

# 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 12 July 2022, 7pm, at Bossingham Village Hall

### 1a. Co-option of new councillor

A Notice of Vacancy was published on 11 May. On 1 June Canterbury City Council informed us that as they had not received a request to hold a by-election to fill the vacancy, the parish council may co-opt to fill the vacancy. Two applications were received, one applicant has since stood down. The remaining applicant, Simon Warner, spoke to councillors to outline what he would bring to the role and councillors agreed unanimously to invite Simon to join the council.

Simon Warner signed the Declaration of Acceptance of Office form and will complete the Disclosure of Personal Interests form.

### 1. Attendance and apologies for absence

Attending: Chairman Robert Quincey, Cllrs Angela Waldron, Mick Broughton, Nick Waldron, Simon Warner, Clerk/RFO Clare Hamilton, and one member of the public

Apologies: Gabby Fisher *BVHMC*, John Pitcher *Tree Warden*, Robert Veltman *Footpath Warden*, Mike Sole KCC, Robert Thomas CCC

### 2. It was resolved unanimously to accept the Minutes of the meeting held on 03.05.22

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

Cllrs Nick Waldron and Angela Waldron item 6.8

### 4. Public participation on Agenda items Not required

### 5. Matters Arising from Annual Parish Meeting on 17.05.22

#### a. Refuse collection:

A parishioner highlighted that paper and recycling is not being collected properly, inserts are not replaced, and waste is regularly left strewn across parish roads. The Chairman raised this with Andrew Cook, the CCC Cabinet Member for Environmental Services. Andrew was understanding and supportive and recommends the following course of action if parishioners have any of the following issues:

1. Bin collections missed
2. Rubbish dropped on the ground after the bins have been emptied into the compactor
3. Bins not returned to the point they were left out/collected from.

You should raise the event on the CCC council web based portal at [www.canterbury.gov.uk/bins-and-waste](http://www.canterbury.gov.uk/bins-and-waste)  
If not responded to or rectified within 48hrs, an email should be sent to Andrew Cook, the CCC Cabinet Member for Environmental Services - [andrew.cook@councillor.canterbury.gov.uk](mailto:andrew.cook@councillor.canterbury.gov.uk)

#### b. Japanese Knotweed and Ash dieback:

On CB376, at rear of Forge House adjacent to Stars, a parishioner report of Japanese Knotweed and ash dieback was reported to KCC/CCC by Rob Veltman who also queried the footpath line with KCC/PRoW as it has gained considerable width in parts. Rob reported fly-tipping on this path (FLT006334), since collected  
Action: knotweed is being sprayed and monitored monthly; fly-tipping was reported to CCC and collected promptly; line of path is being investigated by footpath warden (see report)

### 6. Development Management & Planning Applications

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

Received since the Agenda was published:

**CA/22/01407 Dane Cottage, Hogg Lane CT4 5PJ**

*Acceptable. Awaiting decision*

Variation of condition 2 (drawings) of planning permission CA/21/03022/FUL for the single-storey outbuilding for use as ancillary accommodation; to allow additional windows along the North East elevation.

- 6.1 **CA/22/01211 Oakgate House, Manns Hill, Bossingham CT4 6EB** *Should be Refused. Awaiting decision*  
Application for lawful development certificate for proposed re-alignment and replanting of beech hedgerow

(as this is an application for lawful development certificate, CCC did not issue a Consultation Request letter. Chairman to follow up with applicant and CCC)

6.2 **CA/22/00443 Plot 11, Little Jacks Farm, Little Burstled Farm, GRANTED**  
**Pett Bottom Road, Lynsore Bottom, Upper Hardres CT4 6EG** Erection of a wooden shed

6.3 **CA/22/00857 Little Bossingham Farm, Lime Kiln Lane CT4 6FY GRANTED**  
T.P.O No 1 1978, to reduce the size of the Ash by approximately 50%

6.4 **CA/22/00642 2 Westfield Cottages, Bossingham CT4 6EA GRANTED**  
Rear dormer and installation of 03 no. rooflights to front

6.5 **CA/22/00463 3 Dene Farm, Manns Hill CT4 6ED GRANTED**  
Conversion of existing car port to garage and boot room together with detached single-storey garden room and relocation of existing garden shed

