

BEKESBOURNE WITH PATRIBOURNE PARISH COUNCIL
Minutes of the meeting held on 14th June 2021 at 7:30pm at Bekesbourne Pavilion.

Minutes to be agreed at the Next meeting

Present: Parish Cllr Andrea Nicholson (Chairman)
Parish Cllr Graham Duplock
Parish Cllr Christine Sladden
Parish Cllr Joanne Watt
Parish Cllr Mary Evans
Parish Cllr David Sladden
Mrs Nicola Purcell, Clerk to the Council

There were no members of the public present.

13. Receive apologies

E. Young, C. Ash

14. Declarations of interest

J. Watt- VHMC G. Duplock- VHMC

15. Agree Minutes for previous meetings

It was unanimously agreed that the meeting minutes from both The AGM and Parish Meeting held on the 4th May 2021 were a true and accurate record and were duly signed by the Chairperson.

16. Deal with matters arising from the minutes not covered elsewhere.

None

17. County/City Councillor Reports

City Cllr L. Jones and County Cllr M. Sole both sent reports prior to the meeting which the Clerk circulated to all Cllrs prior to the meeting.

County Cllr M. Sole has requested a 'walk around' with Parish Councillors to hear of any matters, parishes wish to be addressed. Clerk to contact M. Sole to gain potential dates/times for Cllrs to meet.

18. Village Hall

G. Duplock updated the following:

- Since the approval of the planning application to CCC, the VHMC are currently awaiting to meet with a contractor regarding the interior of the building.
- A start up grant was applied for of £8,000
- A weekend car park clean up recently took place with volunteers from the community- many thanks to all those involved.

19. Feedback from Local Plan meeting held on 24th May 2021

C. Sladden and A. Nicholson attended the meeting. Cllr Sladden provided the following report from the meeting:

The meeting was hosted by Karen Britton, Planning Manager (Development and Engagement)

This is a new post in response to the new government planning agenda. Karen is supported by a new team, which comprises three members working on heritage, one on design, an enforcement leader and two investigative officers. The purpose of the presentation was to introduce the team and give an overview of their work and aspirations. Wider restructuring is in progress and it is possible that the enforcement team will become part of a central team responsible for all enforcement.

Much of their work is in response to planning breaches, 600 of which have been reported since January. 90% of these are resolved without enforcement, most are minor and can be dealt with by an application for retrospective planning permission. Some work involves liaison with other services such as Social Services, Police or Environmental Health.

A new website is being constructed with a Planning and Building page. This will allow people to report planning breaches using an interactive map, and will list key contacts. Breaches can be reported anonymously but if the case goes to court details will be made public. Karen said that photos are very useful, and that it is advisable to check the planning history before reporting. She gave detail about what happens once something has been reported.

Karen Britton is keen to improve contact with Parish Councils by giving regular updates on cases for them to disseminate and writing articles for newsletters or social media. There was some discussion about how people could access information on individual cases of interest to their PC. Someone mentioned that Dover District Council gives updates via its website.

Heritage

Lizzie Johnson

The aim is to preserve and enhance historical buildings. As well as the many treasures of Canterbury these include quite humble structures such as workmen's cottages. Harm is weighed against public benefits. Members of the team are qualified in History and Archaeology, and research the past of old buildings using census records, paintings and literature where applicable, as well as looking at the fabric of the building.

Local Plan

This was briefly mentioned at the end of the meeting, just to stress that it is at the options stage at the moment and that individual sites are not being discussed. There will be two conferences, one for stakeholders and one for schools.

20. Clerk Report/Correspondence

20.1. Email received from a resident:

The Wappings is almost impassable for nettles and brambles. Could the PC nudge Network Rail for an urgent cut back. No one with a buggy or wheelchair could use it at the moment.

Outcome: Cllrs unanimously agreed for the clerk to make enquiries with relevant landowners to get the path cleared.

20.2 Email from Cllr Emily Young:

I have done a little work on the mud kitchen. I spotted a cheap mud kitchen work top in Aldi and I plan to work with my Dad to fix it to a pallet to erect in the play area. It has a nice funnel that can collect rain water and big sink. I could collect and clean it once a week at BREW. Materials will come to around £40 if PC are happy to pay it out of petty cash? The question will be how we fix it securely so it doesn't go walk about. The pallet is heavy and could be partially buried in ground or screwed to a fence post perhaps? It could be attached to the farmer's fence but that is very rickety. Any suggestions? The kitchen worktop is ideal as it does not have legs, thus a wheelchair could fit underneath. Can anyone supply me with an ideal height to accommodate a wheelchair?

Outcome: Cllrs unanimously agreed to reimburse Cllr E. Young the £40 and any other costs incurred after the mud kitchen has been installed. Cllr D. Sladden to measure an example of a wheelchair accessible mud kitchen he has access to and report back.

20.3 Clerk's Report

Other than spending a lot of time on the accounts this month, it has been pretty quiet. I found this year's internal audit much less daunting, although it was a much more in-depth process leading up to it due to our income and expenditure for the year.

Matters still outstanding that I am trying to 'wrap up' before maternity leave are:

- Highways- The offer of the sale of land from resident on Station Road for use as a footpath.
- Highways- Speed limit sign/gate at Patrixbourne
- Mobile phone for clerk

I will update you via email as and when I know more.

There is still no news on the grant that we applied for regarding the village hall chairs. They asked for further information which we provided, but nothing more has been heard yet.

I have updated the asset register to reflect the new playground installation. I have also updated parish Risk Assessments, Statement of Internal Control, and Statement.

