

# Upper Hardres Parish Council

Chairman Nick Waldron

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

## Minutes of meeting held on 10 September 2024, 7pm, at Bossingham Village Hall

### 1. Attendance and apologies for absence

Attending: Chairman Nick Waldron, Cllr Rob Richardson, Cllr Angela Waldron, Clerk/RFO Clare Hamilton, Tree Officer John Pitcher, CCC Cllr Mike Bland.

Apologies: Cllr Simon Warner.

### 2. It was resolved unanimously to accept the Minutes of the meeting held on 16 July 2024.

### 3. Members' declarations of interest on Agenda items

Cllrs Nick Waldron and Angela Waldron: Appendix 6.7c.

### 4. Public participation on Agenda items

John Pitcher has cared for the village hall and war memorial gardens for nearly 10 years and is happy to carry on for now, although help will be needed in future. The shrubs he has planted to take the pressure off annual planting are developing well, and the daffodil and dahlia bulbs will still come through.

John has been the parish Tree Officer for 10 years and will stand down in November. Councillors thanked John for all his work as tree officer, especially in instigating the tree survey in 2020 which highlighted trees next to the car park which needed attention, and for his continued gardening. The Tree Officer role will be advertised in the October parish magazine.

### 5. Matters arising not covered by the Agenda None

### 6. Planning Applications

Planning applications may be viewed at Canterbury City Council's website [here](#)

#### 6.1 Potential planning breach at land at Lime Kiln Lane

CCC investigating

The Chairman thanked CCC Cllr Mike Bland who has been very helpful with this matter and is continuing to follow up with CCC Planning. Despite the address being supplied over 12 months ago, planners claimed difficulties in tracking down site owner and are currently investigating if a business is being run on the land without planning permission. The Forestry Commission is checking if there has been a breach of any felling licenses on that land.

#### 6.2 CA/24/01475 Three Elms, The Street, Bossingham CT4 6DX

UHPC Acceptable

Extension of existing vehicular access together with hardstanding.

#### 6.3 CA/24/01462 Walnut Tree Farm, Pett Bottom Rd, Lynsore Bottom CT4 6EG

UHPC Acceptable

Front extension.

#### 6.4 CA/24/01382 Orchard House, Manns Hill, Bossingham CT4 6ED

UHPC Acceptable

Retrospective application for single-storey rear extension together with porch, following demolition of existing porch.

#### 6.5 CA/24/00263 Land opposite Breton House, Pett Bottom Road

UHPC Objection. CCC REFUSED

Construction of an agricultural barn and polytunnel.

#### 6.6 CA/23/02074 Great Catts Farm, Stone Street, Petham CT4 5PW

CCC GRANTED

Application for Listed Building Consent for external and internal alterations including relocation of W.C. to ground floor together with removal of dropped ceiling on second floor. Creation of opening in brick and flint garden wall to north of barn.

#### CA/23/02073 Great Catts Farm, Stone Street, Petham CT4 5PW

CCC GRANTED

Creation of opening in brick and flint garden wall to north of barn.