*\* NB: 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:*

6.6 *\* CA/20/02857 Court Lodge, Manns Hill CT4 6EB Objection. Awaiting CCC decision*  
Erection of two-storey detached dwelling with associated parking, access and landscaping

6.7 *\* CA/20/02785 Homeside Farmhouse, The Street CT4 6DX Acceptable. Awaiting CCC decision*  
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

6.8 *\* 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

Other planning matters:

6.9 RESCHEDULED - CCC Parish Councillor planning training: Stodmarsh issues and 'Presumption in favour of sustainable development, now 4.30 pm on Weds 20 July

6.10 Development at The Street: Issues with adherence to plans have been raised with CCC Planning Dept. Issues with dust are also being raised. Complaints received re. Jubilee Bank Holiday working in possible contravention of planning conditions were reported to enforcement officer at CCC

6.11 ENF/22/00024 Land at Lime Kiln Lane: No planning application has been received and extensive works at this site have been queried with CCC this year. Cllr Nick Waldron to contact enforcement officer.

## 7. Highways

Parishioners may report potholes and other highways faults directly to KCC at:

<https://www.kent.gov.uk/roads-and-travel/report-a-problem>

- a. Road Repairs: Numerous pothole repairs on Manns Hill reported to KCC have now been completed
- b. Verge obstructions on The Street: Chairman has requested Parish Highways Steward to check safety
- c. Flooding on The Street: Broken pipe is believed to be causing the problem, reported in 2019 and pipe cleaned in 2021. Reports to the KCC Highways portal under 'Drainage and Flooding' are needed by parishioners to prioritise further KCC investigation. If parishioners are unable to use the portal, please email the parish council to report on your behalf.
- d. Road closure: Part of Burstled Hill, Bishopsbourne, at junction with Pett Bottom Road, 29 July for one day for drainage works by KCC
- e. Highways Fault No. 636258: Temporary signage left in place for the last 12 months+ re. road resurfacing works on the boundary of the village hall now removed
- f. Stone Street speed reduction: to request update from Petham PC
- g. Lime Kiln Lane: 'Unsuitable for long or heavy goods vehicle' sign now replaced. A parishioner queried the suitability of the National Speed limit (understood to be 60mph) on this narrow lane and information of the variability of the national speed limit according to road conditions will be passed on
- h. Motorsport UK Competition: (permit no. 28647JY17) route using U11610 Catts Wood Path on 17 July

- queried with Highways Steward on 11 July and passed to relevant department for investigation
- i. Stone Street closed overnight 8pm-5am 18-24 July inclusive: Parish council not notified as these works are being carried out by the Road Assets Team, a division of KCC Highways. The planned resurfacing works involve 100mm deep patching to provide long-lasting repairs  
Further updates on roadworks can be found at <https://one.network/uk>
  - j. Water leaks:
    - i. Water leak Manns Hill report details -  
Original fault No. 33952633, reported 16.06.22 - Engineer unable to gain attendance to the leak  
New Fault No. 34657154, reported 07.07.22 - South East Water advised they will escalate the fault; they say their main is on the opposite side to the leak and the problem may be on a customer's joint
    - ii. Water leak junction of Bursted Manor and Hardres Court Road report details:  
Fault No. 34477265, reported 11.06.22 - South East Water update: The leak was investigated 07.07.22 and found to be on a home owners supply pipe. Chairman was advised that a W4 letter will be sent to the land/home owner advising them of the issue and how it should be addressed within fourteen days of receiving the letter.

## 8. Reports

- 8.1 City and County Councillors: *see Appendix*
- 8.2 Footpath Warden: *see Appendix*
  - CB378 opposite Village Hall: The landowner finds the footpath isn't always respected with some walkers roaming onto crops and dog waste being left and spoiling some crops.  
**It was resolved** for a councillor to keep dialogue open with the landowner and to draft a sign displaying the route of the path and requesting walkers' adherence to the path. The parish council has offered to replant the blocked gap in the hedge after harvest. Stile needs to be reinstated and Cllr Nick Waldron will source quotations. Longer term, material could be packed in to correct the area liable to flooding.
- 8.3 Tree Warden
  - **It was resolved** to reimburse tree and Platinum Jubilee plaque costs of £170 to John Pitcher, tree warden.
- 8.4 Bossingham Village Hall
  - Many thanks to Nikki Gordon and the VH committee for arranging the joint parish's Platinum Jubilee celebrations at Bossingham Village Hall on Sunday 5 June
  - Proof of spend of 2022/23 CCC Capital Grant for BVH patio was submitted to CCC on 19 May
  - BVHMC AGM Minutes received and circulated to councillors.
- 8.5 Neighbourhood Plan Steering Group
  - Steering Group membership has fallen and the future of the project has become uncertain. In September, to review what has been learnt so far and to decide the future of the group. Chairman recognised the time and effort spent by Cllr Mick Broughton which is much appreciated by the parish council.
- 8.6 Bossingham Playing Field
  - Maintenance highlighted in the 2021 annual inspection is complete, £434.40 of £500 assigned budget spent
  - Replacement small gate sign with site address, email address and what3words location received, to be fitted
  - Double gate access to playing field: padlock keyholders are Chairman and Wraight's Grounds maintenance. Cllr Nick Waldron to hang emergency spare key for double gate padlock in lobby next to defib.

