

**Minutes of Annual General Meeting at 7pm on Wednesday 11<sup>th</sup> June 2025 at Broad Oak Village Hall**

**Present:**

Cllr John Hogben, Cllr Steve Birch, Cllr. Gill Betts, Cllr Anne Dekker,  
Cllr Kathleen Warner, Cllr Ann Davies Cllr Chris Gartland and  
Cllr Heather Taylor  
Ken Dekker Clerk, Ken Bullock Cemetery Superintendent  
and Alan webster Caretaker

4 residents in attendance

**115-25. Apologies for absence.**

Cllr A Bubb

**Public questions.**

None

**116-25. To receive Declarations of Disclosable Pecuniary Interests and Other Significant Interests and Voluntary Announcements of Other Interests on any agenda items and a reminder to think of any changes to the DPI register held at CCC, such as change of job or home.**

None

**117-25. To approve the minutes of the Annual Parish Council Meeting held on Wednesday 14<sup>th</sup> May 2025.**

Proposed by Cllr Hogben and seconded by Cllr Dekker all in agreement

**118-25. Matters arising from minutes of the Annual Parish Meeting on Wednesday 14<sup>th</sup> May 2025.**

None

**119-25. Chairman and Councilor's reports.**

The chair stated that it has been a busy four weeks and I am looking forward to a good year going forward.

As of next month to try and reduce the time at meetings we will no longer be getting any verbal reports from the Clerk, Cemetery Superintendent and the caretaker, these will be distributed with the agenda and if you have any questions they will be here to answer them.

Cllr Betts stated that she and Cllr Birch had met with the wardens from the Church with regard to the upkeep of the church grounds.  
For information that Milner Memorial grounds were given to the Parish by Lady Milner and the trustees are the incumbents and the wardens of the church.

Cllr Dekker stated that she had conducted the appraisal of the staff which went very well.  
She has written a report for Cllr Bubb on Overview and accountability.

Cllr Warner stated that she is still volunteering at Café Hope.

Cllr Birch stated that he is working with Payback and that he will get instructions from the Clerk, Cemetery Superintendent and the wardens of the church when work is required.

Cllr Taylor stated that she has found out who has been leaving the blue rubbish bags by the playpark, it is Sandra Stannard and the six volunteers who do litter picks around the village.

#### **120-25. County and District Councilor's reports.**

KCC Cllr Mark Mulvihill introduced himself to the Council and stated that he has been very busy since being elected to do training and that he will serve the residents to the best of his ability.

CCC Cllr Harry McKenzie stated the following

#### **Casework:**

We ended May with 29 casework issues and, as of today, we have 30 having completed old casework and picked up new casework.

In Sturry and Broad Oak, we are dealing with issues such as planning enforcement, illegal parking, Housing Needs Register applications, etc.

We are still awaiting updates on the issues raised by Cllr Bubb and Cllr Hogben.

#### **Site visits:**

We have visited several residents in the last month to discuss the following issues:

- Housing disrepair and overcrowding
- Overgrown vegetation.
- Parking issues
- Fly tipping

### **Roller incident on Popes Lane:**

On Friday 16<sup>th</sup> May, Trinity Surfacing Ltd had parked four large steam rollers illegally over double yellows and dangerously on the corner on Popes Lane and Herne Bay Road right by a dropped kerb crossing.

Harry helped get the rollers moved urgently by calling their operations lead twice and demanding they move the rollers which they eventually did after liaising with Cllr Heather Taylor and a local resident on Popes Lane to ensure they were moved. Harry also called the police, reported the illegal parking to parking enforcement and raised it with the cabinet member for enforcement. And Harry contacted Barratt and David Wilson Homes to find out what they would do as this was one of their contractors – they took it seriously and promised to keep the rollers off the road and onsite.

### **Illegal parking:**

We have seen a large increase in complaints about parking over dropped kerbs blocking people's driveways and parking over double yellow lines. We are helping as much as we can to get these issues solved.

If residents are having their driveways blocked, they can apply for Access Highlight Markings on the council website here:

<https://www.canterbury.gov.uk/parking-and-roads/apply-access-highlight-markings>

If residents witness parking over double yellows they should report it here:

<https://www.canterbury.gov.uk/parking-and-roads/report-illegal-parking>

If residents would like new road markings painted or existing ones repainted, they should contact us, as their ward councillors, so we can consider it for the Annual Parking Review or add it to the list for maintenance.

