WICKHAMBREAUX PARISH COUNCIL
MINUTES OF THE MEETING HELD ON 14 MARCH 2018

Present: Parish Cllr Robin Treacher (for part of the meeting)
Parish Cllr Martin Twyman
Parish Cllr Faith Wright
Parish Cllr Caroline Rees
Parish Cllr Linda Lodge
Parish Cllr Gary Bradford
Parish Cllr Catherine Holland

Miss Chenice Sparkes, Clerk to the Council

2 Members of the Public

1. **CHAIRMAN'S OPENING REMARKS AND APOLOGIES FOR ABSENCE**
Apologies for absence were received and accepted from City Cllr Stuart Walker and County Cllr Michael Northey. Cllr Twyman gave apologies for Cllr Treacher as he had been taken ill just before the meeting.

2. **DECLARATIONS OF INTEREST**
None.

3. **MINUTES OF THE MEETING HELD ON 20 FEBRUARY 2018**
The Minutes were accepted as a true record of the meeting.

4. **INFORMATION FROM MATTERS ARISING**
None.

5. **REPORTS FROM COUNTY AND CITY COUNCILLORS**
County Cllr Michael Northey
County Cllr Northey reported that Kent County Council is putting in £8.1 million for repair of potholes and other road repairs following the recent bad weather. Contractors are held to account before invoices are paid with photo requirements of each pothole before, during and after repair.

County Cllr Northey also reported that subsidies for rural transport has been cut to £455,000 following further consultations on proposed cuts to uneconomical rural routes. None of the proposed cuts affect the parish and cuts have been achieved by various route changes. Detailed consultations are being held by Paul Carter and others, including transport providers, on how to deliver rural services in a more personalised way. This could include having a service where people can call for a minibus route or other service. More details will be provided at a later date.

ADJOURNMENT
Two representatives from the School wished to clarify matters relating to the travel plan. The School has updated its travel plan every year but one since 2005, but these have not been uploaded to Kent County Council's website due to difficulties uploading on the Jambuster template. Compared to other neighbouring parishes, Littlebourne Primary School has not uploaded an amended travel plan since 2008 and Preston since the early 2000's. Problems faced by these rural schools are very similar to Wickhambreaux showing traffic issues are not an isolated problem.

Cllr Wright reported that Iona Rogulski from Kent County Council confirmed the travel plan was being updated on a regular basis but not uploaded at their meeting on 31 January 2018. It is not a statutory requirement for schools to have a travel plan.

Cllr Treacher asked the representatives if the School has a target audience for the travel plan as no consultation was carried out with the wider parish community or the Parish Council. As it is the residents of the parish who are impacted most by the traffic problems, it is difficult for them to know that the School is actively updating their travel plan if they are not informed or there is no availability to view this on Kent County Council's website. The representatives confirmed that there is no target audience for the travel plan.

Cllr Twyman reported that he had received a number of complains over the past few weeks regarding traffic congestion in the village. The representatives reported that the School hosted Science Week where members of the public were invited to attend the school which they appreciate would have increased traffic but also the current roadworks on the village green has not helped matters.

Cllr Bradford asked why teachers do not appear to car share on a regular basis as this is one of the items listed in the travel plan, in particular the four teachers who come from Deal. The School representatives responded that these teachers car share when possible but due to meetings outside of the school and differences in timetables, it is not possible to car share every day.

One of the representatives from the School reported that the minutes from Littlebourne Parish Council's meeting held on 07 February 2018 appear to have some inaccuracies regarding the planning application and asked why Cllr Treacher addressed the Parish Council at the meeting. Cllr Treacher reported that he attended the meeting as a member of the public and was asked to answer a few questions as the School had provided a presentation on the planning application at Wickhambreaux Parish Council's previous meeting on 16 January 2018. The Parish Council advised the representatives to speak to Littlebourne Parish Council directly regarding their comments.

Cllr Wright thanked the representatives for informing the Parish Council of their annual Easter service on Wednesday 28 March 2018 at St Andrews Church in Wickhambreaux at 2pm. At the meeting with Iona on 31 January 2018, the Parish Council suggested that the School inform the Parish Council of events on an annual basis so residents can be informed but it was agreed with the School that it would be better on a term-by-term basis. Cllr Wright enquired what measures the School would take to mitigate the increased traffic during the service from impacting on the village.

