

Minutes of meeting held on Tuesday 13 January 2026, 7pm, at Bossingham Village Hall

Agenda

1. Attendance and apologies of absence

Attending: Chairman Nick Waldron, Cllr James Hodgkinson, Cllr Jess Wood, Clerk/RFO Karley Hubbard and 3 member of the public.

Apologies: Cllr Simon Warner, KCC Cllr Mike Bland

2. It was resolved unanimously to accept the Minutes of the meeting held on 11 November 2025.

3. Members' declarations of interest on Agenda items

Cllr Nick Waldron: Appendix 6.4c.

4. Public participation on Agenda items

Three parishioners raised concerns about a new entrance created in Pett Bottom. (See item 6.1) This was following emails to the clerk. Parishioners expressed concerns around CCC response. Chairman suggested site visit alongside CCC councillor. Will organise when councillor back from leave end of January.

5. Matters arising not covered by the Agenda

- a. Parishioner interested in becoming a councillor, criteria met but unable to attend meeting. Will attend meeting on 10 March to be co-opted.
- b. Cllr James Hodgkinson reported on East Kent Design Code Workshop, 22 November

6. 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.*

6.1 ENF/25/00176 site at Pett Bottom Road CT4 6EQ

Relating to concerns raised to CCC by members of the public relating to potential unauthorised development. Council Officers will continue to monitor the site and make relevant investigations to ensure use of the land remains lawful. Site visit to be organised with CCC.

6.2 CA/25/02065 Dane Cottage, Hogg Lane, Petham CT4 5PJ UHPC Acceptable

Porch to front elevation

CA/25/02066 Dane Cottage, Hogg Lane, Petham CT4 5PJ UHPC Acceptable

Application for Listed Building Consent for external alterations including porch to front elevation.

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

Query re. reimbursement of planning application admin fee

Cllr Mike Sole kindly investigated reimbursement of planning application admin fee but as this is a Planning Portal fee, not a CCC fee, no refunds are given. UHPC to reimburse Cllr Simon Warner.

6.4 Outstanding planning applications affected by water quality at Stodmarsh nature reserve listed in Appendix.

The lengthy delays were discussed at the November meeting. Cllr Mike Bland to feedback.

6.5 Concern about deterioration of the Tithe Barn, Upper Hardres: At the last meeting, concerns were raised about the deterioration of the Tithe Barn. CCC's Heritage Officer is proposing contacting Historic England to arrange a joint site visit to explore further the issue and identify some proposals to support the barn's protection. Thank you to Cllr Mike Bland.

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

- a. Water leak, Manns Hill/The Street. Reported to SE Water on 17.12.25 and to KCC ref 917946. Fixed.
- b. Fly tipping Court Road. Locations supplied to CCC Enforcement Officer and to Cllr Mike Bland. Cllr Nick Waldron has chased 12.01.26, CCC confirmed will be cleared ASAP.
- c. Bossingham Road Emergency Road Closure 13.01.26 shared with Parishioners

8. **Reports**

8.1 **City and County Councillors**

8.2 **Footpaths**

8.3 **Bossingham Village Hall**

- a. **Car Park signage.** Signage has been completed to identify designated parking for VH users plus updated contact details for playing field. Cllr Simon Warner to install.
- b. **Gardening volunteer needed.** John Pitcher will be giving up his volunteer gardening soon due to arthritis in his hands. Call for help via Facebook and/or gardening society end of Jan/Early Feb. Cllr James Hodgkinson drafted social media post. If unsuccessful quote to be sought from ground maintenance.

8.4 **Bossingham Playing Field**

- a. **Gate Signage.** Playing Field gate signage complete with updated website address and emergency contact number. Cllr Simon Warner to install.
- b. **Inspections.** Cllr Jess Wood has carried out inspections in November and December. Mole catcher to be chased. Spec to be drawn up for playing field maintenance.

