WICKHAMBREAUX PARISH COUNCIL
MINUTES OF THE MEETING HELD AT 7.30PM ON 18 SEPTEMBER 2018
AT WICKHAMBREAUX VILLAGE HALL, THE STREET, WICKHAMBREAUX CT3 1RJ

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

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 Treacher welcomed everyone to the meeting. Apologies for absence were received and accepted from County Cllr Michael Northey (Illness).

2. **DECLARATIONS OF INTEREST**
Cllr Twyman declared an interest in planning application CA//18/0102/FUL for Land to the west of Newborn Farm and Cllr Holland declared an interest in planning application CA//18/01787/FUL for Supperton Bungalow as a family relation.

3. **NOMINATIONS FOR PARISH COUNCILLOR VACANCY**
Cllr Rees proposed that Pamela Moon be co-opted to the position of Parish Councillor, Cllr Treacher seconded the motion and the Parish Council unanimously voted to induct Ms Moon to the role of Parish Councillor.

4. **MINUTES OF THE MEETING HELD ON 17 JULY 2018**
The Minutes were accepted as a true record of the meeting with some minor amendments.

5. **INFORMATION FROM MATTERS ARISING**
7 (i) Cllr Twyman reported that the resurfacing works to The Hill in Littlebourne scheduled for 20 July 2018 did not take place.
11 (Playing Field) Cllr Treacher reported that he raised with the Rural Forum (formally RAMP) that a response had not been received with regards to arranging a date to undertake a CCTV survey at the playing field. The Clerk reported that since the Rural Forum, David Harte has responded by email to apologise for the delay and to arrange a date.
11 (Footpaths) Cllr Wright reported that the entrance steps to CB537 along the riverbank have now been altered.

6. **REPORTS FROM COUNTY AND CITY COUNCILLORS**
City Cllr Stuart Walker reported that he has followed up on Cllr Treacher's request to obtain names of contractors who could provide a quotation for re-turfing the village green. Canterbury City Council has a contract with Serco which includes all ground maintenance so do not have any other contractors they can recommend. Cllr Walker recommended getting a local contractor to price as Serco is likely to be expensive in comparison for the small nature of the works proposed.

Cllr Walker requested the Parish Council start thinking of nominations for the Lord Mayor's Christmas Appeal this year. Nominations can be for residents in the village in need, for example somebody elderly living on their own, or can be a thank you gift for residents in the village who have contributed to the parish.

Cllr Walker reported that funding for the Rural Forum will be changing from the next financial year (2019-2020) to allocate £1,000 to each city councillor rather than an open pot of money to be applied for by all councils.

Cllr Twyman reported that he sent a letter of condolence to the family of County Cllr John Simmonds who sadly passed away in August 2018. Cllr Simmonds represented Wickhambreaux parish in the past and has always been supportive of local initiatives. City Cllr Walker reported discussions are ongoing with regards to providing a memorial and local parishes may be invited to get involved.

7. **HIGHWAYS**

(i) Cllr Twyman reported that the meeting where the improvements to the A257 will be discussed will be held on Friday 28 September 2018 at Wingham Primary School from 10-11.30am. Craig Mackinlay, Thanet MP, will not be in attendance as he will be opening a new biomass waste plant at Richborough on the same date and Rosie Duffield, Canterbury MP, has declined to attend. Cllr Twyman expressed his disappointment at the lack of MP attendance and reported the local press have been invited. Cllr Twyman also reported that Alan Marsh, Chair of the Transportation Board, has agreed to fund the cost of printing and presenting the reports so parish councils don't have to contribute.

(ii) Cllr Twyman reported that the signpost at Sandpits is laying on the ground. The Clerk was asked to report this again to Kent Highways.

(iii) Cllr Lodge reported that pot holes on Grove Ferry Bridge have been temporarily repaired and Cllr Twyman reported that various pot holes have been repaired throughout the parish.

