

# Upper Hardres Parish Council

Chairman Robert Quincey

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 Tuesday 10 January 2023, 7pm, at Bossingham Village Hall

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

Attending: Chairman Robert Quincey, Councillors Angela Waldron, Cllr Mick Broughton, Nick Waldron, Clerk/RFO Clare Hamilton, Gabby Fisher BVHMC and one member of the public.

Apologies: Cllr Simon Warner, John Pitcher Tree Warden.

### 2. It was resolved to accept the Minutes of the meeting held on 15.11.22.

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

Cllrs Nick Waldron and Angela Waldron: Appendix item 6.6c. Cllr Simon Warner: Appendix 6.6a.

### 4. Public participation on Agenda items

Owner of land on Lime Kiln Lane explained his work so far and his use of the land: see item 6.5.

### 5. Matters Arising from meeting held on 15.11.22

Highways Improvement Plan (HIP): see item 7.4.

Replacing Barclays Business Account with Santander Treasurer's Savings Account: see item 9.5.

### 6. Development Management & Planning Applications

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

#### 6.1 CA/22/02687 2 Westfield Cottages, Hardres Court Road, Bossingham CT4 6EA Deadline 03.02.23

Single storey rear pitched roof extension following demolition of existing flat roof rear extension.

#### 6.2 CA/22/02459 Tudor Cottage, The Street, Bossingham CT4 6DY UHPC Acceptable. Awaiting CCC decision

Single-storey rear extension

#### 6.3 CA/22/01870 Land At The Street, Bossingham CCC GRANTED

Variation of condition 2 (drawings) of planning permission CA/19/01902/FUL for the Proposed erection of 4 no. detached two-storey dwellings together with double garages and new vehicular access to The Street, Bossingham; to allow plot 1 garage location adjusted, plot 1 obscure glass retained to elevation 3, obscure glazing removed to elevation 4, plot 3 obscure glass retained to elevation 3 and obscure glazing removed to elevation 4.

#### 6.4 CA/22/01748 Knotty Oak, The Street, Bossingham CT4 6DX UHPC Neutral. Awaiting CCC decision

First floor extension

Comment to CCC: UHPC requests that consideration is given to the privacy of neighbours' gardens either side of Knotty Oak and the potential for loss of daylight to the neighbours' properties.

#### 6.5 ENF/22/00024 Land at Lime Kiln Lane

Landowner attended the meeting. Chairman recounted concerns raised to him by members of the public regarding land clearance, the volume of heavy vehicles removing debris, evening bonfires.

The landowner's confusion over parish boundaries meant there has been no communication with UHPC until now. During the land sale, some people had accessed the land for illegal camping and bonfires; gates and security cameras have now been installed to prevent further illegal access. His intention is for this land to be a private family space which he is clearing, restoring and planting to support biodiversity.

The parish council has advised the owner to contact CCC planning department for advice on any permissions needed for structures, accommodation, planting and clearance, including permission for work to trees.

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

6.7 **CA/22/02706 Glenham, The Street, Bossingham CT4 6DX** *UHPC Acceptable. Awaiting CCC decision*  
Creation of vehicle access.

## 7. Highways

Parishioners may report Highways matters directly to KCC [here](#)

7.1 Manns Hill closure: Reopened on schedule on 24 November. Chairman thanked Cllrs Nick Waldron and Simon Warner for liaising with UKPN and parishioners.

- On 1 Dec UKPN said they still have a connection to make near the scout hut. It was understood they still have further works to complete but this would not require a road closure. They will then look to reinstate the verge and spread some grass seed.
- Letter received from Barwick Properties Ltd, developer of Great Bossingham Farm, is copied in the Appendix and will be included in the Chairman's February parish magazine article.

7.2 Report Ref. 657922: Church Lane to Stone Street - carriageway dip/depression/defect. Works completed.

7.3 Flooding: Parishioners are encouraged to report to Highways whenever there is flooding on The Street as a high number of reports is needed before gully-sucking can be arranged.  
Report Ref. 664500: Flooding at bottom of Manns Hill nr Lynsore Court - enquiry under investigation.  
Chairman to report flooding at corner of Hardres Court Road near the Manor House and The Street.

7.4 **It was resolved** to produce a Highways Improvement Plan (HIP). A councillor is to take on the role of coordinating the plan and liaising with Highways and funding sources.  
Suggestions for inclusion:

- Move the 30mph restriction as you enter the village from Canterbury so that it is before 'Herfield'. At the moment it is on the bend and it would be safer for vehicles to slow down before this point.
- Move the 30mph restriction entering from the Minnis end of the village to increase the area so covered.
- To have a prohibition of wide vehicles using Lime Kiln Lane and to replace the 'Unsuitable for LGV' signage as required.
- New waste bin near Scout Hut.
- Beware of Horses signs.

