

Upper Hardres Parish Council

Chairman Paul Gordon

Clerk/RFO Clare Hamilton | clrhamilton8@gmail.com | 01303 257321 | www.upperhardrespc.kentparishes.gov.uk

Minutes of meeting held on Tuesday 13 November 2018, 7.30pm at Bossingham Village Hall

- 1. To record attendance and apologies for absence** 11.9.18_1
Attending: Chairman Paul Gordon, Councillors Angela Waldron, Janice Rosen, Nick Waldron, Clerk/RFO Clare Hamilton and 2 parishioners. Apologies: Cllr Rob Quincey, CCC Cllr Robert Thomas.
- 2. To consider acceptance of Minutes of previous meeting** 11.9.18_2
It was resolved to accept the minutes of the meeting held on 11.9.18 as a true record.
- 3. Members' declarations of interest on Agenda items** None 11.9.18_3
- 4. Public participation on Agenda items** 11.9.18_4
Affordable housing, Stelling Minnis: SMPC Chairman informed that Moat Housing Association has opened the book on applications for affordable housing at the Radstone Gate development on Thorn Lane/Stone St. Stelling Minnis. Details of the application process will be in the December edition of Hardres & Stelling News.
- 5. Matters Arising** from meeting held on 11.9.18 11.9.18_5
Bursted Hill erosion of white lining - item 8.3
Report from parishioner of inaccurate CCC report relating to a planning application - item 6.4
- 6. Development Management & Planning Applications** 11.9.18_6
Planning applications may be viewed online at:
<https://publicaccess.canterbury.gov.uk/online-applications/search.do?action=simple>
 - 6.1 CA/18/02184 Clambercrown, Lynsore Court, Upper Hardres, CT4 6EF
Retrospective application for the erection of shed.
Comments to CCC by 30 November 2018
 - 6.2 CA/18/02016 Farncombe, Manns Hill, Bossingham CT4 6ED
Variation of cond. 2 (approved drawings) of planning permission CA/18/02016/FUL for proposed two-storey detached dwelling following demolition of existing bungalow; to allow for changes from hipped roof to gable.
UHPC Generally Acceptable
 - 6.3 CA/18/01963 The Old Oasthouse, Pett Bottom Road, Upper Hardres, CT4 6EG
Prop. single-storey rear extension, two-storey side extension, first floor side ext. dormer to rear elevation.
CCC Granted. UHPC Generally Acceptable
 - 6.4 CA/18/01758 Lynsore Court Cottage, Pett Bottom Road, Upper Hardres, CT4 6EE
Retrospective application for the retention of outbuilding for holiday accommodation together with cladding and associated alterations.
CCC Refused. UHPC Acceptable
 - 6.5 CA/18/01676 The Shrubs, The Street, Bossingham, Canterbury, CT4 6DX
Proposed single-storey rear extension following demolition of existing single-storey rear extension together with roof alterations to side and rear elevations from flat to pitched roof.
UHPC Acceptable

- 6.6 CA/18/01458 Court Lodge, Manns Hill, Bossingham, Upper Hardres CT4 6EB
Proposed change of use of an existing outbuilding from garden structure to detached single-storey dwelling with accommodation in roof, with 2 no. dormers to east elevation and associated parking and access.
CCC Refused. UHPC Acceptable

7. Proposed work to trees in a Conservation Area None notified

11.9.18_7

8. Highways

11.9.18_8

- Potholes: Parishioners may report potholes directly to KCC - <http://www.kent.gov.uk/roads-and-travel/report-a-problem>
- 8.1 Driving speeds/ Manns Hill: There has been no interest demonstrated in Stelling Minnis to resurrect SpeedWatch, therefore there is no opportunity to share equipment. This item to be removed from the agenda.
- 8.2 360426 Flooding on road nr. Lynsore Court: Blocked drain/gully. KCC: Works Completed.
- 8.3 382674 Bursting Hill white lining: Poor quality work. KCC: Enquiry investigated, no further action planned.
- 8.4 382759 Bossingham/30mph sign, The Street: Obscured by vegetation, damaged. KCC: Works completed.
- 8.5 Homeside Farm: works scheduled for 15 Oct, started 17 Oct. KCC: Works completed.
- 8.6 51969113 Hardres Court Rd/Rectory Lane junction: Blocked drain/gully. KCC: Works programmed.