We have submitted multiple reports of parking over dropped kerbs on Park View, including the motorbike, and they were picked up by parking enforcement.

### **Bollard renewal on Ince Road:**

A resident raised with us the broken bollard on Ince Road, we got the Reactive Repairs Team Leader to get our contractor, Cardo, to renew it.

### **Bin replacement on Link Road:**

Following a complaint from a resident about the broken bin on Link Road, we got the Contracts Manager to agree to get a new bin there, as soon as new bins arrive.

### **Maintenance on Copt Close:**

Harry has been helping a resident who has been dealing with foliage encroaching onto her garden and breaking her fence on Copt Close. The foliage is coming from the communal garden on the council flats on Bourne Close. After months of pressuring the council officers, Harry finally got someone out to inspect it. They have now agreed to get the vegetation cut back as part of scheduled trimming and they have noted some other issues (e.g. dog poo) on Bourne Close while they were there that will be dealt with, too.

### **Benches in Sturry dog park:**

We have been informed that CCC officers have implemented two new benches in the Sturry dog park.

### **Pedestrian safety on Sturry Hill:**

A resident has recently complained about pedestrian safety on Sturry Hill as the pavement is narrow, the traffic is busy and the foliage from Greenfields is encroaching on the pavement. This is extremely dangerous and needs sorting. The resident didn't feel supported on the KCC side of things and we couldn't just look away.

Harry stepped up, even though it is not a CCC matter, because of how serious and urgent this is. He got the resident to report it on the KCC website and then contacted the Canterbury Highways Manager at KCC who is getting someone from his team to inspect the site and has issued a S154 order to Greenfields to ensure public safety.

### **Popes Lane:**

The planning application for 120 dwellings on Land North of Popes Lane is coming to the planning committee on 18<sup>th</sup> June. We have set up a briefing for ourselves with the planning officers, we encouraged residents to send us their thoughts on the application, and we are reading carefully the responses on the planning portal – including the one from the parish council. We have not decided on how to proceed yet, not until we feel we have firmly heard the voices of the residents. We are acting urgently to figure out the best way to represent the residents before the meeting.

### **Sturry Hill planning site visit:**

The occupants at 4 Sturry Hill have applied for planning permission to extend their home – planning officers were going to refuse it on design grounds. We went to inspect the site and talk through the plans with the residents and architect. Keji has called it in to be considered by the Planning Committee.

### **Canterbury Moto Trials Park:**

It was brought to our attention that the owners of this land on Shalloak Road began landscaping and building works allegedly without planning permission. Harry reported this to planning enforcement and they are investigating. The reference number is ENF/24/00045. We are monitoring this enforcement case and awaiting further updates.

### **Calcott public event:**

We have our public engagement meeting to hear residents' views on the proposed Battery Energy Storage System on Calcott Hill in Broad Oak Village Hall at 7pm on Monday 16<sup>th</sup> June. Please come along and share your views with us, we will listen.

### **Older person's accommodation review:**

A cross-party working group considering older person's accommodation has submitted proposals for consultation at the last Overview Committee meeting (neither of us are on either group). All the details of the proposals and the consultation can be found here:

[https://news.canterbury.gov.uk/consultations/older-persons-accommodation-review-phase-1/?fbclid=IwY2xjawKzxcRleHRuA2FibQlxMQBicmlkETBjYjA5Mm0xU0F3dUw2OG16AR5VrQgiOFGxTCcNncghyLEGJ8Ub6ScVP29dUIaKHg7hZP0aXIVqB-61w6aXtA\\_aem\\_Dn90addpiXvyp6tU7jOfdA](https://news.canterbury.gov.uk/consultations/older-persons-accommodation-review-phase-1/?fbclid=IwY2xjawKzxcRleHRuA2FibQlxMQBicmlkETBjYjA5Mm0xU0F3dUw2OG16AR5VrQgiOFGxTCcNncghyLEGJ8Ub6ScVP29dUIaKHg7hZP0aXIVqB-61w6aXtA_aem_Dn90addpiXvyp6tU7jOfdA)

We will do what we can to ensure residents, and the parish council is heard and represented on this matter in the coming months. The Clerk has contacted us to arrange the meeting that you have requested to discuss this – we are both free between 9am and 2.30pm on 2<sup>nd</sup> July, our diaries are packed to the brim until that week.

