

# Upper Hardres Parish Council

Chairman Paul Gordon

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

## Minutes of meeting held on Tuesday 8 January 2019, 7.30pm at Bossingham Village Hall

1. **Attendance and apologies for absence** 13.11.18\_1  
Attending: Chairman Paul Gordon, Councillors Angela Waldron, Janice Rosen, Nick Waldron, Rob Quincey, Clerk/RFO Clare Hamilton and one parishioner. Apologies: Robert Thomas CCC.
2. **Acceptance of Minutes of previous meeting** 13.11.18\_2  
**It was resolved** to accept the minutes of the meeting held on 13.11.18 as a true record.
3. **Members' declarations of interest on Agenda items** None 13.11.18\_3
4. **Public participation on Agenda items** Not required 13.11.18\_4
5. **Matters Arising** from meeting held on 13.11.18 13.11.18\_5  
Bossingham Village Hall: Bookings and finances, see item 9.3
6. **Development Management & Planning Applications** 13.11.18\_6  
Planning applications may be viewed online at:  
<https://publicaccess.canterbury.gov.uk/online-applications/search.do?action=simple>
  - 6.1 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.  
Comments to CCC by 1 February 2019
  - 6.2 CA/18/02184 Clambercrown, Lynsore Court, Upper Hardres CT4 6EF  
Retrospective application for the erection of shed.  
CCC Granted. UHPC Acceptable
  - 6.3 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.  
CCC Granted. UHPC Generally Acceptable
  - 6.4 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.  
CCC Granted. UHPC Acceptable
7. **Proposed work to trees in a Conservation Area** None notified 13.11.18\_7
8. **Highways** 13.11.18\_8  
Potholes: Parishioners may report potholes directly to KCC - <http://www.kent.gov.uk/roads-and-travel/report-a-problem>
  - 8.1 Flooding junction Hardres Ct Rd/Rectory Lane: ref. 51969113, Blocked drain/gully - Works being programmed
  - 8.2 Flooding corner of Hardres Ct Rd at Hardres Court: ref. 390392, Blocked drain/gully - Under investigation
9. **Reports** 13.11.18\_9
  - 9.1 Footpath Warden's report: PROW524066 Trip hazard at footpath CB378 opposite village hall - Repaired
  - 9.2 Tree Warden's report: Oak tree demise - see item 15. Tree warden will compile a register of UHPC-owned trees in spring, then quotes will be obtained for an Arboriculturist Report on their condition.
  - 9.3 Bossingham Village Hall: BVH has recently lost some regular bookings and the Management Committee is concerned about the hall's future income, especially as further maintenance is needed. Draft accounts for

2018 were provided and further information will be available once these are finalised. To be discussed further at the next PC meeting.

Publicity to increase awareness of the hall's benefits and to increase bookings was discussed and suggestions include: a dedicated Facebook page and articles in Hardres & Stelling News. There is a dedicated BVH page on the parish council website.

## 10. Finances

13.11.18\_10

10.1 Balance of accounts and Bank Reconciliation at 8 January 2019:

Current account balance £2,504.38. Deposit account balance £14,984.84.

10.2 Receipts and payments since last meeting: see Appendix for cashbook extract

10.3 **It was resolved** not to renew membership of Society of Local Council Clerks. This is due to KALC (Kent Association of Local Councils) membership adequately keeping the PC up-to-date with changes to policies/procedures, training, etc.

10.4 Expenditure due before next meeting:

BVH	Hall hire	2019	£ 119.00	
	Defib electricity	annual contr.	£ 20.00	
C Hamilton	Clerk's Salary	January	£ 277.57	
	Clerk's Salary	February	£ 277.57	
	Travel expenses	Jan. meeting	£ 14.40	
Wraights	Grounds Maintenance	January	£ 244.80	vat £40.80
	Grounds Maintenance	February	£ 244.80	vat £40.80

**It was resolved** to approve expenditure. Proposed by Cllr Janice Rosen, seconded by Cllr Nick Waldron. Approved by Chairman.

10.5 Bank mandate change forms: Barclays and Santander both approved.

10.6 Precept: CCC rounded up our Precept 2019/20 request of £4,954.91 to £4,955.00 which has been approved (Band D 2019/20 tax base £27.76).

## 11. War Memorial

13.11.18\_12

11.1 Parishioner report of trip-hazard caused by new cornerstones: Cornerstones now painted white to aid visibility.

## 12. Bossingham Playing Field

13.11.18\_13

12.1 Update on mowing, sign and gate repair: Regular mowing contractor hopes to be back in spring. New 'No Dogs' sign, pedestrian gate fittings and padlock for double gate to be fitted. Swing seat seal to be monitored.

