

# UPPER HARDRES PARISH COUNCIL

MINUTES of meeting held on 13<sup>th</sup> January 2015, 7.30pm, Bossingham Village Hall

## 1. ATTENDANCE AND APOLOGIES FOR ABSENCE

Attending: *Chairman* Steve Rayner, *Councillors* Angela Waldron, Nick Waldron, *Clerk* Clare Hamilton, and two members of the public. Apologies: *Councillor* Paul Gordon, *Tree Warden* John Pitcher.

## 2. ACCEPTANCE OF MINUTES OF PREVIOUS MEETING

Approved subject to amendment to item 8d and signed. Prop: Nick Waldron. Sec: Angela Waldron.

## 3. MEMBERS' DECLARATIONS OF INTEREST ON ITEMS ON THE AGENDA

Nick Waldron, item 6f. Steve Rayner, item 9a. Angela Waldron and Nick Waldron, item 9c.

## 4. PUBLIC PARTICIPATION RE. AGENDA ITEMS AND OTHER MATTERS OF MUTUAL INTEREST

None

## 5. MATTERS ARISING from meeting held on 11.11.14

• Flooding on corner of Hardres Ct Rd outside Manor House: Reported 19.11.14, Case no.130850 (item 8a)

## 6. CHAIRMAN

**a. Bossingham Sports & Leisure Trust** See Appendix A for report *mins 11.11.14\_6a*

Trustees are sourcing noticeboard quotes from RAMP funds received for 2014/15.

Trustees have requested Trevor May Ltd carry out necessary concrete repairs under the guarantee.

Steve Rayner and Nick Waldron volunteered to mulch 'Jubilee Hedgerow' plants at entrance to playing field in spring.

**b. Parish Appraisal** *mins 11.11.14\_6b*

Chairman to check Data Protection rules and organise printing of Appraisal questionnaire this week.

Councillors will distribute to households. Many thanks to the Hop Pocket for the donation of a raffle prize

for returned questionnaires. Deadline for returns is 31<sup>st</sup> January 2015.

**c. Welcome Pack** *mins 11.11.14\_6c*

Print quotes for folders received. It was agreed to purchase 30 x A4 digitally printed folders from Mickleprint at a cost of £83 + VAT. (Other quotes for offset litho printing were in the region of £300 minimum charge.)

Chairman has designed folder layout and will forward to clerk for ordering.

**d. Village Tidy Day** *mins 11.11.14\_6e*

Provisional date set of Saturday 28<sup>th</sup> March.

**e. Change of signature to Deposit account** *mins 11.11.14\_6f*

Further forms received. Chairman presented ID to branch again; Vice Chair signed forms again; posted to Barclays 10.12.14.

**f. Gardening & Grounds Maintenance Contract Review** *mins 11.11.14\_6g*

New grounds maintenance quotes were discussed in light of cuts to CF funds for 2015/16.

Clerk will inform the Village Hall Management Committee of councillors' preferred option.

**g. Tree Warden** *mins 11.11.14\_6i*

See Appendix 2 for email from John Pitcher, Tree Warden. Chairman will liaise with John and check with landowner of adjoining land re. suitability of possible tree planting on boundary. A Christmas tree was suggested for discussion.

**h. First Aid day** *mins 11.11.14\_6j*

Chairman is making enquiries with St John's Ambulance, Red Cross and private first aid trainers.

Clerk will ask Duke of Edinburgh group for possible contacts.

**i. Defibrillator** *mins 11.11.14\_6k*

The Hop Pocket landlord is happy to house a defibrillator. Chairman will now approach Rotary Clubs for possible funding. Clerk to email SMPC clerk to inquire how their defibrillator was funded.

**j. Chairman's AOB**

• New PCSO details: PCSO Aaron Newell. Mobile: 07772226198. Email: [56646@kent.pnn.police.uk](mailto:56646@kent.pnn.police.uk)

For non urgent matters, call Aaron direct. For urgent matters call 101 or 999.

