

# 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 15 September 2020, 7.30pm, via remote conference call (Zoom)

- 1. Attendance and apologies for absence** 14.07.2020\_1

Attending: Chairman Paul Gordon, Cllrs Angela Waldron, Nick Waldron, Rob Quincey, Mick Broughton, Clerk/RFO Clare Hamilton. John Pitcher *Tree Warden*, Rob Veltman *Footpath Warden*, Gabby Fisher *Chair, BVH Management Committee*, Linda Warner *Treasurer, BVH Management Committee*, and one parishioner.  
Apologies: CCC Cllr Robert Thomas (report in Appendix).
- 2. Acceptance of Minutes of previous meeting** 14.07.2020\_2

**It was resolved** to accept the minutes of the meeting held on 14.07.2020 as a true record.  
Proposed Cllr Mick Broughton, seconded Cllr Rob Quincey. To be signed at a later date.
- 3. Members' declarations of interest on Agenda items** 14.07.2020\_3

Cllr Rob Quincey, item 6.2
- 4. Public participation on Agenda items** 14.07.2020\_4

The Hop Pocket: (*brought forward from item 13*)  
A parishioner raised significant concerns re. the initial proposed plans for several aspects of development at the Hop Pocket site – including the site boundaries, the bus stop location, safety at the bus stop, new vehicle access and roads, former/existing building use, building extension, multiple new buildings in the field to the rear, land drainage, wildlife & environment, considerations to the community from/by the new owner, the creation of a 'Bossingham Village Trust' by Thorson.  
Following a recent conversation with the Hop Pocket owner, the Chairman reported there is no activity at present. A meeting between the owner and members of the PC was arranged before lockdown but had to be cancelled. There have been severe delays to the owner's plans due to Covid-19 restrictions, therefore until further plans are received, and/or a planning application is submitted to CCC, the Parish Council cannot comment on any conjecture. If a planning application is received, it will be circulated in order for parishioners to have the opportunity to submit comments to the Parish Council and CCC. The Parish Council strives to maintain open lines of communication with the Hop Pocket owner.
- 5. Matters Arising from meeting held on 14.07.2020** None 14.07.2020\_5
- 6. Development Management & Planning Applications** 14.07.2020\_6

Planning applications may be viewed online at:  
<https://publicaccess.canterbury.gov.uk/online-applications/search.do?action=simple>

*Received since Agenda was published:*  
CA/20/01889 Woodlands, Manns Hill, Bossingham CT4 6ED  
Single-storey dwelling following demolition of existing dwelling.  
Comments to CCC by 02 October 2020

  - 6.1 CA/20/01841 Dane Cottage, Hogg Lane, Petham CT4 5PJ  
Single-storey rear extension and replacement porch.  
CA/20/01842 Dane Cottage, Hogg Lane, Petham CT4 5PJ  
Application for Listed Building Consent for internal and external alterations including single-storey rear extension and replacement porch.  
Comments to CCC by 02 October 2020. UHPC Acceptable
  - 6.2 CA/20/01713 Site Of Former Elm Lodge, Manns Hill, Bossingham CT4 6ED  
Change of use of ancillary accommodation to holiday let.  
Comments to CCC by 18 September 2020. UHPC Acceptable (one abstention)
  - 6.3 CA/20/01288 1 Westfield Cottages, Hardres Court Road, Upper Hardres CT4 6EA  
Single-storey detached garage and log store following demolition of existing garage.  
CCC GRANTED

## 7. Highways

14.07.2020\_7

- Potholes: Parishioners may report potholes directly to KCC - <http://www.kent.gov.uk/roads-and-travel/report-a-problem>
- Damaged kerbstones outside 1 Lime Kiln Lane: inspected by Highways Steward and deemed not to be unsafe, therefore no action will be taken.
  - Highways England: M20 Moveable Barrier works between J8 and J9, due to start from 9pm on Tuesday 1 September. They aim to complete the works by mid-November.
  - Pett Bottom Road: Closures for carriageway patching from 7th September 2020 for up to 2 days.
  - KCC Highways ref.520292, Pett Bottom Road: Materials left on road, works being programmed.
  - Street cleaning/clearing required at Lynsore Bottom to remove growth in centre of road which poses a danger to cyclists.

