

# Upper Hardres Parish Council

Chairman Paul Gordon

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## Minutes of meeting held on Tuesday 12 November 2019, 7.30pm at Bossingham Village Hall

Chairman welcomed people to the meeting, read the Filming/Recording of meetings statement, and informed of an extra Agenda item added since publication: 6.11 The Hop Pocket.

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

10.9.19\_1

Attending: Chairman Paul Gordon, Councillors Angela Waldron, Nick Waldron, Rob Quincey, Clerk/RFO Clare Hamilton, Tree Warden John Pitcher and 10 parishioners.  
Apologies: Cllr Janice Rosen, CCC Cllr Matthew Jones-Roberts.

### 2. To consider acceptance of Minutes of previous meeting

10.9.19\_2

It was resolved to accept the minutes of the meeting held on 10.9.19 as a true record.

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

10.9.19\_3

Cllr Robert Quincey - 6.3, 6.5

### 4. Public participation on Agenda items

10.9.19\_4

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.*

**a.** A query was made re. use land for a dog training facility in Pett Bottom. The PC has received no formal notification of this and a councillor will inquire.

**b.** Potential issues surrounding Councillor Abstentions and Declarations of Interest on Agenda items were raised. We are limited to 5 councillors, and it is inevitable in this small village that occasionally councillors have to abstain from commenting on planning applications eg. concerning neighbouring properties, and other issues. In few instances, this has meant two councillors abstaining from planning decisions. Reassurance was given that all planning applications are carefully considered and communication with parishioners is actively encouraged. Clerk will seek further advice from KALC (Kent Association of Local Councils).

**c.** Safety of trees on Hardres Ct Rd (beyond Bow Hill towards Canterbury) was raised, as in the past a falling branch caused damage to a vehicle. Clerk to request Highways Steward to assess their safety.

**d.** A representative of 'Saving Stars' group (45 members) attended and informed that following a meeting held recently by the group, they have provided a document objecting to CA/19/01902 Land at The Street, Bossingham. Issues raised in this objection document were discussed, plus further matters including vision splay; access for emergency vehicles; access for refuse vehicles; impact on the Conservation Area and AONB; impact on village traffic; impact of construction vehicle movements on the village; potential blockage of VH car park with construction and local vehicles during construction which would have a detrimental effect on hall bookings.

Councillors expressed disappointment that more parishioners and more members of Saving Stars were not present at this meeting to discuss such a major application with councillors.

### 5. Matters Arising from meeting held on 10.9.19

10.9.19\_5

- 30mph signs near school now cleared of vegetation and cleaned.
- Regular speeding vehicle reported: registration number can be reported to PCSO.
- Vehicles dropping off and collecting children from school are sometimes seen to disregard the 30mph speed limit and park on zig-zag lines: Clerk wrote to Headteacher requesting parents are reminded to adhere to the law and speed limit for the safety of all road users.
- Overgrown hedge at entrance to school car park reducing visibility onto road now trimmed.

### 6. Development Management & Planning Applications

10.9.19\_6

Planning applications may be viewed online at:

Chairman and Vice Chairman attended CCC Planning Workshops in November. These were informative sessions lead by CCC Head of Planning, Simon Thomas.

- 6.1 CA/19/02098 1 The Cottage, Manns Hill, Bossingham CT4 6EB  
Proposed single-storey rear extension and roof extension.  
Response to CCC by 29 November 2019
- 6.2 CA/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.  
Response to CCC by 22 November 2019
- 6.3 CA/19/01957 Woodlands, Manns Hill, Bossingham CT4 6ED  
Proposed first-floor extension and single-storey rear extension following demolition of existing conservatory together with alterations to the front elevation and materials.  
UHPC Acceptable. One Abstention
- 6.4 CA/19/01867 Clearvu, Manns Hill, Bossingham CT4 6ED  
Proposed single-storey rear and side extension with dormer to rear elevation.  
UHPC Acceptable. One Abstention
- 6.5 19/01767 Farncombe, Manns Hill, Bossingham CT4 6ED  
Variation of condition 02 (approved drawings) of planning permission CA//19/00705/VAR for the proposed two-storey detached dwelling following demolition of existing bungalow; to increase eaves and ridge height and to allow changes to first floor fenestration to the front and rear.  
UHPC: Proposed roof height Should Be Refused. One Abstention.  
UHPC comment reviewed on 12.11.19 to: 'Maximum roof/eaves/ridge height is Generally Acceptable, as long as it is no higher than neighbouring properties.'  
CCC GRANTED
- 6.6 CA/19/01835 Little Bossingham Farm, Lime Kiln Lane, Bossingham CT4 6FY  
Application for Listed building consent for proposed single-storey garden room to side together with single-storey extension to side.  
CCC GRANTED.
- 6.7 CA/19/01725/LB Pear Tree Cottage, Stone Street, Upper Hardres CT4 5PW  
Application for listed building consent for erection of timber fence following demolition of boundary wall and cladding to the outbuilding.  
CCC GRANTED
- 6.8 CA/19/01767/VAR Farncombe, Manns Hill, Bossingham, Upper Hardres CT4 6ED  
Variation of condition 02 (approved drawings) of planning permission CA//19/0010/VAR for the proposed two-storey detached dwelling following demolition of existing bungalow, alterations to the fenestration on the ground floor windows, addition of an L-Shaped flat roof sedum canopy to the South and East elevation and relocation of chimney flue to other side of the master bedroom bay window; to increase eaves and ridge height and to allow changes to first floor fenestration to the front and rear.  
CCC GRANTED
- 6.9 CA/19/01450 Clearvu, Manns Hill, Bossingham, Upper Hardres CT4 6ED  
Proposed dormers to front and rear together with single-storey rear extension and porch to front.  
CCC GRANTED
- 6.10 CA/19/00490 Land rear of 2 Westfield Cottages, Hardres Court Road, Upper Hardres CT4 6EA  
Proposed 2-storey detached dwelling with asso. car parking following demolition of garage and timber sheds.  
UHPC Should be Refused. Awaiting CCC decision
- 6.11 The Hop Pocket  
- This well-loved local asset is under new ownership and concerns were raised at this meeting about the

