

**LITTLEBOURNE PARISH COUNCIL
MINUTES OF THE MEETING HELD ON 15 OCTOBER 2014**

Present: Parish Cllr Vivienne Spratt (Chairman)
Parish Cllr Mick Giles
Parish Cllr Mike Gallagher
Parish Cllr Cate Reid
Parish Cllr Geoffrey Barrett
Parish Cllr Betty Jeffries
Parish Cllr Pam Evans
Parish Cllr Ken Shaw
City Cllr Brian Staley
Community Warden Gary Moore

Mrs Gail Hubbard, Clerk to the Council

There were three residents, Linda Parry (arrived at 7.08pm), Alison Cable and May Thompson.

104. CHAIRMAN'S OPENING REMARKS AND APOLOGIES FOR ABSENCE

The Chairman welcomed the residents and Gary Moore to the meeting and thanked them for attending. Apologies were received from Cllr Geof Welch (unwell) and County Cllr Michael Northey (JTB meeting). LPC send their best wishes to Cllr Welch and agreed to also send a card.

105. DECLARATIONS OF CLLRS INTERESTS AND REQUESTS FOR DISPENSATION

There were no declarations of interest or requests for dispensations.

106. MINUTES OF THE MEETING HELD ON 10 SEPTEMBER 2014

The clerk was asked to add Cllr Shaw's comment that he had made on the planning item no 84 on Manor Barn. The following was added; Cllr Shaw stated he was surprised he was the only Cllr opposed to this. It was then proposed by Cllr Reid and seconded by Cllr Shaw to accept the Minutes as a true record of the meeting. The minutes were duly signed.

107. KCC COMMUNITY WARDEN

The Chairman welcomed Gary and asked him for his update. Gary reported he had spoken to a couple of people over the dog fouling problems in the village. He has also been involved with problems at Builders Square and working with some of the local youngsters. He has been speaking with Kent Fire and Rescue regarding the parking/access problems in Jubilee Road, they have agreed to send a fire vehicle through on a couple of occasions and if they encounter any problems they will make recommendations to Kent Highways. Gary had also attended the flood warden training on Saturday.

Cllr Spratt said that we will do our best to keep our Community Warden. Keep up the good work Gary.

108. HERITAGE

The Chairman welcomed Linda Parry to speak on the parish records. She reported that it is a unique body of work on the village of Littlebourne, containing information on land, buildings and the people who live here. It is important to be kept in the village.

Alison Cable, who has been an archivist in Local Government for 20 years, said that if a collection like this was to be offered to either Canterbury or Maidstone they wouldn't want to take all of it, they would just cherry pick the items they wanted. She reported that the records are in need of attention, pieces need rehousing, the replacing of plastic envelopes, and there is

costs involved in this. Alison said as long as pieces are kept in a clean and dry environment they should last for years.

Linda added that the housing of the records is the issue, more space than currently is available in the green room is required, and going forward more would be needed.

Cllr Evans read out some information she had received from Alison;

- The information stored at Cllr Jeffries is OK for now
- The records kept in the WHM is more urgent and would benefit from some acid-free folders and boxes, they are not original records so don't require high end storage. £200-£300 would make a good start.
- It could take 2 or 6 months depending on how much time people can spare
- If everything was to be scanned onto a computer for accessing, it would take months there would be a requirement to purchase a laptop or PC.

Cllr Jeffries said she was sorry if she had given the impression that the Heritage Group was a private club, it was all started when Cllr Jeffries was Chairman of LPC, so was always PC. She had never begun to think it could be thought of as a private collection. It has always been the village archive; the constitution was set up in order to open a bank account in which to pay grants received, as they could not be paid direct into the LPC account. In the past it was always viewed at Cllr Jeffries address in Roseacre Rd.

Cllr Evans said that as there are a lot of keen people who will give up their time, some form of secure long term agreement is needed.

Cllr Jeffries then gave an update on the situation in the green room, they are now in possession of the keys for the cabinets and hanging files so there is no need to restrict the use of the room to the Heritage Group. Thus if the players reformed or if a play were to be put on the room could be used as previously, also the Guides and Scouts can still have use of their cupboards, within the room. The Heritage Group could then be treated like other regular users and pay when using the room to consult the records. The Chairman stated that the collection needs to come with some funds or legacy as it would be an ongoing unknown expense for LPC and the Hall Trust shouldn't be expected to support it, as they also have to manage the building to enable upkeep, improvements etc.