## 8. Reports

14.07.2020\_8

### 8.1 Footpaths

See appendix for Rob Veltman, Footpath Warden's, report. Chairman to liaise with Rob on the issues raised. Rob thanked the PC for nominating him for a KALC Community Award.

### 8.2 Trees

- Tree Warden John Pitcher has tidied up the area around the oak tree at the front of the VH and suggests adding shrubs and plants to enhance it
- Cllr Nick Waldron reviewed the tree report from Philip Wilson Arboriculture:
  - a. report recommends the lime tree at the rear of the VH is felled and VH Chair agrees. Clerk to draw up draft tender to obtain quotes and seek permission from CCC for its removal
  - b. suckers from the base of lime trees to be removed. It was pointed out that although some suckers help conceal the VH oil tank, security lighting would be a better option. Cllr Rob Quincey to liaise with BVHMC
  - c. approval given for John Pitcher to saw through the ivy growing on the oak tree at front of VH.

### 8.3 Bossingham Village Hall Management Committee

See appendix for BVH report.

- Grounds maintenance work schedule/costs and mowing contract to be reviewed by Clerk, Chairman and BVH Chair and Treasurer.
- Re. spending of CCC Capital Grant for kitchen refurb, the works don't have to have been completed, but receipts for purchases must be declared by deadline of 31 March 2021.

### 8.4 Bossingham Playing Field

Annual safety inspection carried out on 27 August by The Play Inspection Company found the Playing Field and equipment to be Low Risk. Report highlighted need for a general clean of equipment and some minor maintenance. Report circulated to Councillors.

New goal net to be purchased from Playing Field reserves.

## 9. Finances

14.07.2020\_9

### 9.1 Balance of Accounts and Bank Reconciliation at 15 September 2020:

Current account balance £4,506.87. Deposit account balance £12,601.27. Total funds £17,108.14.

### 9.2 Receipts and Payments since last meeting:

See Appendix for Cashbook extract and Bank Reconciliation

### 9.3 It was resolved to accept NALC National Salary Award 2020/2021 to be applied from 1 April 2020, and Clerk's salary increase backdated to 1 April 2020 as follows:

From 1 April 2020 Clerk's salary increased in line with NALC National Salary Award from £11 to £11.30 per hour (new SCP11), which equates to: 6 hrs pw = £67.80 x 52 weeks = £3,525.60pa. 12 x monthly payments of £293.80 (an increase of £93.60 per annum). Backdated to 1 April = £39 due.

### 9.4 Expenditure due before next meeting:

The Play Insp. Co.	Annual safety inspection	£ 186.00	vat £31
123reg	Domain name renewal: due 1 Nov	£ 11.99	approx.,+vat
C Hamilton	Clerk backdated salary increase	£ 39.00	1 April-31 August
	Clerk's 6 month expenses	£ 105.96	1 April-30 Sept
	Zoom subscription Sept	£ 14.39	vat £2.40
	Clerk's Salary Sept	£ 293.80	
	Clerk's Salary Oct	£ 293.80	
Wraights	Grounds Maintenance Sept	£ 244.80	vat £40.80
	Grounds Maintenance Oct	£ 244.80	vat £40.80

Turtle Engineering Defib Cabinet servicing iro £ 75.00 (waiting for confirmation)  
**It was resolved** to approve expenditure. Proposed by Cllr Nick Waldron, seconded by Cllr Mick Broughton, approved by Chairman.

9.4 Six-month VAT reclaim due end of September.

9.5 Six-month budget/Reserves review carried out.

## 10. Bossingham Oak tree wood and marker posts

14.07.2020\_11

- First marker post now installed outside Village Hall. All agreed it is a fitting tribute. The Oak & Rope Company were thanked for their contribution of engraving the posts for minimal cost. Photograph to be sent to Hardres & Stelling News. [www.theoakandropecompany.co.uk](http://www.theoakandropecompany.co.uk)  
- Cllr Rob Quincey to seek landowner's permission to install post on Manns Hill near memorial bench.  
- Cllr Nick Waldron to provide materials to restore bench on Manns Hill and remove and deliver bench to Cllr Mick Broughton for sanding and treating.

