

Chairman Nick Waldron

Clerk/RFO Clare Hamilton | uhpc.clerk@gmail.com | 01303 905073 | upperhardres-pc.gov.uk

Minutes of meeting held on Tuesday 16 September 2025, 7pm, at Bossingham Village Hall

1. Attendance and apologies for absence

Attending: Chairman Nick Waldron, Cllr Simon Warner, Cllr James Hodgkinson, Clerk/RFO Clare Hamilton, KCC Cllr Mike Sole.

Apologies: CCC Cllr Mike Bland

2. It was resolved unanimously to accept the Minutes of the meeting held on 15 July 2025 (item 9.5 amended to include complete information required by bank re. new address).

3. Members' declarations of interest on Agenda items

Cllr Nick Waldron: Appendix 6.5c.

4. Public participation on Agenda items

Chairman wrote to KCC Cllr Mike Sole to express concern about the impact of Devolution on smaller parish councils and to raise concerns at unacceptable response times from KCC to parish matters. Mike reported that changes are being implemented at KCC in order to improve responses to queries and a new system is being trialled; when Mike receives an inquiry he forwards it to the relevant person who replies promptly. He suggests queries to him are emailed as separate subjects which he can then forward to the relevant person for a speedier response. This way, a record is held to hopefully ensure improvements.

In response to a question about what can be done to improve communication between the parish council and senior levels of KCC, Mike informed there is no obligation on senior KCC members to respond. Freedom of Information requests can be used to gain answers.

Councillors thanked Mike Sole for all his efforts and work on behalf of the parishes, and acknowledged the importance in maintaining positive relationships with organisations.

5. Matters arising not covered by the Agenda

Social media: Cllr James Hodgkinson will supply content for regular Facebook posts.

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.

6.1 CA/25/00985 Bossingham Village Hall, The Street, Bossingham CT4 6DX

Withdrawn

Siting of shipping container for storage.

Incorrect information received from CCC meant the parish council applied for full planning permission. CCC subsequently advised us to apply for temporary permission. A refund has been agreed minus an admin fee.

6.2 CA/25/00288 Tudor Rose Cottage, Pett Bottom Road CT4 6EG

CCC GRANTED

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.

6.3 Outstanding planning applications affected by water quality at Stodmarsh nature reserve in Appendix.

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

- 7.1 a. Replacement double bend sign, Hardres Court Road: Sign is now in situ. To request 30mph roundels and SLOW on road, as per Highway Improvement Plan.
- b. Bossingham sign at southern entrance to village: Report ref 899448 – the sign is completely obscured by the overgrown hedge. KCC Highways to investigate if they can cut it back or if landowner is responsible.

- c. Manns Hill: Part closure for Openreach 28 August between Farncombe and Coombe House.
- d. Hardres Court Road: Work to raise ironwork was unsatisfactorily. Following Chairman raising it with Highways, contractor was sent out to redo work to an acceptable standard. Chairman to monitor.
- e. Hardres Court Road opp. Rectory Lane: Not draining well in recent heavy rains, to be reported for clearing.

8. Reports

8.1 City and County Councillors *see Appendix*

CCC Parish Engagement Meeting: 23 September at 7pm, Guildhall, Canterbury. Chairman and Cllr James Hodgkinson hope to attend.

8.2 Footpaths

- a. CB376: Japanese Knotweed reported to KCC PRow 2 May, ref. 250531606. Tracking still states 'in progress'. Cllr James Hodgkinson heard from KCC that they will investigate it but need to establish who is the landowner.

8.3 Bossingham Village Hall *see Appendix*

8.4 Bossingham Playing Field

Annual inspection due in October.

- a. Mole catcher: waiting for fresh hills before traps are set
- b. Table tennis table: corner protectors received and to be fitted
- c. Following councillors' inspection, ground levelling works are needed. Quote to be sourced.

9. Finance

9.1 Balance of Account at 16 September 2025: £34,348.92

comprising: Current Account £6,305.20 (*plus VAT due of £898*); CIL £19,817.76; Reserves £8,225.96.

9.2 Receipts and Payments since last meeting and Bank Reconciliation *see Appendix*

9.3 **It was resolved** to accept the Local Government Services Pay Agreement 2025/26 and to increase the clerk's salary currently at SCP11 accordingly.

9.4 Expenditure due before next meeting

HugoFox	Website hosting monthly	£ 11.99	vat £2.00
Wraights	Grounds m'nance J,J,A,S	£1219.20	vat £203.20 (fee: £254pm ex vat)
Hopkins	Replacement electrodes	£ tbc	electrodes expire in Nov
C Hamilton	Salary Sept	£ 379.34	incl. increase for 2025/26
	Salary increase backdated	£ 55.20	1 April-31 August
	Salary Oct	£ 379.34	
Glasdon	Waste bin	£ 249.13	vat £41.52

It was resolved unanimously to approve expenditure, proposed by Cllr James Hodgkinson, seconded by Cllr Simon Warner, approved by the Chairman.

9.5 Bank: Santander change of details form signed in order to formalise clerk's change of address.

10. CIL (Community Infrastructure Levy) Neighbourhood Portion

Balance of CIL funds is £19,817.76. Village Hall redecorating and new curtains being investigated.

11. Highways Improvement Plan (HIP)

- a. HGV signs: waiting for KCC Highways to install
- b. Roundels: to remind CCC to paint roundels and SLOW now that double bend sign is reinstated.

12. Dog fouling signage and waste bin

- a. Waste bin: awaiting installation. To put out a request for handy person to fit it via Facebook and the parish magazine.
- b. Dog fouling and Enforcement: best times and locations for Enforcement Officer visit were supplied by a parishioner and emailed to Cllr Mike Bland in July. There has been no report of attendance from an Enforcement Officer. Mike Bland will chase up.