The representatives from the School suggested writing to all parents encouraging them to car share and to be sensible when parking. The Parish Council agreed with this suggestion and Cllr Lodge suggested contacted the local PCSOs to see if anybody would be available to assist. Cllr Twyman suggested that marshals could be provided to assist with the parking arrangements. The representatives took on board the suggestions and Matt Collins agreed to look into the possibility of marshalling. Cllr Lodge suggested that cars could park on the School playground temporarily once the pupils had been walked safely to the Church. The representatives informed that it would not be possible on this occasion as the Easter fair is being held on the playground straight after the service, but it may be possible for future events and the representatives agreed to take this suggestion forward. The Clerk agreed to put the event details on the Parish Council website.

Cllr Wright reported that a meeting has been scheduled for Tuesday 20 March 2018 with Iona and Mrs Campling to discuss the recently updated travel plan and a few inconsistences identified. The School representatives reiterated that any Councillors who wish to look around the School are welcome to do so and should contact Matt Collins to arrange an appointment. Cllr Treacher had accepted the invitation and was waiting on a formal date from the School.

6. **HIGHWAYS**

(i) Cllr Twyman reported that there are a number of potholes in the village, one on the corner of the main green by Wickham Court and one opposite Supperton Farm Cottage. The Clerk was asked to report these again to Kent Highways.

(ii) Cllr Holland reported that there is a large pothole just before the bridge heading to Stodmarsh on the left hand side, Cllr Wright reported that there is a large pothole at the top of The List near the junction with Grove Road and Cllr Bradford reported a large pothole on Grove Road near the junction with Wickham Court Lane. The Clerk was asked to report these to Kent Highways.
(iii) Cllr Lodge reported that the access width restriction sign on the corner of Sandpit Cottages needs replacing.
(iv) Cllr Twyman reported that road surface treatment works are planned for Hollybush Lane between Eldbridge Hill and Wickham Court Lane, between the A257 Canterbury Road and The Maltings and Court Hill in Littlebourne, and between the A257 Canterbury Road and Bramling Downs Road in Bramling. No date has been confirmed.
(v) Cllr Twyman reported that he attending the last A257 meeting on Saturday 10 March 2018, although it was not a full meeting so MPs and Councillors were not in attendance. The main points of discussion surrounded declassifying the A257 from an A road to a B road but Cllr Twyman strongly advised against this as it wouldn't have the same priority for road repairs. Bypasses were discussed briefly but as funds are limited, it was decided to downgrade their priority in the draft recommendations report for improvements to the A257.

7. **PLANNING**

KCC/CA/0327/2017 – Wickhambreaux Primary School, The Street

Cllr Wright reported that the application has been deferred to Kent County Council's Planning Application Committee on 11 April 2018.

CA//18/00298/LUP – Bell Barn, The Street

The Parish Council has no objections to the application for a lawful development certificate for a proposed replacement window. Cllr Wright reported that the School have asked that the window be glazed with frosted glass due to the possibility of overlooking the playground.

CA//18/00387/FUL – Little Puxton Farm, Puxton Road

Cllr Wright reported that she has a meeting scheduled with the owners on Saturday 17 March 2018 to discuss the proposed replacement dwelling. The owners have informed her that the building is currently derelict and not habitable and they have been liaising with the Canterbury City Council Planning Department, who have given an agreement in principle to a replacement dwelling subject to design.

CA/18/00035/FUL– 1 Pear Tree Cottage, Stodmarsh Road

Canterbury City Council has granted the application for a two storey side and single storey rear extension.

8. **REMEMBERANCE BEACON 2018**

Cllr Bradford reported that plans have not been finalised for the event and he is hoping to include the local scout group in Littlebourne if they are not involved in a separate event. Cllr Wright reported that as part of the commemorations, bagpipe players are encouraged to play "Battles O'er" at 6am, a traditional song played after battle. Cllr Lodge suggested covering the War Memorial in poppies and Cllr Treacher suggested lining the pathway to the beacon and the church path with planting or temporary lanterns. Cllr Bradford reported that the proposed location for the beacon is the restored pill box and it was agreed to present a full report on the proposed plans for the next meeting.

