

Chairman Nick Waldron

Clerk/RFO Clare Hamilton | uhpc.clerk@gmail.com | 01303 257321 | upperhardres-pc.gov.uk

Minutes of meeting held on Tuesday 15 July 2025 at 7pm, at Bossingham Village Hall

1. Attendance and apologies for absence

Attending: Chairman Nick Waldron, Cllr Angela Waldron, Cllr Simon Warner, Clerk/RFO Clare Hamilton and two members of the public.

Apologies: CCC Cllr Mike Bland.

2. It was resolved unanimously to accept the Minutes of the meeting held on 12 May 2025.

3. Members' declarations of interest on Agenda items

Cllrs Nick Waldron and Angela Waldron: Appendix 6.5c.

4. Public participation on Agenda items

- A parishioner queried progress with the replacement waste bin outside the village hall and raised further concerns about the amount of dog fouling on parish footpaths. Dog waste near crops and livestock causes dangerous contamination. Dog warden has been contacted. See item 12 re. waste bin purchase.
- A parishioner raised concerns about the Japanese Knotweed problem on CB376 This has been reported to KCC PRoW and tracking states "in progress". Parishioner advised to also report it to KCC PRoW.
- Concerns were raised about plants growing through drains on The Street and a parishioner reported this to KCC only to be told it was not severe enough to warrant urgent attention. These blockages cause flooding on The Street in heavy rain and the parish council will now follow up with reporting; parishioner to supply photographs.

5. Matters arising not covered by the Agenda

Chairman's draft letter outlining concerns about the added work load for parish councils with devolution was discussed. A final draft will be circulated to councillors before sending to KCC Cllr Mike Sole.

6. 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.

Cllr Simon Warner has submitted the parish council planning application for a storage container at the rear of Bossingham Village Hall.

6.1 Potential planning breach at land at Lime Kiln Lane

Chairman heard from the landowner that the caravan would be removed.

6.2 CA/25/00705 9 Homeside Farm, Bossingham, Kent, CT4 6AR

CCC GRANTED

Single-storey rear extension following the demolition of existing conservatory

6.3 CA/25/00002 Land East of Manns Hill, Bossingham CT4 6EB

CCC GRANTED

Single-storey detached dwelling following the demolition of existing outbuilding.

6.4 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.