• Planning Applications: As only 3 weeks notice of planning applications is given by CCC (reduced to 2.5 weeks once plans are posted to clerk and circulated to councillors) and statutory notice of a minimum of 3 clear days must be given for an Extraordinary Meeting to facilitate discussion of plans (or any other matters) with members of the public, the calling of an Extraordinary Meeting was discussed in the event of any complex planning applications being received. It was agreed that the Clerk draft a new Standing Order to this effect and circulate to councillors for approval at the next meeting.

## 7. CLERK & RFO

### a. Statement of Accounts

On 13.1.15, Current account balance = £1737.19. Deposit account balance = £15,418.63.

### b. Income Report

• Re. Concurrent Functions Funding 2015/16 - Received from CCC - *"The executive committee agreed to increase the Concurrent Functions Funding budget by £32,000 and to support option A which apportions the budget, according to requests, evenly across all parishes funding at just under 80%. This was in response to feedback from area member panels, councillors and clerks."*

CCC informs that UHPC's CFF award for 2015/16 is likely to be £2395 (£3495 applied for). It was agreed to write to CCC expressing disappointment with the decision to adopt option A which leads to parishes like UH, that are consistently prudent with CF funds, being underfunded.

### c. Expenditure Report

C Hamilton Clerk's salary 3/4 £ 606.00

### d. Approve Expenditure

SLCC subscription due Jan 2015 £ 77.00

BVH for UHPC hall hire in 2015 £ 100.00 (to be confirmed)

### e. Clerk's AOB

• Internal Auditor - It was agreed to review the position of Internal Auditor.

### f. Correspondence received *in addition to correspondence circulated with weekly Clerk's Update email:*

• pdf of "What Should I do in an Emergency" handbook from the Kent Resilience Forum (KRF) distributed to councillors on 8.12.14 and posted on parish website

• Christmas card from Cllr John Simmonds OBE

• Lord Lieutenant of Kent's invitation to annual Civic Service at Rochester Cathedral on Tues 10 March.

All councillors have work commitments and are unable to attend; Clerk to send apologies.

• Local Government Boundary Commission poster.

## 8. COUNCILLORS

### a. Highways

*mins 11.11.14\_8a*

• Flooding on farm bend on Hardres Ct Rd: response to complaints received 16.12.14 -

*Dear Clare, We have attended and carried out some cleansing works, although further works are going to be needed to fully resolve the issue.*

*Regards, Alastair Coleman | Drainage Engineer | Kent County Council, Highways & Transportation*

*Tel: 03000 41 81 81 Email: [alastair.coleman@kent.gov.uk](mailto:alastair.coleman@kent.gov.uk)*

The flooding has since subsided but there is still mud on the road. Clerk will request that we are kept informed of future work schedule.

• Flooding on Manor House bend on Hardres Ct Rd: Reported 19.11.14, Case no.130850. Clerk to pursue.

• SMPC & KCC Highways:

*mins 11.11.14\_8a*

Clerk has informed SMPC clerk of offer of help with Stone St/Curtis Lane junction matter, and emails have been received and circulated to councillors. Chairman will liaise with SMPC clerk.

### b. Potholes

*mins 11.11.14\_8b*

### c. Footpaths

*mins 11.11.14\_8c*

### d. Broadband Bid

*mins 11.11.14\_8d*

## 9. STATUS ON PLANNING APPLICATIONS *most recent first*

### a. CA//14/02708/FUL

#### Little Bursted Farm, Pett Bottom Road CT4 6EQ

*Comments to CCC by 6.2.15*

The development of a shared electronic communications base station comprising 27.5m high lattice mast, six antennas, two 0.6m DIA dishes and six ground based radio equipment cabinets within a fenced compound. Applicant: Arqiva Services Ltd, Harlequin Group.

### b. CA/14/02583/FUL

#### 2 Westfield Cottages, Hardres Ct Rd, Upper Hardres CT4 6EA

*Response to CCC 30.1.15*

Proposed loft conversion with alterations to existing rear addition and courtyard infill together with internal alterations.

