

**LITTLEBOURNE PARISH COUNCIL
MINUTES OF THE MEETING HELD ON 15 APRIL 2015**

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 Geof Welch
Parish Cllr Pamela Evans
Parish Cllr Ken Shaw
County Cllr Michael Northey

Mrs Gail Hubbard, Clerk to the Council
There was one member of the public, Mr Graham Duplock

245. RETIRING CHAIRMAN

The Chairman was presented with flowers and a voucher from the other Councillors, as she is not re-standing as a Councillor in May. There was also a cake to cut and a toast made by the Vice Chairman, Cllr Giles offering thanks to Cllr Spratt for all her work. Cllr Reid then made a toast to all the other Cllrs who were also retiring. (Cllr Jeffries, Cllr Barrett and Cllr Welch)

Cllr Spratt will open the meeting on 13th May then stand down as Chairman and Councillor. Cllr Jeffries, Cllr Barrett and Cllr Welch remain Councillors until 8th May.

Cllr Spratt thanked the Councillors for this gesture saying it was most unexpected and thanked them and the clerk for all for their hard work during her time as Chairman.

246. APOLOGIES FOR ABSENCE

Apologies were received from PCSO Toby Coburn and Community Warden Gary Moore (both off duty)

247. DECLARATIONS OF CLLRS INTERESTS AND REQUESTS FOR DISPENSATION

There were no declarations of interest or requests for dispensations.

248. MINUTES OF THE TWO MEETINGS HELD ON 11 MARCH 2015

It was proposed by Cllr Barrett and seconded by Cllr Reid to accept the Minutes from the extraordinary meeting as a true record of the meeting, and Cllr Gallagher proposed the main meeting minutes and Cllr Giles seconded them as a true record. The minutes were duly signed.

249. POLICING AND NEIGHBOURHOOD WATCH

The PCSO and Community Warden are both aware of the caravan situation and it is in hand. Cllr Spratt said she is to continue with the NHW information circulation that she is doing after her retirement from the council.

250. ADJOURNMENT OF THE MEETING

There was none

251. COUNTY COUNCILLORS REPORT

Cllr Northey began by offering his thanks to The Chairman, in all his ten years Cllr Spratt has been Chairman, and a real champion of the village! Cllr Northey said how useful PC's are to him in his work and gave thanks to the other Parish Councillors now retiring from Littlebourne.

Cllr Northey reaffirmed that he will be using his Member's Highways Fund to finance a total HGV ban over 7.5 tonnes along the stretch of Nargate Street between the junctions with High Street and Church Road. This will need approval from the JTB and others after consultation. It was suggested it would be good for an LPC representative to attend the JTB meeting when this is discussed to put more weight on the case, this would probably not go to JTB until the autumn.

Cllr Northey also mentioned a drainage report which he had forwarded to the clerk, this would be forwarded onto the cllrs, this contains details on how frequently drains are to be cleared on specific roads within the parishes.

The Chairman thanked Cllr Northey for all efforts for Littlebourne.

252. PLANNING APPLICATIONS

The following applications were discussed and viewed by all cllrs, with the below responses.

CA/15/00682/LB Karen Evans	Replacement window to grade II listed building. 1 The Green, Littlebourne, CT3 1UU	LPC have no objections
CA/15/00775/LB Ceri Williams	Proposed two storey rear extension and internal alterations 55 Nargate Street, Littlebourne CT3 1UJ	LPC have no objections, this is a well thought out design.
CA/15/00792/LB Bernard Haasbroek	Replacement of timber outbuilding with new timber store room Swanton Farm, Swanton Lane, Littlebourne Ct3 4AX	LPC have no objections
CA/15/00662/FUL Brendan Boyle	Proposed two storey side and rear extensions and detached double garage, including modernisation and internal reconfiguration (revised scheme) 87 Nargate Street, Littlebourne CT3 1UJ	LPC have no objections. This application is more in proportion than the initial application.

The other planning items on Appendix 2 were noted (attached to end of minutes)

It was also noted that the date for a determination has been pushed back to 24th April for application CA/14/02489/FUL for the doctors surgery development on Court Hill

253. FINANCE

- (a) RECEIVED the bank statements for March 2015, and RESOLVED the signature of the Chairman thereon;
- (b) NOTED £11.99 will be taken from our account by DD on 14th April for our 1x1 website
- (c) NOTED the Clerk has prepared the VAT reclaim for the final QTR of £1736.64
- (d) NOTED £164.22 will be taken from our account on 17th April for our BT phone line and broadband quarterly bill.

AUTHORISATION OF ACCOUNTS

There were receipts totalling £539.43 NOTED this month. The expenditure list previously circulated to Cllrs as Appendix 3 totalling £1067.50 for the year 2014-15 and £5604.54 for 2015-16, together with Appendix 3a presented at the meeting totalling £336.02. These were

proposed by Cllr Gallagher and seconded by Cllr Welch so it was RESOLVED that the financial matters and accounts, as set out be authorised for payment.