### **Local Plan:**

The Draft Local Plan will be submitted to the government in autumn 2026 if a new timetable is agreed by the cabinet on Monday 16<sup>th</sup> June. The draft plan was meant to be submitted in spring next year, but a slight delay is needed because:

- The new NPPF increased the target of new homes each year from 1,149 to 1,216.
- The deadline for Local Plans to be completed has been extended.
- The Call for Sites has recently been done.
- Officers have been analysing the thousands of comments received from the previous Regulation 18 consultation.

- Officers have continued to gather and work through comments and technical evidence from key players in the process.

***The new timetable:***

**September 2025** – a focused consultation under Regulation 18 on a limited number of new or amended policies.

**Spring 2026** – publication of the final draft under Regulation 19 which sparks a final consultation on the soundness of the plan with the comments being sent directly to a government-appointed planning inspector.

**From autumn 2026** – an examination in person overseen by a government-appointed planning inspector who will scrutinise the draft plan and listen to evidence presented by those in favour or opposed to it.

**Winter 2027** – adoption by the council having taken on board the changes instructed by the planning inspector.

With this new timetable set to go ahead (pending cabinet approval), we have more clarity and will ensure that the parish council and residents are engaged and listened to in the process in the coming months and years. We will make sure you are heard in the new draft local plan.

**121-25. Community Warden report.**

I have been mentoring the new Nailbourne KCC Community Warden, for half my week, and for most of May 2025, this has recently ended, she has met all the KCC Community Warden Service requirements and now permitted to do lone working on her areas. I am back to concentrating on working my two wards: Sturry Ward on Mondays and Wednesdays and Little Stour Ward Tuesdays and Thursdays. Fridays I alternate between the two wards. I have been conducting extensive Visible Presence in my two Wards as well as Nailbourne Ward throughout this month.

I am in contact with Spires Academy, Westbere and we in the process of arranging for me to come into the school during lunchtimes, with a view to having a Community Presence in the school.

A member of the public approached me about having a pavement installed between the bottom of Calcott Hill from the Bus Stop to Garage Coffee. The person was concerned about fast traffic travelling down Calcott Hill when they have to walk a zig-zag pattern across the road to walk from the café heading Sturry Bound and recross at bottom of Calcott Hill to get to the Bus Stop on the Herne Bay Bound side. I have made some initial enquiries about the feasibility of having a new pavement installed, which may have to be added to the Highways Improvement Plan for consideration in future.

From a conversation with a Sturry resident while I was doing Visible Presence in the village, I submitted an intel report to Kent Police regarding drugs use.

St Nicholas Church, Sturry, had unknown persons enter the locked porch and set fire to some items inside - which could be paper. It had just been seen by church members as I walked past, so the church warden asked me to have a look. I advised they call police immediately on 101. I gathered up some evidence into some plastic bags for Kent Police CSI to review; Kent Police's CSI attended and took the bagged-up evidence. A clasp and padlock is going to be fitted to the porch to prevent a reoccurrence. Fortunately, the main door to the church was locked at the time, so these people did not gain further access.

I received an email from a concerned resident from another ward, who had some concerns for an elderly male living in Fordwich, who maybe receiving regular scam calls. I made enquiries with friends and resident's solicitor, where I established there was full power of attorney in place over his health and finances. I felt reassured that any scammers were unable to gain access to his finances. I also visited the resident along with one of his friends, to check if he was looking after himself and had enough food and essentials and was able to go out to get them. I also checked to see if he needed any additional support. He did not feel he needed any support.

A Broadoak resident contacted me about overgrown hedgerow near Bluebell Woods Caravan Park, along Shallock Road. I visited location, took photographs and forwarded them to KCC Highways – reference 880311. I updated the caller of my actions taken.

Sturry Parish Council mentioned overgrown hedgerow outside the old Greenfields Shooting Range on Sturry Hill. I visited and left a message with occupants requesting they cut back the hedgerow.

I have emailed one of KCC 's Rural Partnership Managers who works in the rural parts of East Kent area in particular with farming communities. I am waiting to hear back from him to see if there is any collaborative work we can do.

I have arranged a meeting with a local PCSO in Kent Police's Rural Task Force, to introduce myself, and to see whether we can do some collaborative working together in rural areas in the future.

In June I am aiming to attend the following parish council meetings in: Littlebourne and Hersden. I send my apologies to the other parish councils for not attending in June.

## **122-25. Village Caretaker's report.**

I have been extremely busy catching up after my holiday, I have had to fill in doing the supermarket runs and also Café Hope. I have shown the two new volunteer drivers how the supermarket runs work.