(iv) Cllr Wright reported that works to install four gulleys and a soakaway at the junction of The List and The Street has been carried out. The flooding situation has improved but does not appear to have resolved the problem completely. Cllr Lodge suggested monitoring the situation over the winter months as the dry weather may be a contributing factor to not all the water draining away.

(v) Cllr Treacher reported that Kent County Council has completed the works to the corner of Spicers Place, including altering the kerb line to make it wider to enable easier access for larger vehicles, the installation of dropped kerbs to either side, reseeding of the verge and the installation of timber posts. Cllr Treacher reported that the dropped kerbs have made it much easier for pedestrians to use and Serco have not needed to mount the kerb to collect refuse/recycling.

8. **PLANNING**

CA//18/01606/FUL – Hooksfield House, Seation Road

The owners of the property wished to address the Parish Council to explain why the recent Lawful Development Certificate (CA//18/00950/LUP) was withdrawn and a planning application submitted. The owners explained that they submitted an application for planning permission in March 2018 but Canterbury City Council advised that planning permission was not required for the works and refunded the fee. Canterbury City Council advised that the owners could apply for a Lawful Development Certificate to regularise the proposed works.

The owners subsequently submitted a Lawful Development Certificate but were informed by Canterbury City Council that the original planning officer had made a mistake and planning permission was required. The Lawful Development Certificate was therefore withdrawn and another planning application submitted.

The Parish Council has no objections to the proposed dormer window in front of the detached garage.

CA//18/01787/FUL – Supperton Bungalow, Grove Road

The Parish Council has no objections to the proposed two storey side extension and single storey garage to the side.

CA//18/01890/KSOD – Wickhambreaux Primary School, The Street
Canterbury City Council has received a consultation from Kent County Council for the details of a Construction Management Strategy pursuant to condition 06 of planning permission CA/17/02916/K3F.

Cllr Treacher reported that he has been approached by a resident living in close proximity to the School to express their disappointment at the lack of consultation with local neighbours in producing the Construction Management Strategy. The Construction Management Strategy and samples of materials should have been approved before works started on site but the applications were not received until after works had commenced. A School representative present at the meeting reported that the School were under the impression that these pre-commencement conditions had already been discharged.

Cllr Wright reported that she spoke to Mary Green, Planning Officer at Kent County Council, who explained that a delay in paying the required application fees resulted in the applications not being validated and therefore considered. Kent County Council did advise the School not to start works until these conditions were discharged before the summer holidays, however they have no objections to the Construction Management Strategy and samples of materials so both applications are likely to be approved.

The Parish Council do not wish to see the works cease whilst approval is sought to the conditions but the Clerk agreed to write a letter to Mary Green expressing the Parish Council's disappointment that these conditions were not discharged before works commenced on site and to ask for clarification as to why this is the case.

CA/18/00685/FUL and CA/18/0686/LB – The Rose Inn, The Green
Canterbury City Council has granted the proposed single storey rear extension and internal alterations.

CA/18/01123/FUL – 2 Pear Tree Cottage, Stodmarsh Road
Canterbury City Council has granted the proposed single storey porch.

CA/18/01370/FUL – Twynings, The List
Canterbury City Council has granted the proposed single storey garage following demolition of existing garage.

9. **REMEMBERANCE BEACON 2018**
Cllr Lodge reported that she has undertaken some research of the 10 men from the village who lost their lives during the war and has identified the missing name on the war memorial as George Woolett. The Royal British Legion will be supplying large poppies to place on the railings and have asked for a donation in return, amount to be agreed. Cllr Lodge also reported that she provided a donation for a weatherproof poppy to be added to the National Centre of Remembrance which says "Wickhambreaux is forever grateful to the men from the parish who made the ultimate sacrifice".