## 8. Reports

8.1 City and County Councillors: *see Appendix*

8.2 Footpaths: *see Appendix*

- Public Footpath CB378 opposite Village Hall: signage needed. Stile has collapsed and needs replacing.
- Public Footpath CB379 Lime Kiln Lane/junction with Bossingham Road: Linda Warner was approached regarding the unsuitability of the stile for people with mobility issues as the first step is so high. Maura Pell at KCC informed that KCC have some gates in stock which the PC could request to replace the stile.  
Cllr Nick Waldron to check landowner approval. Query raised over who meets the cost of replacement.

8.3 Trees:

- Owner of Stars has permission from CCC for Work to Trees affected by ash die back.
- John Pitcher can continue to volunteer as tree warden and gardener for two more years only. Ideally, he needs another helper soon with a view to taking over. If a new volunteer is not forthcoming, costs of the extensive work John carries out on a voluntary basis will need to be included in the grounds maintenance contract and extra cost added to Precept. John is concerned the plants around war memorial can take over: consider whether to remove and replace or manage.

8.4 Bossingham Village Hall: *see Appendix*

8.5 Bossingham Playing Field:

- Two quotes received for replacement safety surfacing, waiting for third quote.
- Hip twister sign: replacement to be ordered.
- Spare key for gate padlock to be installed in case of emergency.
- Work to trees above toddler climber/slide is needed, tree warden to produce outline plan.

## 9. Finances

9.1 Balance of Accounts and Bank Reconciliation at 10 January 2023:  
Current account £3,544.04. Deposit account £25,480.18. Total funds £29,024.22.

9.2 To note Receipts and Payments since last meeting: *Bank Reconciliation and Cashbook extract in Appendix*

9.3 Expenditure due before next meeting:

PCC	Annual donation	£ 150.00
Hopkins	Annual AED Aftercare Plan	£ 189.00 £37.80 vat
John Pitcher	Planting budget 2023	£ 100.00 CIL

Wrights	Gr'nds M'nance	Jan	Feb	Mar	£ 914.40	£182.88 vat
C Hamilton	Salary January				£ 325.00	
	Travel exp Jan meeting				£ 14.40	
	Salary February				£ 325.00	

**It was resolved** unanimously to approve expenditure, proposed by Cllr Nick Waldron, seconded Cllr Angela Waldron, approved by the Chairman.

9.4 Precept for 2023/24 of £6,566.00 has been applied for.

9.5 **It was resolved** to close Barclays Deposit Account and open a Santander Treasurer's Savings Account instead in order to streamline online banking. Signatories to be Clare Hamilton, Clerk & Responsible Financial Officer (operator of online banking), and Cllr Simon Warner. Application letter was signed by Chair and Vice Chair.

## 10. Concurrent Functions Funding

CCC confirmed we will receive £1,983 CFF for 2023/24 in April. This is the current allocation of £1750 with an increase of 10% inflation.

## 11. CIL (Community Infrastructure Levy) Neighbourhood Portion

**It was resolved** to consider the allocation of funds from CIL Neighbourhood Portion to some of the following:

- Highways Improvement Plan (HIP)
- Bus shelter repairs
- Scouts support
- Bossingham Village Hall:

Mood lighting to enhance the evening use of the hall for events and classes (c.£5678)  
Wi-fi with 3 year ongoing cost

Refurbishment of loos (c.£5200)

New curtains

Sanding and revarnishing of floor

Councillors require three quotes in writing for each request with accurate specs and breakdowns before approval can be considered.

## 12. The Hop Pocket

Asset of Community Value listing was confirmed by CCC on 30 November 2022 (expires Nov 2025).

## 13. Risk Assessment update

- a. Bus shelter: Quotes being sourced for repairs and refurbishment.
- b. Defibrillator: Quarterly inspections being made by Hopkins. Consider holding training session on 28 May, in tandem with Heritage Day.
- c. Playing Field: Regular inspections to be logged with the Clerk.
- d. Fire Hydrants: Last inspected by KF&RS Nov 2021.

