WICKHAMBREAUX PARISH COUNCIL
MINUTES OF THE MEETING HELD ON 18 APRIL 2017

Present: Parish Cllr Martin Twyman
Parish Cllr Faith Wright
Parish Cllr Caroline Rees
Parish Cllr Linda Lodge
Parish Cllr Gary Bradford
Parish Cllr Catherine Holland
Parish Cllr Robin Treacher

Canterbury City Cllr Stuart Walker

Miss Chenice Sparkes, Clerk to the Council

2 Members of the Public

1. **CHAIRMAN'S OPENING REMARKS AND APOLOGIES FOR ABSENCE**
Cllr Twyman welcomed everyone to the meeting. Apologies for absence were received and accepted from Kent County Cllr Michael Northey.

2. **DECLARATIONS OF INTEREST**
Cllr Twyman declared an interest in planning applications CA/1700369/FUL and CA/17/00370/LB for Undertrees Farm in Stodmarsh as a neighbour and previous landowner. Cllr Bradford also declared an interest in these applications for Undertrees Farm as an employee of the owner.

3. **MINUTES OF THE MEETING HELD ON 21 MARCH 2017**
The Minutes were accepted as a true record of the meeting with one minor amendment.

4. **INFORMATION FROM MATTERS ARISING**
5(4.7,ii). Cllr Twyman reported that Kent Highways has rectified the misspelling on the new metal signpost at the corner of Wickham Court Lane and Hollybush Lane.
5(17,iv). The Clerk reported that Kent Fire and Rescue has sent the information pack following the Fire Hydrant Initiative meeting on 02 February 2017 to KALC who will be distributing to all Parish Councils in due course.
4(7,iii). Cllr Lodge reported that she had been unable to monitor the surface water drain off outside Frognall Cottages since the last meeting due to lack of rain. Cllr Lodge agreed to continue to monitor the situation.
4(11 Village Greens). Cllr Bradford reported that the new grass seed sown following the replacement drain on the Village Green is starting to grow a lot better but is still patchy in places. Cllr Bradford agreed to continue to monitor the situation.
6(iv). The Clerk reported that she contacted Kent Highways regarding the damaged sign on the corner of Wickham Court Lane and was told that the matter had been passed to Canterbury City Council as it is a road name sign. Canterbury City Council had no record of the report but a replacement sign has now been ordered.
6(v). Cllr Twyman reported that he had left a message with the Highways Officer assigned to the reported sign at the top of Elbridge Hill but they had not returned his call.
7(i). Cllr Treacher wished to clarify that whatever stance the Parish Council had decided to take regarding the application for the expansion of pupil numbers at Wickhambreaux School; whether the Parish Council decided to support, abstain from, comment or object to the application, the outcome would still have been the same. Kent County Council withdrew the application as it did not meet local and national policy requirements which the Parish Council has no control over.
Cllr Twyman reported that he arranged an informal meeting on Tuesday 04 April 2017 with himself, Church Warden Peter Terrill and Head of Governors Claire Dwyer, to open a discussion and

dialogue between the Parish Council and the School with the aim of building bridges between the two organisations to move forward from the withdrawn planning application. The Parish Council looks forward to continue these informal discussions in the near future.
9(RAMP). The Clerk reported that Canterbury City Council will be sending a replacement ID card for Cllr Wright after spelling her name incorrectly. Unfortunately it will not be possible at the present time to have a card printed for Cllr Holland until demand for cards has reached 50. Cllr Holland has however has been added to the list for future printing.
9(Village Greens). Cllr Rees reported that she contacted Greenbarnes, who provided the noticeboard on the Village Green. They confirmed that the board would have originally been installed prior to 2004 as the purchase is not on the company computer system. The green pin inner board will need to be replaced by a grey one, which can be fitted by the Parish Council. A quotation has been provided totalling £315.60 (including VAT). The Parish Council agreed to authorise Cllr Rees to order the replacement inner board.
12(ii). Cllr Treacher reported that he raised the possibility of installing wifi in the Village Hall at the last Village Hall Committee meeting on Monday 27 March 2017. A quotation has since been received from BT involving £59.99 installation costs and then a monthly cost of £34.99, roughly £400.00 a year, for BT Infinity Fibre at a speed of 60mb which will be sufficient for the needs of users. City Cllr Walker suggested that RAMP may help fund the installation of the broadband. The Village Hall Committee will discuss the quotation at their next meeting and Cllr Treacher suggested that, if the committee decide they cannot afford the costs associated with providing wifi, the Parish Council should consider funding the costs for the benefit of the whole parish.
Cllr Treacher also suggested that, if wifi is installed in the Village Hall, a couple of computer clinics should be run on a Saturday to help get parishioners more comfortable with using the technology and to help with any technical issues.

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

City Councillor Stuart Walker

Canterbury City Councillor, Cllr Walker reported that over the last couple of months he has been focusing on the possible merger of East Kent, which will now not be going ahead in its current form as Shepway District Council pulled out. Cllr Walker reported that other ways of making savings will need to be looked into over the next few years, however the opportunity for considering a merger with different Councils may be an option. By 2020 all funding from central government will stop, meaning that Councils will have to be self-sufficient by then.

