WICKHAMBREAUX PARISH COUNCIL
MINUTES OF THE MEETING HELD ON 17 NOVEMBER 2013

Present: Parish Cllr Anthony O'Sullivan (Chairman)
Parish Cllr Martin Twyman
Parish Cllr Christine Le Jeune
Parish Cllr Angela Hamilton
Parish Cllr John Joice
Parish Cllr Linda Lodge
Parish Cllr Faith Wright
Miss Chenice Sparkes, Clerk to the Council

1. **CHAIRMAN'S OPENING REMARKS AND APOLOGIES FOR ABSENCE**
Cllr O'Sullivan welcomed everyone to the meeting. Apologies for absence were received from City Cllr Brian Staley.

2. **DECLARATIONS OF INTEREST**
There were no declarations of interest.

3. **MINUTES OF THE MEETING HELD ON 15 OCTOBER 2013**
The minutes were signed as a true record of the meeting with two amendments; one to paragraph four and the other to paragraph five under Minute No. 10 for Tree Works – they should read as follows:

Cllr Wright reported that Richard Clifford in the Kent Highways Vegetation Team had requested that the PC ask the owners of The Old Rectory to clarify whether they own the verge outside of their property where they have planted yew trees. The owners have stated that they do own it and this is recorded in their deeds which are available from their solicitors. The Vegetation Team have passed this information to the KCC definition team. KCC will remove the elder tree by Grove Road Cottages and the damaged pavement will be repaired.

Cllr Wright reported that she, Cllr Le Jeune, Cllr Joice and Cllr Lodge attended a work party on the playing field to remove some of the smaller saplings and vegetation which in a short time will interfere with the new fence. It was discovered that three small ash trees are impinging on the fence and will need a formal application for their removal with the PC intending to replant with some native trees. The boundary vegetation encroaching onto the field near the running track was not inspected but it was suggested that this may need cutting back. If so, it may be necessary to write to Mr Perkins who owns the road verge at this point to inform him that the Parish Council will be proposing some work to any overhanging trees and shrubs. Cllr Wright will inspect the boundary vegetation to see if any work is needed. The Parish Council also agreed to postpone starting an annual tree inspection until the next financial year, where provisions in the budget have been made

4. **INFORMATION FROM MATTERS ARISING**
4(4) Cllr Twyman reported that he had spoken to the owners of the Rose Inn and they offered to reseed some bare patches on the Village Green. The overall condition of the grass on the Green is in good condition.
4(7) Cllr O'Sullivan reported that he had received an email from the Pear Orchard owner informing the Parish Council he has decided not to develop the land himself.
4(8) Cllr O'Sullivan reported that there was no news on the Parish Charter.
10(1) Cllr Wright reported the stump in Spicers Place has been ground out but there is no news on when a replacement tree will be planted.

10(2) Cllr Twyman reported that he had conversed with the Birds for coinciding the replacement of the Lime tree on the Green with the replacement Red Oak. The Birds are happy to coincide and are just waiting to synchronise the purchasing and planting.
10(4) Cllr Wright reported that the three Ash trees on the Playing Field will be removed and replaced free of charge by a friend of a parishioner. As a thank you, if the standard of work is high, the Parish Council agreed to hire this friend to carry out the pruning work needed to the Horse Chestnut on the Village Green.
11(9) Cllr Hamilton reported that a new planter to be placed on the bridge has now been built and she hopes to install and plant in the near future.

5. **PLANNING**

Tree Works:

Wickhambreaux Lodge, The List – The Parish Council had no objection to felling a leaning Poplar tree to make it safe, as it had started to lean towards the house.

White House, The Green – Cllr Wright corrected that the first two trees are actually Silver Birch trees not Beeches. The Parish Council have no objection to reducing a Silver Birch by 50%, the felling of another and the removal of lower branches overhanging a neighbour's boundary on a Beech tree.

Spicers Place – The Parish Council had no objections to the removal of a stump on the corner with Mill Close.

Pilgrims Way, Stodmarsh Road – The Parish Council had no objections to the felling of a dangerous Silver Birch, with a large cavity and unbalance, located on the front roadside boundary and its replacement.

Playing Field – The Parish Council had no objections to the removal of three Ash trees, located on the border with the public footpath by the new fence.