Cllr Lodge proposed that booklets be produced with the information gathered on the fallen men of the parish which can be distributed at the commemorations. The Royal British Legion is able to provide the booklets for a donation and the Parish Council unanimously agreed to proceed with the production of booklets. It was also suggested that any left-over booklets be distributed in Wickhambreaux Primary School for educational purposes. Cllr Lodge agreed to obtain a price for the production of 100 booklets.

Cllr Wright reported that Canterbury Cathedral has a memorial to all the bell ringers who lost their lives during the war. The Cathedral agreed to check whether Albert George Johnson from the parish is included and, if not, his name will be added to the memorial.

Cllr Twyman reported that Canterbury City Council has removed the graffiti from the pill box after much chasing. City Cllr Walker expressed his disappointment that he was previously told the graffiti had been removed when this was not the case. The beacon will be lifted onto the pill box towards the time of lighting for safety reasons and to ensure it is not lit prematurely.

The Clerk reported that the 10 Perspex solider cut outs have now been received.

10. **NALC AMENDMENTS TO STANDING ORDERS**

The Parish Council unanimously agreed to approve the NALC (National Association of Local Councils) amendments to Standing Orders as follows:

(i) Model Standing Order 17:

A minor mistake was made in SO 17(d) (ii) which states:
"to the Council the accounting statements for the year in the form of Section 1 of the annual governance and accountability return, as required by proper practices, for consideration and approval."
The correct wording for SO 17 (d) (ii) is:
"to the Council the accounting statements for the year in the form of Section 2 of the Annual Governance and Accountability Return, as required by proper practices, for consideration and approval."

(ii) Model Standing order 21 and 15(b)(ix):

Further to the government's decision to exempt local councils from the definition of "public authority" for the purposes of the General Data Protection Regulation the previous reference to "shall appoint a Data Protection Officer" in model standing order 21(a) has been changed to "may appoint a Data Protection Officer". Model standing order 15(b)(ix) has also been changed to conform to the new position to: "liaise, as appropriate, with the Council's Data Protection Officer (if there is one)".

(iii) Model Standing order 18:

Model Standing order 18(c) has been changed to include the words "unless it proposes to use an existing list of approved suppliers (framework agreement)" and now reads:
"A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement)."

11. **FINANCE SUB-COMMITTEE AND VILLAGE HALL INVESTMENT PROGRAMME**

Cllr Treacher reported that he, Cllr Rees and the Clerk met with two representatives from the Village Hall Committee (Russ Jordan and Cathy Hayward) to establish a schedule of works for the village hall. The Village Hall Committee have identified that, in addition to the windows requiring replacement in the near future, the flooring in the toilets and the kitchen needs replacing, parts of the flooring in the main hall require repairing, kitchen worktops and splashbacks require replacing and the boiler will need replacing.

Two initial quotations have been received for replacing the windows amounting to £25,000 for supply and fit (including VAT) and £16,000 for supply only. This is considerably more than the estimate of £10,000 previously anticipated so further funding options will need to be looked into. The Parish Council unanimously agreed to defer discussions regarding the production of a schedule of works, prioritising the immediate items, for the village hall to the Finance Sub-Committee.

12. **KENT COUNTY COUNCIL HOUSEHOLD WASTE RECYCLING CENTRE CONSULTATION**

Cllr Treacher reported that Kent County Council (KCC) are holding a Kent Household Waste Recycling Centre Consultation on their proposals to charge for soil, rubble, hardcore and plasterboard. KCC has never been obligated to accept these items free of charge, as there is no statutory requirement to accept non-household waste, but it is appreciated that from time to time Kent residents may need to dispose of these items so KCC would like to continue to offer this service.

As the number of residents in Kent is increasing and neighbouring Councils are imposing charges or restricting services, it is likely that the cost to Kent will increase. KCC believes this option will reduce the cost to Kent taxpayers of disposing of waste from 'cross border' users and help protect the service.

