



WESTBERE PARISH COUNCIL

Clerk: Amanda Sparkes. Tel: 07759 263725. Email: clerk@westbereparishcouncil.gov.uk

Website: westbereparishcouncil.gov.uk

TO: ALL MEMBERS OF WESTBERE PARISH COUNCIL: Councillors are hereby summoned to attend a meeting of Westbere Parish Council on **20 January 2025** 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 for 20 January 2025 parish council meeting

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 18 November 2024**
7. **Parish Councillors' reports**
8. Any update from the Chairman re the Community Payback Team to attend the village
9. **Reports from County and City Councillors**
10. **Planning matters**

New planning applications:

CA/24/02163 - 19 Church Lane, Westbere CT2 0HA

First-floor extension together with single-storey rear extension.

CA/24/02203 - Rowans, 4B Church Lane, Westbere CT2 0HA

Single-storey side extension following demolition of existing car port.

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

Notifications:

CA/24/01740 Use of outbuilding as dog grooming business. Westbere Cottage, 20 Westbere Lane, Westbere, Kent, CT2 0HH – GRANTED by CCC

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 Cllrs.
13. **TO RECEIVE** an End of Quarter 3 income and expenditure against budget headings report – and for the Chairman to sign this. **TO NOTE** this will be uploaded to the parish council's website to satisfy the Transparency Regulations.

Biodiversity - steps to conserve and enhance biodiversity: **TO NOTE** the Clerk applied to CCC Biodiversity Grant (canterbury.gov.uk/biodiversitygrants) on 20 November 2024 for 3 x bird boxes and 3 x Bat boxes for the two closed churchyards – total grant sought £194.94. Owl boxes were not eligible as on private land. This grant has been successful with funding to be paid in the New Year. **TO NOTE** the order for these was placed on 02 January 2025 – fixing of them to be paid and undertaken by the parish council.

(Consideration of whether to install owl boxes in private landowner's trees in Bushy Hill Road will be carried forward until the year end finances are more clearly known).

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

Lawn N Order – grounds maintenance contract for the year 2024 £2,982.00
CPRE Annual subscription £60.00
SMS CIS & Payroll Solutions Ltd: payroll services for October, November and December 2024 £36
Clerk salary and Mileage December 2024, £618.94, HMRC employee PAYE and employer NIC December 2024 £165.91, and KCC LGPS Pension December 2024 £254.79
Office supplies £66.65
3 x bird boxes and 3 x bat boxes for the churchyards £194.94
Clerk salary and Mileage January 2025, £555.51, HMRC employee PAYE January 2025 £148.20, and KCC LGPS Pension January 2025 £237.80
6 x 25kg bags of rock salt/grit for roads £101.94

BANK BALANCES - bank balances are as follows: At **31 December 2024**: Unity Trust £25,221.34

15. **Action from Asset Inspection undertaken on 12 August 2024:** To seek any update on the revarnishing/refurbishment of the seat outside the village hall (responsibility of the village hall committee)
16. **Clerk report** – for anything not noted elsewhere on this agenda/meeting paperwork.

TO NOTE that on 17 December 2024 CCC has included the Village Hall as an Asset of Community Value.

TO NOTE restructuring of the KCC Community Warden Service from January 2025 – this information was posted as a Newspost on the parish council website on 30 December 2024.

17. **Welcome Pack** – to consider any new households to receive this
18. Closure of the meeting

Meeting dates for 2025: - The parish council meets bi-monthly on the third Monday of each month: 20 January 2025, 17 March, 19 May, 21 July, 15 September, 17 November.
Plus 24 March 2025 - Annual Electors' meeting, and a date for the village green event 2025 tbc.