## 11. Defibrillator servicing

14.07.2020\_14

No response from Turtle Engineering to request for a cabinet servicing date. Clerk to pursue.

## 12. Website and GDPR

14.07.2020\_16

Accessibility Regs come into force on 20 Sept.

## 13. The Hop Pocket

14.07.2020\_17

Brought forward to item 4.

## 14. Village parking

Some improvement around Homeside Farm has been noted. Parked vehicles in the vicinity of Manns Hill /The Street regularly cause problems to agricultural vehicles which have to re-route. Reminder about lawful parking to be repeated in Hardres & Stelling News.

## 15. Correspondence received

14.07.2020\_12

Listed in Appendix

## 16. For information

14.07.2020\_19

- Clerk is attending KALC Clerk's Conference online on 24 September. Cost (total £60 ex. vat) shared with Postling Parish Council where Clare is also parish clerk.  
- Parish Appraisal: Cllr Mick Broughton to review previous appraisals and report findings back to the PC.  
- Scout Hut: no meetings at present and exterior of hall is reported to be untidy. Chairman to contact Scout leader and arrange a volunteer work party to trim and tidy.  
- Hugo's Field, Lynsore Bottom: Regulations and restraints of planning permission appear to be being adhered to.  
- Next meeting: 10 November 2020.

Meeting closed at 9.20pm

## Appendix

### 1. Report from CCC Councillor Robert Thomas

The concurrent functions funding discussion was postponed at the recent COVID19 Emergency Committee. Expected date for the Rural Forum to discuss the proposal is in November.

A. Government are consulting on two parking-related issues <https://www.gov.uk/government/consultations/managing-pavement-parking> and <https://www.gov.uk/government/news/crackdown-on-private-car-parking-firms-will-eliminate-unfair-fines>

B. The government are also consulting on planning changes too <https://www.gov.uk/government/consultations/changes-to-the-current-planning-system>. Numbers of houses for the canterbury district are unlikely to change but elsewhere in Kent there could be a big increase.

C. A government white paper on devolution could see the biggest shake up of local government in nearly 50 years. It's expected to be announced next month.

D. My role as Leader at CCC as well documented has now ended.

## **KCC**

Much like CCC, KCC made in year budget adjustments to help meet the expected additional costs of COVID19 emergency as well as lost income elsewhere. The meeting documents can be seen at <https://democracy.kent.gov.uk/ieListDocuments.aspx?CId=113&MId=8457>

KCC has launched the Solar Together Kent Scheme to help reduce the 28% of carbon emissions from Kent homes. There is the initial registration phase, a timeline for a reverse auction from suppliers with the households then allowed to chose if they wish to go ahead. The installation would be complete by June 2021. Details can be seen at <https://www.kent.gov.uk/about-the-council/strategies-and-policies/environment-waste-and-planning-policies/environmental-policies/solar-together-kent>

I have joined a cross party group called Kent Plan Bee Member Group to discuss the pollinator strategy to help oversee the action plan and implementation. A virtual workshop with invited speakers is set for 16th November but the final details are yet to be confirmed.

Flytipping is obviously a scourge upon our communities and Kent councils are continuing to lobby to ensure those who oversee the punishments are fully aware of the challenges and costs to local tax payers <https://kccmediahub.net/kent-councils-urge-magistrates-to-take-greater-action-on-fly-tippers745>

### **8.1. Footpath Warden's report**

I have been in conversation about the following matters with Andy Hutchinson, the chief executive of KCC/ProW division, and Roger King, the co-ordinator of East Kent Local Footpath Officers, of which I am one.

#### **CB362 Great Catt's Farm and parish boundary:**

The line of the public right of way CB362 runs through Great Catt's Farm farmyard, where there have been incidents between guard dogs and walkers, of which I was not aware. The landowner/farmer has diverted the path away from and outside the farmyard. I have just been advised by Andy that the diversion constitutes a permissive footpath, which the landowner has a right to create. However, the line of CB362 as it crossed the farmyard, as recorded on the County's Definitive Map, remains.