Cllr Holland raised concerns that this would increase fly tipping across the district; a concern echoed by all councillors. It was unanimously agreed to object to the proposals to charge for soil, rubble, hardcore and plasterboard and Cllr Treacher agreed to respond to the consultation on the Parish Council's behalf. City Cllr Walker reported that Canterbury City Council will also be objecting over concerns that fly tipping will increase.

13. **CHRISTMAS TREE**

Cllr Treacher reported that the cost of providing a Christmas tree this year would be in the region of £80.00-£90.00 and the delivery of the tree can be coordinated with Ickham to keep delivery costs down. The Parish Council unanimously agreed to have a Christmas tree again this year and Cllr Rees agreed to oversee the decoration.

14. **CLLRS' REPORTS**

Tree Representative

The Parish Council has no objection to reducing the height of a hazel tree by 20% and reshape at 2 School Cottage, The Street, and the felling of a conifer tree located near the front boundary of Firstone, The List. It was agreed to defer comments on the trees identified to be felled to the south-west boundary at Wickhambreaux Primary School to Cllr Wright once they have been inspected.

The Parish Council expressed concerns at the proposed felling of 17 trees located along the Wickham Court Lane boundary due to the prominent location of the trees and their contribution to the Conservation Area and wider village. Cllr Wright reported that Aidan Potts at Canterbury City Council has advised that the application be resisted and has instead recommended that the ivy be removed.

The Case Officer is also concerned with the number of trees to be felled due to their prominent location but has no power to refuse the application as the trees are not subject to a TPO (Tree Protection Order). Canterbury City Council does have the power to apply a TPO on the group but the Case Officer does not feel that the trees meet the criteria for this. The owner has said the application has been made as the roots of the trees are damaging adjacent farm buildings and feels it would be preserving the heritage of the area.

Cllr Wright also reported that a further application to pollard a Poplar tree by 50% has been received for the Grove Ferry Boat Club. The Parish Council has no objections.

Cllr Treacher reported that the Gardening Society will shortly be dissolved and has received a request whether it would be possible to use leftover funds to plant some trees in the village as a lasting reminder of the society. No ideal locations could be identified and Cllr Wright suggested that money could be donated for the upkeep of the planters on the bridge instead and Cllr Rees suggested that they assist with the planting of the nature area on the playing field. Cllr Wright also suggested a commemorative bench could be placed in the nature area as a lasting reminder. Cllr Treacher agreed to write back with the Parish Council's decision and alternative suggestions.

Law and Order
Cllr Lodge reported that the recent vandalism of the phone box coin container has not yet been reported to Neighbourhood Watch. Nearby in Littlebourne and Canterbury, there has been a spate of thefts from garages and tools stolen from vans. Cllr Lodge also reported that she responded to the recent Kent Police survey on the Parish Council's behalf.

RAMP (now Rural Forum)
Cllr Treacher reported that has expressed disappointment on behalf of the Parish Council at the change in funding from the next financial year (2019-2020) to allocate £1,000 to each city councillor rather than an open pot of money to be applied for by all councils, which will be detrimental to parish councils with large projects.

Village Hall Committee
Cllr Lodge reported that the hand dryers and LED lighting have now been installed. The cost of the LED lighting came in above the estimate as once the electrician inspected the current fittings, it was discovered that they were not suitable to take LED lights and could not be converted. It was also discovered that the emergency lighting was not functioning correctly and required updating.

Cllr Lodge also reported that the IT sessions will be held in January 2019 once the overhead projector has been installed. Cllr Lodge reported that an advert will be placed in Church and Village and Cllr Rees reported that the projector has now been ordered.

The date for the Jazz evening has been changed to 29 September 2018 to fit in with the band and tickets are selling well. The Christmas fundraiser is scheduled for 08 December 2018 from approximately 11am-2pm and the Wine & Wisdom evening has been postponed until the New Year, date to be confirmed.

Cllr Lodge reported that she met with Sue Tucker from Red Zebra on 03 September 2018 to discuss fundraising options for the village hall. Sue Tucker has subsequently sent through some information today (18 September 2018) of insurance companies who have bespoke village hall insurance to enable comparative quotations to be obtained on renewal.

