

# Upper Hardres Parish Council

Chairman Paul Gordon

Clerk/RFO Clare Hamilton | [uhpc.clerk@gmail.com](mailto:uhpc.clerk@gmail.com) | 01303 257321 | [www.upperhardrespc.co.uk](http://www.upperhardrespc.co.uk)

## Minutes of meeting held on Tuesday 10 November 2020, 7.30pm, via remote conference call (Zoom)

### 1. Attendance and apologies for absence

15.09.2020\_1

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

Apologies: Cllr Nick Waldron, CCC Cllr Robert Thomas (report in Appendix).

### 2. Acceptance of Minutes of previous meeting

15.09.2020\_2

**It was resolved** to accept the minutes of the meeting held on 15.09.2020 as a true record.

Proposed Cllr Rob Quincey, seconded Cllr Mick Broughton and approved by Chairman. To be signed at a later date.

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

15.09.2020\_3

Cllr Rob Quincey, item 6.3.

### 4. Public participation on Agenda items

15.09.2020\_4

A parishioner highlighted environmental health concerns caused by potential fly tipping of animal waste on Catts Hill Path (U11610) and potential work to trees without permission on the same road. The parishioner had reported these concerns to CCC in Jan 2019 and again in Jan 2020 as no action had been taken. Cllr Rob Quincey will investigate and speak to landowner.

### 5. Matters Arising from meeting held on 15.09.2020

15.09.2020\_5

Any matters arising are included on Agenda.

### 6. Development Management & Planning Applications

15.09.2020\_6

Planning applications may be viewed online at:

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

#### 6.1 CA/20/01889 Woodlands, Manns Hill, Bossingham, CT4 6ED

Single-storey dwelling following demolition of existing dwelling.

UHPC Generally Acceptable - although the building is outside the Bossingham Conservation Area, consideration should be given to the local vernacular. Amended plans issued to include outbuilding. CCC GRANTED.

#### 6.2 CA/20/01841 Dane Cottage, Hogg Lane, Petham CT4 5PJ

Single-storey rear extension and replacement porch.

CCC REFUSED.

#### 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.

CCC REFUSED.

#### 6.3 CA/20/01713 Site Of Former Elm Lodge, Manns Hill, Bossingham, Kent, CT4 6ED

Change of use of ancillary accommodation to holiday let.

UHPC Acceptable. Awaiting decision from CCC.

#### 6.4 CA/20/02183 Thompsons Garden Centre, Stone Street, Petham, Canterbury CT4 5PW

Installation of 25m high lattice mast with headframe; 3 No. antennas; 2 No. 600mm dish and 4 No. cabinets  
UHPC Objection. Awaiting decision from CCC.

## 7. Highways

15.09.2020\_7

- Potholes: Parishioners may report potholes directly to KCC - <http://www.kent.gov.uk/roads-and-travel/report-a-problem>
- KCC Highways ref.520292, Pett Bottom Road: Materials left on road, works being programmed.
  - Street cleaning/clearing completed at Lynsore Bottom to remove growth in centre of road which posed a danger to cyclists. Same cleaning is now required between Walnut Tree Farm and Old Hall.
  - Temporary Road Closure Hardres Ct Rd, Lower Hardres, 24 October 2020, completion due by 7 Nov.

## 8. Reports

15.09.2020\_8

### 8.1 Footpaths

- CB366 (nr Broxhall Farm): electric fencing now removed.
- CB375 (through Bursted Wood): trees blocking path in Bursted Wood. PC contacted landowner in May who then spoke to Footpath Warden with assurance that path would be cleared but this has not taken place. KCC has since written to landowner of CB375 requesting removal of the tree fall. KCC categorised this as 'landowner action' at 15 October. Chairman will make further contact with landowner.
- CB377 (footpath across Stars): Confirmation received by email 9.10.20 of The Kent County Council (Public Footpath CB377 (Part) Upper Hardres) Definitive Map Modification Order 2020.
- CB378 (opposite VH) PRoW fault ref. 200920025: surface problem/flooding - CB378 floods in winter and is causing accessibility problems. Footpath Warden is waiting to hear from the head of KCC PRoW regarding question of burden of liability if local action is taken to repair the surface of CB378 at its start opposite VH. Landowner to be contacted.
- CB379 (Lime Kiln Lane exit) PRoW fault ref. 200943906: kissing gate requested at the termination of CB379 at Lime Kiln Lane.

### 8.2 Trees

- Removal of lime tree at VH: Planning approval received from CCC for removal of lime tree at VH.
- Honey fungus: reappeared on old oak tree roots at junction of Manns Hill and The Street, reported to Highways Steward who has reported it to KCC tree specialist. The area has recently been mown. Clerk to follow up fungus report with KCC.

