

# Upper Hardres Parish Council

Chairman Paul Gordon

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## Minutes of meeting held on Tuesday 11 September 2018, 7.30pm at Bossingham Village Hall

1. **Attendance and apologies for absence** 10.7.18\_1  
Attending: Chairman Paul Gordon, Councillors Angela Waldron, Janice Rosen, Nick Waldron, Rob Quincey; Clerk/RFO Clare Hamilton and three parishioners. There were no apologies.
2. **Minutes of previous meeting** 10.7.18\_2  
**It was resolved** to accept the minutes of the meeting held on 10.7.18 as a true record.
3. **Members' declarations of interest on Agenda items** Cllr Nick Waldron, 6.1. 10.7.18\_3
4. **Public participation on Agenda items** 10.7.18\_4
  - 4.1 Planning: A parishioner raised concerns with a published CCC report relating to planning application CA/18/01758 deemed by the parishioner to contain inaccuracies which may have an adverse influence on this planning application. Councillors advised parishioner requests CCC planners lock/suspend incorrect documents until the facts are corrected.
  - 4.2 Highways: A parishioner queried the cost-effectiveness of KCC Highways recent white lining work on Bursted Hill which was not of a good standard and has washed away in places. To report to Highways.
5. **Matters Arising** from meeting held on 10.7.18 10.7.18\_5  
Lynsore Court flooding - item 8.5.
6. **Development Management & Planning Applications** 10.7.18\_6  
Planning applications may be viewed online at:  
<https://publicaccess.canterbury.gov.uk/online-applications/search.do?action=simple>
  - 6.1 Great Bossingham Farm presentation held on 23 August 2018 at Bossingham Village Hall:  
A public presentation was held of the proposed demolition of agricultural buildings and the erection of 5 no. dwellings with associated parking and gardens at Great Bossingham Farm, Bossingham.
  - 6.2 CA/18/01758 Lynsore Court Cottage, Pett Bottom Road, Upper Hardres, CT4 6EE  
Retrospective application for the retention of outbuilding for holiday accommodation together with cladding and associated alterations.  
Comments to CCC by 28 September.
  - 6.3 CA/18/01676 The Shrubs, The Street, Bossingham, Canterbury, CT4 6DX  
Proposed single-storey rear extension following demolition of existing single-storey rear extension together with roof alterations to side and rear elevations from flat to pitched roof.  
Comments to CCC by 21 September 2018. UHPC Acceptable
  - 6.4 CA/18/01458 Court Lodge, Manns Hill, Bossingham, Upper Hardres CT4 6EB  
Proposed change of use of an existing outbuilding from garden structure to detached single-storey dwelling with accommodation in roof, with 2 no. dormers to east elevation and associated parking and access.  
UHPC Acceptable
  - 6.5 CA/18/01173 Walnut Tree Farm, Pett Bottom Road, Lynsore Bottom, Upper Hardres CT4 6EG  
Proposed detached single-storey garage and log store.  
UHPC Acceptable
  - 6.6 CA/18/01328 Farncombe, Manns Hill, Bossingham, Upper Hardres CT4 6ED  
Proposed two-storey detached dwelling following demolition of existing bungalow  
CCC GRANTED. UHPC Acceptable