6.5 Outstanding planning applications affected by water quality at Stodmarsh nature reserve: see Appendix.

- 7. Highways** Highways issues can be reported directly to KCC [here](#).
- 7.1 a. Manns Hill, Bossingham: Openreach, temporary road closure - 28th August 2025 between Farncombe and Coombe House.
b. Central white lining: requested for Hardres Court Road/Lime Kiln Lane bend.
c. Replacement double bend sign, Hardres Court Road: original was knocked down by a vehicle approx. two years ago, replacement requested. Ref: 878608, tracking states 'Works being programmed'.
d. To report missing Bossingham sign on southern entrance to village.
- 8. Reports**
- 8.1 **City and County Councillors**
- 8.2 **Footpaths**
a. CB376: Japanese Knotweed reported to KCC PRow 2 May, ref. 250531606. Tracking states 'in progress'.
- 8.3 **Bossingham Village Hall**
a. Picnic tables, parasols and bases have been delivered and installed, funded by CIL funds allocated to the village hall as agreed at the May meeting. These were much appreciated at the last well attended barbeque.
b. Cllr Simon Warner has rearranged village hall storage and the stage has been added to the parish council Asset Register.
- 8.4 **Bossingham Playing Field**
a. Mole catcher: waiting for fresh hills before traps are set.
b. Table tennis table: to order corner protectors.
c. General maintenance to be attended to, awaiting prices.
- 9. Finance**
- 9.1 Balance of Account at 15 July 2025: £35,521.13
comprising Current Account £7,452.41; CIL £19,842.76; Reserves £8,225.96.
- 9.2 Receipts and Payments since last meeting and Bank Reconciliation: *see Appendix*
CCC Concurrent Function Funding 2025/26 of £1925 received on 02.06.25.
- 9.3 Expenditure due before next meeting
- | | | | |
|------------|------------------------------|----------|---|
| HugoFox | Website hosting monthly | £ 11.99 | vat £2.00 |
| Wraights | Grounds m'nance J,J,A | £ 914.40 | vat £182.88 |
| Hopkins | Defib annual maintenance fee | £ 249.48 | vat £41.58 (nb; electrodes expire in Nov) |
| C Hamilton | Salary July | £ 367.38 | |
| | Salary August | £ 367.38 | |
- Replacement printer to order (up to £250 approved at May meeting)
- It was resolved** unanimously to approve expenditure, proposed by Cllr Angela Waldron, seconded by Cllr Simon Warner, approved by the Chairman.
- 9.4 Annual Governance & Accountability Return: Necessary forms were submitted to the External Auditor and published on website on 2 June. Period for the Exercise of Public Rights was 3 June-14 July.
- 9.5 **It was resolved** for the Clerk and Chairman to complete and sign the Santander form to officially change the bank account address to the clerk's new home address which is the operating address of the parish council: Highfield, High Street, Elham, Canterbury CT4 6SX.
Also to confirm the new parish council email address: clerk@upperhardres-pc.gov.uk
and to confirm phone no's: 07890 248601 (existing) and 01303 905073 (new).
A signed copy of these Minutes is to be supplied to Santander with the signed form.
- 10. CIL (Community Infrastructure Levy) Neighbourhood Portion**
Balance of CIL funds at 15 July: £19,842.76.
As agreed at the last meeting £14,300 of CIL funds were ring fenced for Village Hall improvements. After the purchase of picnic tables, parasols and bases, VH CIL funds remaining balance is £11,650.
- 11. Highways Improvement Plan (HIP)**
a. HGV signs: waiting for Highways to install.
b. Roundels: Cllr Simon Warner will remind CCC to paint roundels and SLOW when the double bend sign on Hardres Court Road is reinstated.

12. Dog fouling, signage and waste bin

- a. Following CCC's suggestion of parish council purchase of a bin which can be added to their collections, **it was resolved** to purchase a general waste bin to replace the broken dog waste bin outside the village hall which was removed by CCC. Clerk to check with CCC the procedure for inclusion of bin on their waste collections then order.
- b. Landowner permission has been given to install signs. Dog waste is being left on footpath next to crop and near livestock which can cause contamination/infection issues. Dog warden to be contacted again.

13. Website & Email addresses. PC address change

From 1 July, the parish council email address is **clerk@upperhardres-pc.gov.uk** and the old uhpc.clerk@gmail.com address is no longer in use. A redirect message has been placed on the old address. The parish clerk has moved house and as she works from home, has informed CCC and other parties of the new address and phone no. for the parish council. New parish council phone no. is **01303 905073**.

14. Parish Councillor vacancy & Clerk vacancy

Councillor:

- a. Following the display of the Notice of Vacancy following the resignation of Michael Boughton last year and CCC not receiving any applications, a co-option can take place.
- b. **It was resolved** to co-opt James Hodgkinson as a parish councillor.
- c. As he is moving out of the area, Cllr Robert Richardson tendered his resignation as councillor on 8 July. CCC supplied a Notice of Vacancy dated today, 15 July, which is now displayed and published on the website. CCC will inform us on 4 August if we can co-opt another councillor.
- d. Following approximately 35 years of service on the parish council, Councillor Angela Waldron tendered her resignation. Angela was thanked by all the councillors for her long and knowledgeable service. Clerk will inform CCC.

Clerk:

- a. After nearly 15 years in the role, the clerk handed in her notice at the Annual Council Meeting in May with the aim to find a replacement by January 2026.
It was resolved to advertise for a replacement clerk on the parish council website, the KALC website, and in the parish magazine.

