seconded Cllr Angela Waldron. To be signed at a later date.

### 3. Members' declarations of interest on Agenda items None

12.05.2020\_3

### 4. Public participation on Agenda items None

12.05.2020\_4

### 5. Matters Arising from meeting held on 12.05.2020 not covered on Agenda None

12.05.2020\_5

### 6. Development Management & Planning Applications

12.05.2020\_6

Planning applications may be viewed online at:

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

#### 6.1 APPEAL ref. 3250217

19/00490 Land rear of 2 Westfield Cottages, Hardres Court Road, Bossingham CT4 6EA  
Proposed two-storey detached dwelling with associated car parking following demolition of garage and timber sheds.

Deadline for comments to Planning Inspectorate 05.08.2020 by email to: [east1@planninginspectorate.gov.uk](mailto:east1@planninginspectorate.gov.uk)  
Comments were submitted to CCC in May 2019 (see Appendix) and there are no further comments to submit.

#### 6.2 20/01288 1 Westfield Cottages, Hardres Court Road, Upper Hardres CT4 6EA

Single-storey detached garage and log store following demolition of existing garage.  
Comments to CCC by 24 July 2020

#### 6.3 19/10159 Great Bossingham Farm, Manns Hill, Bossingham CT4 6EB

Proposed 5 no dwellings and a workshop together with new access and parking following demolition of existing agricultural buildings. UHPC Neutral. One Objection. Two Abstentions.  
CCC Planning Committee meeting 16.06.2020 - GRANTED

#### 6.4 19/10116 Land Off, Pett Bottom Road, Lynsore Bottom, Upper Hardres CT4 6EQ

Retrospective application for Change of Use from agricultural field to a dog walking field with associated hardstanding, access and fencing.  
CCC Planning Committee meeting 04.06.2020 - Deferred  
CCC Planning Committee meeting 14.07.2020 - GRANTED

#### 6.5 19/01902 Land at The Street, Bossingham, Upper Hardres

Proposed erection of 4 no. detached two-storey dwellings together with double garages and new vehicular access to The Street, Bossingham.  
CCC Planning Committee meeting 14.07.2020 - GRANTED

### 7. Highways

12.05.2020\_7

Potholes: Parishioners may report potholes directly to KCC - <http://www.kent.gov.uk/roads-and-travel/report-a-problem>

- Hardres Court Road, Lower Hardres (Faucett Hill to Catts Wood Rd): closure planned from 26th August 2020, between the hours of 07:00 and 19:00, with estimated completion by 28th August 2020 to allow carriageway patching and preservation works to be carried out as part of a Micro-surfacing scheme
- The Street, Bossingham: disused van removed June 2020.

## 8. Reports

12.05.2020\_8

### 8.1 Footpaths

See appendix for Footpath Warden's report.

### 8.2 Trees

- Condition of replacement oak tree on the triangle is improving
- Tree Report: action to be taken (see May meeting Minutes). Cllr Nick Waldron to review.
- Large branch/part of tree trunk down in BVH garden hedge. Cllr to report to hedge owner.

### 8.3 Bossingham Village Hall Management Committee

See appendix for report. Councillors congratulated the committee on their efforts in the current situation.

### 8.4 Bossingham Playing Field

Due to coronavirus, the Playing Field was closed on 2 April. Following Government advice on reopening, a Risk Assessment was carried out by the Chairman on 05.07.2020 and the field was reopened on 06.07.2020 with relevant safety notices displayed and restrictions to gym equipment in place to ensure social distancing. An email was sent to parishioners with the new guidance. Situation is reviewed regularly and if restrictions are not observed, playing field will be closed.

## 9. Finances

12.05.2020\_9

### 9.1 Balance of Accounts and Bank Reconciliation at 14 July 2020:

Current account balance £5,612,66. Deposit account balance £13,299.43. Total funds £18,912.09.

### 9.2 Receipts and Payments since last meeting:

See Appendix for cashbook extract and Bank Reconciliation.