### b. CA/14/02378/FUL

#### 3 Homeside Farm, Bossingham CT4 6AR

*GRANTED*

Proposed single-storey rear extension.

### c. CA/14/02317/FUL

#### Two Acres, Hardres Court Road, Upper Hardres CT4 6EA

*UHPC NEUTRAL*

Erection of three new dwellings and outbuilding, the sub-division of an existing dwelling into two dwellings and associated landscaping.

### d. ENF/14/00297/LP

#### Alleged planning breach

*Awaiting update from Case Officer*

Conversion of timber stable to living accommodation and formation of parking area.

Land to north side of Herfield, Hardres Court Road, Bossingham CT4 6EA

## 10. PROPOSED WORK TO TREES IN A CONSERVATION AREA

No proposals received for many months, although parishioners report that some trees have been felled. Information on the necessity of applying for permission for Work to Trees in a Conservation Area will be posted on parish website and included in 2015 Parish Newsletter. Tree warden to be informed.

## 11. ANY OTHER BUSINESS / FOR INFORMATION

There being no further business, the meeting closed at 8.45 pm.

Signed ..... Steve Rayner, Chairman, 10<sup>th</sup> March, 2015

**NEXT MEETING:** 10<sup>th</sup> March 2015, 7.30pm.

### APPENDIX 1

#### **Bossingham Sports & Leisure Trust Report to SMPC and UHPC - January 2015**

- **Noticeboards** Thanks to a CCC RAMP (Rural Area Members' Panel) award, we are currently sourcing final quotations for a permanent noticeboard at the entrance to the playing field, and lectern style information panels for the gym and skateboard areas.
- **Fencing** Result of UHPC's application for a Canterbury City Council Capital Grant for fencing along the boundary of the playing field with Bossingham Village Hall, and for protective fencing along the northern playing field boundary, should be known in Feb/March.
- **Charity Commission** Our annual submission of accounts to the Charity Commission will be made before the 31<sup>st</sup> January deadline.
- **100 Club** The November draw was held on Saturday 15<sup>th</sup> November and the winners were: 1<sup>st</sup> prize - Richard & Debbie Cripps; 2<sup>nd</sup> prize - Ginny Lingwood; 3<sup>rd</sup> prize - Shelagh Carter. The December draw was held on Saturday 15<sup>th</sup> December and the winners were: 1<sup>st</sup> prize - Sarah Warren; 2<sup>nd</sup> prize - Steve Hardman; 3<sup>rd</sup> prize - Ed Lewis. The January draw will be held on Saturday 17<sup>th</sup> January at Stelling Minnis Stores.

*Liz Dixey, Clare Hamilton, Andy Nicholas. T: 01227 709373. Email: [villagesportandleisure@gmail.com](mailto:villagesportandleisure@gmail.com)*

### APPENDIX 2

#### **From John Pitcher, tree warden, re: Suggested Planting of a Tree in the Village Hall Grounds**

As previously discussed, the suggestion of planting a tree in the Village Hall grounds is put forward to the Parish Council for approval.

The idea behind this, is for the children from the local school, together with the local cubs, guides, scouts and other interested parties, together with Parish Councillors to commemorate all those who gave their lives in the 1914-1918 First World War.

I feel that this would be a fitting tribute to those who sacrificed their lives and indeed to help the children understand more of the debt owed to them.

I would suggest that, if approved by the Parish Council, a letter from the Chairman could be sent to local groups, outlining the above with a view to the planting ceremony taking place on an arranged date in the spring of this year. I would also suggest that an appropriate plaque could be commissioned.

A small fence to surround the tree could also be erected and to this end, I would be happy to arrange for this to be completed. I would also be prepared to obtain an appropriate tree and should you wish, I would be happy to co-ordinate arrangements with interested groups once the letter has been sent from the Chairman.

Kindest regards

*John Pitcher, Tree Warden*