- 7. Proposed work to trees in a Conservation Area** None received 10.7.18\_7
- 8. Highways** 10.7.18\_8
- 8.1 Potholes: Parishioners may report potholes directly to KCC - <http://www.kent.gov.uk/roads-and-travel/report-a-problem>
- 8.2 Lime Kiln Lane/Stone St junction missing vehicle warning sign, ref. 372316 - Works Completed.
- 8.3 Driving speeds/ Manns Hill: PCSO recommends Speedwatch and suggests Scout Hall car park is best location for this. Cllr Rob Quincey to liaise with Stelling Minnis Speedwatch team re. process and equipment.
- 8.4 Agricultural vehicle speeds: The majority of tractors should not exceed 25mph, however, the legal speed limit for agricultural vehicles varies according to vehicle type and width. For clarity, this link to the NFU website details speed limits: <https://www.nfuonline.com/news/bulletin/moving-wide-vehicles-during-harvest/?image>
- 8.5 Flooding on road nr. Lynsore Court: Already reported to KCC Highways, ref. 360426, blocked drain/gully.
- 8.6 Bossingham/30mph sign on The Street: Sign is obscured by vegetation and was damaged when hedges were last cut. To report to Highways.
- 9. Reports** 10.7.18\_9
- 9.1 Footpath Warden: A parishioner has reported a trip hazard caused by a wire fence at the entrance to the footpath opposite the village hall. To report.
- 9.2 Tree Warden: Following subsidence caused to BVH by tree roots and the subsequent removal of a beech tree, a Tree Management Policy was discussed. Tree warden will be requested to compile a register of UHPC-owned trees, then quotes will be obtained for an Arboriculturist Report on their condition.
- 10. Finances** 10.7.18\_10
- 10.1 Balance of accounts at 11 September 2018: Current account £3,976.22. Deposit account: £16,024.42. See Appendix for bank reconciliation.
- 10.2 Income and expenditure since last meeting: see Appendix for Cashbook extract.
- 10.3 Clerk is now CiLCA qualified and eligible for a salary increase in accordance with NALC part-time clerks hourly rates April 2018 (Scale LC1 and part LC2, SCP 16, £9.52ph).  
**It was resolved** to approve clerk's salary increase to £9.52ph from 1 Aug. Salary payments made monthly.
- 10.4 Expenditure due before next meeting:
- |            |                                       |           |           |             |
|------------|---------------------------------------|-----------|-----------|-------------|
| C Hamilton | Clerk's Salary                        | August    | £ 247.52  |             |
|            | Clerk's Salary                        | September | £ 247.52  |             |
|            | Clerk's Salary                        | October   | £ 247.52  |             |
| Wraights   | Grounds Maintenance                   | August    | £ 322.80  | vat £53.80  |
|            | Grounds Maintenance                   | September | £ 244.80  | vat £40.80  |
|            | Grounds Maintenance                   | October   | £ 244.80  | vat £40.80  |
| J Pitcher  | Plants and materials for War Memorial |           | £ 104.00  |             |
| A Osborne  | Tree work at BVH                      | Inv. 5288 | £1,260.00 | vat £210.00 |
| BVH        | Insurance excess                      |           | £1,000.00 |             |
- It was resolved** to approve expenditure. Proposed by Cllr Nick Waldon. Seconded by Cllr Janice Rosen. Approved by Chairman.
- 10.5 Chairman is completing bank mandate change forms.
- 10.6 Clerk/RFO to prepare budget 2019/20 for approval at November meeting.
- 11. School bell chimes** 10.7.18\_12
- 11.1 No further information received for this meeting on clock chimes.
- 11.2 If required, to consider at a later date s.137 donation towards cost of 'pull-off' device to limit chime times.
- 12. War Memorial** 10.7.18\_13
- 12.1 **It was resolved** to approve planting scheme for war memorial and to reimburse £104 to John Pitcher (50% of total plants and materials costs of £208). UHPC will fund the £65 cost of ground clearance carried out by Wraights. Councillors thank John Pitcher for his dedication to this task.
- 12.2 Stelling Minnis Parish Council agree to reimburse £104 to John Pitcher (50% of total plants and materials costs of £208).
- 13. Bossingham Playing Field** 10.7.18\_14

13.1 **It was resolved** to monitor items highlighted in the annual safety inspection during weekly inspections. Cllr Paul Gordon to secure goal post net. Cllr Nick Waldron to repair pedestrian gate and provide padlock for double gate. Check swing seat seal. Clerk to source quotes from other inspection companies for next year.

#### **14. Signage**

10.7.18\_15

14.1 Bossingham village sign: Cllr Rob Quincey informed that RJ Swain Engineering will work on the sign. Works to be carried out: Replace the bent braces that hold the Invicta Crest to the Sign; Repair the Invicta Crest - fabricate and replace the missing part; Rub down - tidy up and redress the black lettering and white backing. Possible locations were discussed for the repaired sign, including flower bed at front of BVH.

14.2 Village Gateways signs: Location 1 - two out of three permission forms received from landowner's three trustees. Location 2 - permission form received from landowner. Location details were sent to farmer who had queried a perceived obstruction to agricultural vehicles; no response received, taken as acceptance. Award of Michael Northey's KCC Members Grant for £2,000 is confirmed. Clerk to complete acceptance form by 4 October, request donations as pledged by parishioners, then to inform KCC to proceed.

#### **15. Bossingham Village Hall**

10.7.18\_16

15.1 Tree work to meet insurance requirements re. subsidence caused by trees is now complete and underpinning work will go ahead. Insurance cover may include decoration of hall interior.

15.2 Untaxed vehicle on VH car park has been removed. Chairman Paul Gordon to investigate ownership of untaxed car/s opposite The Terrace.

#### **16. Correspondence received**

10.7.18\_18

16.1 CCC: The Rural Forum (formerly known as the Rural Area Member Panel) takes place on 7pm Monday 17 September - councillors, clerks and the public invited to attend.

