

Upper Hardres Parish Council

Chairman Paul Gordon

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

Minutes of meeting held on Tuesday 5 March 2019, 7.30pm at Bossingham Village Hall

1. **Attendance and apologies for absence** 8.1.19_1
Attending: Chairman Paul Gordon, Councillors Janice Rosen, Nick Waldron, Rob Quincey, Clerk/RFO Clare Hamilton. David Jarman of Hobbs Parker, and 26 parishioners.
Apologies: Councillor Angela Waldron (family reasons)
2. **Acceptance of Minutes of previous meeting** 8.1.19_2
It was unanimously resolved to accept the minutes of the meeting held on 8.1.19 as a true record.
3. **Members' declarations of interest on Agenda items** None 8.1.19_3
4. **Public participation on Agenda items** 8.1.19_4
 - 4.1 Bossingham Village Hall Management Committee: Mark Rosen, Chairman of BVHMC, highlighted the need for increased bookings of the village hall to produce revenue to fund necessary repairs. There is a need for more committee members and volunteers, and the role of secretary is currently vacant. Contact Mark on 01227 709125 or email msrosen007@yahoo.co.uk. For VH bookings email jerosenuk@yahoo.co.uk.
 - 4.2 Hobbs Parker: Following the public consultation at BVH on 30.11.17, David Jarman, Planning Consultant, Hobbs Parker, presented a revised residential development proposal for land adjoining Bossingham Village Hall on The Street. The 2017 proposal was for 8 houses on The Street and affordable housing off Manns Hill with car parking at the Scout Hut. Following pre-planning consultations with CCC, the affordable housing proposal has now been removed as CCC did not support the proposed location of affordable housing and car parking. The revised proposal is for four 4/5 bed houses on The Street, wider spaced with views through to the field at rear (Stars), with a single access point for the four properties. Current on-street parking and the Public Footpath is retained. It was reported this proposal fits with CCC's Local Plan infill policy and Conservation Area policy.
A Housing Needs Survey carried out on UHPC's behalf by ACRK in 2018 showed 11 parishioners desired affordable housing. A Parish Council invitation to landowners to provide alternative sites for affordable housing in the parish resulted in zero response.
Increased traffic query: It was reported the development is too small to warrant a Traffic Management Survey.
Building access query: It was reported a Construction Management Plan would be part of any planning consent.
Chairman suggested a further consultation event could be held to enable all parishioners to view the revised proposal.
5. **Matters Arising** from meeting held on 8.1.19 8.1.19_5
Security Information event: Chairman to consider information to be made available at APM.
6. **Development Management & Planning Applications** 8.1.19_6
Planning applications may be viewed online at: www.canterbury.gov.uk/info/20014/planning_and_building
 - 6.1 APPEAL REF W/18/3216587 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. Application ref: 18/01758. Additional comments to be emailed to NSI.Planning@planninginspectorate.gsi.gov.uk by 27 March 2019.
UHPC no further comment.
 - 6.2 APPEAL REF W/19/32222530 Court Lodge, Manns Hill, Bossingham CT4 6EB
Proposed change of use of an existing outbuilding from garden structure to detached single-storey dwelling

with accommodation in roof, together with 2 no. dormers to east elevation and associated parking and access. Application ref: 18/01458. Additional comments to be emailed to East2@pins.gsi.gov.uk by 01 April 2019. UHPC no further comment.

- 6.3 CA/19/00010 Farncombe, Manns Hill, Bossingham, Upper Hardres CT4 6ED
Variation of condition 2 (approved drawings) of planning permission CA/18/02016/VAR for the Proposed two-storey detached dwelling following demolition of existing bungalow; to allow alterations to the fenestration on the ground floor windows, addition of an L-Shaped flat roof sedum canopy to the South and East elevation and relocation of chimney flue to other side of the master bedroom bay window.
CCC GRANTED

- 6.4 CA/18/02586 The Old Stable Block, Hardres Court, Hardres Court Road, Upper Hardres CT4 6EN
Proposed change of use of stable block to residential dwelling including single-storey extension to both sides and south elevation, with associated site works.
UHPC Acceptable

7. Proposed work to trees in a Conservation Area

8.1.19_7

A parishioner highlighted an application for work to a tree of which PC were not aware. CCC informed that they do not advise parish councils of notices for works to trees within a conservation area. CCC's options at the end of the six week application period are to allow the work as described or serve a Tree Preservation Order. If the work is minor, or necessary for safety reasons, they may write to the PC before the six weeks expires.