removal of trees in a Conservation Area without permission, the need for planning permission for the erection of a steel framed shelter/storage facility, and plans for the pub's future.

- Regarding the removal of trees, Councillors contacted the new owner who reported that the trees were cut in error and an application would have been made through the usual channels. A local company are contracted to clear the fence line and plant £5,000 worth of trees and shrubs along the new fence to provide a green screen. Included in the order are several 30' standards as well as well-established young oaks.
- A steel framed shelter/storage facility is a temporary, moveable structure, and does not require PP.
- Concerns were also raised regarding the safety of the Hop Pocket site as there appears to be no distinction made between a Domestic and a Commercial site in that no site boards are displayed. It was reported a skip is obstructing the pavement and is unlit, and safety fencing has been removed around LPG tanks.
- Councillors will contact the new owner to formally request open communication with the Parish Council, assurance of a secure, safe, professionally-run site which does affect neighbours, and a report of plans for the future of the pub which can be communicated to parishioners.
- Plans communicated to Councillors from the owner to date are as follows: for the pub to be open some week-day evenings as a bar; provision of a tea-room; provision of a barn for local artisans to sell their wares with space above for owner's business use.

## **7. Highways**

10.9.19\_7

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

- 7.1 Hardres Court Road/Burstled Lane flooding: Works were carried in August and September (see Minutes 10.9.19). Rains on 30 September caused further flooding. Highways Steward was informed and debris causing a blockage was cleared. Situation to be monitored and any further issues, eg. leaves causing a blockage, to be reported to Highways Steward.

- 7.2 Manns Hill surface repair works: Further works scheduled for Sept did not take place. Clerk to investigate.

## **8. Reports**

10.9.19\_8

### **8.1 Footpath Warden, Rob Veltman**

Ref PROW189658 - Overgrown path CB375 (Pett Bottom Road to the Manor House) reported in April and Ref PROW667992 - Fallen tree blocking passage on CB375 in upper Burstled Wood, reported 6.7.19, still not attended to. Removal of such an obstacle to walkers' passage is the landowner's responsibility (s154 Highways Act 1980) and the owner is unknown. Highlighted at a KCC PROW meeting and asked them to take action and if necessary, to clear a path around this obstacle.

Ref 447409 - U11610 Unclassified County Road (Cat's Wood Road Path, leading from Little Bossingham Farm to Hogg Lane/Bow Hill/Cat's Wood Road): Overgrown and drainage not functioning properly. As a UCCR it is the direct responsibility of KCC Highways and has now been reported to the Highways Steward who has handed the job to the 'Soft Installation Team'.

As no action has been taken by KCC on these matters, they were reported to the Canterbury Ramblers AGM held on 10.11.19.

### **8.2 Tree Warden, John Pitcher**

- John attended The Tree Council's annual Tree Warden Forum for the South East in Maidstone.
- Tree Register has been compiled and locations marked on plan. One quote received so far to undertake a thorough inspection of Parish Council owned trees and provide a written report on their condition along with recommendations for their immediate and/or future management if required.

Two further quotes needed.

### **8.3 Bossingham Village Hall Management Committee**

See Appendix for report from BVHMC outlining their activities since formation of new committee on 19.9.19.

- Insurance excess of £1000 paid to BVHMC (as resolved at PC meeting held on 8.5.18, Minutes item 15.2).
- The Parish Council expressed their thanks to the new committee for their dedication to the task, organisation and planning, and clear communication with the PC.