The contents of the green files still kept at Cllr Jeffries are mostly collections of information about village houses, families, old deeds, photos, sale details and could be transferred into folders to be stored in the green room. A lot of data is already on floppy discs so would need transferring to DVD's. Cllr Jeffries asked if for the short term they could ask for a grant from the Community Fund to buy folders and hanging files for the cabinets, until they can become organised for fundraising. Two possible items for raising some funds could be a new pamphlet about some Littlebourne women or a reprint of the school history. There are also archives stored at the Barn, which may have to be moved at some point.

The amount of room required to hold the records could be a problem, as the quantity will grow with time. Cllr Giles mentioned the roof space of the main hall as a possible avenue to explore.

Cllr Gallagher said that the Heritage Group currently had £1200 in its bank account which would be more than enough to get started.

The Heritage Group are hoping to market it as three ways of viewing the information;

1. Appointments to view in the green room
2. Opening up for set periods for people to pop in
3. Online access to information

As the WHM is a charity they cannot shut off rooms unless they are surplus to requirement. Also they can't keep having the room for free; an arrangement needs to be made between the hall and the Heritage Group.

The Chairman thanked Linda for her involvement and said that this subject will be discussed again when further information is available. Linda added that she is happy to work on this project but without a proper commitment for the future she would not be.

Alison mentioned that there is a move nationally to have community archives; there are some in East Kent, for the collieries etc. Further information to be sought on how they operate and store information.

Linda and Alison departed at 7.43pm.

The Hall committee are to discuss the Heritage Group's storage at their next meeting on 27th November.

109. NEW PLAY AREA EQUIPMENT

The Chairman welcome May Thompson to the meeting who wished to speak with the council regarding the new play equipment planned for the park and a possible application to Vogt Solar for a further piece that could meet the needs of the less able bodied children from the parish.

May explained that she has 7 year old twins, one of which is in a wheelchair, and has very little control over her body. May had seen that we were hoping to install some new equipment at the park and was keen to be involved; she had also been in contact with Vogt Solar about applying for funding through the community benefit fund. Out of the items LPC were suggested in the LPC News the basket style/team swing would be the most suitable for her daughter to use, it is also good as several children can use it at the same time, on a sociable aspect.

The Chairman explained that we were hoping to go ahead with the basket swing and springer replacement next year, although it has not yet been finalised.

Ideally what May would like to see in addition at the park is a flush to the floor roundabout; again this could be used by all children, and several at a time, so it is non isolating. Also and perhaps more importantly the wheelchair can be pushed directly onto the roundabout, so no lifting is required. Lifting is the biggest problem at parks.

Other funding opportunities were also suggested by May such as Awards for All and Community support fund.

It was agreed the Clerk and May would get together to look at the items and discuss funding options in greater detail and it would then be brought back to Council.

May and Gary Moore departed the meeting at 8pm.

110. ADJOURNMENT OF THE MEETING

There was none.

111. CITY COUNCILLORS REPORT

Cllr Staley reported back that our new ward boundary will include Bekesbourne with Patricbourne and Adisham and be represented by only the one member. There had still been much talk on the Local Plan and whether Canterbury should have pushed to bring in the other districts and make a more regional plan, as Canterbury's growth is already so intense.

Canterbury City Council now operates an emergency contact number, which can be used out of office hours, which gives recorded messages about floods and snow etc. 01227 862000

Cllr Staley urged us to complete the consultation document on the community warden service as serious cuts are planned.

Cllr Staley reported that the Westgate Hall in Canterbury will open again later this month, it now consists of three small cinemas and the main community hall.

Cllr Staley asked if the Barn was registered as a community asset, it is not for Littlebourne, but might be for Canterbury.

Cllr Shaw asked if Heather Taylor was still the Mayor of Canterbury, Cllr Staley confirmed she is until May 2015 and Tony Austin is the Sheriff.

World Peace Day is approaching and is to be marked at the Cathedral on 26th October 6.30pm.

Cllr Staley departed at 8.15pm.

