

# Upper Hardres Parish Council

Chairman Paul Gordon

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 15 March 2022, 7pm, at Bossingham Village Hall

### 1. Attendance and apologies for absence

Attending: Chairman Paul Gordon, Cllrs Angela Waldron, Mick Broughton, Nick Waldron, Robert Quincey, Clerk/RFO Clare Hamilton

Apologies: John Pitcher *Tree Warden*, Robert Veltman *Footpath Warden*, Nikki Gordon *BVHMC*

### 2. Acceptance of Minutes of previous meeting

It was resolved unanimously to accept the minutes of the meeting held on 11.01.22 as a true record.

Proposed by Cllr Mick Broughton, seconded by Cllr Nick Waldron

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

Cllr Mick Broughton 6.3. Cllrs Nick Waldron and Angela Waldron item 6.6

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

### 5. Matters Arising from meeting held on 11.01.22 None

### 6. Development Management & Planning Applications

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

#### 6.1 CA/22/00073 Great Bossingham Farm, Manns Hill CCC GRANTED

Variation of condition 02 (drawings) of planning permission CA/19/10159/FUL for 5 no dwellings and a workshop together with new access and parking following demolition of existing agricultural buildings; to allow inclusion of small utility room to unit 1 and 3

#### 6.2 CA/21/03022 Dane Cottage, Hogg Lane CT4 5PJ Objection. Awaiting CCC decision

Single-storey outbuilding for use as ancillary accommodation

Revised drawing received 01.03.22 replaced with further drawing published 07.03.22, UHPC not consulted. CCC agreed extension for comments to 17 March

#### 6.3 CA/22/00474 Oakhurst, Manns Hill CT4 6EB Comments to CCC by 8 April 2022

Single storey rear extension

*\* 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:*

#### 6.4 \* 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

#### 6.5 \* 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

#### 6.6 \* 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:

- 6.6 CA/19/01902 Land at The Street: Utilities work has commenced. Construction vehicles are using an on-site car park so residents' parking is not affected. Construction vehicles have been using Lime Kiln Lane and exceeding the weight limit. Cllr to investigate concrete spillage which has not been sufficiently cleaned.
- 6.7 ENF/22/00024 Land at Lime Kiln Lane: Extensive works queried with CCC as no planning application has been received. Email from CCC received on 4 Feb said they will visit the site then be in touch with an update. No update has been received and work continues. To escalate with CCC and to contact KCC Ecology.

## 7. Highways

Potholes: Parishioners may report potholes directly to KCC [here](#)

- Manns Hill:

South East Water is waiting for a specialist part. KCC Highways notice received on 07.03.22:

'It will be necessary to close Manns Hill, Bossingham from 7 March 2022 for up to 21 days. The road will be closed outside Farncombe. The alternative route is via Bossingham Road, Fryarne Park and Petts Bottom Road. This is to enable burst water main repairs to be carried out by South East Water.'

- Cllr Rob Quincey has reported numerous pot holes/road repair matters

- Stone Street speed reduction:

Petham Parish Council is working with Highways to lower the Stone Street speed limit to 40mph from Thompson's garden centre to Hogg Lane and have applied for a Traffic Regulation Order (TRO). Our parishes share this boundary.

**It was resolved** if the TRO is granted, to consider an application to Cllr Mike Sole's Combined Members' Grant towards the cost of signs and road lining.

- Lime Kiln Lane:

width restriction sign replacement ordered by Highways, waiting for fitting

- The Street:

replacement sign opposite VH now fitted.

## 8. Reports

8.1 City and County Councillors: see Appendix

8.2 Footpath Warden: see Appendix

8.3 Tree Warden: see Appendix

Other tree matters:

- Parishioner report of trees felled adjacent to Stars: the recent storms caused damage to Ash and Hornbeam making them unsafe and as it is the responsibility of the owner to ensure the public is safe, the landowner sought advice from a tree surgeon who carried out an inspection. The recommendation was the trees found to be unsafe be coppiced to allow for regeneration of the hedgerow. No work to oak trees was needed apart from severing the ivy for inspection at a later date. Holly and field maple to be coppiced to allow for regeneration of the mixed hedge. The large Ash tree overhanging the Scout Hut has been reported to the power company for them to attend to. Japanese knotweed behind the scout hut and fence repairs are also being dealt with. Councillors recommended the owner seeks permission from CCC for work to trees.

- Councillors advise parishioners to consult CCC's [regulations](#) on work to trees in a Conservation Area as, if your tree is more than 75mm wide at 1.5metres tall, then you will need to give notice of any work you intend to do using their online application form. Although CCC do not currently have a Tree Officer, a response to an enquiry about work to trees is expected within 6 weeks.