### 9.3 Expenditure due before next meeting:

C Hamilton	Clerk's Salary	July	£	286.00	
	Clerk's Salary	August	£	286.00	
	Zoom subscription	July	£	14.39	vat £2.40
Wraights	Grounds Maintenance	May	£	244.80	vat £40.80
	Grounds Maintenance	June	£	244.80	vat £40.80
Turtle Engineering Defib Cabinet servicing			£		(waiting for confirmation)

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

### 9.4 External Auditor report: On 23.06.2020, External Auditor PKF Littlejohn, confirmed by email they have received and logged the notification of exempt status for the year ended 31 March 2020 submitted for Upper Hardres Parish Council. By notifying them that Upper Hardres Parish Council has claimed exemption, there is no review to be performed and consequently no auditor certificate and report, or any other closure documentation, will be issued by for this reporting year.

## 10. Tidy Village

12.05.2020\_10

Salt transferred from salt bag to salt bins outside VH, Manns Hill and Lime Kiln Lane.

Chairman will contact the Scout leader about reopening of the Scout Hall and to offer councillor help with some grounds maintenance.

## 11. Bossingham Oak tree wood and marker posts

12.05.2020\_11

One post to be installed in front of Village Hall. Suggested position for second post is on Manns Hill next to memorial bench (which will be repaired by councillors). Councillors to seek permission from land owner.

## 12. Correspondence received

12.05.2020\_12

Listed in Appendix

## 13. New Model Code of Conduct consultation

Emailed to councillors for completion. Deadline 17 August.

- 14. Defibrillator servicing** 12.05.2020\_14  
Waiting for servicing date from Turtle Engineering. Signs now in situ.
- 15. Noticeboard and Signage repairs** 12.05.2020\_15  
15.1 Hop Pocket noticeboard: stored until work at pub complete. PC notices are pinned on BVH noticeboard.  
15.2 Restoration of second Bossingham sign (triangle at Lime Kiln Lane/Hardres Court Rd): complete and sign reinstated.
- 16. Website and GDPR** 12.05.2020\_16  
Accessibility regs apply from 20 September - clerk to check with website host that all is in place.
- 17. The Hop Pocket** 12.05.2020\_17  
Chairman to enquire about progress.  
Remaining wood from oak tree to be offered for use in new bus shelter construction.  
A query was made whether the Hop Pocket was registered as an Asset of Community Value.
- 18. Village parking**  
Poor parking is a growing concern to parishioners and councillors alike, especially around the Homeside Farm area where sight lines are regularly blocked. The PCSO is aware, but patrols during the day when the issue is not as common. Alternative parking areas will be investigated. The Highway Code to be highlighted in Hardres & Stelling News again.
- 19. For information** 12.05.2020\_19  
UHPC Newsletter: sent to email list on 27 May 2020. No requests received for printed version  
KALC Area Committee: meeting 28.07.2020, apologies sent  
Janice Rosen: UH 1720 framed map and card delivered to Janice and thanks received  
PCC: Thanks received from UH Church for annual donation  
Moat shared ownership homes at Radstone Gate: interested parishioners are encouraged to contact Moat Homes at [www.moat.co.uk](http://www.moat.co.uk)  
Next PC meeting: 15 September 2020.  
  
Meeting closed at 9.30pm.

## Appendix

### 6.1 Appeal ref. 3250217- 19/00490 2 Westfield Cottages

UHPC comments submitted to CCC in May 2019:

Upper Hardres Parish Council find that planning application CA/19/00490 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.

### 8.1 Footpath Warden's report

Major paths walked: the unclassified county road from Lime Kiln Road to Bowhill U11610 (aka Cat's Wood path), and from the manor House CB375 to point where it meets CB374 in Burstled Wood, then CB374, and CB376 back to Bossingham. I have reported two faults on CB374, one of which corresponds with the fault on CB376 on the opposite corner of the same field above Lynsore Bottom.

CB374 Burstled Wood: a major obstruction caused by fallen trees KCC Fault Ref:200759564 and, CB374 & CB376 Notices on gates stating 'Caution Bull' which may be in contravention of health and safety executive regulations - if there is not a bull in the field, the notice should not be visible. If there were a bull in that field where PRowers pass, the

bull in question has to conform to certain specifications as set down in WCA 1981 s.59.  
KCC Fault ref: 200785288

U11610 is in reasonably good condition. Not unduly obstructed by overgrowing vegetation as it has been in the past.

