

Minutes of meeting held on Tuesday 11 November 2025, 7pm, at Bossingham Village Hall

Chairman welcomed new Parish Councillor, Jessica Wood, who was co-opted at the Extraordinary Meeting held on 1 November 2025.

1. Attendance and apologies for absence

Attending: Chairman Nick Waldron, Cllr Simon Warner, Cllr James Hodgkinson, Cllr Jess Wood, Clerk/RFO Clare Hamilton, new Clerk/RFO Karley Hubbard, CCC Cllr Mike Bland.

2. **It was resolved** unanimously to accept the Minutes of the Ordinary Meeting held on 16 September 2025.
It was resolved unanimously to accept the Minutes of the Extraordinary Meeting held on 1 November 2025.

3. Members' declarations of interest on Agenda items

Cllr Nick Waldron: Appendix 7.1.

Cllr James Hodgkinson: 10.4. On 06.11.25 Cllr James Hodgkinson declared a non-pecuniary interest in writing to the Clerk for Agenda item 10.4 (solely the s.137 proposed donation to the Parochial Church Council in the proposed Budget 2026/27). Dispensation is granted by the Clerk to participate in the discussion and to vote on the s.137 proposed donation to the Parochial Church Council in the proposed Budget 2026/27 in accordance with Standing Orders (13.e ii. granting the dispensation is in the interests of persons living in the Council's area; and iii. it is otherwise appropriate to grant a dispensation).

4. Appointment of new Parish Clerk and handover period

a. Following interviews held on 1 November 2025, Kaley Hubbard was appointed as new Parish Clerk/RFO. There will be a handover period between 11 November-31 December 2025.

Clare Hamilton's contract will end on 1 January 2026 and Karley Hubbard's contract will commence on 1 January 2026. Handover as follows:

- Mandate change form to be completed and sent to bank to authorise KH as online banking operative, change of parish council address and phone no, members updated.
- Via MS Teams, CH to brief KH on procedures and supply written notes.
- CH and KH to meet to handover hardware, files, accounts, etc.
- 6-8 paid hours for KH for handover, and extra 6-8 paid hours for CH to facilitate handover was approved.

5. Public participation on Agenda items not required

6. Matters arising not covered by the Agenda none

7. Planning Applications

Planning applications may be viewed at Canterbury City Council's website [here](#)

Responding to Planning Applications: In order for councillors to be aware of parishioners' views on a planning application, parishioners are encouraged to share their thoughts with the parish council at least one week before the CCC submission deadline. In that way, councillors can support parishioners' views if necessary.

7.1 CA/25/00985 Bossingham Village Hall, The Street, Bossingham CT4 6DX

withdrawn

Siting of shipping container for storage.

Chairman to contact KCC Cllr Mike Sole to pursue refund of admin fee following wrong information given.

- 7.2 Outstanding planning applications affected by water quality at Stodmarsh nature reserve listed in Appendix. The lengthy delays were discussed; Cllr Mike Bland to feedback any information.

8. Highways Highways issues can be reported directly to KCC [here](#).

- a. Pett Bottom Road: ref 907522 Parishioner report of suspected illegal entrance. PC details have been added to report.
- b. Blocked drains, The Street: ref 904996 - status 15.10.25 'Gully scheduled to be cleaned'.
- c. Blocked gully/soakaway, Hardres Court Road: ref 902079 - status 4.11.25 'Works completed'.

Flooding continues in heavy rain but appears to soak away slowly.

- d. Pett Bottom Road: Extensive fly tipping was cleared efficiently by CCC and the Chairman expressed his thanks.
- e. Court Road, Lower Hardres: Extensive fly tipping locations to be provided to the Chairman for forwarding to CCC Enforcement, cc Cllr Mike Bland.