8. Highways

8.1.19_8

- 8.1 Potholes: Parishioners may report potholes directly to KCC - <http://www.kent.gov.uk/roads-and-travel/report-a-problem>
Councillor to report pothole outside Elm Lodge, Manns Hill.

9. Reports

8.1.19_9

- 9.1 Footpath Warden: Rob Veltman and a parishioner have been making enquiries to register a well-used but unregistered footpath just across the SM parish boundary (an extension of Split Lane into Atchester Wood) as a PRoW. The parish council wish Rob well with his hip replacement surgery in late April and encourage parishioners to keep an eye on footpaths during his recovery.
- 9.2 Tree Warden's report (Bossingham Oak tree - see item 15): John Pitcher attended the AGM of the Tree and Pond Council in Kent. The need was highlighted for a tree register to ensure that PCs do not become liable should an accident happen. To compile tree register in spring.
It was resolved to donate £25 to the Tree and Pond Council.
- 9.3 Bossingham Village Hall: Request for PC to pay £2,240 for maintenance works discussed. BVHMC EOY accounts and details of expenditure supplied. ACRK funding was found not to be appropriate. CCC Rural Opportunities Fund may be applied to; clerk to supply application form to BVHMC treasurer.

10. Finances

8.1.19_10

- 10.1 Balance of accounts and Bank Reconciliation at 5 March 2019:
Current account balance £1,306.24. Deposit account balance £14,992.31. Total funds £16,298.55.
- 10.2 Receipts and payments since last meeting: see Appendix for cashbook extract.
- 10.3 Expenditure due before next meeting:

| | | | | |
|------------|---------------------|-----------------|----------|-----------------------|
| C Hamilton | Clerk's Salary | March | £ 277.57 | |
| | Travel expenses | March meeting | £ 14.40 | |
| | Expenses 2/2 | 30.9.18-31.3.19 | £ 122.03 | |
| | Clerk's Salary | April | £ 286.00 | increase from 1 April |
| | APM refreshments | May | £ 30.00 | |
| Wraights | Grounds Maintenance | Feb | £ 244.80 | vat £40.80 |
| | Grounds Maintenance | March | £ 244.80 | vat £40.80 |

From 1 April 2019, clerk's salary to increase in line with National Salary Award to £11.00 per hour (SCP21) - 6 hrs pw = £66 x 52 weeks = £3,432pa. 12 x monthly payments of £286.00.

It was unanimously resolved to approve expenditure. Approved by Chairman.

11. Village Verges Day

- 11.1 Carry forward to next meeting.
- 11.2 Cubs litter-pick 20 March - loan of hi-vis vests offered.

- 12. Welcome Pack** 13.11.18_11
 12.1 It was resolved to issue Welcome Pack to new residents. To contain, eg.: UHPC contact info; PC meeting dates; CCC info and planning portal link; bin collection/recycling info; BVH booking details, shop and PO opening times; Church services times. Clerk has requested info on SMPC's Welcome Pack provision.
- 13. Bossingham Playing Field** 8.1.19_12
 13.1 The PC thanks Cllr Nick Waldron for fitting No Dogs sign, repairing gate catch and fitting padlock to double gate. Nick to provide padlock keys to Wraight's and High Chimney Farm, and to arrange local storage of spare padlock key. Swing-seat seal to be monitored.
- 14. Signage** 8.1.19_13
 14.1 Bossingham village sign: The PC thanks Cllr Rob Quincey for arranging sign repair and donating costs. It was agreed to install sign in PC flower bed at front of BVH. Chairman, Cllrs Rob Quincey and Nick Waldron to liaise with John Pitcher re. fitting.
 14.2 Village Gateway signs: KCC Highways apologise for the delay in installation as other work commitments have had to take priority over winter. Signs should be fitted 15-30 April.
- 15. Bossingham Oak tree** 8.1.19_15
 15.1 We are still awaiting a removal date from KCC as they are behind schedule due to mechanical break downs.
 15.2 Cllr Nick Waldron to arrange for removal of lights from tree, assisted by Chairman and Cllr Rob Quincey.
 15.3 Wood use to be discussed at next meeting.
- 16. Elections 2 May 2019**
 16.1 Due to the Elections timetable, the date of the Annual Meeting of the Council has been changed to **Wednesday 8 May**.
 16.2 Nomination packs from CCC circulated to councillors; completed forms to be hand-delivered to CCC by 4pm on Wednesday 3 April 2019. Chairman to arrange appointment for their delivery.
- 17. Correspondence received** 8.1.19_16
 As circulated in weekly Clerk's Update email, plus:
 Charter for Trees, Woods and People - a guide for parish, town and community councils
 Invitation to KALC meeting at Littlebourne Village Hall (apologies sent as date clashed with this meeting),
- 18. For information** 8.1.19_17
 18.1 Noticeboard: Cllr Nick Waldron to repair and reinstate damaged noticeboard (use VH board in the meantime).
 18.2 Parish Newsletter: No printed version this year to save costs; pdf version will be available to send to Email List and for on noticeboard. If anyone requests a printed version, this can be supplied.
 18.3 Defibrillator: to provide demonstration at the Annual Parish Meeting on Tuesday 21 May.
 18.4 Sheep worrying: A parishioner reported the recent loss of a number of sheep due to dog attacks. The incident was reported to the police but no action has yet been taken. A councillor will investigate if any further action can be taken. PC to highlight this issue in April's Hardres & Stelling News.
 18.4 Obstructions caused by parking: An increase in cars parked near the triangles at Lime Kiln Lane/Hardres Court Road and The Street/Manns Hill is causing an obstruction, especially to some agricultural vehicles which had to re-route due to obstruction. Parishioners are asked to please park considerately.
 18.5 **Next PC meetings:** PLEASE NOTE due to the Elections timetable, there is no longer a meeting on 7 May.
***Wednesday 8 May - Annual Meeting of the Council at 7pm, followed by Ordinary Meeting at 7.30pm;**
Tuesday 21 May - Annual Parish Meeting at 7.30pm.