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

- 7. Highways** Please report Highways matters directly to KCC [here](#).
- 7.1 a. Manns Hill closure 23.09.24: one day closure in the vicinity of Lynsore Court  
b. White lining through Bossingham: clerk to request KCC Highways renew the faded white lining.
- 8. Reports**
- 8.1 **City and County Councillors**  
CCC Cllr Mike Bland reported:
- CCC has purchased 67 homes for social housing in Sturry
  - The new corporate plan has been accepted by the city council
  - The Canterbury Wednesday market is now up and running and the Market Development Officer is keen to promote farmers market opportunities
  - With Cllr Alister Brady, will begin to issue a regular newsletter.
- 8.2 **Footpaths**  
a. Fence across footpath: being progressed.
- 8.3 **Trees**  
a. The previous tree survey and report was carried out in 2020. Clerk to check insurance requirements for frequency of tree surveys and if necessary, to contact the surveyor for a quote for an update.
- 8.4 **Bossingham Village Hall**
- 8.5 **Bossingham Playing Field**
- a. Repair to goal posts: Chairman and Cllr Simon Warner to repair before annual inspection in October.
  - b. Trees removal, grass seeding and grasslok tiles installation: Chairman to establish with tree surgeon which trees to remove. Once trees are removed and the area is turfed/seeded, grasslok tiles can be fitted. Details to be sent to contractor for a quote for fitting.
  - c. Wildflower bed: Area to be grass seeded for now.
- 9. Finance**
- 9.1 Balance of Account at 10 September 2024: £35,932.46  
comprising: Current account £3,699.00; Reserves £10,225.96; CIL £22,007.50
- 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 pcm  |
| Wraights   | Grounds m'nce Sept Oct Nov | £ 914.40 | vat £182.88 |
| 123reg     | Domain name renewal        | £ 11.99  |             |
| C Hamilton | Salary Sept                | £ 351.00 |             |
|            | Travel exp Sept            | £ 14.40  |             |
|            | Salary October             | £ 351.00 |             |
- It was resolved** unanimously to approve expenditure, proposed by Cllr Rob Richardson and seconded by Cllr Angela Waldron, approved by the Chairman.
- 9.4 Banking updates: Chairman continues to try to contact Santander re. savings account.
- 9.5 Concurrent Functions Funding 2024/25: £1,925 received on 01.08.24.
- 9.6 Financial Regulations: 'Contracts' currently states:
- 11.1 h When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £100 the Clerk or RFO shall strive to obtain 3 estimates.*
- It was resolved** to change the lower amount to £1,500 to read as follows:  
'where the value is below £3,000 and above £1,500 the Clerk or RFO shall strive to obtain 3 estimates'.
- 9.7 Conclusion of Audit 2023/24: External Auditor's Report and notice of Conclusion of Audit received. To be published by 30 September.
- 9.8 CCC Parish Capital Grant Scheme: This opens in September. Clerk to apply for funds for playing field tree removal and grasslok tiles installation with a 50% contribution from own funds.
- 10. CIL (Community Infrastructure Levy) Neighbourhood Portion**  
The annual CIL report has been submitted to CCC.
- 11. Bus shelter**  
Parish Council noticeboard is to be reinstated.

## 12. Highways Improvement Plan (HIP)

Cllr Simon Warner has been advised by Annaliese Mortlock at CCC that the 30mph road marking roundel will be added at the north end of the village in the near future.

No further progress with village gateway sign and other HIP items since the last meeting. CCC is aware we have funds for village gateway sign provision.

(HIP proposals include:

- to install a village gateway sign at the north end of Bossingham village where the 30mph sign is not always visible
- to repaint the 30mph roundel on the road at the southern end of Bossingham
- to install clear 'no oversize vehicles' warning signs at both ends of Lime Kiln Lane.)

## 13. Waste bin

- 13.1 Following parishioner concerns raised at the last meeting re. dog poo on the footpaths, an article was included in the September issue of Hardres & Stelling News highlighting its dangers to humans and animals and the law on not picking up after your pet.

- 13.2 Signage and other actions

Cllr Mike Bland informs us that CCC's enforcement team can do some or all of the following:

- a. Clean up the footpaths identified as far as the district council boundary with Folkestone. (for the footpaths near the Scout Hut it is recommended to ask F&HDC to clean up the footpath on their side of the boundary)
- b. Provide signage warning that dog fouling is an offence.
- c. Provide an occasional uniformed patrol, once the signage is up.

## 14. Website

Our website host, HugoFox, has today launched information about providing .gov.uk domains and as a Bronze customer this new domain will be free. As no timings for this service have yet been released, **it was resolved** to renew the current domain name for now (due in Oct).

HugoFox will charge for any .gov.uk email addresses, no cost details yet released.

Clerk has registered with the government's Department for Science, Innovation & Technology 'Parish Council Domains Helper Service' and will attend an online session to find out more.

## 15. For information

- Stelling Minnis Parish Council: invitation to an informal get together to discuss common issues that face parishes in the local area, 16 Oct. Chairman Nick Waldron and Cllr Rob Richardson will attend.
- Kent Prepared: Community Resilience Plans information circulated.
- CCC Parish engagement meeting: 9th October at 4pm (via Teams), clerk aims to attend.
- Vacancy: There remains a vacancy for a parish councillor.
- Meeting dates 2025: Tues at 7pm - 14 January, 11 March, 13 May, 15 July, 16 September, 11 November.
- Next meeting: 12 November.
- Meeting closed at 7.50pm.