### **8.4 Bossingham Playing Field**

- Waiting for mowing quote to be included in grounds maintenance fee.
- No Dogs sign broken off gate post again; to be replaced and more permanent signage solution investigated.

## **9. Finances**

10.9.19\_9

- 9.1 Balance of accounts and Bank Reconciliation 12 November 2019:

Current account balance £3,832.89. Deposit account balance £13,557.04. Total funds £17,389.93.

9.2 Receipts and payments since last meeting: see Appendix for cashbook extract and Bank Reconciliation.  
VAT reclaim of £307.46 for the period 1.3.19-30.9.19 received.

9.3 Expenditure due before next meeting:

C Hamilton	Travel expenses BVHMC 19.9.19 meeting	£	14.40	
	Clerk's Salary November	£	286.00	
	Travel expenses November meeting	£	14.40	
	Clerk's Salary December	£	286.00	
	Tree Forum ticket reimbursement	£	15.00	
	6 months expenses 1 April-30 Sept	£	120.67	
Wraights	Grounds Maintenance October	£	244.80	vat £40.80
	Grounds Maintenance November	£	244.80	vat £40.80
	Grounds Maintenance December	£	244.80	vat £40.80

**It was resolved** to approve expenditure. Proposed by Cllr Nick Waldron, seconded by Cllr Angela Waldron, approved by Chairman.

9.4 a. **It was resolved** to approve revised Restricted & Unrestricted Reserves Policy 2019/20

b. **It was resolved** to approve Budget for 2020/21

c. **It was resolved** to approve the Precept request 2020/21 of £5512. Precept request deadline is 31 Dec.

## 10. Village Tidy Day

10.9.19\_10

10.1 Chairman to liaise with SMPC Chairman re. a date for a joint tidy day with SMPC and to discuss Speedwatch.

## 11. Bossingham Oak tree wood

10.9.19\_12

11.1 - Cllr Rob Quincey is investigating letter carving cost for marker posts (£250 budget approved at previous meeting) and is speaking to a local supplier. Cllr Nick Waldron will cut four 7"x7" posts from the tree trunk.  
- KCC plan to plant replacement tree on the triangle in due course. A flower bed was discussed as an alternative but deemed too labour intensive.

## 12. Correspondence received

10.9.19\_13

Email from Bossingham Pre-School: received 1 Oct

NALC Policy Cons. E-Briefing 12-19 Independent Review into Local Government Audit Call For Evidence

KCC Every Mind Matters Campaign

KALC CEO Bulletin

KALC Canterbury Area Committee meeting: The Herne Centre 22 October, apologies sent

KALC Info note Oct 19 - IT Update: Websites

VE Day 75 Celebrations 2020: Clerk to contact UH Church and SM Church about possible joint event

Manston Airport Airspace Design and Procedures: invitation to Design Principles focus group, Ramsgate

2019 Counter Terrorism Policing, Festive Campaign Newsletter

Salt bags offer from KCC Highways: requested 100litre bag delivered to BVH without blocking access.

## 13. Christmas Lights

10.9.19\_14

13.1 The use of a telehandler has been offered for lights installation. Risk Assessment to be carried out.

## 14. Defibrillator

10.9.19\_15

14.1 Cllr Rob Quincey to source signage.

## 15. Noticeboard and Signage repairs

10.9.19\_16

15.1 Permission given by new Hop Pocket owner for repaired noticeboard to be reinstated.

15.2 Cllr Nick Waldron to investigate repair needed to UH Church shared noticeboard.

15.3 Restoration of Bossingham sign on triangle at Lime Kiln Lane/Hardres Ct Rd to be arranged.

## 16. Website and GDPR

10.9.19\_18

16.1 - To be compliant with the Public Sector Bodies (websites and mobile applications) (no.2) Accessibility Regulations 2018, a new website is needed by September 2020. This will no longer be funded by KCC and the PC has made provision in the 2020/21 budget for associated costs. Clerk will attend a KALC meeting in December for further information.

- Information on web providers has been provided by KALC and researched by Clerk. Outline costs as follows:

KCC Cantium: £995 1st year, £675 per annum for following years, based on 3-year contract

Vision ICT: £650 to set up, then annual fee of £175

.....Paul Gordon, *Chairman*, 14 January 2020

NetWise UK: £399 to set up basic package, then £100 per annum

HugoFox: FREE hosting and template for PCs

**It was resolved** to further investigate the HugoFox offering and for the Clerk to build a new website on their Accessibility Regs compliant template in the new year.

- Clerk has purchased the domain name upperhardrespc.co.uk for 99p for first year, then £9.99 per annum.

16.2 **It was resolved** to consider establishing email addresses for councillors linked to the new website in 2020.

