

**LITTLEBOURNE PARISH COUNCIL  
MINUTES OF THE MEETING HELD ON 7 NOVEMBER 2016**

**Present:** Parish Cllr Mike Gallagher (Chairman)  
Parish Cllr Mick Giles  
Parish Cllr Pamela Evans  
Parish Cllr Cate Reid  
Parish Cllr Melanie Moore  
Parish Cllr Sylvia Wilson  
Parish Cllr Brian Hurlow  
County Cllr Michael Northey  
City Cllr Stuart Walker

Mrs Gail Hubbard, Clerk to the Council  
There were no members of the public.

**83. THE CHAIRMANS OPENING REMARKS AND APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Ken Shaw (holiday). The Chairman welcomed Cllr Wilson back following her accident.

**84. DECLARATIONS OF CLLRS INTERESTS AND REQUESTS FOR DISPENSATION**

Cllr Hurlow declared an interest in planning application CA/16/02431/FUL as he is a direct neighbour. Cllr Gallagher declared an interest in planning application CA/16/02410/FUL as he is a direct neighbour. These Cllrs will take no part in the discussion of these applications under planning.

**85. MINUTES OF THE MEETING HELD 12 OCTOBER 2016**

It was proposed by Cllr Reid and seconded by Cllr Moore to accept the Minutes. The minutes were duly signed.

**86. POLICING AND NEIGHBOURHOOD WATCH**

There had been no report received from the PCSO again, Chairman to raise with KALC as there is nothing being fed back into the village. More reliance placed on the NHW distribution of information, which is working very well, thanks to Viv Spratt.

**87. ADJOURNMENT OF THE MEETING**

There was none.

**88. COUNTY COUNCILLORS REPORT**

Cllr Northey announced that he had been selected to be the Conservative candidate for the new Canterbury South seat in next May's County Council elections. This is a larger ward than at present, taking in Chartham and Petham areas.

As part of KCC's public health role they are promoting two initiatives;

- Encouraging parents of young children to have the flu virus vaccination. 2-7year olds like the elderly are entitled to the vaccination.
- Encouraging smokers to give up. 20% of adults in Kent still smoke, this is above the national average. 10.5% of 15 year olds smoke

Roads

- Winter service is now ready for action, tonight main roads in Kent will be gritted
- Last winter (although relatively mild) KCC gritted 70,000 miles of road.
- KCC own 2000 grit bins across the county

Cllr Northey will be attending the A257 group meeting this coming Saturday.  
Cllr Northey departed at 7.25pm.

## **89. PLANNING/TREES**

Cllr Walker arrived at 7.30pm

The planning items on Appendix 2 were discussed and noted – attached at end of minutes

## **90. CITY COUNCILLORS REPORT**

Cllr Walker talked about the agenda for RAMP on Thursday 10<sup>th</sup> November, which includes the East Kent Leadership and the PC concurrent funding for 2017-21. Cllr Moore and the Clerk are both to attend the RAMP meeting on behalf of LPC.

A full report has been prepared by CCC on the concurrent function applications made by the rural parishes; there are two new parcels of land to be considered for concurrent funding, one a new bus shelter at Tyler Hill Hackington which would cost £140pa to upkeep and the second the operational burial ground owned by Ickham Church which would cost £735pa to upkeep. Neither of these meet the criteria as agreed by the community committee but will be discussed further. A larger impact on the available budget is the 41% increase in application from Chartham PC and repeat underspend from Hoath PC, there are various options on the table including capping these two parishes. Depending on decisions made each parish will receive between 58.86% and 67.05% of core functions applied for.

Cllr Walker departed at 8.15pm.

## **91. FINANCE**

### **FINANCIAL MATTERS**

- A. RECEIVED the bank statements for October 2016, and RESOLVED the signature of the Chairman thereon;
- B. NOTED £11.99 will be taken from our account by DD on 15th November for our 1x1 website
- C. NOTED £44.50 will be taken from our account by DD for November's employer and employee pension contributions.
- D. NOTED automatic renewal of littlebournepc.org domain set for 5/11/16 at a renewal price of £12.99 plus VAT.
- E. NOTED £165.06 was taken from our account on 17/10/16 for our BT broadband and phone line rental as our quarterly bill.

### ***AUTHORISATION OF ACCOUNTS***

There were receipts totalling £1119.30 NOTED this month. The expenditure list previously circulated to Cllrs as Appendix 3 totalling £485.25, was proposed by Cllr Reid and seconded by Cllr Giles together with Appendix 3a presented at the meeting totalling £1700.87, this was proposed by Cllr Hurlow and seconded by Cllr Moore. So it was RESOLVED that the financial matters and accounts, as set out be authorised for payment.