## 14. For information

- a. Scout Hut: Thank you to the Marley family of Copperfields Farm who kindly cut the hedge at the scout hut in late November. A donation of £40 will be made.
- b. Cllr Mick Broughton will share the photographs of Bossingham he sourced for the Neighbourhood Plan with the Heritage Safari to be held in May.
- c. KALC Community Awards 2023: nomination agreed.
- d. PC documents: inventory needed of documents stored with current Chairman.
- e. Internal Auditor: internal auditor in place for annual audit in April.
- f. Meeting dates 2023: all Tuesdays, 7pm start - 10 January, 14 March, *nb. May and June dates adjusted to accommodate Local Elections*: 16 May (Annual Council Meeting), 6 June (Annual Parish Meeting), 11 July, 12 September, 14 November.
- g. **Next meeting: 14 March 2023, 7pm.**

Meeting closed at 8.50pm.

Signed..... Robert Quincey, Chairman, 14 March 2023

## Appendix

6.6 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	

## 7. Highways

7.1b Letter received from Tom Glinn, Barwick Properties, developer of Great Bossingham Farm:

Dear Upper Hardres Parish Council,

08 January 2023

I would like to write a short letter to explain the inconvenience the village of Bossingham has experienced recently.

Barwick Properties Ltd paid a substantial amount of money for a new substation to be installed on the development. This is to power the five new houses being built, whilst also upgrading and improving the local supply for the village.

UKPN subbed their work out to a company called ALS. ALS undertook works in the highway under a road closure. Whilst digging in the road, they hit the main water supply which couldn't be turned off straight away because of feeding the William Harvey Hospital in Ashford. As well as causing inconvenience to the neighbouring properties, this also caused significant damage to the drive way of the development. This meant we had to dig the whole foul connection up again and reinstate to the correct levels.

When we instructed Hooper and Sons to do the foul connection in the highway, UKPN and ALS allowed them to use the same road closure to prevent paying for another one and causing more disruption to the village. Hooper and Sons were told by UKPN and ALS that it was a full road closure, which means no access to cars and pedestrians. Hoopers tried to accommodate as much as possible, however at times this was difficult due to the depth of the ground works and keeping the area safe for all.

As the development comes to an end, we will need to use our drive way for final deliveries and machinery leaving site.

We have managed to use Nick Waldron's drive way from Hardres Court Rd for the majority of the time, but now the site is closing in and due to the footprint of the houses we haven't got through access anymore.

Barwick Properties would like to take this opportunity to thank the locals for bearing with us while we try to finish the development at Great Bossingham Farm.

Kind Regards, Tom Glinn, Barwick Properties Ltd

## 8. Reports from City and County Councillors

### County Councillor Mike Sole

I hope that you had a very merry Christmas and will have a happy and healthy 2023. Politically, this year will have some significant local events with elections to Canterbury City Council and the many parish councils in the district in May. The City Council Local Plan will also continue through its consultation and ultimately adoption process.

The consultation on the draft Local Plan closes on 16th January. If you have views on proposed developments, like the 3,200 home new town at Adisham, or the controversial traffic zoning scheme for Canterbury, please make your views known – details can be found on the Canterbury City Council website.

It can sometimes take many years to achieve things in local politics. I first contacted KCC about introducing a speed limit in Woolage Village over ten years ago. After several knock backs, once I was elected to KCC I was determined to help bring about a 30mph limit in the village to replace the current national speed limit of 60mph, which residents and I did not think was appropriate in a residential area, particularly on the road between homes and the recreation ground. With assistance and financial support from Womenswold Parish Council and my KCC Combined Members Grant, we are now nearly there. The public consultation on the Traffic Regulation order closes on 9th January. Please do take the time to support this so that we can help improve road safety.

<https://letstalk.kent.gov.uk/various-roads-womensworld-in-canterbury-amendment-19-speed-limit-order>

I continue to work with other PCs on Highway Improvement Projects as this is an area where I can make a real difference.

The recent cold weather has opened up a lot of new potholes. Please do report them to KCC and let me know of any that have not been repaired after being reported and I will chase up.

Unfortunately, I didn't escape the rather nasty cold/cough virus has been going around so I was only able to attend Barham PC in December. The issue of the state of Valley Rd was again brought up, and I continue to raise with KCC, but the historic issues of tarmac on a concrete road mean that things are not straightforward, although any "safety critical" potholes should be dealt with.

The unpopular Wincheap Gyrotary scheme has been slightly delayed by the developers. I have continued to raise with KCC and other councillors the significant concerns from residents and businesses. KCC say that they were only involved, five years ago, as a statutory consultee (from a safety perspective) on the developer's scheme prepared to comply with the current City Council Local Plan. If changes are to be made now it would have to be as a result of Canterbury City Council first agreeing them with the developers. At present this is not something that the City Council are prepared to do as they state that the scheme was properly consulted on as part of the planning process.