Outcome: Clerk also mentioned that it may be time soon to look at purchasing a new laptop- Current one purchased in 2015 and is running very slow- despite having everything backed up on external hard drive and minimal files on the device itself. Cllrs in agreement that the clerk begin to look into this and feedback at the next meeting.

21. Finance Matters

21.1 Approve end of year accounts

The Following documents were circulated in advance of the meeting for the accounting period 1st April 2020- 31st March 2021:

- Bank Reconciliation
- End of Year- Nationwide account

- End of year-Lloyds Treasurers account
- End of Year- Lloyds Instant Savers
- End of year Totals/Summary
- Explanation for 'high' reserves
- Explanation of variances

The Bank Reconciliation and the End of year Account Summaries correlated correctly.

Outcome: Cllr Watt proposed that the £500 donation from Howletts received several years ago be offered back to the Zoo to support them following the closure of the Zoo during lockdown. If the Zoo will not accept the return of the donation, then the clerk is to request if the Zoo mind if the Parish Council put it toward another community project. All in agreement.

The Accounts were unanimously agreed as a true and accurate record of the Parish Council's finance activity for the year end 31st March 2021.

21.2 AGAR Documents/Internal Audit Report

A copy of the AGAR forms sent to all councillors in advance of the meeting. This year the Parish Council had to complete AGAR Part 3 as the gross expenditure for the year exceeded £25,000.

Internal Audit report form- this has been signed by the internal auditor on 27/05/2021

Annual governance statement- Clerk prepared a statement for the councillors in advance of the meeting demonstrating how the Parish Council meet the requirements. Each point was discussed and agreed as 'yes'. Chairperson and Clerk signed the document.

Accounting Statement 2020/21- the figures were applied from the financial records and discussed. All councillors in agreement. Chairperson and Clerk signed the document Balance brought forward= £199,344 and after income and expenditure for the year the balance carried forward was £185,290.

The Internal Audit was conducted by Lionel Robbins- who has provided a report which has been circulated to all Cllrs.

21.3 Payments to be approved:

| Details | Amount | Outcome |
|-------------------------------------|---------|----------|
| Clerk May Salary | £461.50 | Approved |
| Clerk Expenses for PPE for meetings | £5.78 | Approved |
| Lionel Robbins Internal Audit | £90.00 | Approved |
| Business Stream Water | £54.25 | Approved |

2x account signatories: Cllrs G. Duplock and A. Nicholson gave authorisation for the Clerk to release the above payments via BACS.

22. Clerk Mobile Phone Contract

Deferred until next meeting.

23. Noticeboard

Quotes were sent to Cllrs in advance of the meeting demonstrating different styles and prices. All in agreement to go for option 2 but to wait until next meeting to arrange order and installation:



Price: £575.00 Excluding VAT + £10 Delivery

Supplier: www.noticeboardcompany.com

Details: • 1350x1000mm (16xA4 pages)

- Post mounted external notice board
- 58mm deep painted aluminium frame
- Zinc electroplated steel backboard for use with magnets
- Side hinged door with 4mm plexishock glazing
- Key lock with two keys supplied
- Shaped header panel with text and logo
- 5 Year Guarantee
- Supplied with set of 60/40 posts

24. Allotments (update)

All allotments are acquired and all payments received. 3 names remain on the waiting list. Cllr D. Sladden is happy to be a contact/support person regarding allotment queries.

25. Planning:

25.1 New Applications:

| | | |
|---|--|---------------------------------------|
| CA/21/00201 | The Bine Lodge Bekesbourne Hill Bekesbourne Kent CT4 5EE Change of use of land from agricultural to residential curtilage and erection of single story detached oak framed garage | open to comments |
| Comments: The parish council have no objections to this application. | | |
| CA/21/01222 | Highland Court Farm, Coldharbour Lane, Bridge, Canterbury, Kent, CT4 5HN, Commercial development comprising of 6no 1,000 sq ft B1 units with mezzanine floors | Open to comments until 18th June 2021 |
| Comments: This application went to vote: 3x votes to object to the application, 2x votes to remain neutral, 1x Abstention. Outcome: The parish council OBJECT to this application based on the following concerns: <ul style="list-style-type: none">• The lack of definition as to what the units purpose will be and whom will be occupying them• The increase of light pollution• Parking concerns• Increase in traffic accessing the site. | | |

25.2 Application updates for information:

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|-------------|--|-------------------|
| CA/21/00836 | Parsonage Barn, School Lane, Bekesbourne, Canterbury, Kent, CT4 5ER, | Awaiting Decision |
|-------------|--|-------------------|

| | | |
|-------------|---|-------------------|
| | Detached single-storey outbuilding for use as garage and storage. | |
| CA/21/00742 | 2 Springfield Cottages, Bekesbourne Lane, West Of Bekesbourne Hill, Bekesbourne, Canterbury, Kent, CT4 5DX, Detached Garage | Awaiting Decision |

26. AOB- For discussion only

Cllr Nicholson mentioned that the 2nd June 2022 is the Queens Platinum Jubilee and there will be an extended bank holiday weekend from Thursday 2nd June to Sunday 5th June. Cllr Nicholson requested that this be added to the next meeting agenda so we can begin to arrange a parish celebration for that weekend.

Declaration of office forms were signed by Chair and Vice Chair as this is the first opportunity to meet face to face.

Cllr J. Watt asked if the Clerk had heard anything further from Littlebourne Parish Council regarding the proposed development on land Next to Howletts Zoo. No update as yet.

The Parish Council noted their compliments to the owners of The Old Post Office, School Lane for the refurbishment of the original post box and installation of the new wall.

27. To Set A Date For Future Meeting

Date TBC

Meeting ended at 8:48pm

Signed..... (Chairman)

Date.....