2. Parish boundary: Andy has also confirmed in answer to my question that the parish boundary separating Upper Hardres from Lower Hardres & Nackington passes through the part of the property, which I have referred to as the 'farmyard'.

It may be worth confirming this with the LH&N parish clerk. It is a very close call, and it may be logical and less problematic for the farmyard itself (as opposed to the surrounding countryside) to be entirely enclosed within one parish or the other.

#### **CB375 obstructions:**

I re-inspected today the section of CB375 from its termination on Pett Bottom Road to the top of Bursted Wood, where the main treefall obstruction to public access is located. I took 8 photos which I attach in 3 classes:

1. The main treefall obstruction 2. Other treefall obstructions 3. Examples of the path condition, including at the Pett Bottom Road termination.

I noted 4 main treefall obstructions, with the most obstructive to normal access at the top. I had, with difficulty and at some risk, to clamber over one large tree trunk and literally crawl under the main obstruction at the top in order to pass through it.

The general condition of CB375 in this section is very poor. I found that in parts especially at the top and towards the bottom the condition was very poor with often prickly vegetation (bramble, holly) extruding obstructively and painfully from the sides. Sometimes the line of path was difficult to make out. However, by way of exception, a middle section may have been cleared and was in good condition for walking.

On 18th May 2020 I was called at home by the owner of the land where the major obstruction is located at the top of Bursted Wood. She promised to remove this obstruction but would not give a date. Given that Spring to early Autumn is the principal time of the year when walkers take to public footpaths - it is a pity that this obstruction was not removed, as promised, in time for this mainly seasonal activity and use by the public of this right.

This major obstruction was reported to KCC/Public Rights of Way (KCC/PRoW) division of KCC Highways first in April 2019 and on several occasions since then. I have raised the matter also in face-to-face meetings with KCC/PRoW officials - they seem to consider rectification of the egregious problems on CB375 as low priority. I shall make another attempt to persuade KCC/PRoW to raise the priority of CB375 through any legal action at their disposal including enforcement. However, in order to avoid strife, I also ask Upper Hardres parish council committee to intervene with KCC/PRoW and especially the landowner, if possible, to prompt her to remove all obstructions to public access along CB375, in terms of s.154 Highways Act 1980.

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

The Committee held a virtual meeting on 3<sup>rd</sup> September. We have had a Pilates class running on a Thursday morning since the hall re opened on 25<sup>th</sup> July and a further three Pilates classes starting on a Monday and Thursday evening from 7<sup>th</sup> September. A regular private booking for a Sunday afternoon had been accepted but unfortunately due to the social distancing restrictions, Little Kickers contacted us to say they would not be returning.

At that stage, the 'Rule of 6' had not been implemented which came into effect on Monday 14<sup>th</sup> September. Below is the email received from ACRE and as the Hall is COVID-19 Secure, we continue to meet the new requirements:

*The Government Guidance for Community Facilities has been re-issued following the Prime Minister's speech on 9th September. It confirms that COVID19 Secure halls can continue to host more than 6 people in total from Monday 14th September within their capacity limits, if people are in household groups of no more than 6, socially distanced from other household groups.*

*See 2a. <https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities>*

*This appears unlikely to prevent most community activities in community halls which had begun or were about to restart, as appropriate social distancing arrangements should be in place already. However, some may need to consider slight adjustments. Events in outdoor spaces organised by businesses, charitable or political organisations or public bodies can continue to have more than 30 attending, providing these social distancing rules are followed.*

*Seated wedding receptions for up to 30 and funerals are still permitted. Pre-Schools and Schools are exempt from the group limit of six.*

*Further exemptions include: Children's playgroups, indoor and outdoor sports and exercise classes, youth activities and voluntary or charitable services.*

*A system must be in place to ensure contact information for visitors is collected, because keeping contact details for Test and Trace becomes mandatory. Fines can be levied against venues that fail to keep premises COVID secure. However, the text of the regulations and Government guidance is required to ascertain how these responsibilities apply to trustees, managers, and different types of hirers.*

*ACRE will revise the Special Conditions of Hire to take account of these responsibilities.*

This will impact the new Sunday booking which was for 12 people. The Committee will continue to monitor the bookings and get feedback from current hall users on any issues causing concern.