9. Reports

11.9.18_9

- 9.1 Footpath Warden: Trip hazard at footpath CB378 opposite the village hall, reported to KCC ref. PROW524066. Email received 17.9.18 stating 'awaiting allocation to an officer'. Footpath Warden reported it again on 2.11.18. Response received from Graham Rusling, KCC Head of Public Rights of Way and Access Service, stating report has been assessed and has been made available to the Countryside Access Wardens in our area for repair.
- 9.2 Tree Warden: To compile a register of UHPC-owned trees in the new year, then quotes will be obtained for Arboriculturist Report on their condition.
- 9.3 Bossingham Village Hall: Several regular bookings have been lost which puts the future income of the hall in a difficult position. Running costs to be obtained from BVHMC and ideas to promote hall/different uses to be discussed at next meeting. Clerk's report to BVHMC meeting on 2.10.18 in appendix.

10. Finances

11.9.18_10

- 10.1 Balance of accounts and Bank Reconciliation at 13 November 2018:
Current account balance £6,503.77 (£2,600 is Village Gateways funding, available balance is £3,903.77).
Deposit account balance £14,982.21. See appendix for bank reconciliation.
- 10.2 Receipts and payments since last meeting: see appendix for Cashbook extract.
VAT refund received for 1.12.17 - 30.9.18 of £692.19. Next claim due 31 March 2019, then 6 monthly.
- 10.3 **It was resolved** to increase the clerk's salary from SCP16 £9.521 per hour to SCP21 £10.676 per hour (£3,330.91 per annum) with immediate effect. This follows the chairman's advice from KALC and reflects the clerk's experience and CiLCA (Certificate in Local Council Administration) qualification.
It was resolved to accept the proposed budget 2019/20.
It was resolved to submit a 2019/20 Precept request to CCC of £4,954.91.
- | | | | | | |
|------|------------|---------------------|----------------|-----------|--|
| 10.4 | C Hamilton | Clerk's Salary | November | £ 277.57 | |
| | | Travel expenses | November | £ 14.40 | |
| | | Clerk's Salary | December | £ 277.57 | |
| | | Expenses (6 months) | 1.4.18-30.9.18 | £ 167.97 | |
| | KCC | Village Gateways | | £2,628.28 | <i>£2,600 of which is grant-funded</i> |
| | Wraights | Grounds Maintenance | | | |
| | | & one-off mowing | October | £ 388.80 | <i>vat £64.80</i> |
| | | Grounds Maintenance | November | £ 244.80 | <i>vat £40.80</i> |
| | | Grounds Maintenance | December | £ 244.80 | <i>vat £40.80</i> |
- It was resolved** to approve expenditure. Proposed by Cllr Nick Waldron. Seconded by Cllr Angela Waldron.
Approved by Chairman.
- 10.5 Chairman to complete bank mandate change forms.

11. War Memorial

11.9.18_12

- 11.1 Councillors wholeheartedly thank John Pitcher for his dedication, enthusiasm and hard work in improving the War Memorial, planting, and arranging the service with Stelling Minnis CEP on 9 November. Geoff Wright, Governor of the school, also expressed thanks, and requested his thanks be recorded in the Minutes.

12. Bossingham Playing Field

11.9.18_13

- 12.1 Mowing: Regular contractor has been unwell and unable to continue mowing this season, last cut was June; he hopes to be back in spring. In preparation for winter, Wraights have cut grass at playing field and village hall, cost to be split 60/40 with VH.
- 12.2 No Dogs sign: This has become detached from gate post, new one ordered. A parishioner reported seeing someone on playing field with two dogs; reminder about no dogs to be in parish magazine.
- 12.3 Maintenance: Goal post net secured. Pedestrian gate latch and padlock for double gate to be fitted. Swing seat seal needs patch repair.

13. Signage

11.9.18_14

- 13.1 Bossingham village sign: Cllr Rob Quincey will collect repaired sign. Position to be agreed with BVHMC.
- 13.2 Village Gateways signs: Michael Northey's KCC Members Grant of £2,000 and donations from two parishioners of £300 each all received. Order for two gateways placed with KCC Highways on 23.10.18 and invoice received. Cost to UHPC is £28.28.

14. PC email address

- 14.1 **It was resolved** to change current UHPC email address, to be in line with GDPR requirements. Clerk to arrange and inform relevant bodies.

15. Correspondence received

11.9.18_16

As listed on weekly Clerk's Update emails, plus: KALC Annual General Meeting 17.11.18.