Signed ..... Nick Waldron, Chairman, 12 November 2024

## Appendix

6.7 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        | <i>Objection. Awaiting CCC decision</i>  |
|    | Erection of two-storey detached dwelling with associated parking, access and landscaping  |  |  |
| b. | CA/20/02785   | Homeside Farmhouse, The Street CT4 6DX | <i>Acceptable. Awaiting CCC decision</i> |
|    | 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  | <i>Acceptable. Awaiting CCC decision</i> |
|    | Erection of 5 no. detached two-storey dwellings with associated garages, parking and landscaping following demolition of existing dwelling.   |  |  |

### 8.1 County Councillor Mike Sole – August 2024

This month I caught up with KCC on the progress of highway improvements across the parishes. Where there are parish councils, they are usually the starting point for improvements. KCC then look at what can be done within both financial and legal restraints. I am often able to help get these projects over the line with grant support. Just a few of the improvements in the pipeline are:

Ickham – additional SLOW markings near Cherville Lane and work on the Drill Lane ford  
 Littlebourne – 20mph limits along Jubilee Road, Church Lane, Nargate Street and part of Bekesbourne Lane  
 Patricbourne – 20mph limit and village gateway  
 Upper Hardres – HGV signage and subject to agreement on location, village gateway  
 Barham – 20mph limits in parts of village and outside school  
 Womenswold – 30mph limit in Woolage Green  
 Thanington – 30mph limit repeaters in New House Lane  
 Waltham – village gateway  
 Bridge – HGV signage in Union Road and works to slow traffic on Bridge Hill

Long overdue changes to bin collection rounds this summer, resulted in significantly more problems than anticipated. Many bins were missed as crews got used to new rounds. Things were worst in the rural areas and where there are communal bins, but once settled in the new rounds will be more efficient. The city council has apologised to residents for the poor service experienced. If you have any problems with bin collections please report online or call 01227 947860, and if you still have problems in Nailbourne Road me know.

Thankfully we did not experience any significant trouble earlier in the month, like we saw in other parts of the country. With fellow councillors I visited the Canterbury mosque to show support during that worrying time.

This month I have been assisting residents with housing issues, bins, council tax, parish council funding, anti-social behaviour and potholes.

Following on from the successful joint surgery with Bridge Parish Council, another one is being organised for late September.

### 8.3 Tree officer John Pitcher

Regarding the Tree Warden role for the Parish, I complete ten years in the role on the 12 November and feel it's time for a change with someone a little younger with fresh ideas taking over. I have registered to attend a day seminar hosted by The Kent Tree and Pond Partnership and with National speakers from the Woodland Trust on Saturday, the 14 September relating to urban tree and hedge plantings as well as other relevant issues. I will of course be happy to pass on any useful information to the new incumbent.

The tree diseases are a constant issue across the land as are pest invasions which constantly cause concern to various species. Despite all this, tree canopies are still looking good and with autumn just around the corner, the beauty of colour is always so apparent and delightful.

The oak tree in the centre of the village still looks a little 'weak' but time will tell and so far, no further evidence of honey fungus around it.

## 9. Finance

Bank Reconciliation 16 July – 10 September 2024

Current Account:

£

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

Balance brought forward at 17.07.24	36,721.72
ADD: receipts 17.07.24-10.09.24	1,925.00
LESS: payments 17.07.24-10.09.24	2,714.26
Closing balance at 10 September 2024	35,932.46

**Total funds at 10 September 2024**

**£35,932.46**

Receipts and Payments since last meeting, Cashbook extract:

Receipts Expenditure

Balance

JULY							
1	GoCardless	HugoFox website hosting	June	WEB	11.99	6535 DD	36721.72
17	Hayes Prop Dev	Bus shelter refurbishment			660.00	INV 153/13	
17	Hopkins AED	2024 AED aftercare		DEFIB	249.48	249618DVH	
17	PCC	Annual donation		s.137	150.00	s137	
17	C Hamilton	Salary 4/12	July	SALARY	351.00	SALARY 4/12	
17	C Hamilton	Travel exp	July	EXP	14.40	TVL EXP JULY	35296.84
29	GoCardless	HugoFox website hosting	July	WEB	11.99	7230 DD	35284.85
<b>AUGUST</b>							
1	from CCC	Concurrent Functions Funding 2024/25		CFF	1925.00		37209.85
27	Wraights	Grounds maintenance	May June July		914.40	Inv 2018	
27	C Hamilton	Salary 5/12	Aug		351.00	SALARY 5/12	35,944.45
29	GoCardless	HugoFox website hosting	Aug		11.99	INV 7933	35,932.46