8.4 Bossingham Village Hall: see Appendix

8.5 Neighbourhood Plan Steering Group:

- Neighbourhood Plan Designated Area Letter signed by Chairman and Clerk for submission to CCC by Cllr Mick Broughton along with designated area map

- The Steering Group is investigating building its own website.

8.6 Bossingham Playing Field:

- At the January meeting, it was resolved to tackle matters requiring attention following the annual inspection with a volunteer work party day in spring. As this would be reliant on volunteers who are not forthcoming, **it was resolved** to source a local handyman to tackle the matters requiring attention.

## 9. Finances

9.1 Balance of Accounts and Bank Reconciliation at 15 March 2022:

Current account £2,256.84, Deposit account £10,945.03. Total funds £13,201.87

9.2 Receipts and Payments since last meeting: *see Appendix for Cashbook extract and Bank Reconciliation*

VAT claim of £309.47 for 01.11.21-28.02.22 submitted to HMRC on 01.03.22

9.3 Expenditure due before next meeting:

**It was resolved** to consider a request from KSS Air Ambulance for a grant of £300 at the May meeting.

**It was resolved** to accept the NALC 2021-22 National Salary Award rates of pay applicable from 1 April 2021:

Clerk's salary at SCP11 increased to £11.50 per hour from 1 April 2021 (*20p ph increase*).

Therefore, backpay from 1 April 2021 to 31 March 2022 of £62.40 is payable (*20p x 6hrs pw x 52 wks*).

From 1 April 2022, clerk's annual salary will be £ 3,588pa, payable monthly at £299.00pm

(*£11.50ph, 6hrs pw = £69 x 52 wks = £3,588 / £299pm*).

The purchase of an online KALC Bitesize course 'Understanding Precepts' was approved.

C Hamilton	Salary March	£ 293.80	
	Travel exp March meeting	£ 14.40	
	Expenses 01.10.21-31.03.22	£ 138.45	
	Backpay 01.04.21-31.03.22	£ 62.40	
BVH	Contr. to defib electricity	£ 25.00	
KALC	Bitesize training course	£ 16.80	vat £2.80
C Hamilton	Salary April	£ 299.00	
Wraights	Grounds maintenance April	£ 304.80	vat £111.60

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

10. **CIL payment**

The Community Infrastructure Levy (CIL) is a charge which can be levied by local authorities on new development in their area. In October, Canterbury City Council will be forwarding a CIL 'Neighbourhood Portion' to UHPC. The CIL 'Neighbourhood Portion' can be spent on infrastructure, eg. open space and community facilities, or it can be spent on things other than infrastructure provided that it is concerned with addressing the demands that development places on the parish.

Suggestions discussed included - liaise with KCC Highways to look at road improvements within the parish, improve village parking, provide new dog bins and benches.

**It was resolved** to consult with parishioners regarding their suggestions. Parishioners will be invited to the Annual Parish Meeting on 17 May where the CIL will be discussed and suggestion forms can be available, or parishioners can email suggestions to parish clerk.

11. **The Hop Pocket**

An intention to open for The Queen's Jubilee weekend has been retracted. No updates to report.

12. **The Queen's Platinum Jubilee weekend 2-5 June 2022**

BVHMC and SMPC are planning a joint villages picnic on Sunday 5 June. It was suggested the PC marks the occasion by purchasing e.g. a bench to celebrate the Jubilee, or commission an oak 'jubilee arch' for the new VH patio doors and terrace. Cllr Rob Quincey will investigate costs.

13. **For information**

- Agenda items: the Agenda is published 7 days before a meeting, therefore any agenda items must be emailed to the clerk at least 10 days before the meeting
- Marker post: Cllrs Rob Quincey and Nick Waldron are arranging fitting
- KFRS/KALC Fire Hydrant Initiative: a parishioner carried out a survey in 2016 and has kindly agreed to carry out further informal inspections, clerk to contact him
- CCC Concurrent Functions Funding (CFF): waiting for confirmation for 2022/23, expecting either £1,800 or £1,300 (last year £1,750) depending on outcome of CCC consultation
- Meeting dates 2022, Tuesdays at 7pm: 3 May (Annual Meeting followed by Ordinary meeting); 17 May (Annual Parish Meeting); 12 July; 13 September; 15 November
- Next meeting: 3 May at 7pm, Annual Meeting of the Council immediately followed by Ordinary Meeting.

Meeting closed at 8.15pm

## Appendix

### 6.2 CA/21/03022 Dane Cottage, Hogg Lane CT4 5PJ OBJECTION

Upper Hardres Parish Council was not consulted about the drawing published on 7 March and only became aware of the change on 14 March when logging in to submit comments on a previous drawing published on 1 March.

