



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 **13 April 2026** 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

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 RECEIVE the Minutes of the Annual Electors' meeting held on 16 March 2026 (NOTE these get approved at next year's Annual Electors' meeting)**

Actions arising from the Annual Electors meeting:

- i) A suggestion that the parish council considers submitting an application to CCC to register All Saints Church, Westbere as an Asset of Community Value.
Cllr Wilson, Cllr Georgina Glover and the Clerk met informally on 01 April 2026 with the Chairman and Vice Chair of the WVPS and discussed. (More information on the Clerk report). It was recommended that any decision be deferred until after the Church Wardens have briefed the parish council at its 18 May 2026 parish council meeting.
- ii) In Westbere Lane near the entrance off the A28 the road edge is crumbling away – This was reported on 18 March 2026 fault reference 954137. However, an email was received on 19 March 2026 advising that the report had been risk assessed and no action is required. (Email says: "KCC have adopted a risk-based approach for all aspects of highway infrastructure maintenance, including setting levels of service, inspections, response, resilience, priorities and programmes. The management of current and future risks has been embedded within our approach to asset management and service delivery. We confirm that the site has been assessed and, on this occasion, having followed our risk-based approach, no action is deemed necessary.
We will continue to monitor the site during statutory highway inspections and other asset specific surveys and inspections. For more information on how we have reached this decision please refer to the following link and the documents within.
Managing highway infrastructure - Kent County Council <https://www.kent.gov.uk/about-the-council/strategies-and-policies/service-specific-policies/roads-paths-and-transport-policies/managing-highway-infrastructure> ")
- iii) The overgrown footpath from Bushey Hill Road to Brooklyn Cottages – now so encroached it allows only single file pedestrians. (Reported 18 March 2026 fault reference 954130)
- iv) Any update from KCC Cllr Mark Mulvihill on the residents' request for a pedestrian crossing on the A28 by the top of Church Lane.

5. **To agree as a correct record the Minutes of the last meeting held 16 March 2026**
6. **TO NOTE the next Canterbury Area of the Kent Association of Local Councils meeting will be its AGM and held on Friday 22 May at 6.30pm at Chartham Village Hall** – this will elect a Chairman, Vice Chairman, Secretary, KALC Executive Committee representatives, a JTB Representative and Standards Board representative for 2026-2027 and the main agenda item will be the CCC Community Governance Review.
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. Planning matters

Regulation 19 consultation on the Canterbury District Local Plan

Canterbury City Council published the Canterbury District Local Plan at <https://haveyoursay.canterbury.gov.uk/43579/widgets/130223/documents/103524> on 23 March 2026 for consultation, in accordance with Regulation 19 of the Town and Country Planning (Local Planning) (England) Regulations 2012. The consultation is open **until 5pm on Monday 18 May 2026**. At Regulation 19 stage, the Local Plan is published for representations on its soundness and legal compliance. All comments received at this stage will be passed directly to the Planning Inspector who will then consider whether any changes are needed.

It is expected that the Examination will begin in late 2026, concluding with a report from the Inspector in November 2027, and adoption of the new Local Plan in December 2027.

TO DISCUSS and AGREE a parish council response to the Regulation 19 consultation in respect of concerns about the settlement boundaries.

New planning applications:

CA/26/00522 - 24A Westbere Lane, Westbere CT2 0HH

Erection of double garage with driveway together with raising the height of the roof to existing garage. Comments by 08 May 2026.

CA/26/00456 - Horton Court, Westbere Lane, Westbere CT2 0HJ

Erection of 3 two-storey detached dwellings. Comments by 08 May 2026.

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

Notifications: None.

12. Summer Party event to celebrate the gifting of the village green

Cllr Wilson, Cllr Georgina Glover and the Clerk met informally on 01 April 2026 with the Chairman and Vice Chair of the WVPS and discussed whether members of the WVPS would help with a summer party to mark the gifting of the village green. It was agreed that last year's event was special and exceptional, marking the return of the Bread and Cheese Field to Westbere. As the budget is only £200 a scaled-down event similar to that held in 2024 in the village hall should be the template. WVPS will email its members to see if some will help – and asked for a list of tasks for people to understand what is needed and what they might volunteer for. The next WVPS meeting is to be held on 14 April 2026.

