



WESTBERE PARISH COUNCIL

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TO: ALL MEMBERS OF WESTBERE PARISH COUNCIL: Councillors are hereby summoned to attend a meeting of Westbere Parish Council on **17 July 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. **Declarations of Disclosable Pecuniary Interests**, Other Significant Interests & Voluntary Announcements of Other Interests, & reminder for any changes to the DPI register held at CCC, such as change of job or home.
4. **To agree as a correct record the Minutes of the last meeting held 19 June 2023**
5. **Parish Councillors' reports**
6. **Any updates re Joint working with Chislet Parish Council (and Hersden, Fordwich and Sturry) and a possible meeting as a first step with the new Cabinet Member for Rural, Cllr Alex Ricketts**
7. Cllr D Wilson - Any Update re the Grounds Maintenance specification being redrafted after meeting with the contractor on 16 June 2024. And any other actions required.
8. **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.
9. **Reports from County and City Councillors**

Westbere residents are invited to join their new Canterbury City Councillors, Cllr Harry McKenzie and Cllr Keji Moses, for a Surgery at Westbere Village Hall on Friday the 1st September from 18:00 until 20:00. Feel free to come and ask questions, raise concerns, express your views and opinions or even just say hello and have a chat. Just drop an email to harry.mckenzie@councillor.canterbury.gov.uk and keji.moses@councillor.canterbury.gov.uk

10. Planning matters

TO NOTE CCC has online training sessions on 'Planning for Parish Councillors' delivered by the Head of Planning and Health and the Planning Manager on 12 or 19 July. The session will cover: A general overview of the planning system from plan making to decision taking; How parish councillors can best get involved in the planning process; and an opportunity for questions. Further sessions will be arranged with any specific topics that Cllrs would like to focus on.

CA/23/00888 - Walnut Tree Farm, Walnut Tree Lane, Westbere, CT2 0HG
Erection of five storey greenhouse in rear garden – REFUSED by CCC

Bread and Cheese field – currently in Hersden parish

TO RESOLVE to take an in-principle position that if the opportunity arises that Westbere Parish Council request that the Bread and Cheese field be taken back into the Westbere boundary. Any update re the Bread and Cheese field in Hersden as a strategic housing site in the latest draft CCC Canterbury District Local Plan

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. The CCC Case officer was on leave until 10 July 2023.

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

Village Green application by The Two Fields Action to KCC for the Two Fields site - TO RECEIVE verbal Update of the Public Hearing that commenced on 05 June 2023.

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.

11. **Use of Section 101 Scheme of Delegation** to the Clerk in conjunction with a minimum of two councillors since the last meeting: None.
12. **Finance** - Financial matters, including bank statements and bank reconciliations to be signed by a Councillor (not the Chairman), and Authorisation of payments, and initialling of invoices by two councillors.
TO NOTE CCC paid £4,503.00 for the concurrent function award for 2023-2024 on 15 June 2023.
TO NOTE that on 26 June 2023 the Clerk completed the KCC Monitoring and Evaluation online form for the KCC Member grant given for the June 2022 Queen's Platinum Jubilee event (project reference CA-22-17) – online evaluation reference number is FS-Case-526869534. Copies of the receipts totalling expenditure of £1,307.97 were posted to KCC on 29 June 2023.
13. **Authorisation of online payments** (Chairman to sign Finance Appendix x2 for Minute book and Invoice file)
 - o Purchase of 3 new bins and galvanised liners £493.97
 - o Paving slabs for new bins £19.95
 - o HM Land Registry – stage One fee for search of Title for the village green £4.00
 - o Clerk salary July 2023 £534.20, plus mileage £49.40 – total payment £583.60
 - o HMRC PAYE July 2023 £147.20
 - o KCC local government pension July 2023 £232.19

BANK BALANCES - bank balances are as follows: At **30 June 2023**: Unity Trust £38,658.31

14. CCC Capital grants

- I) Previous allocation for Christmas lights for a tree on the village green – TO RESOLVE to get electrician to run armoured cable around the perimeter of the green for a power supply to an alternative tree – and TO RESOLVE favoured lights and length so that the Clerk can rework the application and costings to CCC.
- II) TO NOTE a second round of grant funding: On the 5th December 2022, the CCC Cabinet Committee resolved to deliver a second round of grants mid-year for 2023/24 for the remaining £17k that was not allocated. As this is a mid-year allocation a shorter application process will close on Friday 3rd August. The application form is the same as before and the funding will need to be spent by 31st March 2024. TO RESOLVE to apply for a new seat to replace the tatty one on the village green.

15. New Bank Mandate for the new council

Update re new bank mandate to retain Cllrs P Glover, Harlow, Dekker and K Wilson as full signatories, add Cllr D Wilson as a full signatory, and add Cllr Georgina Glover and Cllr Granville Glover as non-signatories but with viewing access.

16. Visual Tree inspections for the closed churchyards and village green

TO NOTE the appointed company attended the village 11 July 2023 to undertake a Visual Tree Inspection of each tree.

TO FOLLOW UP tree works required for two Yew Trees in the East churchyard after inspection report is received.

17. Regular inspections of assets

The Clerk has compiled a Template for checks (and folder) Cllr D Wilson to undertake the check.

TO DISCUSS frequency of checks.

TO REVISIT after inspection the seating at the village green - ideally they need rubbing down and simply oiling (they were varnished at some point, which now means they are harder to maintain).

18. Gifting of the village green

Cllr G Glover recalls the gift of the green some years ago to the parish council (rather than any other village entity). She does not know where the paperwork is. A land registry search to be completed in the first instance to determine if the Green has been registered to the Parish Council. The Clerk was unable to obtain details on line and completed a SIM (Search of Index Map) on 28 June 2023 to HM Land Registry for a cost of £4 in the first instance. This stage of the process is all done by post. Anticipated timescale is 3 weeks. If the land is registered HMLR will provide the Title Number(s) to enable online search and purchases.

19. Website accessibility testing

Public sector bodies must comply with the Accessibility Regulations 2018. Regular testing of the website should be undertaken. The Clerk and Councillor Dekker are to do this.

20. Clerk report – for anything not noted elsewhere on this agenda/meeting paperwork.

TO NOTE order placed on 21 June 2023 for 3 bins and liners, and 3 paving slabs for the three entrances to the village – Bushy Hill Road, Church Lane and Westbere Lane. These have been added to the parish council's Fixed Asset Register and the parish council's insurance schedule (with no additional premium). Delivery was due 07 July 2023.

The Chairman has 'dual-waste' stickers from CCC – and these will be actioned in due course.

21. TO RECEIVE any update re further residents' providing their email addresses to increase the Residents' Contact Database

22. C/FWD – Further feedback from article in next newsletter re a possible "Garden Safari in Westbere" in 2024. The May newsletter yielded just one interested household.

23. TO DISCUSS the Chairman's proposal to set up a scheme again for people to come together for a few hours to do some clean up/clearance jobs in the village, for example in the churchyards – and **TO DISCUSS** further a Joint meeting with PC and WVPS representatives.

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

25. C/fwd: Creation of a Welcome Pack – **TO NOTE** the Clerk has started to compile a welcome pack to include the suggestions from residents at the Annual Electors' meeting.

26. Closure of the meeting

Next Meeting dates: 17 July, 18 September, 16 October, and 20 November 2023.