9. **ONLINE BANKING**

Cllr Bradford requested the possibility of moving to online banking be debated due to the recent delay in paying a local Contractor as a result of delays in the post. He noted that Ickham Village Hall have online banking with two signatories needed to enact payments through an online banking provider.

The Clerk reported that she had sought advice from KALC who advised that online banking would still need to have two signatories to enact payments. Currently the Parish Council bank with Natwest who only require one signatory for online banking, as is the case with most of the High Street banks. There are online banking only providers who could provide the two signatory rule and allow payments to be set up by the Clerk as Responsible Financial Officer.

After some debate, the Parish Council decided not to look into online banking providers at this time as it was felt the current method is more transparent.

10. **CLLRS' REPORTS**

Tree Representative

Cllr Wright reported that the following applications have been received:

- TRE/18/00072 – Jasmine Cottage, Stodmarsh Road – Crown raise three beech trees by 6m, located in front garden, and reduce two holly trees by 25% in rear garden
- TRE/18/00086 – Southern Down, The List – Reduce height of silver birch tree by 5-8ft and reduce trunk of a willow tree by 3m and pollard, located in the rear garden
- TRE/18/00129 – Chapel House, Wickham Road – T1 – Yew tree to crown reduce by 2m on house side and then to balance canopy by similar reduction over neighbours garden

The Parish Council has no objections to the pruning and maintenance works.

Cllr Wright reported that Canterbury City Council consult Aiden Potts, an in-house officer of the Council in Streetscene, who comments on tree work applications. However, it seems that Canterbury City Council is not taking into account comments made by Aiden Potts and is approving applications, despite sometimes being in contradiction to comments received. The Parish Council agreed that Cllr Wright should write to Canterbury City Council to enquire why this appears to be the case.

Law and Order

Cllr Lodge reported that she attending the Neighbourhood Watch AGM held on Saturday 10 March 2018 where a talk was given on supporting students in communities, including what the local universities are doing to ease problems in communities with a mix of student and resident population, and also on modern day slavery and what signs to look for.

Cllr Twyman reported a white transit van was spotted in the village travelling towards Grove searching the outside of properties with a bright search light. The incident has been reported to the Police who will be looking onto the matter.

KALC

Cllr Treacher reported that he attended a conference session at Canterbury City Council this morning (14 March 2018) regarding the recent GDPR (General Date Protection Regulations) update. By 25 May 2018, the Parish Council needs to have carried out an audit on all information held, decide what needs to be kept and what can be destroyed, and undertake a risk assessment of all data proposed to be kept.

Canterbury City Council is looking at possible funding resources that could be utilised to help parishes fulfil their obligations. Cllr Treacher suggested small parishes utilise other Clerks as the Data Protection Officer but this was determined to be in breach of the regulations. Canterbury City Council agreed to undertake a training package for all Councillors and the Parish Council agreed to defer decision of appointing a Data Protection Officer to the next meeting.

RAMP
Cllr Treacher reported that he was unable to attend the last meeting but will circulate the minutes to all Councillors once received. Cllr Treacher also reported that the nature of RAMP will be changing as a result of the Community Governance Review which highlighted a mismatch in the relationship between Area Member Panels and Parish Councils. In future, RAMP will start meetings with a presentation on elements of Canterbury City Council that interlink with roles of Parish Councils, e.g. planning, so both parties have a better understanding of each other's roles. In the future, Parish Councils could play a more active role alongside City Councillors at RAMP meetings.

Cllr Treacher reported that there is some money left over in the RAMP community funding pot and Cllr Rees is looking at applying for money towards the cost of the new electricity cabinet. The Village Hall Committee has also been encouraged to apply for funding once the computer clinics are up and running.

Village Hall Committee
Cllr Bradford reported that the new Village Hall noticeboard was installed last weekend and the hand dryers have been delivered and are ready to install.

