

Minutes of the meeting of Westbere Parish Council held on Monday 20 February 2023 in Westbere Village Hall at 7.00pm.

Present: Parish Councillors:

Paul Glover (Chairman), Sylvia Harlow (Vice Chairman), Kathy Wilson and Ken Dekker
Canterbury City Councillor Georgina Glover
Canterbury City Councillor Louise Harvey-Quirke
Clerk to the Council, Amanda Sparkes.
6 residents

134. Chairman's welcome

Cllr P Glover as Chairman opened the meeting. He gave a reminder of the rules for public participation during the meeting.

135. Apologies for absence

Apologies for absence were noted from Kent County Cllr Alan Marsh.

136. Vacancies on the council

There has been no interest in the three parish councillor vacancies on the council.

137. Declarations of Disclosable Pecuniary Interests

None.

138. Minutes of the last meeting held 16 January 2023

Cllr Wilson proposed, Cllr Harlow seconded and the Minutes were approved as a true record of the meeting and the Chairman duly signed them.

139. Framed card received from Buckingham Palace and photo of first parish council

The card received from Buckingham Palace acknowledging the parish council's letter of condolence sent following the passing of the Queen and the photo of the first parish council are now hanging in the village hall.

140. CWGC war graves sign

NOTED that the Clerk sent the completed application form to the Commonwealth War Graves Commission to CWGC on 28 January 2023 for a CWGC sign on the West churchyard gate. This was acknowledged with a comment that it might take CWGC up to 18 months to provide and affix it.

141. Coronation event

NOTED that the resident led Village Community Event in May will now not take place as the resident had to withdraw her offer to organise it.

142. Chairman's Report and Councillors' Reports

Cllr Kathy Wilson

Cllr Wilson advised she had nothing to report.

Cllr Ken Dekker

Cllr Dekker also advised he had nothing to report.

Cllr Sylvia Harlow

Cllr Harlow advised she had little to report. There are now lots of Robins in her garden.

Cllr Paul Glover

Cllr P Glover advised the broadband rollout is continuing, the predicted end date was the end of February. He had nothing else to advise not covered elsewhere on the agenda.

143. Adjournment of the meeting

A resident advised the telegraph poles in Bushy Hill Road have now been replaced in readiness for faster broadband.

A resident queried the length of time the glamping application is taking to be determined by CCC. The Clerk will make further enquiries with the case officer. The site is being advertised again on booking.com. Cllr Glover advised the CCC Enforcement team discussed this last week. A resident alleged that someone is now living in a container on site.

The meeting continued.

144. Canterbury City Councillor Georgina Glover

CCC Cllr G Glover's report:

BUDGET:- The Canterbury City Council's Budget for 2023/24 – 23 February 2023 at full CCC Council Meeting – Cabinet have discussed this in detail on 13 February 2023.

Waste Collection Issues:- Website to register complaints – CllrWasteSupport@canterbury.gov.uk Canenco (Canterbury Environment Company) has reached its second birthday. Having travelled some 848 thousand miles, using the newest technology vehicles - Euro VI diesel engines to minimise the impact on the environment.

FULL COUNCIL:-

1. All agreed Council Tax base will be agreed by 11th March;
2. KCC meets on 9th February, Police meet on 1st February and the Fire Service on 21st February, notifications will be made available to Parish Councils shortly afterwards;
3. The increase for BAND D properties is likely for CCC to be £2.99% plus the police and fire service;

Draft Local Plan:- All residents have now had an opportunity to put forward ideas and comments on the current draft local plan, you will all have seen the comments put forward by your parish council;

Street lighting - CCC is now speeding up the replacement lighting to change all bulbs over to LED lights.

News Room:- Leaving your engine running, especially outside the schools will lead to a £20 fine, this has recently been agreed to elevate children breathing in fumes and suffering pollution. This is part of a crackdown that runs alongside Operation Safety Net, targeting inconsiderate motorists and disrupting the lives of residents. *(This is also detailed in Cllr Harvey-Quirke's report below).*

Removal of A-boards cluttering up the pavements – a new approach by CCC in conjunction with KCC to remove some of the A-boards.