### 8.3 Bossingham Village Hall:

See Appendix for report from Chair of BVH Management Committee.

Grounds maintenance matters:

- It was agreed** the Parish Council will pay Grounds Maintenance fees in full from 1 October 2020 (fees have previously been split 50/50 with the VH who also pay a separate contractor for mowing).
- It was agreed** to carry out a review of the Grounds Maintenance contract and invite tenders (to include mowing) to be considered at the next meeting on 12 January 2021.
- It was agreed** to request further tenders for removal of one Lime tree at the VH as only one quotation was received by the deadline for consideration at this meeting.

### 8.4 Bossingham Playing Field:

- Lockdown 2:0 commencing 5.11.20: Playgrounds can remain open. Risk Assessment to check Covid compliance will be carried out.
- **It was agreed** to consider action points raised in annual safety inspection report at the next meeting.
- New goal net delivered. Cost of £55.96 met from Playing Field depreciation fund.
- Gate latch to be repaired.

## 9. Finances

15.09.2020\_9

### 9.1 Balance of Accounts and Bank Reconciliation at 10 November 2020:

Current account balance £3,625.97. Deposit account balance £12,545.31. Total funds £16,171.28.

### 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	Zoom subscription	Nov	£ 14.39	vat £2.40
	Clerk's Salary	Nov	£ 293.80	
	Clerk's Salary	Dec	£ 293.80	
Wraights	Grounds Maintenance	Oct	£ 244.80	vat £40.80
	Grounds Maintenance	Nov	£ 244.80	vat £40.80
Turtle Engineering	Defib Cabinet servicing		£ 132.00	+vat

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

### 9.4 VAT reclaim of £325.62 submitted for the period 01.03.2020-31.10.2020

- 9.5 **It was agreed** to accept the Budget for 2021/22 and to request a Precept for 2021/22 of £6,043. The increase on last year is to cover the increased cost to the PC of grounds maintenance. Parishioners will be informed of the changes in due course.
- CCC propose the Concurrent Functions Funding budget remains the same for 2021/22 and for parishes to receive the same allocation as this year (UH £1,750). The CCC budget will be agreed on 10 November and the split between parishes on 25 November. CFF will cease in 2025; funds up to 2025 are not yet decided.
10. **Bossingham Marker Posts** 15.09.2020\_10  
Photo of marker post at the VH featured on front cover of November 2020 issue of Hardres & Stelling News. Site for positioning of second marker post was discussed further as installation on Manns Hill near memorial bench is not suitable due to ditch. A parishioner suggested close to Scout Hut and Chairman will contact Scout leader to discuss.
11. **Defibrillator servicing** 15.09.2020\_11  
Turtle Engineering will attend on 16 or 17 November to service defib cabinet. Chairman to be present.
12. **The Hop Pocket** 15.09.2020\_13  
No information to report.
13. **Village Appraisal / Local Plan review** 15.09.2020\_14  
Cllr Mick Broughton's presentation 'Does Upper Hardres & Bossingham need a Community/Neighbourhood Plan and Why' was well received. Councillors from Bridge PC will be invited to an online meeting in early January to share their experience of producing a Neighbourhood Plan.
14. **Correspondence received** 15.09.2020\_15  
See Appendix
15. **For information** 15.09.2020\_16
- Remembrance Sunday: A socially distanced Service was held at the War Memorial on Sunday 8 November.
  - CCC leader Cllr Ben Fitter-Harding will be invited to attend a parish council meeting.
  - Chairman to attend Annual Kent Highways parish seminar.
  - Meeting dates 2021: Tuesdays - 12 January; 16 March; 11 May; 13 July; 14 September; 16 November.
  - Next meeting Tuesday 12 January 2021.
- Meeting closed at 9.30pm.

## Appendix

### Report from CCC Councillors Robert Thomas and Matthew Jones-Roberts

#### 1. Removal of Forums

The Council voted to remove all Area Forums. The reasoning for this was twofold: Firstly, the forums were originally intended to help democratic function but they proved to have had the opposite effect by encouraging people to engage in a non-decision making meetings, which often resulted in opinions and comments being diluted and opportunities lost by the time they were translated into decision-making committees.

Secondly, organising the forums and then funnelling matters raised to the right committee was consuming a huge amount of officer time, which needs to be focused on pursue the democratic functions of the council, during these particularly turbulent times.

Therefore, the focus going forward will be for residents to maintain direct democratic engagement with the council by speaking directly to the relevant decision-making committee for their matter.