6. **SEATON MEADOW VILLAGE GREEN APPLICATION**

Cllr Le Jeune reported that the decision on the Village Green Application has not yet been made. She also reported that a further request under the Data Protection Act has been made and the Parish Council will respond in due course.

7. **PARISH COUNCIL RECORD KEEPING AND STORAGE**

Cllr O'Sullivan produced a draft Data Protection Policy document which has been approved by the Kent Law Clinic and Canterbury City Council's Policy Team. The draft was discussed in detail at the meeting and was unanimously ratified, with a few minor alterations, to be in place from Tuesday 19 November 2013. A review of the policy is to be held in a year's time on or around 19 November 2014.

The Clerk reported her search to find a course to attend to become a Data Handler has so far been unsuccessful. No other Clerks in the area have such a qualification as it is not deemed necessary at this level of government. Any outside courses involving data handling are part of a wider IT course rather than a specialist course. The Clerk agreed to keep searching and reported that she is taking an Information Governance course which covers how to handle sensitive and personal data which should qualify her to handle data in accordance with the Freedom of Information Act.

Cllr Hamilton agreed to purchase some storage containers to hold additional information, not sensitive or personal to any individual, to be held in her loft for safe keeping.

8. **HIGHWAYS AND TRANSPORT SURVEY**

Cllr Twyman reported that he had completed the Highways and Transport survey on behalf of the Parish Council, commenting on areas like the state of the roads, drainage and lighting.

9. **LOCAL BOUNDARY CHANGES**

Cllr O'Sullivan attended a meeting on the Local Boundary changes on 21 October 2013 and came up with a possible option for the Little Stour Ward to meet the required quota of 3127.

The nearest feasible option would be to split the North Nailbourne Ward (Bishopsbourne, Bridge, Bekesbourne and Patrixbourne). If Bekesbourne and Patrixbourne merged with the Little Stour Ward the population would rise to 2894, close to the 3127 figure required. Bishopsbourne and Bridge who remain could form with Barham Downs Ward to make the population 3625. Geographically this makes the most sense.

The Parish Council unanimously agreed with the proposal and asked Cllr O'Sullivan to respond to the consultation on the behalf with this option. The Parish Council also agreed to have Cllr O'Sullivan attend a proposed meeting between himself, the Chairman of Ickham Parish Council and a representative from Littlebourne Parish Council to discuss possible options for the Little Stour Ward. Cllr O'Sullivan also agreed to contact North Nailbourne Ward and get an idea of their proposals for the consultation.

10. **PARISH COUNCIL MEETING DATES FOR 2014**

The Parish Council meet on every third Tuesday evening of each month except from August and December. The following dates were agreed for the year 2014:
21 January 2014, 18 February 2014, 18 March 2014, 15 April 2014, 20 May 2014, 17 June 2014, 15 July 2014, (No meeting in August), 16 September 2014, 21 October 2014, 18 November 2014, (No meeting in December)

11. **HIGHWAYS**

(i) Cllr Joice reported that three trees came down in the storms three weeks ago in the village, two of which are resting on other trees, the other one landed very close to the highway. Cllr Twyman reported that he has left messages with the owner of the land the three trees have fallen down on, expressing the Parish Council's deep concern that the trees could crash down onto the Highway should another storm occur.

(ii) The Parish Council had received a top estimate of £311 to clear and improve the safety of the river bank footpath from Wickhambreaux Mill, and a sum of £122 for the repair of the steps. There would also be a charge for the proper disposal of green waste. Cllr Le Jeune agreed to make further enquiries to see whether the estimate could be reduced without compromising safety.

(iii) Cllr O'Sullivan reported that the whole surface of the road on Kingsley Hill, also known as Burnt House Hill, is so badly degraded it is almost impassable and continues to deteriorate. The Clerk was asked to report this to Kent Highways

12. **REPORTS FROM COUNTY AND CITY COUNCILLORS**

County Councillor Michael Northey

Cllr Northey reported that Kent County Council's budget is now out for consultation. He also reported that the future of Littlebourne's Children Centre will be decided in the second week of December. If the centre is closed the children's activities will continue to run in Littlebourne Village Hall.

