



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 November 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 17 November 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. **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 15 September 2025**
5. **TO RECEIVE** the Minutes of the Canterbury Area KALC meeting held 30 September 2025.
6. **TO NOTE** the next Broad Oak reservoir Stakeholder meeting is to be held virtually on **11 December from 2pm-4pm.**
7. **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.
8. **The parish council meeting to now resume: there is no public participation from this point forward.**
9. **Parish Councillors' reports**
10. **Reports from County and City Councillors**
11. **TO RECEIVE** any KCC Community Warden report
12. **TO NOTE** Quinn Estates invited the council to the ribbon cutting ceremony to celebrate the completion of the Hersden Under 5s Nursery by Quinn Estates, as part of the wider Hoplands development on 09 October 2025 at 4.15pm at the Hersden Under 5s Nursery in Shaftesbury Road – Cllr Paul Glover and Cllr Georgina Glover attended this.
2. **Actions from the annual inspection of the parish council's Assets on 01 and 02 August 2025.**
 - i) The Churchyard walls - these are owned by the Church but the maintenance of the closed churchyards is WPC responsibility – the flint walls are on the WPC Insurance schedule with a value of £22,050 at 01 June 2025 insurance renewal. Walls are in fair condition. There is a question about whether there is any documentation from the diocese setting out what the parish council is and is not responsible for. Cllr Georgina Glover has advised she has no knowledge of when the churchyard closed and has offered to speak to the Diocese about this. **TO RECEIVE** any update.
 - ii) **COMPLETED** - Picnic bench on the village green required work to provide stability for a middle leg. The Chairman and the Clerk attended to this on 11 October 2025 – but see also capital grant application detailed below.
 - iii) **COMPLETED:** The Bench seat at Shrubbery Corner has been re-oiled.
 - iv) **COMPLETED** – the Clerk refreshed the faded location information on the defibrillator sign on the railings at the Level crossing at Walnut Tree Lane on 22 September 2025.
 - v) Broken Green bin at Walnut Tree Lane level crossing – not on parish council's insurance or asset register – needs replacing. The Clerk emailed Canterbury City Council on 13 October 2025 to ask if it is theirs and if so could it be replaced. The officer checked with CANENCO - although the litter bin is not on the system or recorded anywhere, the operative that empties this litter bin has been doing this for some time. The officer has added it to the system. **TO CONSIDER** – CCC is happy for the parish council to replace this with a new litter bin and CANENCO will keep emptying this.

3. Planning matters

TO RECEIVE the Clerk's writeup of the first CCC Design Codes workshop held 27 September 2025.

New planning applications:

CA/25/01288 - 27 Church Lane, Westbere, Kent, CT2 0HA

Erection of car port together with cladding and render to all elevations of dwelling.

The parish council had no comments.

CA/25/01982 - Brandsby, 2 Walnut Tree Lane, Westbere, CT2 0HG

Single-storey rear extension, raised decking area to rear together with extension of existing vehicular access following demolition of existing rear extension. Comments by 05 December.

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

Notifications: None.

4. **Use of Section 101 Scheme of Delegation** to the Clerk in conjunction with a minimum of two councillors since the last meeting: None.

5. **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 RECEIVE an End of Quarter 2 Income and Expenditure report, and **TO NOTE** this was uploaded to the parish council's website on 07 October 2025 to satisfy the Transparency Regulations.

CCC Capital Grants 2026-2027

TO NOTE the Clerk submitted a capital grant application to CCC on 08 October 2025 to the Parish Capital Grants scheme for projects to be delivered in 2026-2027. This applies for the removal and replacement hedging of the dead section of hedging at the village green. If successful, the grant would be for £278.40, and the parish council's own contribution would be £201.60. (Total £480)

TO NOTE that when the Chairman and Clerk dealt with the picnic table unstable middle leg, they found that one of the legs has sheared in half (this will need a repair) – so the Clerk competed and submitted a second capital grant application to CCC on 12 October 2025 for a replacement picnic table plus installation costs. If successful, the grant would be for £952 (74%) and the parish council's own contribution would be £335 (26%) – total cost £1,287.

Outcome of the consultation on the potential pooling of parish and town councils for LGPS funding purposes - Further to the consultation on the potential pooling of parish and town councils for LGPS funding purposes, this matter was considered by the Fund's Pension Fund Committee at their meeting on 23 September 2025. The Committee's decision is to fully pool parish and town councils for LGPS funding purposes from 1 April 2026. The pooled employer contribution rate as certified by the Fund actuary will be communicated as soon as possible, with new LGPS employer contributions effective from 1 April 2026 to 31 March 2029.

6. Precept/budget for 2026-2027 – **TO DISCUSS** and **RESOLVE** a budget for 2026-2027 against the budget document figures/options and then **TO DISCUSS** varying options for a precept, and **TO RESOLVE** the favoured option to set a precept for 2026-2027.

7. **TO CONSIDER Quote(s) for felling and removing dead Scots Pine tree in the churchyard**

1. **The Kent Tree Company - £1,950 excluding VAT**

2. **Landscaping in Kent Ltd - £2,600**

AND TO NOTE that the Clerk gave notice to CCC of exempt works to a tree in a conservation area on 13 October 2025 for permission to undertake this work. Application CA/25/01859 refers – CCC has determined No Objection to the felling of the tree.

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

Bourne to Garden – September grounds maintenance £350.00 (£291.67 excluding vat)
Clerk salary and Mileage October 2025 £577.82, HMRC £205.28 and KCC LGPS Pension October £245.48
Office supplies – 5 x reams of paper £21.45
Office supplies – 100 envelopes £10.99
Office supplies – printer inks £58.04

D&A Restorations – cleaning and oiling of Shrubbery Corner bench £100.00
Eyelid Productions – annual website support £100.00
Bourne to Garden – October grounds maintenance £350.00 (£291.67 excluding vat) £350.00
Clerk salary and Mileage November 2025, £571.52, HMRC £204.78 and KCC LGPS Pension November £245.48

BANK BALANCES - bank balances are as follows: At **31 October 2025**: Unity Trust £32,547.17. TO NOTE that Unity Trust Bank reduced the interest rate on the parish council's saving account from 23 November 2025 from 2.25% (gross) / 2.27% (AER) to 2.10% (gross) / 2.12% (AER).

9. The 2025 edition of the Practitioner's Guide has a new requirement for 2025-2026 that the parish council's website should meet the new minimum accessibility standard WCAG 2.2 AA – C/fwd: the Clerk to investigate this and report back.
10. **Clerk report** – for anything not noted elsewhere on this agenda/meeting paperwork.
11. **Welcome Pack** – to consider any new households to receive this
12. Closure of the meeting

Meeting dates for 2025: - The parish council meets bi-monthly on the third Monday of each month: 17 November 2025, 19 January, 16 March, 18 May, 20 July, 21 September and 16 November 2026