9. Reports

9.1 Councillor James Hodgkinson

- a. East Kent Design Coding Workshop, 27 Sept: report circulated to Councillors.
- b. & c. KALC Area Committee meeting, 30 Sept: NALC is keen for PCs to adopt an Emergency Plan / Community Resilience Plan. This is currently on an informal basis but a list of helpers to call on would be useful, also a list of vulnerable parishioners who may need help in an emergency situation. It was suggested an annotated map of the parish is produced with unnamed lanes identified. To add to next Agenda to be developed. James to supply a social media post to source an initial emergency contacts list. Neighbourhood Watch coordinator role is vacant, James to supply a social media post to advertise.

9.2 City and County Councillors

- a. Cllr Mike Bland: District Council elections are in 2027. On devolution - CCC has a meeting on 20 Nov to look at the options under consideration. The Local Plan hasn't affected Upper Hardres and will be finalised in spring 2026; there are proposed developments in Chartham. Mike will follow up with Enforcement about dog patrol visit. A Councillor raised that what is thought to be the last intact undeveloped tithe barn in Kent in Upper Hardres parish is in a poor state and on the verge of collapse and asked if anything can be done to protect it. Cllr Mike Bland will investigate if the CCC Heritage Officer can assist.
- b. KCC Cllr Mike Sole: see Appendix

9.3 Footpaths

- a. CB376: Japanese Knotweed. A Land Registry search was conducted to ascertain landowner and showed the knotweed is on a boundary. It was treated in 2023 which has reduced it. It has been treated again and will be monitored.

9.4 Bossingham Village Hall

- a. Car park signage
Signage has been requested to identify designated parking for VH users and a budget of iro £100 for signage was agreed at the Extraordinary Meeting on 1 November. Cllr Simon Warner to investigate.
- b. John Pitcher will be giving up his volunteer gardening soon. Cllr James Hodgkinson to post a call for help via social media in early spring.

9.5 Bossingham Playing Field

- a. Gate signage
Playing Field gate signage needs updating with new website address and emergency contact number.
- b. To note annual safety inspection by the Play Inspection Company carried out on 2 October, report received on 17 October. Low Risk overall. Regular council inspections are needed to keep a check on minor matters highlighted in report. Grounds maintenance is up-to-date, hedges are neat and well maintained, some mole hills present.
- c. Cllr Jess Wood agreed to carry out monthly inspections. Clerk to provide checklist.
- d. The goal net needs to be removed and a tender will be prepared for planting on the mound behind the goal to prevent balls being kicked into VH grounds.

10. Finance

- 10.1 Balance of Account at 11 November 2025: £34,001.84, represented by Current acc £6,207.25; Reserves £8,225.96; CIL funds £19,568.63
- 10.2 Receipts and Payments since last meeting and Bank Reconciliation *see Appendix*

10.3 Expenditure due before next meeting					
	HugoFox	Website hosting monthly	£ 11.99		vat £2.00
		Email hosting monthly	£ 2.99		vat £0.49
	Wraights	Grounds m'nance J,J,A,S,O	£1,524.00		vat £254.00
	Hopkins	Replacement electrodes	£ tbc		electrodes expire in Nov, iro £200
	Play Insp. Co	Annual playing field inspection	£ 204.00		vat £34.00
	C Hamilton	Salary Nov	£ 379.34		
		Salary Dec	£ 379.34		
	S Warner	Reimbursement for Planning app	£ tbc		iro £80

It was resolved unanimously to approve expenditure, proposed by Cllr James Hodgkinson, seconded by Cllr Jess Wood.

10.4 **It was resolved** to accept the proposed Budget 2026/27 and to request a Precept for 2026/27 of £9568, as proposed by Cllr Simon Warner and seconded by Cllr Jess Wood. This followed a detailed discussion on the s.137 donation allocation. The 20% increase to the Precept is necessary to cover increased costs and Clerk salary rise next year.