I have completed the work on the sleepers for payback in Centenary Woodland.

I have refitted the down pipe to the toilets and also cleaned out the gutters.

I will be installing the new safety rails in the disabled toilets tomorrow and I have also replaced the leaking tap in the ladies toilet and the one at the garage in the cemetery.

I have been marking out graves ready for the grave digger and also topping up graves that have sunken.

I refitted the new seat to the swing in the playpark.

## **123-25. Cemetery Superintendent's Report.**

### **Admin Work:**

We have dealt with numerous enquiries as usual.

We have had interest from two minibus drivers, who have been out with Alan Webster, and who we hope will both formally volunteer to take on the shopping run.

### **Cemetery Database:**

I am part way through adding in the interment details of the stillborn children buried in the Cemetery I have completed 12 out of 29 records. I continue to identify missing or incorrect information in the database. I am updating the records as I go. This exercise will continue for the foreseeable future.

### **Cemetery Other:**

Since my last report, we have had 2 full burials.

I currently have 1 burial of cremated remains progressing.

I have completed one transfer of Exclusive Right of Burial via probate.

I am progressing one new monument application, but this also requires a transfer of EroB before it can progress.

With one new application in June, users with access to the cemetery, who have been given the gate code stands at 36.

I have supplied all the required information for the Cemetery case. As yet, no feedback from our insurers.



#### **124-25. Clerks Report.**

General admin duties for the month.

Arranging for the first meetings of all the committees formed at the AGM.

Preparing Agendas for all committees.

Getting the outside audit paperwork completed and making sure that all final year end figures are correct before the Finance Committee meeting to be able to bring the AGAR to the full Council meeting tonight for approval and signing.

This will go off to the external auditors tomorrow before the deadline of the end of June 2025. If approved by the council at the agenda item later in the agenda.

The Notice of appointment of date for the exercise of public rights will be posted tomorrow as well.

Attending all the committee meetings in the role of Clerk for minute taking.

Preparing minutes for all committees.

The new garage door has been fitted to the mortuary and I am waiting for the invoice for the steel bars for the windows to arrive once it has and been paid then they will be fitted and the garage will be secure again.

The fixed wire testing of the office electrics was carried out today with all circuits passing.

#### **125-25. Outside Bodies members reports.**

None

#### **126-25. Staffing Committee report.**

The Chair Cllr Betts stated

The staffing committee met 29<sup>th</sup> May.

Appraisals have taken place over the last two weeks.

We are waiting on the outcome of the pay rise when this is agreed by the NJC

The Committee will meet again in the next fortnight.

#### **127-25. Events Committee report.**

The Chair Cllr Gartland stated

The events committee met last week and decided to concentrate on three events this year.

A Funrun at the end of August

The Christmas Fayre and light switch on  
Easter Egg Hunt

We also reviewed the terms of reference and with a couple of minor changes  
we would like them to be adopted tonight.

Cllr Taylor stated that as the terms of reference state we need three months  
to organize an event that means there is not enough time to get the Funrun  
set up.

It was decided to cancel the Fun run.

## **128-25. Finance Committee report.**

The Chair Cllr Dekker stated

The Committee reviewed the AGAR presented by the Clerk/RFO and found  
that all aspects of the report have met the statutory requirements.

The date of the next meeting will be 3<sup>rd</sup> September when the Committee will  
be discussing and preparing the budget for next year.

## **129-25. Finance.**

### **a) Payments for approval.**

Proposed by Cllr Taylor and seconded by Cllr Dekker all in  
agreement.

£14.93	Viking	Key Tags
£210	Broad Oak Village Hall	Hall Hire
£252.85	Westleyhire Ltd	Toilet hire and cleaning x 2
£21.978	Amazon	Football goal net ties
£28.51	Mustang Washrooms	Toilet cleaning.
£15	P W Needham	Window cleaning
£1250.89	John Caddick	Grounds maintenance
£162	Safety Inspections	Minibus LOLER inspection

### **b) Accounts for approval and signature.** Signed by two Cllrs.

## **130-25. To discuss and agree AGAR form.**

**(a) Section 1 Annual governance Statement to be signed by the  
Chair and the Clerk.**

**(b) Section 2 Accounting Statements 2023/24 to be signed by the  
Chair.**

Both of the above were explained by the Clerk and that the Finance  
Committee had reviewed all the documents and recommended that the  
Council accept them as a true recording of our finances for the year.  
All in agreement and the AGAR was signed by the Clerk and the Chair.