## 9. Finances

- 9.1 Balance of Accounts and Bank Reconciliation at 12 July 2022:  
Current account £7,187.33. Deposit account £10,320.82. Total funds £17,508.15.
- 9.2 Receipts and Payments since last meeting: *see Appendix for Cashbook extract and Bank Reconciliation*
- 9.3 Expenditure due before next meeting:
 

PCC	Annual donation	£ 150.00	
J Pitcher	Jubilee tree & plaque	£ 170.00	
C Hamilton	Salary July	£ 299.00	
	Salary August	£ 299.00	
	Travel exp July meeting	£ 14.40	
Wraights	Grounds m'nance June & July	£ 609.60	<i>vat £101.60</i>

**It was resolved** unanimously to approve expenditure, proposed by Cllr Nick Waldron, seconded by Cllr Angela Waldron, approved by the Chairman.
- 9.4 Change of signatory forms have been completed and sent to Santander and Barclays.
- 9.5 PKF Littlejohn, external auditor, emailed on 21 June to confirm receipt and logging of the notification of

exempt status for the year ended 31 March 2022 submitted by UHPC. There is no review to be performed and consequently no auditor certificate and report or any other closure documentation will be issued by them for this reporting year.

## **10. CIL strategy**

**It was resolved** to incorporate appropriate suggestions for allocation of funds from the CIL payment due from CCC in October into a CIL Strategy Policy document. Suggestions include:

BVH: new curtains and revarnishing hall floor, broadband installation, EV charging points

Bus shelter repairs: Chairman provided dilapidation report and quotations will be sourced

Playing Field: Replacement safety surfacing, replacement goal post with well secured net

**It was resolved** to develop a CIL Policy document (based on the Chestfield PC document) with a plan of time scales for spend, to be adopted at the next meeting.

## **11. The Hop Pocket**

No update received

**It was resolved** to submit an application to CCC to re-register the Hop Pocket as an Asset of Community Value. Cllr Simon Warner to investigate and apply on behalf of the Parish Council.

## **12. The Queen's Platinum Jubilee**

Chairman investigating designs and costs for oak 'jubilee arch' to enhance new VH patio doors and terrace.

## **13. Risk Assessment update**

Bus shelter: Attend to repairs when CIL funds received

Defibrillator: Regular inspections being carried out and to be logged by Cllr Mick Broughton

Fire Hydrants: Last KF&RS inspection of UH hydrants was December 2021. A visual inspection of UH hydrants carried out by Simon Warner on 03.06.22 highlighted many faults which the clerk has reported to KF&RS. Clerk to chase up maintenance with KF&RS.

## **14. Canterbury District Parish Charter**

This document has been developed by the KALC Canterbury Area Committee Parish Charter Working Group and CCC Working Group. Councillors support the draft Charter.

