



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 June 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 – whilst parish council meetings are meetings in and open to the public, they are not public meetings, and to ask for adherence and respect about the public participation opportunity:
2. **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.
3. **The parish council meeting to now resume: there is no public participation from this point forward.**
4. **Apologies for absence.**
5. **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.
6. **To agree as a correct record the Minutes of the last meeting held 20 May 2024**
7. **Defibrillator** – TO NOTE this was installed on the external wall of the village hall on 24 May 2024. It has been registered on the defibrillator on The Circuit and the Clerk/Chairman will undertake (at least monthly) checks and complete these afterwards online.
TO NOTE the Clerk did a NewsPost on the website on 29 May 2024 with a link to the training demonstration guide and FAQs. <https://vimeo.com/557677120/e7524918c5>
TO NOTE an offer of free training sessions (with donations to trainer welcomed by attendees) is being explored – either a Talk with no practical 30-40 minutes duration, or a Practical with CPR training - 1 hour duration; for 12 - 15 persons per session.
8. **Sunday 07 July 2024 event on the village green 2pm-4pm to celebrate/mark the gifting of the Green to the village (or in the village hall if the weather is wet)**
Event will have a Cold food buffet and juices offering – and bring your own wine if you wish.
TO NOTE invites were sent to Sturry, Fordwich and Hersden parish councillors, and city and county councillors on 04 June 2024. Flyers, Posters, publicity being arranged.
9. **Parish Councillors' reports**
10. **Reports from County and City Councillors**
11. **Planning matters**

Bread and Cheese field – currently in Hersden parish – Community Governance Review by CCC ended 20 May 2024 asking “*Should the parish boundary for Westbere be moved to incorporate the Bread and Cheese Field site?*”

The General Purposes Committee meeting arranged to consider the Westbere CGR has been moved from the 4 July to 7pm on 15 July due to the General Election

Rural Service Centre versus Local Service Centre hierarchy – and “Settlement boundaries”:
The settlement designations are informed by the rural settlement studies which look at settlements, not parishes, to determine sustainability.

TO NOTE as per last meeting's discussion and Minutes, the Clerk sent comments and questions to the CCC officer on 29 May 2024 about the settlement boundaries – as detailed in the 20 May 2024 parish council meeting Minutes.

TO RECEIVE any updates/responses.

CCC's Regulation 18 Canterbury District Local Plan [Draft Canterbury District Local Plan to 2040](#)

TO NOTE the parish council's response to CCC was sent on 03 June 2024 and uploaded to the parish council's website.

The Parish's application to record three public footpaths across “The Two Fields”

UPDATE: This has now been allocated to a KCC officer (claim number C428). The officer is familiarising themselves with the case and will be writing to witnesses and landowners requesting interviews.

TO NOTE any new applications since the Agenda was posted, and any update re CA/22/01388 - Walnut Tree Livery, and the Appeal for CA/22/01158 - Walnut Tree Farm Walnut Tree Lane.

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. TO NOTE a payment of £35.00 to be taken by direct debit on 21 June 2024 for the Information Commissioner's Office (ICO) annual fee.

For Annual Return 2023-2024:

TO NOTE the Clerk returned the necessary documentation to Mazars on 28 May 2025.

TO NOTE that the 30 working day period for the exercise of public rights is Monday 03 June 2024 to Friday 12 July 2024 - the Notice of Public Rights was published on 31 May 2024 on both the parish noticeboard(s) and website.

Concurrent function funding for 2024-2025 - Westbere Parish is due to receive its CFF Payment of £4,503. The Clerk returned the monitoring forms for 23/24 and the necessary documentation to CCC on 23 May 2024 and the Clerk and Chairman signed and returned a new grant agreement.

CCC Capital grant of £1,095 – this has been paid by CCC towards two further replacement recycled benches on the village green. The Clerk ordered the seats on 29 May 2024.

C/fwd – suggestions/recommendations from Internal auditor – to come to a future meeting.

13. **Model Financial Regulations** – TO NOTE that there has been a rewrite to the NALC Model - TO REVISIT revised Financial Regulations to reflect the NALC Model template.

14. **Refurbishment of the village green sign and retreating of the plaques on the post**

Refurbishment of Paddy's bench in the graveyard

Painting of the village green entrance handles yellow –

TO NOTE the Clerk instructed the contractor for these 3 items on 28 May 2025.

15. **Village Hall insurance** – TO NOTE preparation of a covering letter, and RECEIVE a new updated legal document between The Diocesan Board, the PCC, Westbere Parish Council, plus now the hall committee also - to make the hall committee responsible for buildings cover for the hall as well. Westbere Parish Council Chairman and Clerk to sign the document x 4 copies. Westbere Village Hall committee representatives if present to also sign x 4 copies. Once signed, all 4 x copies to then be sent on to The Board, and then subsequently the PCC – with ultimately a copy signed by all 4 parties to be held and retained by each of the 4 parties.

16. **Authorisation of online payments** (Chairman to sign Finance Appendix x2 for Minute book and Invoice file)

Southgate Electrical Co Ltd – to install defibrillator at the village hall	264.00
Office supplies	24.33
Earth Anchors Ltd – order for 2 x 4-seater recycled seats for the village green	1,538.40
Dynamix Consultancy Ltd – payroll services April, May, June 2024	36.00
Clerk June salary and mileage	573.70
HMRC PAYE and NIC June 2024	154.28
KCC LGPS Pension June 2024	246.15
Annual payment to the Clerk to include depreciation and all necessary computer software or upgrades required for the use of a computer to fulfil the duties required by the Council, and to paid in arrears on the anniversary of the start date of employment (ie 1 June each year) as agreed at Minute 97 of the October 2011 meeting	100.00

BANK BALANCES - bank balances are as follows: At **31 May 2024**: Unity Trust £32,751.73

17. **Actions continuing/required from 23 July 2023 Asset Inspection**

TO NOTE the Clerk cleared Shrubbery Corner weeds, leaves and the ivy on the wall on 06 June 2024.

TO NOTE the Clerk will finish cleaning/tidying the Book Library at Shrubbery Corner.

18. **Assets of Community Value** – Cllr D Wilson's draft spreadsheet to be further populated/discussed.

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

20. **Reminder of Joint Parish Group meeting: 7-9pm, 24 June 2024 at Hersden Community Centre.**

21. **Parish Plan** – to consider any new households to receive this

22. **Closure of the meeting**

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