16. For information

11.9.18_19

- 16.1 School bell chimes: Following the school's receipt of an environmental health report from Folkestone & Hythe District Council, UHPC councillors support restarting the chimes in accordance with the report's recommended chime timings of 9am-6pm, term time and week days only.
- 16.2 Bin stickers: well received, to be shared with Stelling Minnis.
- 16.3 Village Tidy Day: Councillors thank parishioners for attending. A Village Verges clearance day was discussed and will be added to the agenda for the next meeting.
- 16.4 KALC Community Awards Scheme: deadline for nominations 31 Jan 2019. A UHPC special award certificate was discussed.
- 16.5 BVHMC: Hall use needs promoting.
- 16.6 Welcome Pack: Contents to be assessed and discussed at next meeting.
- 16.7 Next PC meeting: 8 January 2019.

Being no further business, the meeting closed at 8.45pm.

Appendix

10.1 Bank Reconciliation: 12 September 2018 - 13 November 2018:

Current Account:

Balance as current account bank statement at 13 November 2018:	£	£
Santander Current Account	6,503.77	
Petty cash (if any)	0	
LESS: any unrepresented cheques at 13.11.18	0	
ADD: any unbanked cash at 13.11.18	0	
Balance as statement at 13 November 2018:	<u>6,503.77</u>	
Net balance at 13.11.18		<u>6,503.77</u>

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

Balance brought forward at 12 September 2018	3,976.22	
ADD: receipts 12.9.18 – 13.11.18	4,954.19	
LESS: payments 12.9.18 – 13.11.18	2,426.64	
Closing balance as per Cashbook at 13.11.18		<u>6,503.77</u>

Deposit Account:

Balance brought forward at 12 September 2018	16,024.42	
ADD: receipts 12.9.18 – 13.11.18	7.79	
LESS: payments 12.9.18 – 13.11.18	<u>1,050.00</u>	
Balance as statement at 13 November 2018:	14,982.21	
Net balance at 13.11.18		<u>14,982.21</u>

Total (including £2,600 Village Gateways funding) £21,485.98

Total available funds at 13.11.18 £18,885.98

10.2 Cashbook extract: Receipts and Payments since last meeting

Description	Receipts	Payments	Ref	Balance	vat paid
SEPT					
12 Barclays	Transfer for A Osborn invoice for Tree work at BVH	1,050.00		5,026.22	
12 Andy Osborn	Tree work at BVH		INV 5288	3,766.22	210.00
12 Wraights	Grounds Maintenance August CFF	322.80	INV 1136 AUGUST	3,443.42	53.80
13 Downland Cycles	Donation towards village gateways VILLAGE GWAY	300.00	VILLAGE GATEWAY		
13 Sarah Hymers	Donation towards village gateways VILLAGE GWAY	300.00	VILLAGE GATEWAY		
15 BVH	Grounds maintenance contribution payment 1/2	612.00	BVH G MAINTENANCE	4,655.42	
25 Clare Hamilton	Salary Sept SALARY	247.52	SALARY SEPT		
25 John Pitcher	War memorial planting	104.00	UHPC PLANTING	4,303.90	
OCT					
8 Wraights	Grounds Maintenance September CFF	244.8	INV 1148 SEPT	4,059.10	40.80
12 HMRC	VAT refund VAT	692.19		4,751.29	
21 KCC	Members Grant for Village Gateways VILLAGE GWAY	2,000.00	Voucher no 7618542	6,751.29	
23 Clare Hamilton	Salary Oct SALARY	247.52	SALARY OCT	6,503.77	

9.3 Clerk's report to Bossingham Village Hall Management Committee meeting, 2.10.18:

Trees Invoice for £1,050 (ex. vat) for tree work has been paid. The PC agreed to pay up to £1,000 for the VH insurance excess when requested. In the new year, the PC will assess the condition of the trees at the rear of the hall.

Grounds maintenance Due to illness, the contractor isn't able to do anymore mowing this growing season. The grass is overdue a cut and I'm waiting for a price for mowing from Wraights.

War memorial John Pitcher has improved and planted the war memorial garden in time for the centenary of the end of WWI in November. UHPC and SMPC have shared the cost of planting and materials.

Bossingham Village sign Old Bossingham village sign is being repaired and councillors have discussed where it can be fixed once the work is finished. One idea is in the flower bed at the entrance to the car park. Does the committee have any other thoughts?