16.1 KCC: Kent Household Waste Recycling Centre Consultation 6 Sept - 1 Nov 2018. Visit [www.kent.gov.uk/wasteconsultation](http://www.kent.gov.uk/wasteconsultation) to view the documents and have your say.

#### **17. Village Tidy Day**

10.7.18\_19

To be held on Saturday 13 October. Meet at 10.30am, Bossingham Village Hall. All ages welcome.

#### **18. 30mph awareness bin stickers**

10.7.18\_21

30mph awareness bin stickers for distribution to parishioners have been produced by and kindly donated by Craig & Parsons <https://www.craigandparsons.co.uk/>

#### **19. For information**

10.7.18\_25

19.1 John Simmonds MBE: Upper Hardres parish councillors and clerk were saddened to hear of the death of John Simmonds MBE, the Kent County Council Conservative Member for Canterbury North between 2001-2017.

John was a stalwart supporter of fundraising for Bossingham Playing Field and generously donated funds from his KCC Members Grant towards equipment. A card to be forwarded to John's family was signed.

19.2 Housing Needs Survey results: Action with Communities in Rural Kent (ACRK) inform that now the PC has information on the level of housing need in the parish, an alternative site may be pursued. In order to give landowners the opportunity to consider providing land for affordable housing, this information will be included in the Chairman's article in the October parish magazine. Results of the Housing Needs Survey are available on the Planning Applications page of the PC website.

19.3 PCC: The PCC thanks the parish council for its annual donation.

19.4 Phone box: BT will not prioritise removal of phone box as rural areas with low crime are not high on their list. Cllr Rob Quincy will escalate the complaint.

19.5 Standing Orders: UHPC Model Standing Orders updated with amendments received from NALC.

19.6 Publications: The 11<sup>th</sup> Edition of Charles Arnold Baker 'Local Council Administration' publication retails at £129.99 (for County Associations £103.99 plus £7.00p&p). Due to the high cost, clerk will continue to refer to 'Local Councils Explained' publication and NALC, SLCC and KALC online resources.

19.7 Tillard Trust: A councillor will attend the annual meeting of the Tillard Trust in November.

19.8 Next meeting: 13 November. 2019 meeting dates - 8 Jan; 5 Mar; 7 May; 21 May; 9 July; 10 Sept; 12 Nov.

Being no further business, the meeting closed at 8.50pm.

## Appendix

### 10.1 Bank Reconciliation: 11 July 2018 - 11 September 2018

#### Current Account:

Balance as current account bank statement at 11 September 2018:

Santander Current Account	3,976.22	
Petty cash (if any)	0	
LESS: any unpresented cheques at 11.9.18	0	
ADD: any unbanked cash at 11.9.18	0	
Balance as statement at 11 September 2018:	<u>3,976.22</u>	
Net balance at 1.9.18		<u>£ 3,976.22</u>

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

Balance brought forward at 11 July 2018	5,553.17	
ADD: receipts 11.7.18 - 11.9.18	0	
LESS: payments 11.7.18 - 11.9.18	1,576.95	
Closing balance as per Cashbook at 11.9.18		<u>£ 3,976.22</u>

#### Deposit Account:

Balance brought forward at 11 July 2018	16,019.07	
ADD: receipts 11.7.18 - 11.9.18	5.35	
LESS: payments 11.7.18 - 11.9.18	0	
Balance as statement at 11 September 2018:	<u>16,024.42</u>	
Net balance at 11.9.18		<u>£ 16,024.42</u>

Total funds at 11.9.18 £20,000.64

### 10.2 Cashbook extract: Receipts and payments since last meeting

Description		Receipts	Payments	Ref	Balance	vat		
<b>JULY</b>								
9	Wraights	Grounds Maintenance	June	CFF	244.8	INV 1101 JUNE	5,553.17	40.8
11	PCC	Annual donation		DONATION £137	150	UHPC DONATION 2018	5,403.17	
11	BVH	CFF payment for Serco/mowing		CFF	450	CFF MOWING SERCO	4,953.17	
23	N Waldron	Padlock reimbursement		Cont.	61.79	NW PADLOCK	4,891.38	10.3
31	C Hamilton	Salary	July	SALARY	242.84	SALARY 31 JULY	4,648.54	
<b>AUG</b>								
13	Wraights	Grounds Maintenance	July	CFF	244.8		4,403.74	40.8
30	C Hamilton	Salary	August	SALARY	247.52	SALARY 31 AUG	4,156.22	
30	Play Insp Co	Annual safety inspection			180.00	INV 32113	3,976.22	30.00