112. COUNTY COUNCILLORS REPORT

The clerk read out a brief report from Cllr Northey as follows;

My report was to be just to refer people to the KCC website for a full description of the Street Lighting Policy, which aims to cut energy costs by one million pounds per year, cut carbon emissions by 5,000 tonnes a year and reduce light pollution – all while taking proper account of safety concerns. It lists the criteria where the lights will not be switched off. The detail is well worth studying.

Also Cllr Gallagher will have details of the new reporting method, which is pioneered in my area (as a result of my lobbying) for any road events where there is damage, so Highways have a much fuller picture of the true state of things along our roads.

The Chairman and Clerk had both looked online at the street light situation and the majority of street lights in Littlebourne are owned and looked after by CCC, this should not affect us at present.

113. KCC COMMUNITY WARDEN CONSULTATION

Cllr Spratt encouraged all Cllrs to complete their own and the clerk would complete one on behalf of LPC. Any completed forms could be left in the office and would be returned direct by Gary or the clerk.

114. PLANNING

Planning items on Appendix 2 were noted.

115. FINANCE

- (a) RECEIVED the bank statements for September 2014, and RESOLVED the signature of the Chairman thereon;
- (b) NOTED £11.99 will be taken from our account by DD on 14th October for our 1x1 website
- (c) NOTED the clerk has prepared the VAT reclaim for the 2nd QTR to 30th Sept totalling £1250.15.

AUTHORISATION OF ACCOUNTS

There were receipts NOTED totalling £600. The expenditure list previously circulated to Cllrs as Appendix 3 totalling £1969.39 together with Appendix 3a presented at the meeting totalling

£638.25. These were proposed by Cllr Shaw and seconded by Cllr Giles so it was RESOLVED that the financial matters and accounts, as set out be authorised for payment.

END OF 2ND QTR EXPENDITURE

The figures laid out in Appendix 3b were previously circulated to Cllrs and represented the expenditure in all areas for the 2nd quarter of 2014-15. This was proposed by Cllr Reid and seconded by Cllr Shaw to be accepted.

BUDGET SETTING

Monday 3rd November had been agreed as the date for the next finance subcommittee meeting, at which the budget for next year would be drawn up and then brought back to full council at the November meeting.

EXTERNAL AUDITORS REPORT FOR 2013-14

PKF had not made and comment on the external audit carried out for 2013-14, so they had found everything to be in order. The necessary paperwork had been displayed on the noticeboard for the set period by the clerk. Thanks was given to the Clerk for carrying out the accounts and annual return.

116. CLERK REPORT

CORRESPONDENCE

- A. A response was received from Bridge PC, they decided not to contribute towards Paddy's CFR fund as they are hoping to identify a CFR within their village in the near future.
- B. Correspondence from KALC with regard to preparing for elections in 2015, they have provided members with a package of information to help promote the 2015 elections in our area and to explain what Local Councils do and encourage residents to stand for election. KALC have produced 3 posters/flyers with our Surrey and Sussex colleagues and are working with NALC on providing templates and toolkits for member Councils to use in the run up to the elections. They sending out leaflets and posters and are:
 - setting up a dedicated Elections webpage in the Members Section of the KALC website where we will place Election material which members can download as and when needed;
 - setting up a Blog for the Elections aimed at the public where we will place general material on What Local Councils Do etc, press releases etc;
 - running 13 Awareness events in each of the 13 areas in Kent and Medway between January and April 2015 aimed at the public to explain what Local Councils do and to encourage them to stand for election;
 - running 13 Foundation Dynamic Councillor events in each of the 13 areas in Kent and Medway between May and July 2015 aimed at new Councillors. These will run for 90 minutes at a cost of £20 inc VAT.
- C. Correspondence from KALC advising us that DCLG has issued a consultation on proposed changes to national planning policy and planning policy for traveller sites to ensure that the planning system applies fairly and equally to both the settled community and travellers; strengthen protection of sensitive areas and the green belt; and deal with the negative effects of unauthorised occupation of land. The consultation includes amending the current definition of both gypsies and travellers and travelling showpeople. Members may recall that a motion on the definition of gypsies and travellers was debated and agreed at one of our Annual Meetings and we will therefore be responding to the consultation accordingly. The agreed motion is set out below:

The Kent Association of Local Councils urges NALC to call on Government to review the current definition of "gypsies and travellers"¹ so that it reflects reality in terms of 'nomadic habit of life'¹, and to require a reasonable level of proof to qualify for this

special status. We also call upon the Government to review the size limits permitted for caravans under this and other policies to make them more appropriate in different circumstances.” 1Planning policy for traveller sites – DCLG March 2012

- D. KALC are repeating their Community Awards Scheme again for 2015. This follows a very successful first year of the Awards Scheme in 2014 which was adopted by 32 member Councils and proved to be very popular with both the participating Councils and the award winners. LPC currently operate our own Millennium Award scheme.
- E. Information received from Southern Water on their plan to secure water supplies for customers in the South East for the next 25 years which has been approved by the Department for Environment, Food and Rural Affairs. The Water Resources Management Plan sets out how they intend to secure healthy, reliable drinking water supplies for homes and businesses from 2015 to 2040. Now they have received the green light from Defra, they will carry out final updates to the plan and publish a final version on October 15, 2014. They are holding a series of workshops in November and December, when they will review the plan with interested groups, look at which schemes are to be developed in our area, share their plans for water efficiency projects and ask how you would like to be involved in delivering this plan and updates in the future. Our nearest workshop is on Thursday 20 November - Holiday Inn Express, Ramsgate.
- F. An email from KALC refers to Wingham Parish Council having just submitted their proposal that Town and Parish Councils (Local Councils) should be made statutory consultees in the application process for Vehicle Operator Licence Applications and Renewals. NALC, KALC and a number of other County Associations have already supported the Wingham proposal. It would be good to see more support for the proposal to demonstrate to DCLG that it has significant and widespread backing. Anyone wanting to support the Wingham Parish Council proposal then DCLG advise that the best way to do this is by e-mailing sca@communities.gsi.gov.uk . The unique ID reference number for the Wingham proposal is 5422cc60a6f54.

CLERK REPORT

LITTLEBOURNE CEP

The clerk contacted the school regarding the nettles along the pathway to school and also over the trees hanging from the grounds over the rec path and onto the rec itself. The nettles have been dealt with and they have reported their contractors are to trim the trees.

PINEWOODS

Howletts have reported that they have stopped using Pine wood for the time being until such time as they are able to put the manpower to installing the additional hardcore. This would not be done until November some time.

HEDGE CUTTING ON ALLOTMENT BOUNDARY

Further quote to be sought for this works

PLAY AREA

Two quotes have been sought from providers for a new piece of play equipment and a replacement springer. There have also been discussions with Mrs Thompson over inclusion items and what would be suitable for less able bodied children in the parish. The finance committee will then discuss how much to apply for as a capital grant from CCC and how much can be funded by LPC.

Playmaintain have been given to go ahead to replace the necessary bearings on the outdoor gym equipment.

TREE WORKS FOR REC

The clerk has contacted tree surgeons for quotations for the required works in the car park and on the recreation ground. Notice will have to be given to CCC due to the conservation area positioning.

PAT TEST

Awaiting the electrician to carry out PAT test.

117. MEETING DATES FOR 2015

After discussion the following dates were agreed for next years meetings.

Parish council meeting dates for 2015:

14th January 2015

11th February 2015

11th March 2015

1st April 2015 – elector's meeting / Annual Parish Meeting

15th April 2015

13th May 2015

10th June 2015

15th July 2015

(No meeting in August)

9th September 2015

14th October 2015

11th November 2015

9th December 2015

Cllr Gallagher also reported that KALC were to change their meeting dates to a Tuesday for next year.

118. COMMUNITY FUND

Cllr Giles reported back that the footpath from Court and List Meadows through to the List is to be stripped out levelled and finished properly with concrete. LPC do indeed own the land the footpath was put on, but did not create it. From various conversations with Sanctuary it became clear they were not going to take responsibility for the footpath. The residents made an application to the Community Fund for the works as it is a hazard and this is where the funding is coming from. Clerk to write to Sanctuary to advise that works is to be done and why we are doing it.

119. TWINNING WITH WIMILLE

The Wimille pre-school has been in contact with Cllr Spratt asking if they could visit Ladybirds again in 2015, Carol Childs has agreed to this so plans can be made.

The Christmas Tea is scheduled for Saturday 27th December at the WHM.

120. NATURE RESERVES

Cllr Evans reported that the riverbank had been looked at and seeds put down.