During December have given advice to residents about current planning applications and breaches of planning permission, chased up drainage issues, road closure problems, buses not stopping, housing waiting list issues, road gritting, fly-tipping and parking enforcement. I continue to chase up KCC about disabled access at bus stops.

Finally, it was a delight as always to help distribute gifts around Nailbourne as part of the Lord Mayor's Christmas Fund.

#### 8.2 Footpaths *Linda Warner*

I met with Maura Pell - the area co-ordinator just prior to Christmas. She was very helpful regarding the role and gave me some advice about the path CB379 that leads onto Lime Kiln Lane - just after the junction with Bossingham Road. I was approached regarding the unsuitability of the stile for elderly folk as the first step is too high to be negotiated by anyone with mobility issues. She informed me that KCC have some gates in stock and that if the PC were able to write to KCC requesting the stile be replaced by a gate this was likely to be viewed favourably as it leads directly onto a road - a priority apparently.

I have logged it on the KCC interactive map and can see several others have too. I plan to write an article for the Parish Mag with a link to the map as the more a problem is reported the more likely it is to be addressed. I will be interested in your views regarding the above issue.

I was also approached about the new gate on path CB377 as it wasn't safe for livestock. The developers assure me that the gate has been approved by highways and that they will fit a hand latch rather than the existing sliding latch. I wrote back to Fiona Campbell regarding the Catts Lane path and suggested she adds a request for the path to be improved.

#### 8.3 Trees *John Pitcher*

I learn with interest that laws are being introduced to stop the unlicensed felling of tree in order for developers and land owners to build houses or maybe factory and industrial premises. It seems that present regulations are not strong enough to prevent this happening and owners of land know so and even if enforced, has little deterrent affect.

New legislation will give Authorities more powers to stop and if ignored, enforce land owners etc to replace any felled trees AND pay very heavy fines. Recently a land owner in Sussex was apparently fined £15.000 for felling twelve oak trees, presumably for development purposes.

#### 8.4 Bossingham Village Hall *Gabby Fisher, Secretary*

The work continues with improving the Hall and on-going maintenance. The gutters were cleared at the end of the year and the blocked drain will be dealt with. The next stage is to install additional lighting in the hall to use instead of the overhead lights for parties and other functions. The idea is to also install some additional plug sockets and hide the electric cables with trunking around the hall which will smarten everything up.

The Committee have applied for CiL funding to support the purchase of the lights and update the male and female toilets. Investigations into installing Wi-Fi continue and when the 2nd round of application opens, we hope to be able to apply at that stage.

The focus for the Hall this year is to increase bookings and market the hall more widely. The bookings have subsided and we are going to have to run some fundraising events to help cover the running costs. The Greek Orthodox Church have significantly reduced their bookings since the Covid-19 restrictions were lifted and they could return to previous venues. An article promoting the Village Hall and the benefits of such a great asset in the local area will be included in next months edition of the Parish Magazine.

The hall was opened up to use as a venue for people to meet to see in the New Year and was very successful. Some donations were received to help cover the costs of heating etc. which was very much appreciated.

The next Committee meeting is in early March and I will be able to report back at the next PC meeting on our plans for 2023 in more detail.

#### 9. Finance Bank Reconciliation 16 November 2022 – 10 January 2023:

##### Current Account:

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

Balance brought forward at 10.01.23	4,591.24
ADD: receipts 16.11.22-10.01.23	0
LESS: payments 16.11.22-10.01.23	1,047.20
<u>Closing balance at 10 January 2023</u>	<u>3,544.04</u>

##### Deposit Account:

Balance brought forward at 10.01.23	25,471.00
ADD: receipts 16.11.22-10.01.23	9.18
LESS: payments 16.11.22-10.01.23	0
<u>Closing balance at 10 January 2023</u>	<u>25,480.18</u>

Total funds at 10 January 2023 £ 29,024.22

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

16	Hopkins	Defib battery replacement	CONT	238.80	INV NO 221114BV/H	
16	C Hamilton	Salary 8/12	Nov SALARY	325.00	SALARY 8/12	
16	C Hamilton	Travel expenses	Nov EXP	14.40	TVL EXP NOV	
16	C Hamilton	Back pay	1 April-30Sept SALARY	144.00	BACKPAY1APR-30SEP	3,869.04
DECEMBER						
20	C Hamilton	Salary 9/12	Dec SALARY	325.00	SALARY 9/12 DEC	3,544.04

##### Correspondence received includes:

Newsletters and information from NALC and KALC, KALC training schedules, Highways works