



WESTBERE PARISH COUNCIL

Clerk: Amanda Sparkes

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TO: ALL MEMBERS OF WESTBERE PARISH COUNCIL: Councillors are hereby summoned to attend a meeting of Westbere Parish Council on **21 February 2022** in Westbere Village Hall at **7.00pm** for the transaction of the business described in the following Agenda

This meeting is open to the public but please do not attend with any symptoms of coronavirus.

Amanda Sparkes

A SPARKES, CLERK TO THE COUNCIL

A G E N D A

1. The Chairman's opening remarks and reminder of rules for public participation during the meeting.
2. Apologies for absence.
3. Vacancies on the council and to consider any candidate for co-option
4. Update on Clerk vacancy
5. Declarations of Disclosable Pecuniary Interests and Other Significant Interests and Voluntary Announcements of Other Interests, and a reminder to think of any changes to the DPI register held at CCC, such as change of job or home.
6. To agree as a correct record the Minutes of the last meeting held **17 January 2022**
7. Chairman's Report including his 3 versions of letters delivered to all residents to encourage sign up to the faster broadband initiative
8. Other Parish Councillors' reports
9. Reports from County and City Councillors
10. **Adjournment of the meeting for Parishioners' questions and comments.** The meeting will be adjourned for parishioners' questions and comments. This is the only opportunity during the meeting for residents to speak. The period for public participation will last no longer than 10 minutes and a single member of the public is afforded no more than 3 minutes to make their representation, with the discretion of the Chairman.
11. **Planning**
New planning applications, decisions and appeal notifications (Appendix 2).
TO NOTE any updates on the CCC's Call for Sites and options for the Canterbury District Local Plan to 2040
TO RECEIVE the Clerk's notes of a CCC briefing for all Parish Councillors regarding Design and Community Planning held on 20 January 2022.
TO RECEIVE Notes of a Meeting with Bretts and local parish councils (Fordwich, Sturry and Westbere) and other lease holders on the Westbere Lakes/Fordwich site held via zoom on 25 January 2022
Update re the Village Green application to KCC for the Two Fields site – TO NOTE THAT on 25 January 2022 Winckworth Sherwood Solicitors lodged a claim for Judicial Review brought by their clients Bellway Homes Ltd against the Kent County Council Regulation Committee Member Panel decision on 02 December 2021 to accept the advice of the Inspector that no trigger event had occurred in respect of the site.
TO NOTE any new applications that are validated prior to the meeting since the Agenda was posted.
12. **Finance**
Financial matters, including bank statements and Authorisation of payments (Appendix 3)
Parish Council banking arrangements: TO NOTE further ID documents for Cllr P. Glover were sent to Unity Trust bank on 02 February 2022
TO NOTE that a pillar of the Church wall suffered vehicle damage on 15 January 2022 and TO RECEIVE quotation(s) for the pillar to be repaired/rebuilt
TO RESOLVE to commission a Tree Inspection: The last tree inspection was carried out in February 2020. T41 A Western red Cedar in the Church yard, opposite the church recorded "A large historical wound was noted and inspected:- the wound is 30 cm wide and runs the last two thirds to the top of the tree originally assumed to be a tear out from the top, but upon closer inspection scorch marks can be seen in the minor cavity within this wound, therefore could only have been a lightning strike many years ago and there are slight signs of soft rot setting in. This is only the beginning, the tree has many years of life, and I recommend this tree is re-inspected in 24 months as this is located in a public church yard."

13. TO NOTE any use of Section 101 Scheme of Delegation to the Clerk in conjunction with a minimum of two councillors since the last meeting: None

14. State of the village

- i) To receive latest updates: TO NOTE the Clerk has reported the overgrown footpath from Pennington Close to Bushy Hill Road and KCC Highways raised a job on 08 February 2022 to "side out" and widen the footpath from Avondale Villa to Bushy Hill Road, within 28 days.
- ii) Sweeping of the roads:
TO NOTE CCC advised that due to the type of road the sweepers were only attending as and when needed. Canenco has now added this road to their four weekly schedule and a sweeper attended on 08 February 2022
TO DISCUSS quotation(s) for an additional sweep (more information on the Clerk report)

15. Clerk report

16. TO NOTE that the Clerk completed the Cabinet Office CDDO Domain Management team's survey on the gov.uk domain name security on 07 February 2022
17. TO NOTE the Clerk has updated and reviewed the council's ICO Model Publication Scheme and this has been updated on the parish council's website.
18. TO CONSIDER a date to hold the Annual Electors Meeting (It must be held between 01 March and 01 June)
19. TO NOTE the Clerk has done an updated coronavirus risk assessment for February 2022
20. TO CONSIDER any new residents that a Westbere Parish plan may be delivered to.
21. Queen's Platinum Jubilee - TO DISCUSS progress on an event on Sunday 05 June 2022 to mark the Queen's Platinum Jubilee in 2022 running 02-05 June 2022 and TO RESOLVE funding provision towards this (the precept for 2022-2023 has allocated £200 for events plus there are unrestricted reserves held.) KCC Cllr Alan Marsh has offered a Member grant of up to £800 towards the event.
TO NOTE a road closure application will be finalised and a letter sent to the properties directly and indirectly affected by it.
22. TO RECEIVE the consultation draft of the reviewed Parish Charter between CCC and the parish council's and TO CONSIDER any comments on it
23. TO NOTE that the March 2022 parish council meeting date has been changed from 21 March 2022 to 28 March 2022
24. The Council is recommended TO RESOLVE that Members of the Press and Public be excluded from the meeting during consideration of the following agenda item by reason of the confidential nature of the items of business to be transacted, in accordance with Section 1(2) of the Public Bodies (Admission to the meeting) Act 1960
25. CONFIDENTIAL ITEM: Staffing matters:
- i. Any update on recruitment of a new Clerk and Responsible Financial Officer
 - ii. To review the Clerk's contracted hours

26. Closure of the meeting

Next Meeting dates for 2022: Third Monday of each month except no meeting in August and December – 21 February, 28 March, 18 April, 16 May, 20 June, 18 July, 19 September, 17 October, 21 November 2022