15. For information

- Bus shelter: Waiting for price to replace noticeboard glass with safety glass before installing in bus shelter.
- Fire hydrants: Clerk to chase KF&RS re. hydrants inspections as regular updates have ceased.
- Meeting dates 2025: Tuesdays at 7pm at Bossingham Village Hall on 16 September, 11 November.
- Next meeting: 16 September 2025, 7pm.

Signed Nick Waldron, Chairman, 16 September 2025

Appendix

6.5. 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 City Councillor Report

This is my monthly update for June 2025.

A slightly briefer report this month as I have had a couple of weeks away. If you are awaiting a reply from me for anything I shall get back to you shortly, but please also feel free to give me a nudge.

The new administration at KCC continued to cancel and postponed meetings throughout June, but hopefully things will now be back on scheduled and I look forward to attending meetings soon with meetings for Growth, Economic Development & Communities, as well as Flood Risk Management and Kent & Medway Fire & Rescue Authority, all due to take place in early July.

I held a very successful councillor surgery at the Wickhambreaux Social Saturday. It's always good to catch up with residents and discuss local issues.

Please note your diaries that on Tuesday 15 th July I will be joining the Nailbourne KCC Community Warden and members of the Kent Police Rural Task Force at a joint surgery outside Flo & Ted's Coffee House in Bridge 2pm – 3:30pm. No appointment necessary, so please pop along and have a chat.

During the month I attended the Bridge Parish Council meeting where plans for the design of the new village hall were discussed. I also attend Bekesbourne with Patricxbourne parish council meeting and I am chasing up the re-painting of the speed roundels on the road in Bekesbourne and progress on the 20mph in Patricxbourne.

At the JTB (Joint Transport Board) where both KCC & CCC councillors meet, we were updated on local highway projects. As a new highway steward has recently been recruited I look forward to my long-awaited tour of local roads when I shall be pointing out many significantly maintenance issues that require attention.

This month I have also been involved in issues with school transport appeals, planning permission, council tax, road safety, traffic lights, flooding, missed bins, block public rights of way, grants, blue badges, potholes, council housing, road sign replacement and public waste bins.

9. Finance

Bank Reconciliation 14 May-15 July 2025

Current Account:

£

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

Balance brought forward at 13 May 2025	39,041.22
ADD: receipts 13.05.25-15.07.25	1,925.00
LESS: payments 13.05.25-15.07.25	5,445.09
Closing balance at 15 July 2025	35,521.13

Total funds at 15 July 2025

£35,521.13

Receipts and Payments since last meeting, Cashbook extract:

Receipts Expenditure

Balance

MAY							
1	from CCC	Precept 2025/26		PRECEPT	7931.00		39041.22
20	NoButtsBinCoLtd	Picnic tables x 5 for BVH		CIL	2280.00	INV NO 4444454	
20	KALC	Annual subscription		SUBS	273.56	INV 9634	
20	PCC	Annual donation to UH Church		s137	150.00	DONATION	
20	Clear insurance	Annual insurance premium		INS	684.09	INV LCO02083	
23	C Hamilton	Salary 2/12	May	SALARY	367.38	SALARY 2/12	
23	C Hamilton	Travel exp	May	EXP	14.40	TVL EXP MAY	
27	C Hamilton	Reimbursement: Robert Dyas order for BVH		CIL	369.90	ROBERT DYAS	
29	GoCardless	HugoFox website hosting	May	WEB	11.99	INV 15047	
29	Wraights	Grounds Maintenance	Mar Apr May	CF	914.40	INV 2138	33975.50
JUNE							
2	from CCC	CFF 2025/26		CF	1925.00	CCC bacs	35900.50
24	C Hamilton	Salary 3/12	June	SALARY	367.38	SALARY 3/12	35533.12
29	GoCardless	HugoFox website hosting	June	WEB	11.99	INV 15899	35521.13

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