Cllr Treacher reported that “Unitary Kent”, the idea where Kent County Council takes on both the district and county issues, is also another option. If this option were to go ahead, it would mean that Parish Councils would be asked to take on more responsibilities. Wickhambreaux would be at a disadvantage due to its size so may need to open discussions with neighbouring parishes to share costs to gain economy of scale.

City Cllr Walker also reported that he was pleased to see that RAMP funding was awarded to the Parish Council towards play equipment for the playing field and hoped to see the Parish Council taking advantage of funding for other worthwhile projects in the future.

6. **HIGHWAYS**

(i) Cllr Twyman reported that Kent County Council launched its 2017 pothole blitz on 03 April 2017, planning on spending an extra £24 million to repair local roads in Kent throughout the spring and summer. In the parish, a number of potholes have been repaired and others marked up for attention.

(ii) Cllr Twyman reported that a Stodmarsh resident left a message for the Highways Officer assigned to the stretch of road along Burnt House Hill but they have not returned his call.

7. **PLANNING**

CA//17/00369/FUL and CA//17/00370/LB – Undertrees Farm Barn, Under Trees Farm, Undertrees Farm Road, Stodmarsh

Proposed conversion of Grade II listed barn to residential dwelling and erection of a car barn following the demolition of unlisted out-building.

Cllr Wright reported that she attended a site visit with Cllr Holland, the owner, Agent, Architect, Planning Officer and Conservation Officer to discuss the application. The roof is proposed to be replaced with clay tiles and the Parish Council's suggestion to change the roof to thatch could be difficult as the structure of the barn does not lend itself well to thatch. Canterbury City Council's main concern is sustainability, wanting to ensure that the loss of the barn will not impact on agricultural sustainability of the area. The owner has however tried to advertise the barn for a year to see if any potential companies wishing to rent the space came forward but this has not been successful. Cllr Wright reported that she submitted an updated comment to Canterbury City Council pressing for the roof material to be changed to thatch.

CA/17/00210/FUL – Land at Quaives Farm, Grove Road

Updated plans have been received for the proposed polytunnels application following discussions with neighbouring residents in The List. Cllr Wright reported she will be commenting asking for conditions to be applied on the consent, already agreed verbally with the land owner, to include the non-dumping of waste and workers to only work within certain hours.

Cllr Lodge reported that, since the landowners agreement to not dump waste near The List, rubbish seems to have been moved to the rear of Frognall Cottages instead. Cllr Wright suggested that Cllr Lodge discuss the matter directly with the landowner.

8. **PARISH WELCOME PACK**

Cllr Treacher suggested a parish welcome pack could be produced, including items such as the Emergency Plan summary (yellow card), bus timetable, councillor details and roles (Parish, City and County Cllrs), rubbish collection days, dates for the mobile library, contacts for Wickambreaux and Stodmarsh churches and the Village Hall, etc. Cllr Wright suggested also including a map of the Conservation Area and an explanation on how to arrange tree works within the Conservation Area.

The Parish Council agreed that a welcome pack would be worthwhile to produce and Cllr Lodge agreed to contact Angela Hamilton to see if she has a copy of the previous parish welcome pack to use as a basis for the new one. Cllr Twyman suggested contacting Georgie Hayward who may have a proof of the original when it was first printed. City Cllr Walker also suggested contacting Littlebourne Parish Council who have a welcome pack template that could be adapted.

City Cllr Walker suggested using the electoral role changes as an indicator of new residents in the village.

9. **CLLRS' REPORTS**

Tree Representative

TRE/17/00165 – 2 Mill Yard, The Green, Wickhambreaux

The Parish Council has no objection to the proposed crown reduction by 25% and thinning by 15% of an oak tree overhanging the bungalow roof.

Cllr Wright reported that she and Cllr Twyman met with the owner of the cricket bat willows who confirmed that the bent trees will be harvested this autumn along with a few of the other trees.

Law and Order

Cllr Twyman reported that he attended the NFU (National Farmers Union) meeting where Police Crime Commissioner Matthew Scott was guest speaker. Adrian Stewart from Kent County Council was also in attendance reported that Kent County Council were trying to be

more proactive about flytipping, including installing cameras in repeat offending areas. Private persons are also able to install cameras without displaying notices of their presence.

KALC
Cllr Wright reported that she was not able to attend the latest KALC meeting but did send apologies. Cllr Treacher reported that there was lots of debate on the possible merger of Councils in East Kent and also on the revised draft Parish Charter received from Canterbury City Council. KALC felt that the draft Parish Charter was one sided and held a lot of statutory requirements rather than points that were in the spirit of creating a better working relationship between the City Council and Parish Councils. Amendments have been made and circulated to all KALC members before sending the final draft to Canterbury City Council for their consideration. The main change to the charter has been requesting that consultation periods be extended to eight weeks to ensure all Parish Councils get the opportunity to fully consider proposals.