#### 2. The Removal of the Right of Call into Planning Committee for Parish Councils

I understand why this has been an unpopular amendment to the planning procedure but hopefully I can explain and possibly allay some of the concern it has caused.

The driver behind this (like many other decisions being taken at this moment) is efficiency, as it streamlines the process through the correct channels before things end up at committee, which is an expensive way to resolve issues.

To be clear Parish Councils are still statutory consultees and will still continue to be asked to comment on every application in their parish. Please contact me if there are any applications you feel need to be discussed and I will liaise, on your behalf, with Canterbury City Council as the planning authority.

I have had it pointed out to me that recently I went against the Parish Council on a decision it made with regards to a planning application. I think it important to stress that I will always endeavour to support the Parish Council to have its say where I can, however that does not mean that I will always agree with the decision it makes. My role is to be the conduit not always an advocate. If anyone would like to discuss this further with me I will be happy to go over thoughts and how I can support the Parish Council's contribution to planning decisions.

### **3. Group Purchasing Solar Power**

A scheme launched last month means buying domestic solar panels has never been so easy or cost effective. More than 16,000 people across Kent have already registered their interest in taking part in the Solar Together Kent project which is backed by Canterbury City Council and Kent County Council. The scheme works by bringing lots of households together to buy their solar panels as one big group and asking suppliers, who have been quality checked in advance, to bid for the work in an auction with their lowest possible price.

The more people that take part, the lower the price will be.

For more information, visit <https://solartogether.co.uk/canterbury/home>

### **4. Lord Mayor's Gift Fund**

It is that time of the year again, where we need to identify worthy recipients for the Lord Mayor's Christmas Gift Fund: <http://christmasgiftfund.co.uk/>

If anyone knows of people in their parish that would appreciate such a parcel or anyone who received one last year, please let me know, so the parcels can be organised and delivered.

In addition, there is an update on a broad range of things now that we are in Lockdown #2

#### **Park and ride**

Services will stop at the end of this Friday (6 November). We will close Sturry Road and Wincheap completely. New Dover Road will stay open for parking only, at a charge of 50p a day.

We will also reintroduce a £3.50 all day rate at Castle Street multi storey car park from Saturday onwards. We understand that a relatively large number of shops in the City are intending to run click & collect services, and staff will need to travel into the city to manage that - unlike in lockdown 1 where only shops selling essential goods were allowed to open, and only a very small number of shop workers were affected. So the £3.50 charge is intended to help city centre workers travelling to work in shops while park and ride is closed.

#### **Bin collections**

These are continuing as scheduled. We are working closely with Serco to monitor staffing numbers. In the event that we have major disruption, we will prioritise residual waste collections.

I know that we have seen some disruptions to collections and fly tipping over the last few days. This happened at the beginning of the first lockdown where Serco staff reported sick or needed to isolate. We are working closely with Serco to get the service to be as good as can be in these difficult circumstances.

#### **Public toilets**

These will stay open for now, although this is dependent on staff from our contractor Monitor still being available to open, close and clean them.

## **Play areas and Parks**

These are also staying open in line with government guidance.

## **Work with Rough sleepers**

On this occasion, we have no 'instruction' to care for rough sleepers during the lockdown, but of course we intend to do so. We are currently looking at the service we can provide, both in the lockdown period and across winter generally. That may include using some hotel provision but that will depend on the government's position on hotel opening. We will let you know when we can set out exactly what we propose to do.

## **Business grants**

We are working with emerging guidance from the government on support for businesses during the lockdown.

It seems likely that the same categories of grants will be made available (through us) to businesses, but with slightly different criteria. We will receive funding to do this from government, and our job will be to get that funding to businesses as soon as possible - but that will depend on getting the guidance and funding as quickly as possible.

We can repeat to some extent the arrangements that we had in place for the last set of grants. We understand that this will be the last series of grants, even if there are further lockdowns in the future.

## **Community support**

Those of our residents who are classified as Clinically Vulnerable will be written to on behalf of the Secretary of State. As you will have seen, the restrictions on the CV population are a little less rigorous than before. It's also the case that supermarket delivery slots are available on a priority basis. So the need for our help will change substantially from lockdown 1.

Local residents who need extra help will be directed to the now well-established Kent Together 24-hour phone line (03000 41 92 92). This keeps things simple for the public, avoiding duplication and confusion. We are likely to commission others who have the skills to do it to provide support for CV residents who need it. However, we will keep a close eye on demand for this service from our residents and will be ready to respond if any additional local services are required. At this point, we will not be reintroducing the community hub at Kingsmead.