10.5 Banking updates:

a. Parish Council members at 11 November 2025 are confirmed as:

Nicholas Waldron *Chairman*; Simon Warner *Councillor*; James Hodgkinson *Councillor*; Jessica Wood *Councillor*; Clare Hamilton *Parish Clerk & RFO*.

b. Following appointment of new Parish Clerk, Karley Hubbard (item 4), Treasurer's account change of details and mandate was completed and signed to instruct Santander to:

- remove Clare Hamilton as signatory and parish clerk
- add Karley Hubbard as new signatory and parish clerk, and full operator of online banking (ID required)
- change parish council phone number to 077872 417912 (remove 07890 248601 and 01303 905073)
- change parish council address to Ye Olde Thatch, Split Lane, Canterbury CT4 6DT (remove Highfield, High Street, Canterbury CT4 6SX)
- add Cllr James Hodgkinson and Cllr Jessica Wood as new members (not signatories therefore no ID required)
- remove Angela Maria Waldron from the list of members (retired as councillor July 2025).

11. CIL (Community Infrastructure Levy) Neighbourhood Portion

Balance of CIL funds at 11.11.25: £19,568.63 (deadline for spend Oct 2027). BVH to prepare requests.

12. Highway Improvement Plan (HIP)

a. HGV signs: waiting for update from CCC

b. Roundels: these have been painted on Hardres Court Road near Two Acres

Despite informing CCC that we have funds for Village Gateways, no progress has been made and no communication received.

Due to the continuing difficulties and frustration in trying to achieve the above for the sake of local road safety, the HIP is now on hold and will be removed from the Agenda. Chairman thanked Cllr Simon Warner for his efforts in trying to bring the HIP to fruition.

A replacement double bend warning sign has been fitted on Hardres Court Road near Two Acres albeit on the wrong side of the road.

13. Dog fouling signage and waste bin

a. Waste bin: to be installed in same position as previous bin

b. Enforcement Officer: awaiting feedback from CCC re. parish visit, Cllr Mike Bland to investigate.

14. Parish Council community event

A Parish Council community event was proposed by Cllr James Hodgkinson at the Extraordinary meeting on 1 November. As Easter is early next year, an event in May is being considered. Clerk to check insurance cost for events.

15. Welcome Pack

It was resolved for Cllr James Hodgkinson to conduct a review of the Welcome Pack, update it and circulate to Councillors for discussion at the next meeting.

16. Devolution / Local Government Reorganisation

Councils will submit their preferred business cases to the Secretary of State on 28 November.

17. Freedom of Information request

A Freedom of Information request was received on 20.10.25. A response was sent on 21.10.25 with answers and details of where to find the information requested on the Parish Council website.

18. For information

- Bench on Manns Hill: kindly repaired by a local volunteer
- KALC Community Awards: deadline for nominations end January
- Defibrillator: Primary Electrode Set Expiry Date 31.11.2025
- Tillard Trust: A small hardship fund is available for parishioners in need
- Meeting dates 2026: Tues at 7pm - 13 January, 10 March, 12 May, 14 July, 15 September, 10 November
- **Next meeting: 13 January 2026, 7pm**
- Meeting closed at 9.25pm.

Signed
Nick Waldron, Chairman, 1 December 2025

Signed
Simon Warner, Councillor, 1 December 2025

Chairman Nick Waldron

Parish Clerk Clare Hamilton

01303 905073 | clerk@upperhardres-pc.gov.uk | www.upperhardres-pc.gov.uk

Appendix

7.2 Long-term outstanding planning applications affected by water quality at Stodmarsh nature reserve:

Poor water quality levels at the internationally-important nature reserve in Stodmarsh have stalled housing developments across east Kent. The wetlands at Stodmarsh outside Canterbury, which are a haven for wildlife, are deemed to be suffering from high levels of nitrogen and phosphorous. Further information can be found here:

<https://www.canterbury.gov.uk/planning-and-building/stodmarsh-and-water-quality/>

The following planning applications are affected:

