

# Annual Meeting of the Council & Ordinary Meeting

Members are hereby summoned, and notice is given, that the Annual Meeting of Upper Hardres Parish Council, followed by an Ordinary Meeting, will be held at Bossingham Village Hall on

**Tuesday 13 May 2025 at 6.30pm**

Signed: Clare Hamilton, *Clerk/RFO Upper Hardres Parish Council*, 06 May 2025

## Agenda

### 1. **Appointments**

- i. Appointment of Chair
- ii. Appointment of Vice Chair
- iii. Councillor roles

### 2. **Apologies and absences**

*Members who cannot attend a meeting shall tender their apologies to the Parish Clerk prior to meetings, under Section 85(1) of the Local Government Act 1972, the members present must decide whether the reason(s) for a member's absence shall be accepted*

3. **To note** any changes to Councillors' Acceptance of Office and Code of Conduct and declarations of Disclosable Pecuniary Interests
4. **To consider** acceptance of the Minutes of the Annual Meeting of the Council held on 14 May 2024
5. **Annual Governance Statement & Accountability Return 2024/25**
  - a. **To consider** the Annual Internal Audit Report
  - b. **To consider** and approve the Annual Governance Statement 2024/25
  - c. **To consider** and approve the Accounting Statements for the year ended 31 March 2025
  - d. **To consider** and approve Exemption from Limited Assurance Review
  - e. **To confirm** date for the commencement of the Exercise of Public Rights as 3 June-14 July 2025
6. **To note** the agreed Budget for the financial year 2025/26
7. **To consider** any amendments to Financial Regulations
8. **To consider** any amendments to Banking arrangements
9. **To consider** review of Insurance cover and renewal quotation
10. **To consider** review of Policies and Procedures
11. **To review** Bossingham Playing Field
12. **For information**
  - Ordinary Meeting follows on from this meeting
  - Annual Parish Meeting then follows at 7.30pm.

**This concludes Annual Meeting Business.**

## Ordinary meeting business as follows:

### 13. To record attendance and apologies for absence

### 14. To consider acceptance of the Minutes of the meeting held on 11 March 2025

### 15. To record Members' declarations of interest on Agenda items

### 16. Public participation on Agenda items

To adjourn for 30-minute public participation session, if required

*The Chairman reminds all present that meetings of the Parish Council are not public meetings but members of the public have a statutory right to attend meetings of the council as observers. They have no legal right to speak unless the Chairman authorises them to do so. Members of the public may not take part in the PC meeting itself unless the Chairman authorises them to do so.*

### 17. Matters arising not covered by the Agenda

### 18. 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.*

18.1 **Potential planning breach at land at Lime Kiln Lane** CCC investigating

18.2 **Potential planning breach of container at property** CCC investigating

18.3 **CA/25/00705 9 Homeside Farm, Bossingham, Kent, CT4 6AR** comments to CCC by 23 May  
Single-storey rear extension following the demolition of existing conservatory

18.4 **CA/25/00002 Land East of Manns Hill, Bossingham CT4 6EB** awaiting CCC decision  
Single-storey detached dwelling following the demolition of existing outbuilding.

18.5 **CA/25/00019 Wall Cottage, The Street, Bossingham CT4 6DX** CCC GRANTED  
Single-storey side and rear extension.

18.6 **CA/25/00288 Tudor Rose Cottage, Pett Bottom Road CT4 6EG** awaiting CCC decision  
Application for Listed Building Consent for external and internal alterations including replacement plasterboard installation of extractor fan to first floor together with wood stain to external timber work, brickwork to be repainted where required.

18.7 Outstanding planning applications affected by water quality at Stodmarsh nature reserve

### 19. Highways

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

19.1 a. Hardres Court Rd: closure for microsurfacing 28 April for up to 5 days.

### 20. Reports

#### 20.1 City and County Councillors

#### 20.2 Footpaths

a. CB376: Japanese Knotweed reported to KCC PRow, ref. 250531606

#### 20.3 Trees

#### 20.4 Bossingham Village Hall

#### 20.5 Bossingham Playing Field

a. To consider safety surfacing requirement for Tottlebank climber

b. To review safety inspections.

**21. Finance**

- 21.1 To note Balance of Account at 13 May 2025
- 21.2 To note Receipts and Payments since last meeting and Bank Reconciliation
- 21.3 **To consider** CCC Concurrent Function Agreement 2025/26
- 21.4 **To consider** Expenditure due before next meeting

**22. CIL (Community Infrastructure Levy) Neighbourhood Portion**

To note balance of CIL funds

**23. Bus shelter**

**24. Highways Improvement Plan (HIP)**

**25. Dog fouling signage**

**26. Website & Email addresses**

**27. Councillor Vacancy**

**28. For information**

- Meeting dates 2025: Tuesdays at 7pm - 15 July, 16 September, 11 November.
- Next meeting: 15 July 2025, 7.30pm.

*Chairman* Nick Waldron

*Parish Clerk* Clare Hamilton

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