## **14. For information**

- Request from CCC for extra dog waste bin: dog bins are to be replaced with general waste bins by CCC, extras requested
- Scout Hut: Cllr Nick Waldron to offer help by a work party of councillors with grounds and/or general maintenance
- Canterbury Ramblers: Parish footpath warden, Robert Veltman, is leading a Canterbury Ramblers walk starting at Bossingham village hall car park at 10am on Sunday 31 July. Residents are welcome to join this 5-6 mile walk which takes in footpaths in both Upper Hardres and Stelling Minnis parishes
- Parish Council profile/engagement: At the next meeting, to consider ways to raise the profile of and engagement with the parish council, eg. via social media
- Defibrillator: To liaise with SMPC re annual checks - perhaps coordinate inspections?
- Internal Auditor: new internal auditor needed
- **Next meeting: 13 September, 7pm**

Meeting closed at 9.55pm

## **Appendix**

### **6. Planning**

6.1 CA/22/01211 Oakgate House, Manns Hill, Bossingham CT4 6EB

The application Should be Refused - due to accessibility, traffic, roads and being a designated passing point. The Parish Council also supports the responses filed to CCC by two parishioners

6.2 CA/22/00443 Plot 11 Little Jacks Farm, Little Burstard Farm, Pett Bottom Road CT4 6EG

On the Application Form under section 10 'Vehicle Parking', there is a request for two parking spaces. However, the drawings do not show the locations of the parking allocation. The parish council requests more detail on this request

for Vehicle Parking and asks for clarification if parking allocation would include a request for:

- i. a roadway or track constructed from concrete, stone, tarmac or other material from the entrance/gateway,
- ii. parking bays constructed of concrete, stone, tarmac or other material.

The parish council understands that double gates, being the only access into the field, were installed by a previous owner 'possibly without consent' and an enforcement notice may have been issued for them to be removed. The parish council asks the planning/enforcement officer to investigate this.

## **8. Reports**

### **8.1 City Councillor Robert Thomas**

1. Reconnect free young person's Bus pass for summer holidays and discounted activities <https://kccmediahub.net/reconnect-this-summer-with-a-free-young-persons-bus-pass745>
2. KCC Children's services rated outstanding by ofsted. 3 out of 4 areas rated outstanding and the other 1 rated good <https://kccmediahub.net/kents-childrens-services-judged-as-outstanding745>
3. The city council are proposing to keep the trees on St George's street <https://news.canterbury.gov.uk/news/article/318/new-st-georges-street-plans-would-see-trees-retained>

### **8.2 Footpaths Rob Veltman, Parish Footpath Warden**

On Wednesday 6<sup>th</sup> July I walked many of UH's publicly accessible paths, in the following order: CB378, CB379, Unclassified County Road U11610 (Catt's Wood Lane), CB375 (in part), CB374, CB376 (in part), Permissive Footpath in Atchester Wood from Lynsore Court, CB380 bridleway (in part), and CB377. These comprise most of the route of the Canterbury Festival Walk from Bossingham Village Hall on 17<sup>th</sup> October. On this occasion, I also walked paths outside the UH parish boundary: HE2 & HE4 (from CB378 to St.Mary's Stelling Church) and HE2 & HE4 from Stelling Farm to CB379, which are also part of the route of the above walk (HE2 & HE4 intersect at the valley bottom).

Note that it is KCC Highways which has the direct responsibility for maintaining U11610, while it is KCC Public Rights of Way (KCC/PRoW), a subdivision of KCC Highways, which has a duty towards the public in respect of paths classified as PRoWs, those paths above prefixed with CB or HE.

The above paths were in good condition, but in places problems have arisen, which I have reported to the appropriate public authority for action:

Unclassified County Road U11610 (Catt's Wood Lane):

1. For half a mile of this mile long path from the Bossingham termination, the pathside vegetation is choking the line of the path itself, amounting to a major obstruction
2. A notice fixed to a tree by the pathside gate of Little Bossingham farm announced that there is to be a 'non-competitive' motor cycle rally, presumably along U11610, on Sunday 17<sup>th</sup> July. The notice purports to have been issued by a motor sports association in Sidcup & District and claims that the event has agreement of 'the County Rights of Way official maps, Kent County Police and Kent County Council'.

I contacted KCC Highways on 03000 08414141 on the same day as my walk, 6<sup>th</sup> July, and spoke with an official, who noted my observations, giving me a report reference number for each issue: 644490 for 1.(vegetation) and 644492 for 2. (motorbike rally). No apology is given in the bike rally notice; indeed, it doubts 'inconvenience' will be caused, thanking the public for their 'co-operation'. The notice also wrongly assumes that U11610 is a 'Byway'. I communicated this information, with a photo of the notice, to the parish clerk and parish council chair.

My concerns with this announcement are (if it is indeed not a prank): the current condition of U11610 is not suitable for travelling along, whether by bike, motorised or not, or on foot, owing to the overgrowing vegetation. A motorised event along it would inconvenience the public, for instance through the noise it would create and deter the public from their rightful use of the path. It could also result in injury or damage, for which some body or person would bear liability.