The drawing dated 7 March shows the proposed outbuilding's relationship with Dane Cottage but not with the adjoining neighbour at Danes End. This should be demonstrated to establish if there is any significant overbearing impact and loss of outlook at Danes End and to assess the potential increase of noise and disturbance at Danes End.

Detail of materials specification remains lacking. Dane Cottage (and Danes End) is Grade II listed, and the design and materials used should respect this. The proposed materials for windows and doors are described as 'Composite in timber colour' which contradicts the sentence in the Heritage Statement which states 'External doors and windows to match existing property in both colour and style'. Previous applications specifying composite replacement windows have been refused.

More detail is required to ensure materials respect the listed status of the main property.

The position of the proposed outbuilding on the drawing of 1 March (since withdrawn) was preferred as it had less impact on the neighbouring property.

## 8. Reports

**8.1 County Councillor Report Mike Sole** March 2022 (an update on what I have been doing in February)  
**Parish Councils** - This month I attended parish council meetings in **Waltham, Littlebourne, Barham, Chartham and Kingston**. As always, I am very happy to meet up with parish councillors and residents and anytime to discuss issues "on the ground." I met with KCC highways officers to discuss the progress of all 16 parish council Highways Improvement Programmes in the division and also the unparished area on **Wincheap** and also to see where I could most assist with highways grant funding.

In **Thanington** I met up on site with KCC to investigate the location and funding for a potential additional crossing point on Ashford Road.

**KCC Budget** – I spoke at the budget meeting and proposed (unsuccessfully) additional funding to deal with the huge backlog of works on the public rights of way network, and against the price rises in bus passes, cuts to bus routes and funding for homelessness services.

**Canterbury City Council Budget** – I delivered the budget response speech on behalf of the Liberal Democrat group and argued for greater community group grant funding.

At the **Canterbury City Council Regeneration Committee** I spoke against the two year suspension of the Sturry Park & Ride service.

At the **Canterbury City Council Policy Committee** I spoke against the new car parking charges across the district as I felt there was no overarching strategy that considered both the environmental concerns and the economic impact on residents and businesses.

I cycled around **Barham, Kingston, Bridge, Patixbourne, Bekesbourne, Adisham, Littlebourne, Wickhambreaux and Ickham** to identify and report over twenty highways issues that needed attention including missing and worn white lines, potholes and bus stop markings. I also walked around **Littlebourne** to investigate and report several blocked drainage gullies.

I was interviewed on **BBC Radio Kent** discussing potholes and the cuts in highway maintenance budgets.

Assisted a number of families struggling with hastily imposed changes to KCC Special Educational Needs school transport.

Bins continue to have been an issue in the month. Thankfully, after pressure, Canterbury City Council abandoned the ill thought-out requirement for residents to lift the recycling inserts from bins, but since then a number of inserts have disappeared in the waste trucks and as always, there were a number of other bin collection issues and problems with unemptied public waste and dog bins.

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

I carried out a brief inspection of a few footpaths in the parish on Friday 11th March on my way to the Local Footpath Officers' meeting at Brabourne.

U11610 (Lime Kiln Road Termination): I noted that there was no flow of water down the path, despite the recent rains. The owners of the adjacent properties have made the section leading from Lime Kiln Road into a wider, more welcoming space. They are to be thanked, as are KCC Highways for blocking the pipe outflow.

CB377 (Stars Meadow): Owing to the nearby development works, the termination of CB377 on Bossingham Street has been diverted to the corner of the field next to the Village Hall car park, with the adjoining section of the path running along the car park hedge. It is not clear whether this will be the ultimate line of this important footpath, which according to the definitive plan should go from its Mann's Hill termination more or less directly to Village Hall car park corner

CB378 (Termination on Bossingham Street opposite the Village Hall): I investigated the extent of flooding of the termination of CB378 reported by me to KCC/PRoW on 29/10/20 and 06/07/21. The water basin has been much more extensive during past winters, but the smaller pool is still a partial obstruction. It can be skirted with care on the hedge side or walked round on the other side. I raised this matter at the LFO meeting, proposing that a gravel filling might remove this annual problem at this significant place on this important footpath. The manager of KCC/PRoW stated that he had hired contractors to carry out the works, but they had collapsed financially. He has inspected the site himself and hopes to have the work completed. I talked with four local dog walkers who were entering CB378 by this termination at the very time of my inspection!

CB379 (Termination on Lime Kiln Road): The Waymarker post at the termination of CB379, a well used footpath on the outskirts of Bossingham, the disappearance of which I reported to KCC/PRoW on 10/02/21, has still not been re-instated. I raised this outstanding matter at the LFO meeting. Action expected.

Further inspections should happen by the next PCM.