National One-minute Silence – residents are being requested to mark a year since Russia started its invasion of Ukraine on Friday 24th February at 11 am.

Garden Waste Collection commences again from Monday 27th February. Any resident having difficulty to contact Lead Contracts Manager, Sarah Randall.

Public Consultations current:-

1. Electric vehicle and infrastructure survey;
2. Proposed changes to boat licence fees;
3. Proposed changes to scrap metal dealer licence fees;
4. Proposed changes to taxi and private hire licence fees;
5. Proposed changes to street trading licence fees;
6. Changes to parking in council car parks.

Communications:-

Central Government have sent out to the CCC information on Street Parties – recommends Sunday of the King's coronation.

It has suggested that the Bank Holiday Monday should be a day of Volunteering – making a difference to your community.

Canterbury has been successful in gaining funding for the erection of a Large Screen in the Centre of Canterbury to enable all the residents to have an opportunity to view the service of the coronation.

CHRISTMAS TREES:- . Hopefully all of Westbere is now clear of any stray Christmas Trees

Georgina Glover – Ward Councillor – 20th February 2023

145. Canterbury City Councillor Louise Harvey-Quirke

Cllr Harvey-Quirke's report, as follows:

Canterbury City Councillor Report - Westbere Parish Council, 20th February 2023.

For those who use the bus; currently local bus services across Kent have a maximum fare of £2 per journey. This offer has been extended to 30th June 2023.

Waste: Garden Waste collections will resume from 27 February, with residents being able to view the online collection schedule from Thursday 23 February.
The distribution of bin stickers began 20 February 2023.

The Council has a new duty of care around the collection of waste materials containing persistent organic pollutants (POPs)

These are most likely to occur in upholstered waste domestic seating such as:

- sofas
- sofa beds
- armchairs
- kitchen and dining room chairs
- stools and footstools
- home office chairs
- futons
- bean bags, floor and sofa cushions

The Council is required to collect this type of waste separately before taking it to a transfer station in a way that does not damage it, does not release POPs and does not contaminate other waste.

All of this means that upholstered seating will have to be collected separately from flytipping and bulky waste collections. There might be delays in collecting parts of flytips that include POPs.

I have been doing an audit of public bins in my ward, and those without a lid have been reported to the relevant CCC officer. For security and to help prevent the spread of waste, I have asked for lidded bins to be installed. This will be considered by the Cabinet Member for Waste.

In addition, I have reported the fire-damaged bin on the Island Road by the junction of Church Lane and asked for a replacement.

Other matters: Drivers who leave engines running when dropping off or picking children up from school could face a £20 fine. The Council's Enforcement team will issue these fines to motorists who refuse to switch off engines when asked to in a bid to cut harmful fumes and pollution. If the £20 fine remains unpaid, it will increase to £40. This is part of a crackdown that runs alongside Operation Safety Net which targets those who park inconsiderably near schools, and disrupt the lives of nearby residents. At this week's Full Council meeting, I will be asking the Leader what is being done to enforce the anti-engine idling signage at the Sturry Level Crossing.

Planning: Like many others, I responded to the Draft Local Plan 2045 consultation, which has now closed. The feedback also included concerns brought to me by residents. These were: impact from the Eastern Bypass, Zoning and the use of filters to control traffic flow, housing mix, the re-introduction of previously refused schemes, bus travel and Stagecoach, Broad Oak Reservoir, extending the platforms at Sturry Station, over-development, and access.

Kind Regards, **Louise Harvey-Quirke, The Sheriff of Canterbury**, Sturry Ward Councillor

146. Planning

Current applications:

CA/22/02688 - Golden Hills Farm Lodge, Bushy Hill Road, Westbere CT2 0HE

Details submitted pursuant to condition 3 (materials) of planning permission CA/18/02078/FUL (for Proposed two-storey detached dwelling following demolition of existing single-storey detached dwelling.)

This is an application to discharge the materials condition on the original planning application.

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.

The Clerk emailed the parish council's representation and relevant attachments on 19 July 2022 to the CCC case officer, generic planning department email, and the two CCC Ward councillors, with a request that the ward councillors call the application in.