The cattle grid on CB377, the footpath which crosses the field from Mann's Hill to the Village Hall, has been removed. I hope this change improves pedestrians' access to the path when the ground is soft on this public amenity.

Robert Veltman 03.07.2020

### 8.3 Bossingham Village Hall Management Committee

#### Summary:

Subsidence issue now resolved and signed off  
Water heaters replaced in ladies and gents toilets  
Roof leak caused by broken tile repaired  
Kitchen refit is being planned

#### Reopening:

Government advice is being followed and advice/support from ACRK  
Aiming for 27 July to open for minimal use, with one way system, signage and sanitisers in place  
Maximum of 10 for an exercise class  
Autumn bookings will be contacted re. restrictions  
New hiring conditions are being prepared  
Hall has been deep cleaned and will be cleaned weekly  
Kitchen may be out of bounds to hirers and reserved as 'designated area' in case of illness of a hall user, and cupboards will be taped shut to prevent use of crockery/cutlery  
Track and Trace information gathering is being worked on  
Committee is in communication with Stelling Minnis Village Hall Committee.

### 9.1 Bank Reconciliation 13 May 2020 – 14 July 2020

Current Account:	£	£
Balance as current account at 14 July 2020		5,612.66
<b><i>The net balance reconciles to the Cashbook (receipts &amp; payments account) as follows:</i></b>		
Balance brought forward at 13 May 2020		7,759.89
ADD: receipts 13.05.2020-14.07.2020		0
LESS: payments 13.05.2020-14.07.2020		2,147.23
Closing balance at 14 July 2020		5,612.66
Deposit Account:		
Balance brought forward at 13 May 2020		13,295.86
ADD: receipts 13.05.2020-14.07.2020		3.57
LESS: payments 13.05.2020-14.07.2020		0
Closing balance at 14 July 2020		13,299.43
<b>Total funds at 14.07.2020</b>	<b>£</b>	<b>18,912.09</b>

### 9.2 Cashbook extract Receipts and Payments since last meeting:

					receipts	payments	ref	balance
MAY								
18	C Hamilton	Salary 2/12 May		SALARY	286.00		SALARY 2/12	
18	C Hamilton	Zoom subs May		CONT.	14.39		ZOOM MAY SUBS	
18	KALC	Subs 2020/21		SUBS	224.52		INV 7599 UHPC	
18	Boss Pre-Sch	PC Grant 2020		s137	250.00		UHPC GRANT 2020	
18	H&S News	PC Grant 2020		s137	250.00		UHPC GRANT 2020	6,734.98
27	Zurich Municipal	Insurance 2020/21		CFF	427.53		REF 3706874	
27	Wraights	Grounds maintenance April		CFF	244.80		INV 1434 APRIL	
27	F'stone Printing	A2 print for J Rosen gift		CONT.	13.99		A2 print	
27	C Hamilton	Salary 3/12 June		SALARY	286.00		SALARY 2/12	5,762.66
JULY								
9	PCC	Annual donation		s.137	150.00		UHPC DONATION	5,612.66

## **12. Correspondence received** as circulated in weekly Clerk's email plus

12.05.2020\_12

- CCC - Our future District to 2040, Stakeholders Conference, Monday 20 July 2020 (11am -1pm)
- NALC and KALC advice on reopening of playing fields
- KALC Virtual Training Event
- NALC Newsletters
- Consultation on a new Model Code of Conduct (I'll add this to the July Agenda)
- HM Prison & Probation Service - Community Payback Scheme: Overview
- Manston Airport Design Option Review Stage 2 CAP1616 - deadline 19 June
- New guide by Communities Prepared and Action with Communities in Rural England aimed at helping rural communities become more resilient in the face of emergencies.
- Kentish Stour Partnerships Annual Review 2019/20.
- KALC Area Committee meeting - Thursday 23rd July at 7.30pm on Zoom
- Manston ACP Stage 2 - Invitation to workshop reminder
- CCC Consultations: Public Space Protection Orders and jet ski membership scheme

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