Please report to me (Rob) or directly to KCC/PRoW any serious problems on the parish's public footpaths noted by the public. Rob's Mob: 07557303674 (text preferred) KCC/PRoW: <https://www.kent.gov.uk/environment-waste-and-planning/public-rights-of-way/report-a-problem-on-a-right-of-way> , or if an emergency Tel: 03000 41 71 71

## **8.3 Trees** *John Pitcher, Parish Tree Warden*

We completed a very successful afternoon of planting at Hatch Barn, Stelling Minnis, involving ten year 4 children from the local school. Two teachers and a parent were present together with Mr and Mrs Blades, the owners of the land. Mrs Maxine Blades is Chair of the Board of Governors of the school.

The project, which involved the planting of 55 various species of saplings, has been stalled due to a number of reasons, mostly Covid related, but has come at an appropriate time as The Queen's Platinum Jubilee celebrations take place and with a scheme for children to plant trees across the land during 2022. Mr David Carey, the coordinator of the Kent Tree Partnership gave me much assistance in obtaining the saplings etc and that was much appreciated.

With permission of parents and the school, several photos were taken for the school's media. It was very rewarding to see the children really getting involved and displaying such enthusiasm for this project.

There has been an ongoing problem in Kent and the South East since 2018 where the IPS Typographus larger eight-toothed European Spruce Bark Beetle) has infested areas where there are Norway Spruce trees. One such area is at Westwood Woods near Pett Bottom, where Forestry England are monitoring the problem as well as apparently in woods nearby know as Parkwood. These beetles can cause extensive damage to trees and are difficult to exterminate once they establish themselves. I have spoken to Kate Harris of Forestry England who is very much on the case, not only here in the Parish, but also across the County.

The storm on 18 February caused some damage to trees in the area, fortunately no casualties, but some roads blocked, as was the case in the two other storms that hit the area in the ensuing few days. Forestry England tell me that they had some tree storm damage to trees in Westwood Woods which they attended to as fallen trees can cause the beetle disease to spread rapidly.

## 8.4 Bossingham Village Hall Treasurer's Report 5.3.22

I am delighted to say that hire income exceeded running cost expenditure which is an amazing achievement taking into account the closures due to Covid.

### Expenditure

#### Running costs

Costs of fundraising - parish mag ad & online booking	£ 180
Oil.	£1140.97
Electric	£ 376.69
Water & Sewage.	£ 163.09
Insurance.	£1368.74
Repairs.	£ 887.80
Performing and music license.	£ 48
Wages.	£ 811.70
<b>Total.</b>	<b>£4976.99</b>

#### One off costs

Planning for patio doors.	£ 600
Structural survey for insurance.	£ 510
Total.	£1100
<b>Grand total.</b>	<b>£6076.99</b>

### Income

Hire	£ 6132.75
COVID grants	£10,970.72
PCC Defibrillator	£ 25
CCC Capital grant.	£ 1100
<b>Total.</b>	<b>£18,228.47</b>

Bank accounts as of 05/03/2022

Current £21,363

Deposit £2,557

## 9. Finance

### 9.1 Bank Reconciliation 11 January – 15 March 2022

Current Account: £

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

Balance brought forward at 13.01.22	2,327.64
ADD: receipts 13.01.22-15.03.22	1,445.60
LESS: payments 13.01.22-15.03.22	1,516.40
Closing balance at 15 March 2022	2,256.84

Deposit Account:

Balance brought forward at 13.01.22	10,944.49
ADD: receipts 13.12.22-15.03.22	0.54
LESS: payments 13.01.22-15.03.22	0
Closing balance at 15 March 2022	10,945.03

**Total funds at 15.03.2022 £ 13,201.87**

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

18	KALC	Grant - KCC Contain Outbreak Management Fund	500.00			2,827.64
24	C Hamilton	Salary 10/12	January	SALARY	293.80	
24	C Hamilton	Travel expenses	Jan meeting	EXP	14.40	2,519.44
28	HMRC	VAT reclaim 1/2	1.4.21-31.10.21		636.13	3,155.57
FEBRUARY						
21	C Hamilton	Salary 11/12	February	SALARY	293.80	2,861.77
MARCH						
1	Wraights	Grounds maintenance	Jan, Feb, Mar	OFF	914.40	1,947.37
4	HMRC	VAT claim 2/2	1.11.21-28.2.22		309.47	2,256.84

### Correspondence received includes

Consultation opens on proposed savings for the Supported Bus Services; KALC Area Committee meeting 17 March at 7pm; KALC Planning Conference 10 March; KALC Conferences and course information; East Kent College free skills courses available to residents; Watch over Adisham Woods information from Cllr Mike Sole

Signed..... Paul Gordon, Chairman, 3 May 2022