The Clerk emailed the planning case officer for an update since the last meeting, who replied on 19 January 2023 that she is still considering the application - and is aware of the call in request to the planning committee so if this is to be recommending approval, this will be brought to the planning committee. The officer agreed to keep the clerk updated and advise as soon as possible regarding a recommendation.

Tree works applications submitted by the Clerk to CCC

NOTED tree works applications submitted by the Clerk to CCC:

For tree work in the west churchyard:

CA/23/00121 – All Saints Church, Church Lane

T50 Scots Pine – to fell as per tree surgeon's advice, is decayed and in strike distance of neighbouring property – this is exempt from six weeks' notice as it is dead.

CA/23/00122 - All Saints Church, Church Lane

T46 -Oak, T48 Ash, crown reduce by 20%, reduce growth on right handside by 30%.

The six weeks' notice expires from 09 March 2023.

And

CA/23/00123 – to fell dead Cherry tree, located centrally on the village green, junction Westbere Lane and Church Lane. Submitted and GRANTED 07/02/2023.

Notifications: None.

RECEIVED the Clerk's notes from the South East Water's exhibition held on 17 January 2023 that the Clerk and Cllr Harlow attended regarding plans for a Broad Oak reservoir: these notes are attached to these minutes as a separate appendix.

C/Fwd: Re a further push for the lengthening of the platforms at Sturry train station along with the associated required signal alterations:

It was resolved at the last (January 2023) parish council meeting that the Clerk should submit 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.

This action is carried forward.

Fordwich, Sturry and Westbere Parish council meetings re the Bretts owned Westbere Lakes/Fordwich site

Cllr P. Glover explained there is no update and no date yet for a next meeting. He will progress this.

Update 25 January 2023 re the Village Green application to KCC for the Two Fields site

Bellway's application to the Court of Appeal (to overturn the trigger event issue) has been denied. However, it's important to remember that although this ruling has stopped Bellway from blocking the village green application, KCC has not yet determined the Village Green application.

CCC Cllr G Glover suggested that the Clerk email the Two Fields Action Group to ask if they would like the parish council to ask our KCC Cllr to try and expedite the hearing for the village green application.

147. Finance

- i) The payments listed on Appendix 3 were noted and the Chairman signed the document.
- ii) RECEIVED the bank statements and bank reconciliation for January 2023 and RESOLVED the signature of a councillor other than the Chairman thereon.
- iii) NOTED confirmation on 08 February 2023 that for the KCC Local Government Pension scheme the employee contribution rate from April 2023 remains the same at 5.5%.
- iv) NOTED that the Clerk wrote to Canterbury Diocesan Border Finance, Diocesan House, Lady Wootton's Green, on 22 December 2022 about the £300 ground rent coming due in January 2023 and asking if they would prefer a payment by bank transfer in future rather than a cheque. This was followed up by phone calls on 25 January and 30 January 2023. Confirmation was received on 01 February 2023 that the relevant office would create an invoice. This is awaited.

The Pensions Regulator – Re-declaration of compliance

Every three years there is a duty to re-declare compliance with the Pensions Regulator.

NOTED that the Clerk completed the online re-declaration of compliance on 19 January 2023.

UPDATE re removal of seating around the central dead Cherry tree on the village green by WVPS for refurbishment, and felling of tree and making good the ground.

RECORDED thanks to John Grubb for making good the electrical supply since the last meeting. The WVPS are still to remove the seating before the tree may now be felled with CCC permission in place.

Request to CCC for three new dog waste/dual waste bins at the three entrances to the village

Ideally new bins are needed at the three entrances to the village – Bushy Hill Road, Church Lane and Westbere Lane. CCC has advised it has no budget to provide these but if the parish council purchase a bin/bins CCC has given in principle agreement to add it/them to the emptying schedule.

The Clerk has asked CCC about CCC's previous plans for stickers on dual-waste bins to advise people that bagged dog waste can be placed in them. The officer has since delivered some stickers to the Chairman.

Councillors considered purchasing more bin(s) or relocating one.

