



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 **15 April 2024** 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 18 March 2024**

TO NOTE that for the Local Government Boundary Commission draft recommendations for new wards, ward boundaries, and ward names for Canterbury City Council at its meeting of 18 March 2024, that the Clerk responded on 26 March 2024 to the LGBCE consultation with a request that the new ward name be "Hersden with Westbere", rather than just Hersden.
5. **Sunday 07 July 2024 – event on the village green to celebrate/mark the gifting of the Green to the village** - A joint parish council and WVPS event. Following a joint working group meeting held on 03 April 2024 TO RECEIVE updates re event timing and proceedings, etc.
6. **Parish Councillors' reports**
7. TO NOTE A CCC Parish Engagement meeting to be held in The Guildhall at 7pm on Thursday 18 April
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**
10. **Planning matters**

Update re Village Green application by The Two Fields Action to KCC for the Two Fields site
A meeting of the KCC Regulation Committee Member Panel will be held at 2pm on Monday 22 April in the Darent Room, Sessions House, Maidstone, to consider the application to register The Two Fields as a new Village Green following a Public Inquiry which has now been concluded. The agenda and report will be published on the KCC [website](#) on **Friday, 12 April 2024**.

Bread and Cheese field – currently in Hersden parish – Community Governance Review by CCC running until 20 May 2024 asking "*Should the parish boundary for Westbere be moved to incorporate the Bread and Cheese Field site?*" **TO NOTE Westbere Parish Council response to this Community Governance Review supporting the field being returned to Westbere Parish.** (The consultation responses will then be analysed and recommendations to the General Purposes Committee in September and a decision made by full council in October)

NB. The Community Governance Review is for a boundary change only – its inclusion as a strategic housing site in the next draft Local Plan is a separate process:

New Regulation 19 draft Canterbury District Local Plan [Draft Canterbury District Local Plan to 2040](#)
Consultation running until 5pm on 03 June 2024.

The Bread and Cheese Field is still a chosen strategic site

The Transport Strategy confirms that the lengthening of the platforms at Sturry will also be included. The Chairman and Clerk will meet with CCC officers and CCC Cllr Harry McKenzie on 17 April 2024.

CA/22/01388 - Walnut Tree Livery, Bushy Hill Road, Westbere, CT2 0HE – application still undetermined by CCC for Retrospective application for change of use of land to campsite in addition to existing use for livery/horse keeping. TO NOTE any updates

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

Notifications: None this month.

11. **Use of Section 101 Scheme of Delegation** to the Clerk in conjunction with a minimum of two councillors since the last meeting:
Defibrillator for the village – TO NOTE the grant application to the British Heart Foundation was unsuccessful, however the grant to the DHSC for a defibrillator at the village hall offered a defibrillator and heated cabinet at a discounted price of £750. The parish council pays for costs of installation, insurance and ongoing consumables (battery and pads when needed), the hall committee pays for electricity for the cabinet. The £750 offer was accepted under Section 101 on 07 April 2024.
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 Cllrs.
Concurrent function funding for year 2024-2025 - The Council budget for 24/25 went through CCC Cabinet on 22 February and it was agreed that Concurrent funding will remain the same as the previous year. Westbere Parish will receive its annual CFF Payments of £4,503 in April 2024. CCC will send the monitoring forms for 23/24 and new grant agreement soon.
13. **Quotes for refurbishment of the village green sign on the village green and retreating of the plaques on the post** – TO NOTE the Clerk is sourcing a second quote for refurbishment of the village green sign and post and plaques (The first quote was reported to the March meeting totalling £948.00).
14. **Village Hall insurance** – TO NOTE a new updated legal document between The Diocesan Board, the lessors and Westbere Parish Council as lessees along with an explanatory covering letter will now be copied for signature by all, plus now the hall committee also to make the hall committee responsible for buildings cover for the hall as well.
15. **Authorisation of online payments** (Chairman to sign Finance Appendix x2 for Minute book and Invoice file)

Chairman's Allowance – refreshments for the annual electors' meeting of 18 March 2024	56.27
Payments for Clerk salary, HMRC and pension for April - tbc and set up and paid	

BANK BALANCES - bank balances are as follows: At **31 March 2024**: Unity Trust £20,940.61

16. **CCC Capital grants**
TO NOTE CCC Cabinet resolved to fund the Parish Council Capital grant for 2024 for two further replacement recycled benches on the village green. (Total project costs £1,856 – grant is £1,095 and the parish council's own contribution circa £761). CCC will send out a grant agreement - The Parish Council will then need to send CCC an invoice for £1095 and it should be paid in April 2024.
17. **Actions continuing/required from 23 July 2023 Asset Inspection**
Parish Council's responsibilities: TO RECEIVE any update on Chairman leading with PC and WVPS for a village volunteer scheme for the following: (costs for materials to be met by the parish council)
 - iv. Bench in west grave yard (Paddy's bench) – bench needs oiling/treatment.
 - v. Wooden fence with metal access handles at entrance to village green - Should metal handles be painted both for protections and to make them more visible?
 - vi. Shrubbery Corner wall - Covered in ivy, and the pointing is in poor condition. Also appears to have an animal nest in the wall middle by the bench – may be a rats' nest? Needs investigating.
 - vii. Ex BT Phone box at Shrubbery Corner – Book Library. Interior clean to remove spiders' webs etc.
18. **TO DISCUSS AND CONSIDER whether the parish council should register with CCC assets in their village as Assets of Community Value**, such as The Yew Tree pub, the village hall, the Church, and the Westbere lakes. Residents would also like The Two Fields, and The Bread and Cheese Field (although currently in Hersden parish), investigated for eligibility. TO RECEIVE any updates
19. **Clerk report** – for anything not noted elsewhere on this agenda/meeting paperwork.
20. TO NOTE the Clerk reviewed the Accessibility Statement on the parish council's website and tested some of the pages on a self-evaluation status as part of its annual review on 04 April 2024.
21. **Newsletter** - format / next edition – to receive any update
22. **Parish Plan** – to consider any new households to receive this
23. Closure of the meeting

Next Meeting dates: - the third Monday of the month except none in August and December: 15 April, 20 May, 17 June, 15 July, 16 September, 21 October, 18 November 2024.