Playing Field Committee
Cllr Rees reported that the birds nest swing was attended to and inspected by an engineer from Peak Playgrounds on Tuesday 13 March 2018. Although it was not found to be dangerous; there was only slight movement on the front right leg of the swing as the leg and its surrounding concrete moved within the soil (this is a natural down side to installations directly into soil), to satisfy RoSPA the holes to both front legs have been re-dug and sufficiently more cement added to help secure the legs and their concrete feet even more. The engineer also undertook a full inspection to all the play equipment and reported there were no issues.

The signs printed by Hayward Design have collected and will be fitted by Cllr Rees and Steve Rees to both pedestrian gates to the Playing Field once some anti-theft bolts have been obtained. Stickers can be applied to the bins if need be – so that dog walkers are aware that bagged dog waste can be placed into the litter bins, however the Committee will monitor the situation and only apply if required. Four metal signs from Canterbury City Council have been obtained reminding people to respect the neighbouring community, which can be placed around the Parish if felt they are required.

Cllr Lodge reported she contacted a second Acoustic Engineer to obtain a quotation to undertake an assessment on possible acoustic fencing requirements for the Playing Field. The engineer spoke to Cllr Lodge on the phone and advised that, based on experience of similar situations, acoustic fencing is not likely to be successful in this instance. The cost of getting an engineer to undertake a site assessment would cost £600.00 plus VAT, the same as the previous quotation received from MRL Acoustics. It was agreed not to proceed with undertaking an assessment based on the advice received.

Cllr Rees reported that the concrete slab will be removed once the Contractor's trailer has been fixed and a date has been agreed.

The Playing Field Bank balance is £2354.12 after payment of Hayward Design's invoice for £117.60.

Village Greens
Cllr Treacher reported that UK Power Networks should be finishing their works on the village green shortly weather permitting. The village green will then be reseeded and reinstated to higher standard than previously as no further works are proposed for this area. UK Power Networks hope to return within the next 7-10 days to make the final connections in Spicers

Place and Cllr Treacher reported that he has contacted Chris Maw at Kent Highways, with the support of County Cllr Michael Northey, to discuss reinstating the kerb to a different alignment to make the junction wider in an attempt to alleviate the current problem of vehicles mounting the kerb.

Cllr Treacher also reported that he has had a number of residents comment on the difference in post sizes on the village green, especially where there is one large post next to one smaller post in three locations. Cllr Treacher proposed that in these three locations, the smaller posts are changed to larger posts to be more symmetrical. The Parish Council unanimously agreed with this suggestion and Cllr Bradford agreed to arrange for the works to be undertaken.

Flood Protection
Cllr Twyman reported that water levels have risen since the last meeting but water levels are still short of what is expected for this time of year.

Cllr Twyman also reported that South East Water is perusing creating a new reservoir at Broad Oak by 2033, despite the recently approved Nemo Electricity Link. Various consultation meetings will be carried out in April 2018 in Broad Oak and neighbouring areas. Cllr Treacher reported that the final scheme will still need government approval.

11. **FINANCE**
The expenditure totalling £571.76 was authorised, made up of:
- Action with Communities in Rural Kent – Annual Subscription - £50.00
- Chenice Sparkes – Clerk salary March 2018 - £220.36
- HMRC – Employee and PAYE March 2018 - £50.40
- Chenice Sparkes – Printer Inks - £31.00
- Wickhambreaux Village Hall – Hire of Village Hall for Parish Council Meetings - £220.00

12. **CLERK REPORT AND CORRESPONDENCE**
None not covered on agenda.

13. **ANY OTHER BUSINESS**
(i) Cllr Twyman reported that Tony O'Sullivan is writing up the Emergency Committee minutes which will be circulated in due course and has received the up to date contact details for Canterbury City Council, Kent County Council and other organisations listed in the Emergency Plan.
(ii) Details for the Annual Parish Meeting were discussed and it was agreed Cllr Lodge should contact the PCSOs directly to invite them to the meeting.
(iii) Cllr Bradford reported it would be difficult to obtain a quotation not on an hourly basis for mowing of the village green in Stodmarsh, following volunteers Mr and Mrs Birt ceasing from this year, and provided a quotation of £20.00 an hour for his services. It was agreed to add this to the next agenda for discussion.

The meeting closed at 9.25pm

Signed……..... (Chairman)

Date…….....