Cllr Lodge also reported that a deep clean of the village hall was carried out on 28 August 2018, consisting of Committee members and village volunteers. The Committee wished to record their thanks to all those who assisted, which will also be circulated in Church and Village. The Committee agreed that a deep clean should be arranged three times a year and a more formal cleaning rota agreed with the cleaner.

Cllr Lodge reported that a quotation was obtained to undertake repairs on the flooring in the main hall from a company who has undertaken repairs on the village hall previously. The estimate has come in considerably more than anticipated and other companies will be approached to provide a comparative price.

The Village Hall bank balance stands at £3538.00.

Playing Field Committee
The Frank Montgomery Playing Field had a meeting on 12th September 2018. Two members; David Sayner and Charlotte Stewart, have resigned from the committee due to personal commitments.

The Committee are pleased to report that we seem to have had a quiet summer, in relation to complaints or problems, and the few that have been reported have been dealt with swiftly. Slowly the Committee are encouraging more sympathetic noise levels and users to respect the 8pm or dusk restriction.

Cllr Lodge reported that she left two waterproof boxes in the playing field, containing crayons, pencils and paper in one and second hand reading books in the other, to encourage quieter play. These have been very well used and lots of positive feedback has been received.

The lack of anti-social behaviour/ noise nuisance could however be due partly to the Zip Wire being out of action since 30 June 2018, due to the brake spring not working properly and not cushioning the stop of the ride. This is due to wear and tear and a quote from NGF Play (the installing company) to attend and replace the spring as well as a service amounted to £531.62 including VAT. The high cost is mainly due to travelling from Norfolk.

The holiday period made it logistically more difficult to book/arrange an engineer to attend, but today (18 September 2018) a more local engineer from Adventure Zone, Wrotham, Kent attended and replaced the brake spring and installed new brake pads upon the Zip Wire so it is back in action. The price is vastly reduced at £145.00, including the brake spring and labour. The invoice does however need slight adjusting to include the cost of the new brake pad.

The Committee are pleased to report that the ROSPA report was extremely good, with a few minor points of note. These points will be addressed where necessary. Cllr Lodge wished to thank the school children who participated in picking up stones on the playing field following the removal of the concrete slab.

A working party will be arranged in the near future to make the footpath more accessible for disabled/wheelchair users or mums with buggies, by simply laying some type 1 hardcore in the dipped areas, caused by wear and tear. This working party is subject to no objection from Kent County Council, as the footpath does belong to them, but improving the footpath to access our playing field is low on their priority list. Cllr Wright reported that Kent County Council has requested a brief specification of what is being proposed, including the type of hardcore used and the approximate surface area and depth of each dip. Some hardcore contains glass which Kent County Council do not approve the use of. Cllr Wright agreed to provide some contact details of the relevant department for Cllr Rees to liaise with.

The next Playing Field Meeting is provisionally planned for 23rd January 2019. The discussion about making sure the Trust document is fit for purpose some 30 years after it was written is an in depth topic and has been postponed to this next meeting.

Future improvements will be to the Nature Area, and events planned only include the Classic Car show on 19 May 2019.

The Playing Field Bank balance remains at £2354.12, although the invoice from Adventure Zone is pending.

Village Greens

Cllr Treacher reported that replacement timber posts around the village green have now been installed and have come in cheaper than the original quotation. The posts will be painted white to match what was there previously but the treated timber needs time to settle before they can be painted. The chains will also need painting before installing. Cllr Rees reported that some debris has been left on the village green as the entire load would have exceeded the weight limit on the contractor's van and will be collected and disposed of shortly. Cllr Treacher reported that in the 24 hour period that the timber posts were removed from the large green, a number of vehicles used the village green for parking, confirming the need to continue having timber posts.