## **92. CLERK REPORT**

### **CORRESPONDENCE**

#### **A. Parish Charter questionnaire**

The charter is a simple document describing the relationship between a City Council and Parish Councils and encourages better working relationships, by clearly defining the expectations that both may have of each other. It identifies what contributes to creating these good relationships and states what both parties can contribute to developing and maintaining these.

CCC are currently seeking feedback on the charter and its implementation from Parish Councils, councillors and officers to explore any issues with the way the charter operates. Recommendations for any revisions of the charter would be considered at RAMP in January 2017 with any recommendations presented to the Policy and Resources committee in February 2017. Comments wanted by 12pm Friday 9 December 2016. Clerk to add comments to questionnaire and circulate to Cllrs for additional comments prior to deadline.

**B. Policing in Kent 2017-2021: Autumn 2016 survey**

Kent's Police and Crime Commissioner Matthew Scott must produce a Police and Crime Plan setting out the strategic priorities for Kent Police. The existing Plan ends on 31 March 2017, to be replaced with a new plan for 2017 – 2021. When writing a new plan there is a duty to consult with victims and the wider community. Please remember that the Police and Crime Plan only sets the strategic priorities for Kent Police - it cannot amend or change the way officers are deployed or the way operational decisions are made. These are matters for the Chief Constable to determine. To take part in the survey [Click here to complete the survey](#) the deadline is 2 December.

**C. New Litter Action Guide from CCC**

A new litter action guide aims to make it easier for people to report litter and get more involved in looking after their community.

The guide, initially covering the Canterbury city area, was suggested by local residents from the Canterbury 'grot spots' Facebook group. They have worked on the project with support from the city council and its environmental contractor Serco. It contains information and contact details on a variety of environmental matters, broken down into three key areas – reporting litter or litter-related issues, getting involved and getting the message out.

Copies of the guide have been given to community groups and residents' associations. It is also available online at [www.canterbury.gov.uk/litter](http://www.canterbury.gov.uk/litter), where there are a number of forms to allow people to report environmental issues. Council contact now setup [litter.support@canterbury.gov.uk](mailto:litter.support@canterbury.gov.uk)

**D. Flood Action Campaign**

Running from 1-11<sup>th</sup> November

The Environment Agency is running a nationwide flood action campaign to encourage individuals and communities to take simple steps to be better prepared for flooding. We want to encourage people to check if they are at risk of flooding, sign up to receive free Flood Warnings and think about what actions that they can take when flooding happens. Our main focus will be on social media, online and through press activity. I have attached information on how you can help us spread our message on social media. Remember that there are 3 simple messages that you can communicate to encourage others to be better prepared for flooding:

- **Check your flood risk** – use our online flood maps to check whether you're at risk of flooding.
- **Register for Flood Warnings** – if you're at risk of flooding, you may be able to receive Flood Alerts and Warnings, completely free. Having time to prepare can save you time, distress and money. You can register for free by calling Floodline on 0345 988 1188.
- **Be prepared** – know what to do if flooding happens. What can you do in advance? Create an emergency plan, move treasured possessions now so they're out of harm's way, think about flood protection products for your home.

### **E. Kent against burglary**

A campaign launched to keep Kent safe this winter (focusing on burglary and bogus callers).

Most of us lock our homes before going out or going to bed, but do you also:

- use timer switches on lights and radios to make it look like you're home?
- store car keys and cash/handbags somewhere safe and out of sight?
- security-mark and photograph important items to help identify them if needed?
- use a safe to store gold jewellery – or better still, a safety deposit box at your bank?

Burglars will seek out an opportunity if they can. Let's work together to limit their chances. Posters have been supplied and Clerk has displayed some posters on noticeboard.

## **CLERK REPORT**

### **LETTER TO DR SYKES**

The clerk has written a letter of thanks from LPC to Dr Sykes on his retirement. Cllr Giles pointed out that Dr Richard Browning was also to retire so a letter should be written to him also.

### **PARKING IN ST VINCENTS**

Lack of parking a huge problem in this road, access for bin lorries and emergency vehicles is of concern. Approx. 40% of properties still owned and operated by CCC. A LR search done identifies CCC as owners all green areas plus of piece of land that could potentially be turned into additional parking. Clerk has contacted the Neighbourhood Manager for the estate asking for extra parking to be put forward as an estate improvement and for the "Are we getting through?" campaign to be rolled out to the road.