Meeting closed at 9:10pm.

ADDENDUM: *next meeting changed from Wednesday 8 May to Tuesday 14 May - Annual Meeting of the Council at 7pm, followed by Ordinary Meeting at 7.30pm

Appendix

10.1 Bank Reconciliation: 9 January 2019 – 5 March 2019:

Current Account:

| | | |
|--|----------|-----------------|
| Balance as current account bank statement at 5 March 2019: | £ | £ |
| Santander Current Account | 1,306.24 | |
| Petty cash (if any) | 0 | |
| LESS: any unrepresented cheques at 5.3.19 | 0 | |
| ADD: any unbanked cash at 5.3.19 | 0 | |
| Balance as statement at 5 March 2019: | 1,306.24 | |
| <u>Net balance at 5.3.19</u> | | <u>1,306.24</u> |

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

| | | |
|--|----------|-----------------|
| Balance brought forward at 9 January 2019 | 2,504.38 | |
| ADD: receipts 9.1.19 – 5.3.19 | 0 | |
| LESS: payments 9.1.19 – 5.3.19 | 1,198.14 | |
| <u>Closing balance as per Cashbook at 5.3.19</u> | | <u>1,306.24</u> |

Deposit Account:

| | | |
|---|-----------|------------------|
| Balance brought forward at 9 January 2019 | 14,984.84 | |
| ADD: receipts 9.1.19 – 5.3.19 | 7.47 | |
| LESS: payments 9.1.19 – 5.3.19 | 0 | |
| Balance as statement at 5 March 2019: | 14,992.31 | |
| <u>Net balance at 5.3.19</u> | | <u>14,992.31</u> |

Total funds at 5.3.19 £16,298.55

10.2 Cashbook extract: Receipts and Payments since last meeting

| Description | | | | Receipts | Payments | Ref | Balance | vat paid |
|-------------|----------------|--------------------------|-------------|----------|----------|------------------|----------|----------|
| JAN | | | | | | | | |
| FEB | | | | | | | | |
| 8 | Clare Hamilton | Salary | Jan | | 277.57 | SALARY JAN | 2,226.81 | |
| 8 | Clare Hamilton | Travel exp | Jan meeting | | 14.40 | EXP | 2,212.41 | |
| 12 | Wraights | Grounds Maintenance | Dec & Jan | | 489.60 | INV 1206 DEC.JAN | 1,722.81 | 81.60 |
| 12 | BVH | Hall hire | 2019 | | 119.00 | HALL HIRE 2019 | 1,603.81 | |
| 12 | BVH | Defib electricity contr. | | | 20.00 | DEFIB ELECTRIC | 1,583.81 | |
| 25 | Clare Hamilton | Salary | Feb | | 277.57 | SALARY FEB | 1,306.24 | |