- i) For the top of Church Lane –
There are two options - as there is already a dual-waste bin on the village green the current dog bin also on the village green could be repositioned to a resident's fence at the top of Church Lane – or – a new dual-waste bin be purchased for the top of Church Lane. All Councillors preferred the new dual-waste option.
- ii) For the top of Bushy Hill Road - As bagged dog waste can go in normal bins, a new freestanding dual waste bins would be preferable – and it could be positioned on the verge near the top.
- iii) For the entrance to Westbere Lane – Rubbish is left periodically in the red salt bin at this entrance. A dual waste free standing bin could be positioned by the existing bench seat on the triangle of land by the convent fence.

Cllr Dekker proposed, Cllr Harlow seconded and all councillors resolved that three new dual-waste bins be purchased. The Clerk will get written confirmation from the CCC officer that these will be added to CCC's emptying schedule and then place an order for them. Cllr P Glover agreed delivery of them could be to his address.

The Clerk had presented 3 options for free-standing dual-waste bins in the meeting paperwork with various prices. The councillors discussed and resolved their preferred one. The Clerk will also advise the CCC officer of this and make sure he is happy with the choice.

148. Use of Section 101 since the last meeting – .

- a) Printing of the February newsletters. £ tbc
- b) Additional £250 cost for platform hire to fell the dead Scots Pine in the churchyard opposite the Church – as it was found by the tree surgeons trying to fell it on 09 February 2023 to be too dangerous to climb.

149. To set a date for the Annual Elector's meeting

Monday 24 April 2023 at 7pm in the village hall was agreed.

150. Clerk report

RECEIVED the Clerk's write-up from a CCC briefing for parish councils on 25 January regarding the arrangements for the elections on 4 May 2023 and about the new requirements for voters to show photo ID at the polling station, and key dates for candidates to stand:

MAY 2023 ELECTIONS –

IMPORTANT INFORMATION FOR EVERYONE

On Thursday 4 May this year there will be elections for all 39 city councillors and in some areas of the district, elections to parish councils.

The government has decided to introduce voter identification for these elections.

If you want to vote at the polling station in these elections, then as well as being registered to vote, you will also need to show an approved form of photo ID before you can be issued with a ballot paper.

Without an approved photo ID, YOU WILL NOT BE ABLE TO VOTE AT THE POLLING STATION.

(This includes Proxy Voters.)

Acceptable forms of photo ID include a driver's licence with photo, passport, older persons and disabled persons concessionary bus pass, Blue Badge and any PASS-accredited forms of photo ID. An important point to note is that student passes at Canterbury's universities are not PASS-accredited. See the full list of what is an acceptable form of photo ID at

<http://www.electoralcommission.org.uk/.../accepted-forms...>

Photo ID can be expired, such as an out of date passport, but there must be a likeness, and if there has been a change of name, you will need to provide evidence of this. It must also be an original document, not a copy.

If you do not have any of the approved photo ID as set out in the link above, you can now apply online for a free **Voter Authority Certificate** - go to <http://www.gov.uk/apply-for-photo-id-voter-authority...> For this, you will need to provide your name, address, date of birth, National Insurance number and a photo. You must also be on the electoral register. The deadline to apply for a Voter Authority Certificate is 5pm on Tuesday 25 April, but CCC would encourage you to apply as soon as possible.

Options to apply via a paper form and in person at the council will follow in due course.

WE CANNOT STATE THIS STRONGLY AND CLEARLY ENOUGH. WITHOUT AN APPROVED PHOTO ID, YOU WILL NOT BE ABLE TO VOTE AT THE POLLING STATIONS IN THESE ELECTIONS. Please take the time now to check you have acceptable photo ID, and if you don't, take action to get your Voter Authority Certificate.

Postal voting is not covered by the photo ID requirements for these elections. If you vote by post, you do not need to provide a photo ID. You can apply for a postal vote until 5pm on 18 April at

www.canterbury.gov.uk/voting-and-elections/apply-postal-vote

If you are not currently registered to vote, you can register on the CCC website until 17 April:

www.canterbury.gov.uk/voting-and-elections/register-vote. If you do not know if you are registered, you can check by emailing electoral.services@canterbury.gov.uk or calling 01227 862007.