**131-25 To Discuss and agree to get quotes for the remaining four years work by a tree surgeon in Centenary Woodlands as per the management plan.**

There was a discussion between Cllrs on how to go about this and it was decided that there would have to be some sort of contract for 12 months with the proviso of extending for the following years.  
This was proposed by Cllr Davies and seconded by Cllr Dekker all in agreement.

**132-25 To Discuss and agree continuing with the work on the path in the dog walking area.**

Cllr Gartland stated that the trial of the path had gone well and several residents have asked when the rest would be done. Cllr Davies also stated that it has worked well but could they make the rest wide enough for two people to walk side by side. Cllr Hogben stated that twenty tons of the material would be supplied free of charge.  
It was proposed by Cllr Gartland to carry on with the work and this was seconded by Cllr Davies all in agreement.

**133-25. To Discuss and agree removal of gate from dog walking area to playpark.**

After a brief discussion it was decided to get quotes for a kissing gate and chain link fencing.  
This was proposed by Cllr Hogben and seconded by Cllr Davies all in agreement.

**134-25. To Discuss and agree to get quotes for a tree survey. (Cemetery, Centenary Woodland and Church yard.)**

The Clerk explained that we require to have a tree survey done every five years and this needs to be done as there is no record of one at present. The survey will take in all trees on Parish Council land.  
It was proposed by Cllr Hogben to get quotes and this was seconded by Cllr Birch all in agreement.

**135-25. To adopt the updated Financial Regulations and Standing Orders.**

The Clerk stated that these had been brought to the last meeting and that he had updated them as instructed.  
Proposed by Cllr Taylor and seconded by Cllr Davies all in agreement

**136-25. To Discuss co-option of candidates for the vacancies of Councilor on the Council.**

There was a question-and-answer session by the Cllrs and the candidates to the satisfaction of all present. A decision will be made later in the agenda.

**137-25. Update on insurance claim for work in cemetery and quotes for additional work required in the 5yr cemetery improvement plan.**

There was a lengthy discussion on the quotes supplied and it was decided that the items on the quotes needed to be separated as one part is for the insurance claim and the other is for the work on the five year plan.

**138-25. To Discuss and agree employing an Admin Assistant.**

Cllr Betts brought a recommendation from the Staffing Committee To employ an Admin Assistant on 10hrs a week, Cllr Betts explained the reasons for this recommendation.

Cllr Betts also stated that there is sufficient funds to accommodate this appointment.

Cllr Davies asked if there were funds to cover this and if there is any shortfall then the virement would have to be agreed at full Council.

Cllr Taylor stated that she is against this and asked that it be held until the next budget and that it should be put to the residents.

It was decided to propose the appointment, this was proposed by Cllr Davies and seconded by Cllr Birch, Cllr Taylor voted against and the rest of the Council agreed.

**139-25. To Discuss and agree quote for the replacement of gym equipment in the playpark**

The Clerk explained that this was a specialist supplier there was only one quote for the replacement of the two items.

It was proposed to go ahead by Cllr Warner and seconded by Cllr Davies all in agreement.

**140-25. To Discuss and agree if there should be a thinktank for ideas.**

It was discussed by the Cllrs, several of whom thought this was a good idea and it was proposed by Cllr Betts to have an initial meeting to see how it goes and this was seconded by Cllr Birch all in agreement.

**141-25 Planning applications.**

**CA/25/00855**

Bridge House 6 Mill Road Sturry Kent CT2 0AD

Erection of a three-bay garage outbuilding with office accommodation above and external staircase to side elevation.

No objections

**CA/25/00911**

Junior Kings School Milner Court Church Lane Sturry Kent CT2 0AY

Installation of roof mounted solar panels to sports hall.

No objections

**Date for next meeting.**

9<sup>th</sup> July 2025 at Sturry Social Centre

This part of the meeting closed at 21:15

**Exclusion of the Press & Public, pursuant of section 1 of the public bodies  
(Admission to Meetings) act 1960**

**142-25 To Discuss and agree on co-option candidates.**

The Chair asked the Cllrs if they had any more to add to the discussion before the vote, there was none.

The Cllrs voted unanimously to co-opt both candidates onto the Council.  
The Clerk is to inform George Spence and Dil Rai of the outcome.

Meeting closed at 21:20