CB375 at its termination at The Manor House: Area by roadside stile is clogged with overgrowing vegetation, covering up sight of the PRoW and thus deterring access. Also surface of the path has become waterlogged at this point by a pipe overflow possibly. Request remove vegetation and stem flow of water. I reported this fault to KCC/PRoW. Fault report reference: 220743697.

CB375 in Bursted Wood: Fallen trees near the junction with CB374 causing major obstruction. Fault reported to KCC/PRoW requesting removal of this obstruction. Fault report reference: 220770708.

CB380: Mentioned previously to the PC Chair: The steep, terminating section of this bridleway is still encumbered by thick vegetation obscuring the line of the path.

CB377: The straight line of the path from Mann's Hill to the corner of the Village Hall car park on Bossingham Street,



agreed in the County plan in consultation with me, looks as though it is to be revised owing to the location of the current housing development.

Further matters arising from PFW's report to the APM on 17<sup>th</sup> May 2022:

CB362 Stone Street to Great Catt's Farm, obscuring of entire length of path by crops. Report Ref: 220585038, is now classified by KCC/PRoW as being subject to 'Landowner Action'.

CB376 (south) Because of evidence of knotweed and flytipping at the termination of CB376 on the south side of Mann's Hill, I have, in the absence of an informative response from KCC/PRoW to my email of 1<sup>st</sup> July, consulted a 1987 edition of the County Definitive Map. It clearly shows that when it passes the Scout Hut, the line of CB376 hugs the fence separating it from Stars Meadow.

In addition, it should be noted that the path often taken by local walkers from the gap at the end of the line of CB378 and HE2, in the direction of the Church, along the rear of properties on Bossingham Street to join CB379 & Lime Kiln Road is an *informal* path and not a PRoW. Some action could be taken in concert with the landowner to confirm its 'permissive' status.

## 9. Finance

### 9.1 Bank Reconciliation 4 May – 16 July 2022

Current Account: £

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

Balance brought forward at 04.05.22	9,452.49
ADD: receipts 04.05.22-12.07.22	375.00
LESS: payments 04.05.22-12.07.22	2,640.16
<u>Closing balance at 12 July 2022</u>	<u>7,187.33</u>

Deposit Account:

Balance brought forward at 04.05.22	10,695.03
ADD: receipts 04.05.22-12.07.22	0.79
LESS: payments 04.05.22-12.07.22	375.00
<u>Closing balance at 12 July 2022</u>	<u>10,320.82</u>

Total funds at 12.07.2022 £ 17,508.15

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

9	Fresh Air Fitness	Gym equipment touch-up paints	PLAYING FIELD		26.40	INV NO 22226	
9	KALC	Membership subs 2022/23	SUBS		225.31	INV NO 8269	
9	SM School	PC Grant - Gardening Club	s137		125.00	GRANTGARDENINGPR	
9	Friends SM Sch	PC Grant - Library renovations	s137		250.00	GRANT LIBRARY REN	8825.78
9	from Barclays	Transfer for Grant Awards	s137	375.00		GRANT AWARDS	9200.78
16	BHIB Ltd	Insurance premium 2022/23	INSURANCE		389.83	LCO02083-654354	8810.95
19	C Hamilton	Salary 2/12	May	SALARY	299.00	SALARY 2/12	
19	C Hamilton	Travel expenses - 2 x May meetings	EXP		28.80	TVL EXP MAY X 2	8483.15
19	C Hamilton	APM refreshments reimbursement			19.62	APM REFRESHMENTS	8463.53
<b>JUNE</b>							
10	Absolute Graphix	Playing field location gate sign	PLAYING FIELD		27.60	INV NO 8031	8435.93
13	Andy Loft	Playing field maintenance and materials	PLAYING FIELD		340.00	UHPC PF	8095.93
17	Wraights	Grounds maintenance	April & May	CFF	609.60		7486.33
30	C Hamilton	Salary 3/12	June	SALARY	299.00	SALARY 3/12	7187.33

Correspondence received includes:

Media Release operation Brock Deployment summer 2022

Newsletters and information from NALC and KALC

Updates from CCC and KCC councillors

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Signed..... Robert Quincey, Chairman, 13 September 2022