## 17. For information

10.9.19\_19

17.1 Remembrance Sunday: service at War Memorial was well attended.

17.2 KALC Community Awards Scheme: Deadline for nominations is 31 Jan 2020; nominee discussed.

17.3 BVH fund raising events: Wreath Making Workshop, Kim's Cookery School, Christmas Dinner.

17.4 2020 meeting dates as follows: Tuesdays, 14 January; 10 March; 12 May (Annual Meeting of the Council at 7pm followed at 7.30pm by Ordinary meeting); 19 May (APM); 14 July; 15 September; 10 November.

17.5 Next PC meeting: 14 January 2020.

The meeting closed at 9:45pm

## Appendix

### 8.3 Bossingham Village Hall Management Committee report to UHPC

- New Committee in place and working through an agenda. On-going insurance claim to repair Subsidence is moving forward but no date for work to commence yet.
- New boiler, 7 day programmer and Booster switch fitted.
- Key Holders have been sent a form to sign and return to tighten up on accessing the Hall, leaving it in a usable state for the next Hall user etc.
- Thanks to Charlie Ledgerwood the previous hall Cleaner. New Cleaner in place who can meet the needs of the hall cleaning requirements.
- New Treasurer needed for 2020 as Dan Hamlin is leaving the Committee at the end of the Financial year.
- Working closely together with Stelling Minnis Village Hall
- Moving to an On-Line Booking System, updating the web page and using social media to better market and advertise the Hall to attract more bookings. Bookings are steadily increasing.
- Ian Midson is applying for the Hall to hold an Alcohol Licence.

#### Maintenance

- Working Party on 17<sup>th</sup> to meet at the Hall at 9.30 to clear the gutters, tidy up the outside of the Hall and other areas identified on the 'to do' list. Any volunteers welcome. Will also identify any additional work needed to be undertaken, e.g. men's urinals

#### Grants and Fundraising

- £100 donation received from D Watts. £912 received from Making a Difference Locally (nominated by Bruce and Emma Warden).
- Kims Cookery School is cooking a pop-up Sunday lunch on 24<sup>th</sup> November. Tickets are selling well, and monies raised will be go to the Village Hall. A Christmas lunch is planned for Sunday 15<sup>th</sup> December. If successful, will hold a couple of times a year to raise funds.
- Linda Warner, Country Blooms is holding a Christmas Wreath Making Workshop on 8<sup>th</sup> December with monies raised being donated to the Village Hall.
- Applied to CCC Parish Council Capital Grant Fund to improve kitchen facilities. Outcome will be known in February 2020.

#### Windmill Fete

This will be run as part of the Village Hall Charity (in the same way it was with Stelling Minnis School previously) and monies raised will be shared out to the local Community as before and will help as part of the fundraising for the Hall going forward.

## 9.1 Bank Reconciliation 11 September 2019 - 12 November 2019:

Current Account:	£	£
Balance as current account at 12.11.19:	3,832.89	
<i>The net balance reconciles to the Cashbook (receipts &amp; payments account) as follows:</i>		
Balance brought forward at 10 September 2019	4,184.43	
ADD: receipts 11.9.19 – 12.11.19	1,919.46	0
LESS: payments 11.9.19 – 12.11.19	2,271.00	
Closing balance at 12 November 2019		3,832.89
Deposit Account:		
Balance brought forward at 10 September 2019	14,557.04	
ADD: receipts 11.9.19 – 12.11.19		
LESS: payments 11.9.19 – 12.11.19	1,000.00	
Closing balance as statement at 12 November 2019		13,557.04
Total funds at 12.11.19		£17,389.93

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

SEPT								
2	C Hamilton	Salary 5/12	August		SALARY	286.00	SALARY 5/12	4,184.43
23	Play Insp Co	Annual playing field safety inspection			CFF	180.00	INV37536 UPP08105	4,004.43
23	C Hamilton	Salary 6/12	September		SALARY	286.00	SALARY 6/12	3,718.43
23	C Hamilton	Travel exp.	Sept meeting		EXP.	14.40	TVL EXP SEPT	3,704.03
OCT								
2	Wraight's	Grounds Maintenance	Aug & Sept		CFF	489.60	INV 1323 AUG SEPT	3,214.43
7	BVH	Grounds Maintenance contribution 1/2				612.00	BVH G MTNANCE	3,826.43
14	Barclays	Transfer for BVH insurance excess				1000.00	BVH INSUR. EXCESS	4,826.43
14	BVH	Insurance excess payment				1,000.00	INSUR. EXCESS	3,826.43
16	HMRC	VAT reclaim			VAT	307.46	HMRC VTR	4,133.89
31	C Hamilton	Salary 7/12			SALARY	286.00	SALARY 7/12	3,847.89
NOV								
4	C Hamilton	Reimbursement: Tree Forum ticket for J Pitcher				15.00	REIMBURSEMENT	3,832.89