



# 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 **27 March 2023** in Westbere Village Hall at **7.00pm** for the transaction of the business described in the following Agenda

*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. Declarations of Disclosable Pecuniary Interests, Other Significant Interests and Voluntary Announcements of Other Interests, & reminder to think of any changes to the DPI register held at CCC, such as change of job or home.
5. To agree as a correct record the Minutes of the last meeting held **20 February 2023**
6. Parish Councillors' reports

7. **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.

8. Reports from County and City Councillors

9. **Planning matters – detailed on Appendix 2**

**CA/22/01388 - Walnut Tree Livery, Bushy Hill Road, Westbere, CT2 0HE**

**Retrospective application for change of use of land to campsite in addition to existing use for livery/horse keeping. TO RECEIVE any update re this application.**

**CA/23/00197 - Winterfold, 4 Westbere Lane, Westbere, CT2 0HH**

**TPO no 7/1991 (T1) (Fagus sylvatica) - fell.**

*TO NOTE any new applications that are validated prior to the meeting since the Agenda was posted.*

TO NOTE and DISCUSS Update re the Village Green application by The Two Fields Action to KCC for the Two Fields site. And TO RESOLVE that the parish council's New PROWs Application dated 18 July 2019 be used as a collective witness statement – although TO NOTE a Parish Councillor ideally the Chairman be prepared to stand as the witness to discuss the PROW application.

TO NOTE: Government Consultation on revising the National Policy Planning Policy Framework

**Re a further push for the lengthening of the platforms at Sturry train station along with the associated required signal alterations:** ANY UPDATE on submitting a Freedom of Information request to Network Rail for the actual requirements and actual costs of what would be involved in a platform lengthening project, such as signal changes, software and announcement changes, etc. – to then, when the level of funding requirement is known, ask CCC if it is able to capture funds for improvements through the Community Infrastructure Levy pot.

TO RECEIVE Chairman's verbal update (if any) of latest meeting with Fordwich, Sturry and Westbere Parish council representatives re the Bretts owned Westbere Lakes/Fordwich site.

10. **Finance** - Financial matters, including bank statements and Authorisation of payments (Appendix 3)

TO NOTE on 01 March 2023 the Clerk completed a £500 Opportunities Fund application from CCC Cllr Georgina Glover for a Replacement Storage shed at Westbere Village hall for use by Westbere Playgroup – form reference 841982

TO NOTE and record thanks to WVPS for the removal of the seating for refurbishment around the central dead Cherry tree on the village green, and TO NOTE felling of the tree has now taken place since the last meeting. Further levelling and turfing to be completed shortly.

**CCC Capital grants 2023-2024** - An email from CCC was received on 07 March 2023 to advise that the Cabinet resolved to fund the Westbere Parish Council Capital grant of £1,256.00 for the purchase of Christmas lighting and the provision of a Pergola for the village green. CCC will send out a grant agreement before the end of March 2023.

The Parish Council will need to send CCC an invoice for the amount granted and it will be paid in April 2023.

*In light of mixed feedback from residents (detailed on the Clerk report) TO DISCUSS and TO RESOLVE next steps with CCC grant becoming payable in April 2023.*

UPDATE Re request to CCC for three new bins at the three entrances to the village – Bushy Hill Road, Church Lane and Westbere Lane – that if CCC will confirm in writing to add the emptying of them to their schedule, the parish council resolved at its last meeting to buy 3 x dual waste bins for these locations. TO NOTE the Chairman has now received 'dual-waste' stickers from CCC – and TO DISCUSS actioning these.

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

12. **Update on actions for the Annual Elector's meeting** – Monday 24 April 2023 at 7pm

TO RESOLVE:

- Chairman's report
- To invite County and City Cllr reports
- To invite a report from Neighbourhood Watch
- To resolve to purchase refreshments (and who to buy)
- Volunteers to help assist on the night with refreshments
- Anything else to consider?

13. **Clerk report**

The National Joint Council for Local Government Services pay award for last year (20022/23) included agreement that annual leave entitlement for all employees will increase by one day from 01 April 2023 (pro rata for part-time staff). TO NOTE the Clerk has created a new annual leave record card therefore for 2023-2024 that reflects this pro-rata addition.

14. **Westbere Charities**

Diana Poulter's term of office as a PC Nominative Trustee of Westbere Charity expires on 31 March 2023. Mrs Poulter is prepared to stand for a further four-year term of office as a Nominative Trustee of the Westbere Charity, commencing on the 01 April 2023 to 31 March 2027. TO RESOLVE this appointment.

15. TO CONSIDER any new residents that a Westbere Parish plan may be delivered to.

16. TO DISCUSS a welcome pack for new residents when the parish plan folders run out – this could include details and link to newsletters on the website, the contact database of emails, etc.

17. Closure of the meeting

18. Cllrs wishing to stand - To receive and complete Nomination Papers for the 04 May 2023 parish councils' elections – TO NOTE nomination papers must be with CCC by 4pm on 04 April 2023 at the latest.

*Next Meeting dates: 27 March (delayed by a week), 17 April, 15 May, 19 June, 17 July, 18 September, 16 October, and 20 November 2023. And 24 April 2023 at 7pm for the Annual Electors' meeting.*