Cllr Rees reported that the noticeboard has been sanded using the new electricity point and varnished with the assistance of Cllr Treacher. The new inner pin board has also been installed and the adjacent bench will be repainted in the near future.

Cllr Treacher reported that the Finance Sub-Committee have been obtaining quotations for re-turfing the village green and will present the quotations for the Parish Council's consideration once three quotations have been received.

Flood Protection
Cllr Twyman reported that he will be responding to the recent consultation from Southern Water on the Parish Council's behalf. Cllr Treacher reported that he has recently given permission for Southern Water to undertake a feasibility study for installing a trout bypass at The Watermill to allow trout to travel upstream.

Footpaths
Cllr Wright reported that Kent County Council will require the Parish Council to pay towards replacing the footpath signs with timber rather metal, approximately in the region of £100.00 per post (the price difference between timber and metal). The Parish Council unanimously agreed that the footpath signs in the centre of the village should be replaced with timber to be more in keeping with the Conservation Area. It was agreed to delegate authority to the Finance Sub-Committee.

15. **FINANCE**
The expenditure totalling £5325.58 was authorised, made up of:

- Majestic Garden Care – Playing Field maintenance August 2018 - £55.00
- Caroline Rees – Reimbursement for sandpaper for noticeboard - £25.55
- Robin Treacher – Reimbursement for electrician (village green) - £30.00
- DM Payroll Services Ltd – Payroll Services 2018-2019 (first half of year) - £40.50
- Chenice Sparkes – Clerk salary September 2018 - £230.52
- HMRC – Employee and PAYE September 2018 - £53.00
- Village Hall Committee – Eon electricity bill for electricity point on village green - £99.98
- Caroline Rees – Reimbursement for village hall overhead projector - £714.00
- Treasury Electrical Services – Supply and fit hand dryers in village hall - £258.24
- Treasury Electrical Services – Supply and fit LED lights in village hall - £2883.74
- Treasury Electrical Services – Supply and fit LED lights in village hall - £695.53
- Caroline Rees – Reimbursement for 10 additional timber posts on village green - £211.56
- Caroline Rees – Reimbursement for spray paint for village green bench - £27.96

In the interim period, eight cheques totalling £1562.86 were signed as follows:

- Caroline Rees – Reimbursement for timber posts on village green/Spicers Place - £571.21
- RoSPA – Play Area Annual Inspection 2018 - £105.00
- Majestic Garden Care – Playing Field maintenance July 2018 - £55.00
- Littlebourne Woodcraft – Supply new oak top to map noticeboard - £68.00
- Chenice Sparkes – Clerk salary August 2018 - £253.29
- HMRC – Employee and PAYE August 2018 - £58.80
- PKF Littlejohn – External Auditor Fee 2017-2018 - £240.00
- Caroline Rees – Reimbursement for 10 additional timber posts on village green - £211.56

The Clerk reported that the audited Annual Return had been received. External Auditors PKF Littlejohn signed off the Annual Return as being in accordance with proper practices with no other matters coming to their attention giving cause for concern. There were no additional comments to note.

Cllr Wright requested an update from the Finance Sub-Committee as to the progress of possible land purchase negotiations. Cllr Treacher reported that the land purchase is not proceeding at this current time as the difference between an independent land valuation and the owner's sale price is not reconcilable.

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

17. **ANY OTHER BUSINESS**

(i) Cllr Lodge reported that she has spoken with Peter Terrill with regards to the war memorial and has agreed to clean the memorial before the WWI commemorations. Flanders poppies will be planted but these will not flower until next year.

(ii) Cllr Wright reported that a resident has approached her enquiring whether the Parish Council would be willing to fund the cleaning of the windows on the BT phone box on a regular basis. Concerns were raised at funding the maintenance of a privately owned item and the Clerk was asked to contact BT to enquire if there is a cleaning schedule in place.

The meeting closed at 9.34pm

Signed……..... (Chairman)

Date…….....