END OF YEAR BUDGET EXPENDITURE

This had previously been circulated to Cllrs as Appendix 3b, showing the expenditure at year end, this was proposed for approval by Cllr Gallagher and seconded by Cllr Giles.

END OF YEAR EAR MARKED RESERVES

The EMR schedule was previously circulated to Cllrs as Appendix 3c, and shows the transfers in and out of this reserve during the year 2014-15. The clerk also explained the funds to now transfer back in from the 2015-16 budget to top back up.

The Chairman thanked the Finance Committee for all their work over the last 4 years. Also the clerk Gail who has executed the finances in expedite and efficient manner.

254. CLERK REPORT CORRESPONDENCE

A. Gypsies & Travellers site development plan

CCC has started work on preparing a Gypsies and Traveller Sites Development Plan Document. This will allocate sites in the district to meet the needs of the gypsy and traveller community for the period to 2027. The first part of this work is to give any interested party the opportunity to suggest sites that they think would be suitable to be allocated as a Gypsy and Traveller site. These can include an extension to an existing site, addition of further pitches within an existing site and entirely new sites. Once the call for sites process has been undertaken and sites have come forward, the Council will then assess the suitability of all the suggested sites. There are a number of factors to consider when we choose sites to go forward. For instance, Government guidance states that the following points should be considered:

- New sites in open countryside, which are away from existing settlements should be limited
- Sites in rural areas would need to avoid placing undue pressure on local infrastructure
- Effective use of previously developed sites is encouraged
- Sites in areas at high risk of flooding are unlikely to be acceptable
- Sites should promote integration with the local community and access to health services and should ensure that children can attend school on a regular basis
- Provide a base that reduces the need for long-distance travelling
- Consider the health and well-being of any Travellers and Gypsies that would settle there
- Sites should be deliverable (i.e. they should be available now and offer a prospect that development will be delivered on the site within five years)

This Call for Sites Consultation lasts for eight weeks between 12th March and 8th May 2015. Submissions must be received no later than 5pm on 8th May 2015, submissions received after this time will not be accepted.

B. VCS – Voluntary & Community Sector

Kent County Council (KCC) recognises the importance of the voluntary and community sector (VCS) in Kent, which is why we are committed to ensuring that the relationship between the council and the sector is as strong as it can be. Following feedback from the sector and the Local Government Association's Corporate Peer Challenge of KCC, we are developing a single VCS policy for the council. We want you to have an opportunity to comment on the draft policy and tell us the support the sector will need in the future to ensure it is self-

sustaining, that it continues to thrive and that your organisation can continue to achieve its aims. There is a short online survey about the VCS policy, which is available at www.kent.gov.uk/vcspolicy.

To ensure that the feedback we get is unbiased and to aid open and transparent engagement, we are working with an independent research company Facts International to conduct this consultation. The consultation will run from the 26 March until the 18 June.

C. East Kent Joint Parish Independent Remuneration Panel

The final report of the East Kent Joint Independent Remuneration Panel containing its recommendations for parish council allowances has now been completed. It is a quadrennial review looking into the allowance scheme used by some town and parish councils.

Within the criteria the Joint Independent Remuneration Panel has to 'determine a reasonable level of remuneration for the elected and Independent members of councils and council committees, accepting that a certain proportion of such remuneration shall be remitted in respect of the voluntary element of their work'. The Panel has now completed its main review, which has updated the scheme for the next four years.

The Panel is of the view that its duty is to base its recommendations upon what it considers to be a fair level of remuneration for the service carried out, albeit there are constraints that will dictate that fair level of remuneration. It must be up to the individual local authorities to decide what level they can or wish to pay in light of local government financial arrangements and the wider economic climate and the Panel accepts that some of its recommendations may not be adopted by the authority.

The panel has endeavored to take into consideration evidence from the employment environment as a whole and in the South East and Kent in particular. The panel also took into account representations made by individual councillors both in interview and completed survey papers. It believes that the following report gives a reasonable summary of the value of an individual members input to their authority and constituents.

LPC has not adopted the councillor allowance scheme to date. The recommended levels that LPC would fall into would be £150 for elected Cllrs and £300 for the Chairman, this would be subject to income tax and NI.

D. Thank you for Millennium Award presentation

The Chairman read out a thank you letter which had been received from the winner's of this year's Millennium Award, David and Jean Smith. David and Jean had not been present at the APM but Cllr Welch had made the presentation at the Afternoon Club.

PLAY AREA

The works are now scheduled for week commencing 20th April, providing there are no hold ups elsewhere.

DEFIBRILLATOR

Installation quotation accepted and install date now scheduled.

TREE WORKS FOR REC

The date for the London Plane tree is Friday 10th April and nothing has been logged by CCC as I write this. Clerk to obtain a further quotation for the works.

LIST MEADOWS

A 2 bedroom property has come available and there are eligible applicants that have bid on the property.

ELECTIONS

We have 8 people standing for our 9 places so no election will take place in Littlebourne.