## 13. Signage

13.11.18\_14

13.1 Update on Bossingham village sign: Renovated sign is being delivered this week. Cllr Rob Quincey will store sign until new location is confirmed. Councillors consider flowerbed in front of BVH the best position for visibility and to protect sign from further damage from hedge trimming and/or traffic.

13.2 Update on Village Gateways signs: No news yet from KCC on installation date.

## 14. New PC email address: [uhpc.clerk@gmail.com](mailto:uhpc.clerk@gmail.com)

14.1 New address has been communicated to regular users. Old address still in use and being monitored.

## 15. Bossingham oak tree removal

In December, KCC confirmed honey fungus infection and will remove tree in Jan/Feb. Clerk requested a copy of KCC's arboriculturist report but was informed that KCC do not share their reports.

Wood to be stored locally by a councillor who is in touch with KCC tree surgeon to coordinate this.

Wood may be used to produce bench/sculpture to preserve the memory of Belgian refugees who planted the tree as thanks to the people of Bossingham for giving them shelter in WWI. Chainsaw artists and wood carvers to be approached.

The Parish Council thank the parishioner who alerted the clerk to the honey fungus infection.

## 16. Correspondence received

13.11.18\_16

As listed on weekly Clerk's Update emails.

## 17. For information

13.11.18\_19

17.1 Flag: Replaced in storage box in BVH cupboard.

17.2 Village Verges Day: To arrange date at next meeting.

17.3 Security: PCSO did not provide a report of incidents, but is patrolling the area and is in touch with the

Rural Policing team who, it was reported at the meeting, have responded swiftly to local calls.

In light of a recent increase in criminal activity, a parish security information event was discussed. PCSO, NHW and CCTV advisors to be consulted on availability.

17.5 KALC Community Awards Scheme: nomination form signed.

17.6 UHPC Community Award: In recognition of John Pitcher's outstanding contribution to the parish, in December the PC presented him with a special certificate.

17.7 Welcome Pack: Folders to be located and information updated.

17.8 Christmas lights: It was suggested the VH oak tree be considered to hold Christmas lights in December 2019. To be included on July agenda.

17.9 Next PC meeting: 5 March 2019.

Being no further business, the meeting closed at 8.50pm.

## Appendix

### 10.1 Bank Reconciliation: 14 November 2018 – 8 January 2019

#### Current Account:

Balance as current account bank statement at 8 January 2019:	£	£
Santander Current Account	2,504.38	
Petty cash (if any)	0	
LESS: any unpresented cheques at 8.1.19	0	
ADD: any unbanked cash at 8.1.19	0	
Balance as statement at 8 January 2019:	<u>2,504.38</u>	
Net balance at 8.1.19		<u>2,504.38</u>

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

Balance brought forward at 13 November 2018	6,503.77
ADD: receipts 13.11.18 – 8.1.19	0
LESS: payments 13.11.18 – 8.1.19	3,999.39
Closing balance as per Cashbook at 8.1.19	<u>2,504.38</u>

#### Deposit Account:

Balance brought forward at 13 November 2018	14,982.21
ADD: receipts 13.11.18 – 8.1.19	2.63
LESS: payments 13.11.18 – 8.1.19	0
Balance as statement at 8 January 2019:	14,984.84
Net balance at 8.1.19	<u>14,984.84</u>

Total funds at 8.1.19 £17,489.22

### 10.2 Cashbook extract: Receipts and Payments since last meeting

Description	Receipts	Payments	Ref	Balance	vat paid
NOV					
14 KCC Village Gateways		2,628.28	900076313	3,875.49	
14 Wraights Grounds Maintenance & mowing Oct	CFF	388.8	INV 1111 OCT	3,486.69	64.8
14 Clare Hamilton Expenses 1.4.17 - 30.9.18	EXPENSES	167.97	EXP MAR-SEPT	3,318.72	
21 Clare Hamilton Salary Nov	SALARY	277.57	SALARY NOV	3,041.15	
21 Clare Hamilton Travel exp Nov		14.4	EXP	3,026.75	
DEC					
18 Wraights Grounds Maintenance November		244.8	INV 1181 NOV	2,781.95	40.8
18 Clare Hamilton Salary Dec	SALARY	277.57	SALARY DEC	2,504.38	