Cllr Treacher also reported that KALC is supporting the A257 group campaign to change speed limits of villages along the A257 to 20mph, but it would like to see this extended to all rural parishes. City Cllr Walker reported that he will be raising this at the next RAMP meeting with the aim of getting a representative from Kent County Council to discuss the matter in more detail.

Village Hall Committee
Cllr Treacher and John Joice reported that at the last meeting on Monday 27 March 2017 it was agreed to place a number of advertisements in the noticeboards, Church and Village magazine and the local Gazette, seeking to find new committee members and a replacement Chairman for John Joice who wishes to step down by the of the year. A number of residents have come forward to join the committee and at the first committee meeting on Monday 08 May after the Annual Parish Meeting, responsibilities for new and existing members will be agreed.

The Village Hall Committee also discussed the use of the Village Hall by the School during term times following a request received from a resident to the Parish Council asking for the use to be reviewed. After some discussion, it was agreed that as it was believed there was no significant demand for the hall during term times, the school should continue to use the hall as per the current agreement in place. This decision has been relayed back to the resident who raised the matter.

John Joice also reported that the School arranged for a Fire Risk Assessment to be carried out at the Village Hall without prior notification. The recommendations made were the same as the previous assessment undertaken a couple of months ago arranged by Cllr Wright which have already been agreed by the committee.

Playing Field Committee
Cllr Rees reported that one of the legs on the bird nest swing moves slightly when it is in use. Cllr Rees has contacted Peak Playgrounds who have informed her that it either needs the bolt tightening or the leg re-setting. Peak Playgrounds have assured Cllr Rees that the swing is still safe to use and will be sending an engineer in due course to fix this.

The £1400.00 grant from RAMP has been paid directly into the Parish Council account instead of the Playing Field Committee account. Cllr Rees reported that she would transfer over the remaining amount for the swing to the Parish Council.

Cllr Rees reported that letters to be distributed to residents surrounding the Playing Field, informing them of the upcoming Classic Car Show on Sunday 21 May 2017 and measures that have been put in place to minimise the impact on local residents, will be printed and distributed shortly.

Cllr Rees reported she had completed the end of year accounts for the Playing Field Committee sub bank account. The current bank balance is £1835.40.

Village Greens
Cllr Bradford reported that one of the white posts by the informal layby and salt bin along Wickham Court Lane is leaning and needs replacing. The footpath sign opposite the Rose Inn is also leaning and needs adjusting. The Clerk was asked to report this to Kent Highways.

Flood Protection
Cllr Twyman reported that the Emergency Plan has been updated and Tony O'Sullivan has kindly marked up a map showing places to go in an emergency for inclusion in the plan. The Clerk agreed to scan in the maps to incorporate them in the Emergency Plan document.

10. **FINANCE**

The expenditure totalling £705.58 was authorised, made up of:

- KALC – Annual subscription - £241.82
- Majestic Garden Care – Playing Field maintenance - £40.00
- Hayward Design and Print – Printing of APM invitations - £40.25
- Chenice Sparkes – Clerk Salary April 2017 - £252.91
- HMRC – Employee and PAYE April 2017 - £58.60
- KALC – 2x attendance at the Preparing for Audit Workshop - £72.00

The Clerk reported that she had appointed Internal Auditor Lionel Robbins, a KALC certified internal auditor, who charges £50.00. The appointment is booked for Tuesday 16 May 2017 and the Clerk shall report back his findings at the Parish Council meeting the same evening.

The Clerk reported that she and Cllr Rees attended the Preparing for Audit Workshop on 01 April 2017 which was very useful in checking that the Parish Council is conforming to the Transparency Code brought in from April 2016.

11. **CLERK REPORT AND CORRESPONDENCE**

(i) Clerks Direct April 2017 magazine was received

(ii) The Clerk reported that the format of the website has been changed by the website provider at the beginning of April to make it easier for mobile phones to navigate. The Clerk reported that all documents should now be uploaded to the website as she spent quite a while doing this, but asked Parish Councillors to inform her if any documents appear to be missing.

(iii) The Clerk reported that Channel 4 is holding a Village of the Year series this summer where a group of judges will be visiting villages across the UK. Villages will be judged on their history and heritage, activities and events, picturesque appearances and great sense of community, with a prize of £10,000 being awarded to the winner. The Parish Council decided not to participate.

12. **ANY OTHER BUSINESS**

(i) Cllr Twyman reported that an additional Parish Council meeting was held on Wednesday 29 March 2017 where standing orders were suspended at the start of the meeting.

(ii) Cllr Rees reported that the paediatric electrode pads in the defibrillator are due to expire on 23 May 2017 as they unfortunately have a short shelf life. Cllr Rees reported she has emailed Laura Dyer of KALC to request a quotation and to suggest that a bulk order be placed as a number of defibrillators were purchased around the same time which will all require replacement pads.

The meeting closed at 9:15pm

Signed……..... (Chairman)

Date…….....