If you cast a proxy vote on behalf of someone else at the polling station, you will need to have the photo ID. Find out more about proxy voting at www.canterbury.gov.uk/voting-and-elections/apply-proxy-vote

Poll cards will change to A4 size polling cards in envelopes, with more information on them.

From May 2023, Returning Officers must take reasonable steps to provide support for voters with a disability.

CCC will be giving training to Polling Station staff on this and the above changes.

Key dates for Parish and City elections:

16 March 2023 - Notice of election and poll cards go out

4pm on 04 April 2023 - Deadline for nominations. Also deadline for withdrawals.

Parish clerks will receive notices after the deadline – when it will be known whether the parish election is contested or uncontested.

19-20 April - postal votes sent.

7am to 10pm Thursday 04 May 2023 – voting.

Friday 05 May 2023 – the count. City council seats will be counted first, then parishes.

Successful candidates must complete their Acceptance of Office forms, their Declaration of Pecuniary interests forms for CCC, and also Expenses form (even if nil) within 28 days.

151. Westbere Newsletters

NOTED the last hard-copy newsletter has now been produced and delivered. In future residents should view new editions on the parish council's website only. People may Opt-in for a hard copy edition but must contact the Clerk and must opt-in to receive a printed copy.

The Clerk will produce a noticeboards template to advise residents when relevant that the latest edition of the newsletter is available to view on the website – or sign up to receive by email – or to receive a hard copy version.

The Clerk will add an Agenda item to the next meeting to start 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.

152. **Clerk and Chairman village walkabout with the Kent Highways Steward on 27 January 2023**

Cllr Glover and the Clerk undertook a walkabout with the KCC Steward and

- 12 blocked drains were reported for jet washing and cleansing.
- The stretch of pavement on Island Road going from Church Lane to Russet Orchard was marked up for side clearing of the dirt/debris that has accumulated.
- The drop in road surface level (resulting in a gulley) running alongside the Church's flint wall was marked up for in-filling/top dressing and ramping towards the wall as a preventative measure to protect erosion of the wall footings. Three-quarters of this has now been done.

153. **Possible Pergola for the village green**

There is no update re any CCC grant yet and there has been no further feedback.

154. **Any new residents that a Westbere Parish plan may be delivered to.**

None.

The public meeting closed at 7.55pm, and city councillors and residents left for a confidential staffing item:

155. **Confidential staff matters – staff annual leave**

The Clerk had given her leave record for 2022-2023 to all councillors. This was noted. It was agreed that 5 days outstanding may be carried over to the leave record for 2023-2024, as per the agreement clause in the clerk's contract of employment.

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Signed: Cllr Paul Glover, Chairman

Date:

Please note these Minutes remain as draft Minutes until they are approved by the parish council at their next parish council meeting

Next Meeting dates: Third Monday of each month except no meeting in August and December – 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 for the Annual Electors' meeting.

Separate appendix:

Broad Oak reservoir

Clerk's notes from the South East Water's exhibition held on 17 January 2023 that the Clerk and Cllr Harlow attended regarding plans for a Broad Oak reservoir:

The Broad Oak reservoir is being progressed by South East Water – it is now in their Business Plan - to be delivered either by 2033 or by 2036 – South East Water has two alternative plans currently out to consultation.

The Clerk and Cllr Harlow attended a drop-in exhibition at Broad Oak on 17 January 2023. Key points are:

All our water falls first as rain, but where South East Water take it from varies:

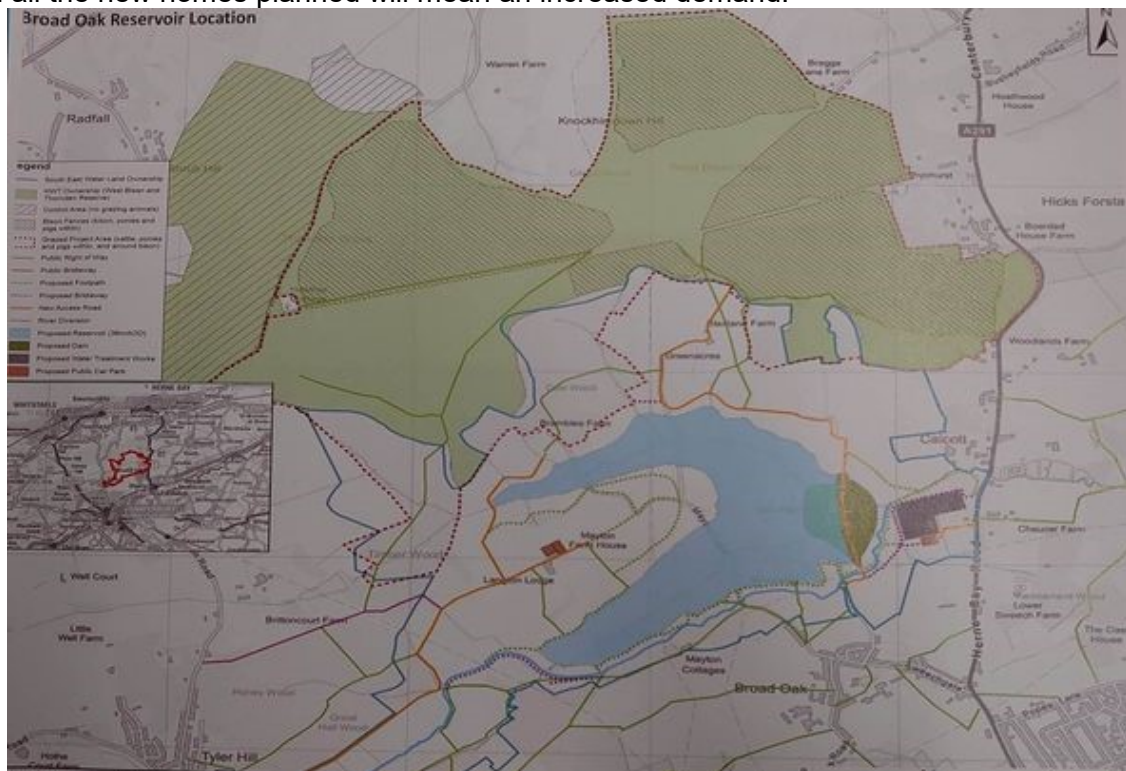
- Above ground South East Water collect around 19% of the water we use from rivers and reservoirs, but its below ground where most water is sourced.
- Around 73% of water pumped to customers' taps comes from aquifers. Rain gradually soaks through the sandstone into porous underground rocks such as chalk and sandstone. Once stored within these sponge like rocks South East Water can pump it to the surface.
- South East Water has more than 250 boreholes and wells – water from these is treated and made safe to drink.
- The remaining 8% of water comes from neighbouring water companies through the regional water grid.

The population of the South East Water supply area is set to increase by 25% to 2.81 million by 2050. There is an anticipated increase in business water use from 90 million litres a day in 2025 to 109 million litres a day by 2075.

The amount of water South East Water can abstract from the environment could reduce by 158 million litres a day by 2050.

South East Water predict that by 2075 there will be a shortfall of around 40.37 million litres of water a day in Kent, rising to 118.6 million litres a day at peak times.

Climate change will cause more extreme weather events and reduce the amount of water available for use. And all the new homes planned will mean an increased demand.



Plans to build a reservoir at Broad Oak have been on the table since the 1970s.

Since 2019 South East Water has progressed design work as well as engineering and environmental studies ahead of submitting a planning application – anticipated in 2025. The reservoir is smaller than the original concept and would be determined by Canterbury City Council as the local planning authority (rather than being determined at a higher level as a major infrastructure project.)

The proposal includes developing recreational and educational facilities alongside the reservoir, a new water treatment works, the creation of new environmental habitats, and capturing winter flood flow in the Great Stour chalk River and pumping the water to the reservoir site.

The draft Canterbury District Local Plan (Regulation 18) now has a strategic policy - R26 – for a 440ha Broad Oak reservoir and Country Park.