TASK LIST:

- Make cakes
- Make sandwiches
- Organise a menu based on what has been volunteered and what else is needed (eg French sticks, butter, crudites, dips, scotch eggs, cheeses, grapes etc?)
- Help cut up/prepare/layout the food
- Collating the list of tasks against volunteer names (the Clerk will do this)
- Shopping for the event
- Setting up tables and chairs etc in the hall
- Clear up after the event
- It was suggested that people may bring their own drink but tea and coffee (and juice) to be provided – so volunteers needed to make drinks

It was suggested that the Yew Tree be asked to get involved and offer a pop-up bar? TO DISCUSS

The date also needs to be agreed – possible dates are Saturday 06 June, Sunday 07 June, Saturday 13 June, Sunday 14 June (the Clerk cannot do this one), Saturday 20 June, Sunday 21 June, Saturday 27 June, Sunday 28 June. TO DISCUSS and AGREE a date.

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

14. 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.

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 held 16 March 2026 £50.88
Bourne to Garden – March grounds maintenance £350.00 (£291.67 excluding vat)
Kent Association of Local Councils annual subscription £190.73
SMS CIS & Payroll Solutions – year end submission to HMRC and employee P60 £24.00
Clerk salary and Mileage April 2026 £588.72, HMRC £206.62 and KCC LGPS Pension April £188.31.
NB. New employer pension contribution rate implemented from 01 April 2026 - Westbere's employer contribution rate has decreased from 01 April to 19.2% - (down from 26.7%) - and this new rate will run until 31 March 2029. (The employee contribution rate remains the same).

BANK BALANCES - bank balances are as follows: At **31 March 2026**: Unity Trust £19,012.42.

16. **Highways – double yellow lines**

There is a persistent problem with cars parking too close to the entrance to Pennington Close making it dangerous when they're parked there. There is a stretch of yellow lines on one side. TO CONSIDER whether the parish council now submit a request to CCC in the next annual parking review for double yellow lines to be added to the other side too.

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

TO NOTE that on 18 March 2026 the Clerk emailed CCC with a request to consider new street name plates x3 for the entrance at Westbere Lane. CCC agreed to this request and will do the next order at the start of April and they normally take 4 to 6 weeks to come from the supplier.

TO NOTE that on 25 March 2026 the Clerk met two CCC officers at their request, to follow up on the CCC biodiversity grant given for bird boxes and bat boxes.

TO RESOLVE that as per the Clerk's Contract of Employment that 5 days of annual leave not taken in 2025-2026 may be carried forward to 2026-2027.

Reopening Manston Airport – 2026 Airspace Change Consultation

RiverOak Strategic Partners Limited ('RSP') is working to redevelop and reopen Manston Airport as an air freight hub. RSP's Stage 3 airspace change consultation runs until Monday 22 June 2026. The consultation provides residents, communities and wider stakeholders with details of proposed changes to flight paths and airspace structure.

The consultation includes a dedicated website where materials and proposals can be viewed and responses submitted: <https://consultations.airspacechange.co.uk/manston-airport/manston-airport-consultation/>.

Consultees can provide feedback via the online portal, at the consultation events, or by printing the questionnaire and posting it to a Freepost address (FREEPOST 1616).

The consultation is being run in accordance with airspace change standards governed by the Civil Aviation Authority (CAA). All progress regarding the consultation and wider airspace change process is available to view on the CAA's online portal: <https://airspacechange.caa.co.uk/PublicProposalArea?plD=112>

The Clerk will attend a public consultation event on 25 April 2026 and report back.

18. **Welcome Pack** – to consider any new households to receive this

19. Closure of the meeting

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