- | | | | |
|----|---|--|--|
| a. | CA/20/02857 | Court Lodge, Manns Hill CT4 6EB | <i>Objection. Awaiting CCC decision</i> |
| | Erection of two-storey detached dwelling with associated parking, access and landscaping | | |
| b. | CA/20/02785 | Homeside Farmhouse, The Street CT4 6DX | <i>Acceptable. Awaiting CCC decision</i> |
| | Erection of a dwelling and garage in rear garden together with alterations to existing dwelling including new single storey side extension following demolition of garage and chimney to enable formation of access | | |
| c. | CA/20/02237 | Two Acres, Hardres Court Road CT4 6EA | <i>Acceptable. Awaiting CCC decision</i> |
| | Erection of 5 no. detached two-storey dwellings with associated garages, parking and landscaping following demolition of existing dwelling. | | |

9.2b County Councillor Mike Sole Report

The big news from KCC is that of the 57 Reform councillors elected in May, only currently 49 remain with the rest either defecting, suspended or thrown out of the party. All of this has a significant impact on the running of KCC as committee places have to be reallocated every time that there is a change, and it is especially challenging when this results in meetings being cancelled and committee chairs needing to be replaced.

I attended a meeting of the Kent Fire & Rescue Service. The Fire Authority has a long record of supporting everyone in society and I challenged Reform's decision to stop the flying of the Pride flag during Pride month. It was agreed by the chair to defer the decision, but as the chair was one of those councillors subsequently removed by Reform, we will have to see how this progresses.

At the KCC Flood & Water Management Committee I challenged South East Water on their poor emergency planning earlier in the year when hundreds of residents in Whitstable were left without water for several days. At the same meeting Southern Water set out their plans to reduce the number of storm overflow discharges into the sea, but I pointed out that they had made an even bolder claim for action three years ago that was unlikely to be met. I also asked KCC for

information on their future climate modelling to ensure that their drainage and flood prevention measures will be able to cope with more frequent and heavy storms.

Other meetings attended included Barham parish council, Joint Transportation Board, and Canterbury City Cabinet and Full Council.

The City Council Budget consultation is due to start in November. As the cabinet member for finance, I have been working on this with cabinet colleagues and officers for several months. Some of the highlights include: Capital funding for a multi-storey park & ride on the existing Wincheap site to provide an alternative to building on the recreation ground once the new slip road is built; all except the most expensive Band 1 car parking charges frozen and Band 1 only increasing by 10p an hour; garden waste collections extended to cover the whole year (except Christmas break); funding to clean A2 slip roads; reduction in costs of bulk waste collections to help reduce fly-tipping; more tree and hedge planting; increased funding for maintenance of planting included in the on-going projects at Dane John Gardens and other Levelling Up funded sites around Canterbury.

9. Finance

Bank Reconciliation 17 September - 11 November 2025:

Current Account:

£

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

Balance brought forward at 11 November 2025	34,348.92
ADD: receipts 17.09.25-11.11.25	739.91
LESS: payments 17.09.25-11.11.25	1,086.99
Closing balance at 11 November 2025	34,001.84

Total funds at 11 November 2025 £ 34,001.84

Receipts and Payments since last meeting, Cashbook extract:

Receipts Expenditure

Balance

SEPTEMBER								
29	GoCardless	HugoFox website hosting	Sept	WEB		11.99		
29	C Hamilton	Salary 6/12	Sept	SALARY		379.34		
29	C Hamilton	Backpay	1Apr-31Aug	SALARY		55.20		33,902.39
OCTOBER								
6	Glasdon UK Ltd	Waste bin		CIL		249.13		
13	from HMRC	VAT reclaim	1Apr-30Sept	VAT	739.91			
22	C Hamilton	Salary 7/12	Oct	SALARY		379.34		
29	GoCardless	HugoFox website hosting	Oct	WEB		11.99		34001.84