CONCURRENT FUNCTION BREAKDOWN

CCC have requested an item specific breakdown for the concurrent best value review that is being carried out. The clerk has begun this exercise, deadline in 8th May.

RECYCLING WHEELS

These have now been delivered so can be given out where necessary. Clerk to advise collection from office.

255. MINUTES FROM THE APM HELD 1 APRIL 2015

RECEIVED the Minutes of the Annual Parish Meeting held on 1 April 2015 (previously circulated as Appendix 5). These will be approved by electors at the Annual Parish Meeting in 2016.

256. ALLOTMENTS

Cllr Jeffries raised concerns over the way the tenancy agreements had been changed without consultation with existing tenants. These agreements were amended to cover items such as the number of hens permitted, permitted structures on plots and the maintenance of plots themselves. This was done between LPC and LHS, and discussed at the September LPC meeting when LHS Committee members attended.

There are various problems that have been highlighted on site, and some tenants have been upset. Initially problems need to be directed to LHS, as they are managing the allotments on our behalf, if problems are not addressed satisfactorily then problems can be brought to LPC.

Cllr Evans said that by having the inspection on 25th April and by asking necessary questions LHS and LPC are trying to make everything transparent, so that all tenants are following the same rules and are treated equally.

Cllr Giles said that we need to ensure that LHS are managing under the terms of our agreement with them

Cllr. Spratt stated that everyone should be dealt with in the same manner, so no unfairness should emerge. Everyone signed their agreements last year and no previous questions had been brought to us.

257. KALC

The Chairman had thanked Ray Evison, the Canterbury Area Committee Chair for his good talk at our APM.

258. LPC COMMUNITY FUND

Cllr Giles reported that the resurfacing of the List path has now been completed, and is greatly improved. This work has been done from this funding source.

259. TWINNING WITH WIMILLE

The walk on 11th April was very successful, 17 visitors in total came from Wimille and enjoyed lunch in the Fitzwalter Arms in Goodnestone, followed by a walk and finally tea and cake in Littlebourne.

260. MEDIA

The Chairman spoke of the Littlebourne column in the Gazette, which she would no longer be writing. She had contacted The Gazette and the position will be advertised soon.

261. VOGT SOLAR FUNDING

We have now received further details and official application forms for the solar funding monies. Cllr Reid said she has begun filling out the form for the WMH and a solar panel project.

262. NATURE RESERVE

Cllr Evans reported that they had received a CCC small grant to purchase some small bat detectors for use in the village.

263. THE FORD

The clerk reported that we have received nearly 20 completed forms for the PROW claim, many of these cover the full 20 years. Time to progress to the next stage of the application.

264. HOUSING

Following the issue last month over applicants living outside the Canterbury area (so not having a choice based lettings number) but being eligible for our properties in Littlebourne, CCC have made an agreement that these applicants can bid direct with CCC when properties come available. This has now been tested and these applicants were able to bid on the property that has become available in List Meadows. CCC are trying to design a scheme where eligible applicants will be able to bid direct, but in the meanwhile, on application they would place a bid for them. The Clerk will assist with the process.

LPC has verified the eligibility of the applicants that have been nominated for the property and we await Southern Housings allocation.

265. WAR MEMORIAL HALL TRUST

Cllr Gallagher reported back that he was in the process of completing the year end accounts.

266. AOB FOR DISCUSSION ONLY

Cllr Shaw added that he was to attend a meeting on Friday morning with Wingham PC regarding the water mains replacement to Bramling, which will involve road works on the A257.

Cllr Welch thanked everyone for his 8 years spent on the council, and wished the new council all the best.

The Chairman added her congratulations to Cllr Welch and his wife, who are celebrating his 60th Wedding Anniversary.

Cllr Barrett thanked all the councillors for their friendship over his time spent on the council.

The meeting closed at 8.35pm

Dates of future meetings: 13 May, 10 June, 15 July, 9 September, 14 October, 11 November, 9 December 2015

Signed..... (Chairman)

Date.....

New Applications

CA//15/00682/LB Karen Evans	Replacement window to grade II listed building. 1 The Green, Littlebourne, CT3 1UU	Awaiting papers
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Notifications

CA//14/02576/FUL & CA//14/02602/LB Nan Barton	Removal of garage door to front and replacing with a glazed screen. Change of use from garage to habitable room. Erection of a single-storey rear extension. 28B The Hill, Littlebourne, CT3 1TA	GRANTED
CA//15/00204/FUL & CA//15/00205/LB Nan Barton	Single-storey rear extension and timber garden studio. 6 Nargate Street, Littlebourne, CT3 1UH	REFUSED
CA//15/00001/FUL Ben Young	Demolition of existing barn and construction of three detached buildings comprising; (1) five bedroom house; (2) office together with the creation of a new access onto Bekesbourne Lane; and (3) double garage, annexe for applicants father and carer's one bed flat. Manor Barn, Bekesbourne Lane, Littlebourne.	GRANTED 02/04/2015

Trees

none		
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