13. **CLLR'S REPORTS**

Tree Warden – Cllr Wright reported that she has carried out an inspection of the vegetation on the playing field and no action is required at this stage apart from strimming back the brambles and nettles. She also reported that the Parochial Church Council was asked to inspect two trees in the churchyard, a lime and a sycamore, following a neighbouring

resident's concerns regarding the amount of light being blocked into the property. At this point in time there is no formal application. The request from the neighbour was to lift, thin and reduce both trees. Cllr Wright reported that the lime had a large amount of deadwood and she had no objections to the work. Cllr Le Jeune suggested a visit from Canterbury City Council's tree officer.

Neighbourhood Watch – Cllr Lodge reported that all crimes to members of the Neighbourhood Watch are now reported by email rather than by phone. She also reported there has been a large number of sheds being broken into at the present time. Cllr Twyman reported a burglary in Grove Road.

KALC – Cllr Lodge reported that at the last meeting speaker Nick Sylvester from the Kent Fire and Rescue reported back on Project Hydrant. 170 parishes are involved in the project and has uncovered a number of anomalies. The Fire Brigade will visit rural areas once a year starting from April 2014 to check that all the hydrants are in good working order and are marked more clearly. Areas of open water will also be noted should more water be required. Narrower fire safety vehicles are also being reduced to enable the Fire Service to get to fires in rural areas much easier along narrower countryside roads.

She also reported that the Red Cross are teaming up with Kent Fire and Rescue to introduce a new support scheme to help people whose homes have been affected by fire. The scheme will pilot in either Canterbury or Thanet. Kent Fire and Rescue are also carrying out free fire home safety checks for households with any children under the age of five and anyone 60 or over.

Village Hall – Cllr Joice reported that work had been carried out to the Village Hall including two safety checks, gas and fire equipment, with minor repairs been made from the recommendations. A tree surgeon was also called to carry out maintenance work to the trees outside as well as a general tidy up.

Village Greens – Cllr Twyman reported that the lawnmower and strimmer are due their yearly service before Christmas.

Flood Protection – Cllr Twyman reported that aquifers have risen recently following the large quantity of rain and all the drains seem to be in good working order. Black Hole Dyke is also in good working order with working teams on stand-by should any clearing work be required. Cllr Twyman also reported that he is trying to organise a meeting with the Environment Agency regarding his concerns with the state of the Great Stour.

14. **FINANCE**

The expenditure totalling £255.98 was authorised made up of:

- Chenice Sparkes – Clerk Salary November 2013 - £142.08
- HMRC – Employee and PAYE for November 2013 - £31.00
- Stripy Lawns – Mowing of the recreation ground 05 October - £35.00

Authorisation was given to sign any cheques that need urgent payment in the interim period between meetings.

The Parish Council discussed at length possible figures for the Precept for the financial year 2014-2015. The Precept for the current year is £9773. The Clerk has been advised that Canterbury City Council have decided between two options for the Concurrent Function Grant, both with a shortfall from the amount requested by the Parish Council. The first option would see the Parish Council lose £1603.61 of the figure requested and the second option would see a loss of £2305.65. With this in mind, after much deliberation, the Parish Council have

decided on two figures depending on the outcome of the City Council's discussion. If Option One is selected the Parish Council will request £11,373, an increase of £1600 to cover the loss of funding. If Option Two is selected the Parish Council will request £11,773, an increase of £2000 to cover most of the loss of funding.

15. **CLERK REPORT AND CORRESPONDENCE**

(i) Cllr O'Sullivan reported that everyone in the village had received a pack regarding the Richborough Connection Project informing them of the decision to go with the Northern Route option and what this will entail.

16. **ANY OTHER BUSINESS**

(i) Cllr Twyman reported that the Four Village Post Office and Shop Awards will be presented in Littlebourne Village Hall on 23 November.

(ii) Cllr Twyman reported on the new Salvatori haulage firm proposals for the farm land at the corner of Grove Road and Preston and the current Salvatori site. Salvatori propose to build 126 houses on the farm land and 50+ holiday lets on the existing site. The Salvatori business is to re-locate to a site nearer the A2 on an old colliery site. As part of the proposals £150,000 will be provided to refurbish the Village Hall and all lorry movement will be taken away from the area.

The meeting closed at 10:00 p.m

Signed……..... (Chairman) Date…….....