### **BLOCK PAVING OUTSIDE SHOP**

It was noted the pavers laid where the tree was removed had still not weathered in and stood out. Clerk to contact contractor to see what could be done.

### **93. MILLENNIUM AWARD 2017**

It was AGREED to run the Millennium Award for 2017 and this would be advertised in the December LPC News, the website and noticeboard with a deadline for nominations of 31<sup>st</sup> January.

### **94. LPC NEWS DECEMBER**

Suggestions were made for items for inclusion as follows, needs to go to print on 21<sup>st</sup> Nov;  
Allotment plot winners  
Piece from Littlebourne CEP  
Littlebourne Cricket Club success  
Explorers canal trip  
Heron on river photo

### **95. ALLOTMENTS UPDATE AND SHED REQUEST**

Cllr Hurlow had taken part in the recent inspection of the allotments on 29<sup>th</sup> October. Following the inspection there are no letters to be sent out to tenants about the state of plots, this is a great improvement. Cllr Hurlow said the site is looking great, new allotments are being prepared and taken on; there are now in excess of 70 plots. The shop has been a great success this year selling lots of veg. On 10<sup>th</sup> December there will be a special sale.

A request has been made from LHS to LPC for permission to replace the communal shed/cabin on plot 16 with a new one for meetings, dealing with new applicants etc. LPC are in principle

happy with this but LHS would have to own, insure and maintain the shed, we would also want further details for our records such as dimensions, design, colour and planned situation on plot. Clerk to advise LHS.

**96. HIGHWAYS**

Cllr Reid mentioned the new buffer zone recently installed on the A257 outside Wingham, she had asked for further details from KCC Highways but was awaiting a response. Cllr Gallagher added that the works had been paid for from County Cllr Leyland Ridings member fund.

**97. TWINNING**

Cllr Reid reported that there is still a possible stall holder attending the Christmas Markets from Littlebourne, but unfortunately there was not enough interest to run a coach. Those wishing to attend the Christmas markets on 3<sup>rd</sup> and 4<sup>th</sup> December would have to go by car.

It was suggested enough money be put into the Wimille budget to allow LPC to subsidise a coach for a trip in 2017. A trip for Bastille Day on 14<sup>th</sup> July 2017 could be considered. Cllr Reid to make enquiries with Wimille contacts to see what events could be suitable for a visit in 2017.

Wimille are visiting Littlebourne for afternoon tea on Saturday 7<sup>th</sup> January following a shopping trip to Canterbury.

**98. CHRISTMAS TREE LIGHTS**

Cllr Shaw had previously suggested the purchase of solar lights for the tree in the carpark. It was AGREED to spend up to £100 on the purchase of solar powered lights to be hung in the first tree. Volunteers would be sought to hang the lights.

The public meeting closed at 9.40pm.

A confidential item then followed.

*Dates of future meetings: 14 December 2016.*

Signed..... (Chairman)

Date.....

**LITTLEBOURNE PARISH COUNCIL  
PLANNING REPORT, 7 NOVEMBER 2016**

**APPENDIX 2**

**New Applications**

CA/16/02367/OUT	Outline planning application for proposed detached bungalow  Land adjacent to Holmbury, Church Road, Littlebourne CT3 1UA	LPC can see no legitimate grounds for objection.
CA//16/02431/FUL	Proposed two-storey side extension and first-floor rear extension  30 Jubilee Road, Littlebourne, CT3 1TP	Response by 18 Nov plans in circulation
CA//16/02410/FUL	Proposed single-storey rear and side extension following demolition of existing rear lean-to and detached garage to side elevation.  48 The Hill, Littlebourne, CT3 1TA	No objections from LPC

### **Notifications**

CA/16/01883/FUL Ceri Williams	Proposed erection of 1no holiday let log cabin following the demolition of agricultural barn.  The Brambles, 3 School Path, Littlebourne CT3 1XA	Item being considered at Development Control meeting on 8 Nov 16 with recommendation from CCC to GRANT
----------------------------------	---	--

### **Trees**

TRE/16/00501	To fell one Birch tree (A); reduce spread and height of another Birch tree (B).  Whitegate Cottage, 59 Nargate Street, Littlebourne, CT3 1UJ	Decided Trees allowed to Expire 31/10/16
TRE/16/00392	Fell Leylandi conifer in front garden.  56 High Street, Littlebourne, CT3 1ST	DECIDED. Trees allowed to expire