### **Maintenance Issues**

- Loose tile caused the leak inside the hall now fixed.

#### Outstanding issues:

- Flush in disabled toilet not working

- Wooden slat tiles on front and side of entrance hall ripped off

- Loose roof tile

- Rain damage on wall inside the hall – needs sealing and repainting.

- Looking at getting someone in to carry out the work and going forward would ideally like to have someone local who can be called on, as and when, to complete these list of jobs that inevitably build up with the Hall.

- The upgrade to the kitchen using the CCC grant money will be underway during the Autumn and the Committee are keen to open the Hall up to make better use of the outside space by fitting some French doors. Are there likely to be any planning issues to do this?

## Finance

No income since March. The Grants have been a lifeline and will ensure we survive. Oil has been bought at 17.9p per litre which is about half the usual price. Linda Warner has been in touch with EDF but we are tied into existing EDF contract implemented by the previous Committee for another 1.5 years. The cost is considerably higher, approx. 45%. Linda has contacted all suppliers to see if they would give us a payment holiday, but none agreed. Monies from the £10,000 grant will be ringfenced to ensure bills can be paid for the following year and to put some towards the hall improvements.

Gabby Fisher *Chair, Bossingham Village Hall Management Committee*

### 9.1 Bank Reconciliation 15 July – 15 September 2020

Current Account:	£	£
Balance as current account at 15 September 2020		
<b>The net balance reconciles to the Cashbook (receipts &amp; payments account) as follows:</b>		
Balance brought forward at 14 July 2020		5,612.66
ADD: receipts 15.07.2020-15.09.2020 (incl. transfers from Deposit Acc)		725.00
LESS: payments 15.07.2020-15.09.2020		1,830.79
Closing balance at 15 September 2020		<u>4,506.87</u>
Deposit Account:		
Balance brought forward at 14 July 2020		13,299.43
ADD: receipts 15.07.2020-15.09.2020 (interest)		1.84
LESS: payments 15.07.2020-15.09.2020 (transfers to Current Acc)		700.00
Closing balance at 15 September 2020		<u>12,601.27</u>
Total funds at 15.09.2020		<u>£ 17,108.14</u>

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

					receipts	payments	ref	balance
15	Wraights	Grounds maintenance	May June	CFF		489.60	INV 1455 MAY JUNE	
31	C Hamilton	Salary 4/12 July		SALARY		286.00	SALARY 4/5	4,837.06
AUGUST								
24	Wraights	Grounds maintenance	July	CFF		244.80	INV 1490 JULY	
24	C Hamilton	Salary 5/12 August		SALARY		286.00	SALARY 5/5	4,306.26
27	KALC	Clerk's Conference		TRAINING		60.00	INV. 1434983101	4,246.26
SEPT								
7	from Postling PC	50% contribution to Clerks Conference fee			25.00			4,271.26
8	C Hamilton	Zoom subs July		EXP.		14.39		4,256.87
14	BVH	CFF for mowing and Serco		CFF		450.00		
14	Barclays	Transfer from Deposit account for Grant Awards			500.00			
14	Barclays	Transfer from Deposit account for tree survey			200.00			4,506.87

## 15. Correspondence received

14.07.2020

- KALC: L01-20 Updated regulations - *The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (the 2020 Regulations)*. Key points to note include a requirement for Parish Councils to send out details of the remote meeting (e.g. the Zoom, Microsoft Teams link and log in details) when public notice is given.
- KALC: Dynamic Councillor Module ONLINE via the ZOOM Platform, 1 October 2020
- Kent Police & Crime Commissioner: national Association of Police & Crime Commissioners short survey on roads enforcement and safety (forwarded to Councillors)
- Canterbury & District Neighbourhood Watch Facebook Group link (added to villages FB page)