

**LITTLEBOURNE PARISH COUNCIL
MINUTES OF THE STATUTORY ANNUAL MEETING HELD ON 10 MAY 2017**

Present: Parish Cllr Mike Gallagher (Chairman)
Parish Cllr Mick Giles
Parish Cllr Melanie Moore
Parish Cllr Sylvia Wilson
Parish Cllr Brian Hurlow
Parish Cllr Cate Reid
County Cllr Michael Northey
City Cllr Stuart Walker (arrived at 7.10pm)

Mrs Gail Hubbard, Clerk to the Council
There were three members of the public.

1. ELECTION OF THE CHAIRMAN FOR 2017-18

The Vice Chairman, Cllr Giles asked for nominations for this role, Cllr Reid nominated Cllr Gallagher; this was seconded by Cllr Hurlow. All were in favour so Cllr Gallagher was re-elected.

2. ELECTION OF THE VICE CHAIRMAN FOR 2017-18

The Chairman asked for nominations for this role, Cllr Reid nominated Cllr Giles, this was seconded by Cllr Wilson, and AGREED by all. Cllr Giles accepted and was duly elected. Cllr Giles reported that last night's roadworks had gone very well, the team had been very considerate to the residents. The non-vibrating roller (which was promised to be used) had worked well and not affected the properties in close proximity. Tonight the anti-skid surface and road markings are to be done. The Chairman thanked Cllr Giles for raising the non-vibrating roller issue and insisting on its use.

3. THE CHAIRMANS OPENING REMARKS AND APOLOGIES FOR ABSENCE

The Chairman offered congratulations to Cllr Northey, who was re-elected as our county Cllr last week. Apologies were received from Cllr Ken Shaw (holiday), Cllr Pamela Evans (holiday) PCSO Lisa Williams and Warden Gary Moore (both off duty).

4. DECLARATIONS OF CLLRS INTERESTS AND REQUESTS FOR DISPENSATION

There were none.

5. MINUTES OF THE MEETING HELD 19 APRIL 2017

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

6. REPRESENTATIONS ON OTHER BODIES

The following representation on other bodies was AGREED for 2017-18;

- (a) Littlebourne Nature Reserve – deferred until next meeting.
- (b) Littlebourne War Memorial Hall – Cllr Gallagher
- (c) Kent Association of Local Councils representative - Cllrs Gallagher & Reid
- (d) Little Stour and Nailbourne River Management Group – Cllr Giles

Cllr Walker arrived at 7.10pm.

7. ANNUAL SUBSCRIPTIONS

It was AGREED to continue with all these subscriptions for the year 2017-18.

- (a) Kent Association of Local Councils;
- (b) Society of Local Council Clerks;
- (c) Campaign for the Protection of Rural England;

- (d) Action with Communities in Rural Kent;
- (e) Kent Playing Fields Association;
- (f) LS&NRMG.(if needed this year)

8. COUNCILLORS RESPONSIBILITIES 2017-18

All Councillors will assist on any responsibility on request	Special responsibilities are
Allotments	Cllr Hurlow, Clerk & LHS
Sloyden and Durrant Charities	Cllr Giles & Cllr Shaw
Emergency Plan, Policing and Neighbourhood watch	Cllr Shaw, Cllr Reid, Cllr Giles & residents
Planning applications & Tree works applications	Cllrs Evans, Reid, Moore, Wilson & Hurlow Consultant : Mrs Jeffries
Finance	Cllrs Moore, Wilson, Gallagher & Clerk
KALC representatives	Cllr Gallagher, Cllr Reid
Heritage The Barn	Cllr Evans
Media	Cllr Moore & Clerk
Children Youth Senior Citizens	Cllr Wilson Cllr Moore Cllr Moore
Environment and footpaths	Cllr Evans
Flooding	Cllrs Giles, Shaw, Hurlow
Traffic Management and Community Safety	Cllrs Gallagher, Reid, Giles, Shaw, Hurlow
Housing	Cllrs Gallagher, Giles, Hurlow & Clerk Consultant: Mrs Jeffries
Recreation Including Recreation Club and Ground	Cllrs Reid, Giles & Moore
Twinning	Cllrs Gallagher, Reid & Wilson
WMH Trust (Hall and Turners Orchard)	Cllr Gallagher
Littlebourne Nature Reserves (Cherry Orchard and River Reserve)	Cllr Evans
4VPO Association, Shop and P O	Cllr Gallagher
Community and well being	All
Lesser Stour and Nailbourne River Management Group	Cllr Giles (voting member) & Cllr Shaw
Gardens and kerbside boxes	Cllr Shaw
Community Fund Administration	Cllrs Giles, Gallagher & Reid

9. POLICING AND NEIGHBOURHOOD WATCH

A report had been received from PCSO Lisa Williams and circulated to Cllrs prior to the meeting;

CRIME REPORT INCIDENTS.

- X1 Nargate Street Littlebourne. Burglary and theft with various different items stolen from property. Active investigation.