13. KALC Area Committee

Cllr James Hodgkinson attended the KALC Canterbury Area Committee AGM on 11 August where he was elected as Vice Chairman.

A Southern Water representative attended the meeting and answered various questions: regarding

Stodmarsh, work to remedy the situation will not be until 2028/29. Regarding water leaks, stakeholder manager offered a direct phone number for reporting.

Emergency Plans/Community Resilience Plans were raised. These have been discussed at earlier parish council meetings but not actioned. This can be a simple list of available helpers which is more in scale with Upper Hardres parish (include on Agenda for next PC meeting).

In the CCC Consultation on the Local Plan, there is new site east of Canterbury, nothing locally.

The next KALC Canterbury Area Committee meeting is 30 September at Bossingham Village Hall at 6pm.

A question was subsequently put to Cllr Mike Sole re. Stodmarsh and SSSI and how this affects housing targets. The Stour Environmental Credit Company offer credits to be used to reduce waste going into the system to help unlock planning permission.

14. Devolution / Local Government Reorganisation

See item 4.

15. Parish Councillor vacancy & Clerk vacancy

- a. Following the Notice of Vacancy period following the resignations of Angela Waldron and Robert Richardson, CCC inform that co-options to fill two councillor vacancies can take place. Two interested parties will be invited to attend the November meeting.
- b. Applications for the clerk role are being considered. **It was resolved** to review the hours and salary level offered (commensurate with experience). Current clerk aims for January to be her last meeting.

16. For information

- Bus shelter: Waiting for price to replace glass with safety glass
- Fire hydrants: KF&RS replied to hydrants inspection query and are due in the Canterbury area in the coming months and will inspect parish fire hydrants then
- Meeting dates 2026: Tues at 7pm - 13 January, 10 March, 12 May, 14 July, 15 September, 10 November
- Next meeting: 11 November 2025, 7pm
- Meeting closed at 8.35pm

Signed Nick Waldron, Chairman, 11 November 2025

Chairman Nick Waldron

Parish Clerk Clare Hamilton

01303 905073 | clerk@upperhardres-pc.gov.uk | www.upperhardres-pc.gov.uk

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 *Acceptable. Awaiting CCC decision*
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 August 2025. The major issue this month is that Canterbury City Council have published details of changes to the draft Local Plan and new sites that are included will now be going to further public consultation in September.

As result of evidence from the last consultation, and careful reviews of issues such as highway and environmental concerns, the land north of the University of Kent and the land north of Hollow Lane, have now been removed from the draft plan.

The council does need to plan to deliver a nationally set target of 1,215 new homes a year, every year, until 2042/43 and a recent increase in this target has added a further 1,149 homes in that period. This means that additional sites are now being consulted on to replace those that do not meet viability criteria. The council made a specific request from landowners for more brownfield sites. Several have now been included, but there is still a shortfall that has to be filled by greenfield sites in order to meet the government's targets. Some of the key sites, in or near my KCC area, that will be consulted on are:

- Land to the east of Canterbury, to include housing and a new Park & Ride and extra bus services through Spring Lane.
- As permission has already been granted for a new slip road off the A2 into the Wincheap Park & Ride, a new Park & Ride facility on some of Thanington recreation ground.
- Housing on land at Rattington Street, Chartham and Chartham Paper Mill
- Expansion of the National Highways lay-by at Ropersole on the A2 to add a further 20 HGV parking spaces.

The City Council have recently contacted parish councils about the capital grants scheme. I attended Lower Hardres Parish Council to discuss Local Government Reorganisation and the neighbourhood plan consultation event in Chartham.

8.3 Bossingham Village Hall

Following a belated AGM on 06/08/25, Nikki Gordon resigned as chair and declined to be on the Committee going forward. This left the Committee with only 3 members, Linda Warner Treasurer, Ali Hewitt Bookings Clerk and Neil McMillan. LW agreed to become Acting Chair and Ali Hewitt to help with the treasurer duties. We hopefully have 2 possible new members and plan a Committee meeting in October.

Hire has increased compared to the previous 2 years, helped in part by one of the Pilates groups moving all their classes to the hall. Storage has been provided which was a big part of her move. The Committee are very grateful to SW for reorganizing the rear storage cupboard. The social suppers continue and are very popular- generally between 25-40 people attend and each raises £100-150. The new outdoor tables have been very well received and are in use when the weather permits. The repairs to the ladies loos start at end October and should be completed in a week. Priorities for the hall are to fit a new side door as the current door has multiple air gaps. We also need to consider the CIL funds and put some projects into action.

9. Finance

Bank Reconciliation 16 July – 16 September 2025

Current Account:

£

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

Balance brought forward at 15 July 2025	35,521.13
ADD: receipts 16.07.25-16.09.25	0
LESS: payments 16.07.25-16.09.25	1,172.21
Closing balance at 16 September 2025	34,348.92

Total funds at 16 September 2025 £34,348.92

Receipts and Payments since last meeting, Cashbook extract:

					Receipts	Expenditure	Balance
JULY							
21	Hopkins AED	AED Aftercare & Service	1Jan-31Dec 2025	DEFIB	249.48	INV 250605BVH	35271.61
29	GoCardless	HugoFox website hosting	July	WEB	11.99	INV	
30	C Hamilton	Salary 4/12	July		367.38	SALARY 4/12	34892.28
AUGUST							
15	C Hamilton	Printer & table tennis corners reimbursement			144.00	PRINTER.TTT	34748.28
20	C Hamilton	LPS-GoPower Power lead replacement reimbursement			19.99	PWRLEAD	
29	GoCardless	HugoFox website hosting	August	WEB	11.99	INV	
29	C Hamilton	Salary 5/12	August	SALARY	367.38	SALARY 5/12	34348.92