## **Venues**

Our museums and other local venues such as the Kings Hall will close in line with government guidance.

## **Wincheap Boot Fair**

This is now suspended.

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

Due to the ongoing restrictions for Covid-19 the hall bookings have remained low. There were five regular Pilates classes a week on a Monday and Thursday. Due to Lockdown 2 coming into effect on 5<sup>th</sup> November 2020 the Hall is now closed. The Hall was cleaned on 2<sup>nd</sup> November. Our Insurance Company has been notified as well.

### **Maintenance Issues**

The wooden tiles have been replaced and spare tiles are now kept in the Store Room for any future repairs/replacements.

The odd jobs, repainting and repairs to the disabled toilet and water/mould damage inside the hall have been completed.

Ian Midson, Committee Member, will be treating the roof to kill off the moss and prevent the gutters from getting blocked with all the debris. This should help reduce any further water damage to the hall. Once the Lime Tree has been felled, this should enable the back of the hall to dry out and we can then assess any further repair work that might need to be completed as a result.

Gutters to be cleared and replacements added.

Planning approval will be needed to change a window to Patio Doors. I have started to look at getting drawings done and for a Planning Application to be made.

Plans are in place to upgrade the kitchen and this is an Agenda item for the next VH Committee Meeting on 25<sup>th</sup> November. The items will have been purchased by next March as per the grant requirements. Where the Hall has not been able to benefit from the number of fundraising events planned this year means the costs of carrying out the work for the doors and the kitchen will need to be looked at. Ian Midson is getting a quote on potential costs to give us a starting point.

## Finance

We are approaching our end of Financial Year in December. I had a discussion with Paul Gordon and Clare Hamilton regarding the payment of 50% of the ground maintenance costs and I understand the proposal we agreed in principal will be discussed this evening to formalise this.

It has been a tough year and looks as though this will continue until next Spring. The Committee will continue to use the grant money to cover the running costs for the Hall. It is difficult to predict what the restrictions will be once this lockdown finishes but hopefully indoor exercise will be allowed as at the moment, this is the only source of our income.

*Gabby Fisher*

## 9.2 Bank Reconciliation 15 September 2020-10 November 2020

Current Account:	£	£
Balance as current account at 10 November 2020		
<b>The net balance reconciles to the Cashbook (receipts &amp; payments account) as follows:</b>		
Balance brought forward at 15 September 2020		4,506.87
ADD: receipts 15.09.2020-10.11.2020		612.00
LESS: payments 15.09.2020-10.11.2020		1,492.90
Closing balance at 10 November 2020		<u>3,625.97</u>
Deposit Account:		
Balance brought forward at 15 September 2020		12,601.27
ADD: receipts 15.09.2020-10.11.2020		0
LESS: payments 15.09.2020-10.11.2020 ( <i>goal net</i> )		55.96
Closing balance at 10 November 2020		<u>12,545.31</u>
Total funds at 10.11.2020		<u>£ 16,171.28</u>

## Cashbook extract Receipts and Payments since last meeting:

				receipts	payments	ref	balance
16	Play Insp. Co	Annual safety inspection	CFF		186.00		4,320.87
16	C Hamilton	Backdated salary to 1 April	SALARY		39.00		
16	C Hamilton	Six month's expenses			105.96		
16	C Hamilton	Zoom subs Sept meeting	EXP		14.39		
16	C Hamilton	Salary 6/12 Sept	SALARY		293.80		3,867.72
28	C Hamilton	123reg domain name annual renewal			14.39		3,853.33
OCT							
5	fom BVH	50% grounds maintenance fees, 1 Apr-30 Sept		612.00			4,465.33
12	C Hamilton	Goal net purchase reimbursement			55.96		
20	Wraights	Grounds Maintenance Aug Sept			489.60		3,919.77
26	C Hamilton	Salary 7/12 Oct			293.80		3,625.97

## 14. Correspondence received

- KCC consults residents on their spending priorities
- Government proposed changes to the local planning system
- NALC on Risk Assessments for Remembrance Sunday
- Kent Police regarding fraudsters impersonating Internet providers
- Notes for the Concurrent Functions Funding Meeting - 19 October 2020
- CCC leader Cllr Ben Fitter-Harding would appreciate the opportunity to attend a parish council meeting, introduce himself and answer any questions
- NHS Kent and Medway CCG Community Bulletin for October 2020.
- UK Protect National Bulletin sent on behalf of the National Co-ordinator Protect and Prepare in relation to the Counter Terrorism Winter Campaign.
- Media Release 26.10.2020: KCC Leader says children will not go hungry during half-term
- Invitation to Annual Kent Highways parish seminar.