POLICE RELATED INCIDENTS

There were (19) police related incidents for Little Stour. Too many to list, but a majority related to the following for Littlebourne:

- X3 Sudden Deaths, Littlebourne.
- Fraud not recent, Jubilee Road Littlebourne. Fraud Action Helpline and 101 advice given.
- RTC fail to stop, Littlebourne. Wing Mirror clipped, driver didn't stop. Incident being dealt with by police.
- Suspicious event. Male taking photos of a property. No description of male or vehicle. No CCTV either. Police dealt with incident. 101 999 advice given.
- Animals in street, an Ewe and two lambs. They were captured by a member of public and returned to a field.
- Information, Littlebourne School. Incident dealt with by police.
- Burglary not recent. Police dealing, crime report taken.
- Traffic offence. Person seen driving whilst using a mobile phone. Incident reported to the police.
- Concern for welfare for a person. Police and mental health team involved.

A report had also been received from Community Warden Gary Moore, which was read by the clerk;

Wardens report.

It has been a busy few weeks as there have been a number of Scam mail issues that I have been dealing with in the village. It's the usual stuff with both postal and mail scams and I have been issuing information to those affected.

There has also been an increase in for doors step callers who have been offering poor goods for high prices. I have spoken to several and have seen them off the village. I am hoping to get some more leaflets out into the village very soon.

There are continuing problems with the youth shelter and its getting damaged on a regular basis now and after making lots of enquiries I have drawn a blank as to who is doing this.

I have also been able to supply some staff members at the school with some attack alarms as they have been concerned about walking out alone.

Dog fouling has seemed to decrease as I have spoken with a number of owners and even supplied them with poop bags! As the warmer summer months draw near I am hoping to be able to engage with the village youth more.

10. ADJOURNMENT

Residents from the neighbouring properties addressed the Council on planning application CA/17/00760 11 Nargate Street. Mr & Mrs Anderson thanked the planning Cllrs for attending the site meeting with them to look at the proposals. A revised drawing had been submitted this week, which LPC have seen. There is some confusion over the deadline for comments on these revised plans; it appears to be 12th May. Cllr Moore to contact CCC planning on Thursday am to confirm the position and advise all parties. Mr & Mrs Anderson had sought professional advice and would continue with their objection. Ms Du Sautoy had also sought professional advice and would still be objecting to the revisions. The residents all departed.

11. COUNTY COUNCILLORS REPORT

Cllr Michael Northey reported that he now has 15 parishes to look after rather than the 10 previously. This is due to the boundary changes to reduce the number of County Cllrs in Kent. He was pleased to report the KCC pothole blitz is working well. With regard to the moving of the 30mph limit further out of the village, he is still being told conflicting advice, but would very much like to contribute towards a scheme if he is able.

12. CITY COUNCILLORS REPORT

Cllr Walker reported that the street cleaning seems to occur every time they are prompted. At the next RAMP meeting on 19th June, he is hoping to invite KCC Highways to talk about the provision of 20mph zones.

Cllr Walker has been speaking with CCC planning over the application on The List for 4 additional properties; there is a chance this will go to committee on 23rd May, but Cllr Walker would try and get this delayed until June.

Cllr Northey and Cllr Walker departed at 8.10pm.

13. PLANNING/TREES

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

14. FINANCE

FINANCIAL MATTERS

- (a) RECEIVED the bank statement for APRIL 2017, and RESOLVED the signature of the Chairman thereon;
- (b) NOTED £11.99 will be taken from our account by DD on 15th May for our 1x1 website
- (c) NOTE D£46.00 will be taken from our account by DD for May's employer and employee pension contributions.
- (d) NOTED £203.79 was taken from our account by DD on 17 April for the quarterly BT phone and broadband bill for the office.

AUTHORISATION OF ACCOUNTS

There were receipts totalling £40,200.48 NOTED this month. The expenditure list previously circulated to Cllrs as Appendix 3 totalling £3,821.79 was proposed by Cllr Hurlow and seconded by Cllr Reid together with Appendix 3a presented at the meeting totalling £498.48 which was proposed by Cllr Reid and seconded by Cllr Giles. So it was RESOLVED that the financial matters and accounts, as set out be authorised for payment.

YEAR END ACCOUNTS & ANNUAL RETURN

RECEIVED the Internal Auditor's report (Appendix 3b)

Financial policies for review or adoption:

- i) Reviewed Littlebourne Parish Council's Financial Regulations, previously circulated via email to all Cllrs (Appendix 3c)

- ii) Reviewed Littlebourne Parish Council's Standing Orders, previously circulated via email to all Cllrs (Appendix 3d)
- iii) Reviewed the Office and Finance Risk Assessment (Appendix 3e)
- iv) Reviewed the Council's Register of Fixed Assets (Appendix 3f)
- v) Reviewed the Council's Statement of Internal Control for year 2017-18(Appendix 3g)
- vi) Reviewed the Council's Statement of Accounting Policies year ending 31 March 2017(App 3h)

RECEIVED, CONSIDERED AND APPROVED the Annual Return for the financial year ended 31 March 2017 for submission to the Audit Commission, comprising:

- Income and Expenditure Accounts, proposed by Cllr Giles, seconded by Cllr Hurlow
- The Annual Return, proposed by Cllr Wilson, seconded by Cllr Reid, which was signed by the Chairman and the Clerk, Comprising of the;
 - I. Annual Governance Statement
 - II. Accounting Statements

15. CLERK REPORT CORRESPONDENCE

- A. A thank you letter has been received from Littlebourne CEP for the £800 grant towards a trip to Wimille. It will enable them to include all the older children in the visit and reduce the cost to parents significantly. They have been in contact with the school and booked the visit for 12th October 2017.
- B. Email received from a resident in Nargate Street complaining about the way the white lines were removed, and the poor state it is now left in. This has been passed onto KCC Highways for a response.
- C. A thank you letter from St Vincent's Church for the grant towards churchyard maintenance.
- D. A thank you letter from The Afternoon Club for their grant towards their trip to RHS Wisley this year.
- E. A letter had been received from LWMH regarding the boiler replacement for the lounge and whether LPC could support this financially. A decision could not be made on this item as it is not on the agenda and there are not enough Cllrs present that are not part of the LWMH Committee. Other avenues of funding are being looked into.

CLERK REPORT

ENHANCED LIGHTING FOR PATHWAY BEHIND HALL/CLUB

Works to be carried out in June.

BMX TRACK

The central area is to be sprayed and cleared of weeds, when the weather conditions are right.

BROKEN POST ON LONG CARPARK FENCING

This post has now been replaced.

OVERGROWN LAVENDER IN EVENHILL

The clerk has reported this through to KCC Highways to deal with.

16. WIMILLE TRIP FOR BASTILLE DAY

Cllr Reid had obtained prices for 29 and 35 seater coaches to visit Wimille for Bastille day on 14th July 2017. It was AGREED that LPC would subsidise the coach, a charge of £15 per person

would be made and LPC would top off the balance, which would be approx. £500, depending on which coach was used.

The meeting closed at 9.45pm

Dates of future meetings: 12 June, 12 July, 13 September, 11 October, 8 November, 13 December 2017.

Signed..... (Chairman)

Date.....

**LITTLEBOURNE PARISH COUNCIL
PLANNING REPORT, 10 MAY 2017**

APPENDIX 2

New Applications

CA/17/00760	Proposed two-storey rear extension, addition of rear dormer and change of windows 11 Nargate Street, Littlebourne CT3 1UH	Cllrs met with some of neighbours and applicants. Revised plans have now been submitted. LPC are happier to see the applicants have taken into consideration our previous comments and have no objections to the revised plans.
CA/17/01035	Proposed two-storey side extension with 3 no. rooflights following the demolition of existing garage, conservatory and porch. 14 Nargate Street, Littlebourne, CT3 1UH	To be circulated to planning Cllrs and due response submitted
CA/17/00933	Proposed ancillary living accommodation in rear garden. 23 Cherry Orchard Cottage, Cherry Orchard, Littlebourne, CT3 1QG	To be circulated to planning Cllrs and due response submitted
CA/17/00828	Proposed replacement of a flue to external wall. Haven Cottage, 73 Nargate Street, Littlebourne, CT3 1UJ	No objection from LPC
CA/17/00902/FUL	Proposed first-floor front extension Thorpe, Church Road, Littlebourne, CT3 1UA	No objection from LPC
CA/17/00773/VAR	Variation of condition 03 (opening hours) of planning permission CA/07/01203/FUL for the change of use from agricultural storage to joinery workshop and glazing workshop (use classes B1); to allow alteration to opening hours. The Pear Store, Builders Square, Court Hill, Littlebourne	Changes in opening times from 8am-6pm Monday to Friday, no Saturday/Sunday or Bank holidays to Mon to Sat 0700 – 1900hrs LPC to object to this application Notes to residents in Jubilee Rd and Cherry Orchard to be delivered advising them of the proposed changes, giving them a chance to comment if they wish.

Notifications

CA/17/00517	Proposed single-storey side and rear	GRANTED 24/04/17
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	extension, together with 2 no. roof lights to rear following demolition of rear conservatory and side garage. 3 Orchard Close, Littlebourne, CT3 1SU	
CA/17/00367/FUL	Proposed single-storey side and rear extension following the demolition of existing garage 26 Jubilee Road, Littlebourne, CT3 1TP	GRANTED 19/04/17
CA/17/00446/FUL	Proposed single-storey side and rear extension with roof lights following the demolition of existing lean to. 37 Jubilee Road, Littlebourne, CT3 1TR	GRANTED 13/04/17
CA/17/00445/FUL	Proposed loft conversion including dormer window to front. 21 Rose Acre Road, Littlebourne CT3 1SY	GRANTED 19/04/17

Trees

TRE/17/00207	Fell Cypressus Leylandi tree in side garden and replace with a smaller species. The Old School House, 1 The Hill, Littlebourne, CT3 1TA	No objections from LPC
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