The Cherry Orchard fence had not yet been done as the type of fencing was presently out of stock, due to be done soon.

Cllr Evans also mentioned the poor quality of the recycling bin inserts, the top of hers had become damaged and no longer sat inside the large bin. CCC offered and replacement (chargeable) or a red lidded bin (chargeable).

The LNR AGM was successful with 24 people attending and hearing the talk on bats, they are hoping to start monitoring bats in the spring and possibly hedgehogs too.

Cllr Evans departed at 9pm

121. FLOODING

Cllr Giles reported that with Gary Moores assistance they where they are now hoping to get the bank of the river built up in the garden of a bungalow in Nargate Street, where they believed water was coming in and affecting other properties. Other improvements are planned for along the valley.

Cllr Shaw and Cllr Giles had both attended the flood warden training at the weekend, where the message was to be prepared. This training session was attended by all the community wardens.

Cllr Shaw reported that in Scoutlands there has been put 1m deep x 4m wide white clay, this will force the water to go the other way, into the field. Work also needs to be done to improve the wall in the garden of Littlebourne House.

122. HIGHWAYS

Cllr Gallagher reported back from the Highways Subcommittee meeting held on Tuesday 14th October where the following was discussed;

- On street parking in the village – always problems. Decided a gradual approach would be best. Asking people to park considerately so they do not block the road to some vehicles. Need to make people aware of the problem. A short article for the C&V is to be written to see what response there is. Parking controls (yellow lines) are then the next course of action. Provision of parking from LPC is not a possible solution. Parking on pavement's is another potential problem.
- The Police serious accident group have looked at the site on the Hill where a vehicle demolished a properties porch, they have looked at the condition of the road markings, signage and the positioning of the 30mph sign. This will be submitted to KCC.
- The 30mph sign at the other end of the village is badly faded
- The 40mph buffer zone request at either end of the village – pressure for
- Still no proper response from KCC Highways over the full HGV ban request for the top end of Nargate Street.

123. WAR MEMORIAL HALL TRUST

The next meeting is 27th November. Cllr Gallagher reported lots of works had been done on the roof, they are still trying to sort a solution for the air conditioning units. There is an ongoing project to look at the lighting in all areas of the hall.

124. 4VPO

The award ceremony is to be held on Saturday 15th November at 12noon. Cllr Barrett reported the new treasurer is taking over well but there are approx. 12 folders of accounts that could do with being stored at the hall now.

125. AOB FOR DISCUSSION ONLY

It was noted that the wording on the signage for the disabled parking bay outside the doctors had now been altered as requested.

The meeting closed at 9.45pm

Dates of future meetings: 12 November, 10 December

Signed..... (Chairman)

Date.....

**LITTLEBOURNE PARISH COUNCIL
PLANNING REPORT, 15 OCTOBER 2014**

APPENDIX 2

New Applications

CA/14/01862/FUL Kate Gunning	40 High Street, Littlebourne, CT3 1ST Replace timber casement windows to front of property with uPVC windows.	No objections from LPC It will be an improvement
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APPEAL UNDER S78

CA/14/01227/FUL Steve Musk	87 Nargate Street, Littlebourne, CT3 1UJ Proposed two-storey side extension and detached garage, including modernisation and internal reconfiguration	REFUSED by CCC 06/08/14 LPC did not object. Appeal made to Secretary of State under S78 against refusal of householder application No opportunity for further comments. Previous representations will be forwarded to Planning Inspectorate.
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Notifications

CA/14/01295/FUL Steve Musk	3 School Path, Littlebourne, CT3 1XA Single-storey rear extension and first-floor terrace to rear.	GRANTED 07/08/14
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Trees

TRE/14/08999	42 Nargate Street, Littlebourne, CT3 1UJ Removal of part of rotten tree	No Objections
TRE/14/08998	The Pilgrims Rest, 48-50 High Street, Littlebourne, CT3 1 ST Cutting back Oak tree branches	No objections
TRE/14/09033	Thorpe, Church Road, Littlebourne, Canterbury, CT3 1UA Fell Blue Atlantic Cedar, at the corner of the property. Fell Blue Atlantic Cedar, on the corner of the boundary between Thorpe and	No objections

	the vicarage. Fell Magnolia, to the right of the front of the property. Fell Norway Maple, to the right of the property within the front garden.	