9. **Finance**

9.1 Balance of Account on 01 January 2026: £ 31,410.48, represented by Current acc £3,615.89; Reserves £8,225.96; CIL funds £19,568.63

9.2 Receipts and Payments since last meeting and Bank Reconciliation see Appendix

9.3 Expenditure due before next meeting

HugoFox	Website hosting monthly	£11.99	Vat £2.00
	Email hosting monthly (from Jan)	£2.99	Vat £0.94
Wraights	Grounds m'nance N, D, J, F	£1,219.20	<i>vat £203.20 (£254pm ex vat)</i>
K Hubbard	Salary Jan	£379.34	
	Salary Feb	£379.34	
C Hamilton	Clerk's expenses 1.4.25 – 31.12.25	£204.36	<i>(budget remaining £166.34)</i>
S Warner	Reimbursement for planning fee	£85.00	

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

9.4 **Precept 2026/27**

- a. £9,568.00 applied for on 15.12.25, as agreed at November meeting

9.5 **Banking updates**

- a. Mandate Change form and necessary documents to update members and to change signatory and address to new clerk approved by Santander. Awaiting log in details.
- b. Santander have introduced a £4.99 per month 'administration fee' from 1 October 2025.

10. CIL (Community Infrastructure Levy) Neighbourhood Portion

Balance of CIL funds £19,568.63 (deadline for spend Oct 2027). Cllr Simon Warner to update on village hall funds.

11. Dog fouling signage and waste bin

- a. Waste bin: Now installed in same position as previous bin, CCC have added to collection schedule. Cllr James Hodgkinson to draft post for social media.
- b. Enforcement Officer: awaiting feedback from CCC re. parish visit, Cllr Mike Bland investigating. Cllr Mike Sole has shared email address to be shared with parishioners. Cllr James Hodgkinson to take to KALC area committee.

12. Parish Council community event

Lack of engagement from stakeholders. Agreed to hold off community event but invite clubs to annual meeting in May 2026.

13. Community Resilience Plan/Emergency Plan

Fire Hydrant plan to be explored with Cllr Simon Warner. Cllr James Hodgkinson to contact water companies to explore water distribution centres.

14. Welcome Pack

Cllr James Hodgkinson shared updated welcome pack. Awaiting information from local clubs. Once complete to be added to Parish website and Welcome to Parish post cards to be printed and distributed to new parishioners.

15. Neighbourhood Watch

No sensible responses received to the Facebook post on 18 Nov. Remove the role from vacant. Clerk to explore rural task force.

16. Local Government Reorganisation

17. For Information

- KALC Community Awards: deadline for nominations 30th January.
- Meeting dates 2026: Tues at 7pm - 10 March, 12 May, 14 July, 15 September, 10 November.
- **Next meeting: 10 March 2026, 7pm.**
- Meeting closed at 20:47pm.

Signed Nick Waldron, Chairman, 10 March 2025

Chairman Nick Waldron
 Parish Clerk Karley Hubbard | 07872 417912 | clerk@upperhardres-pc.gov.uk | www.upperhardres-pc.gov.uk

Appendix

6.4 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**

Objection. Awaiting CCC decision

Erection of two-storey detached dwelling with associated parking, access and landscaping

b. **CA/20/02785 Homeside Farmhouse, The Street CT4 6DX**

Acceptable. Awaiting CCC decision

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**

Acceptable Awaiting CCC decision

Erection of 5 no. detached two-storey dwellings with associated garages, parking and landscaping following demolition of existing dwelling.

9. Finance

Bank Reconciliation 12 November 2025 – 01 January 2025:

Current Account:

£

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

Balance brought forward at 12 November 2025	34,001.84
ADD: receipts 12.11.25-01.01.26		0
LESS: payments 12.11.25-01.01.26		2,591.36
<u>Closing balance at 01 January 2026</u>		<u>31,410.48</u>
<u>Total funds at 01 January 2026</u>		<u>£ 31,410.48</u>

Receipts and Payments since last meeting, Cashbook extract:

			Receipts	Expenditure	Balance
NOVEMBER					
12	Play Insp. Co.	Annual playing field inspection		204.00	
12	Wrights	Grounds maintenance	June-Oct		1524.00
26	C Hamilton	Salary 8/12	Nov	SALARY	379.34
DECEMBER					
1	GoCardless	HugoFox website hosting	Nov	WEB	11.99
1	Hopkins	Replacement defib pads		DEFIB	80.70
10	C Hamilton	Salary 9/12	Dec	SALARY	379.34
JANUARY					
..	1	GoCardless	HugoFox website hosting	Dec	WEB
					11.99
					31,422.47
					31,410.48