

**LITTLEBOURNE PARISH COUNCIL  
MINUTES OF THE MEETING HELD ON 2 MAY 2018**

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

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

**1. ELECTION OF THE CHAIRMAN FOR 2018-19**

As the Vice Chairman, Cllr Giles was not present, Cllr Gallagher proposed Cllr Shaw to take the nominations, Cllr Evans seconded this. Cllr Shaw then asked for nominations for Chairman, Cllr Evans nominated Cllr Gallagher; this was seconded by Cllr Wilson. This received a majority so Cllr Gallagher was re-elected.

**2. ELECTION OF THE VICE CHAIRMAN FOR 2018-19**

The Chairman proposed this item be deferred until the June meeting, when Cllr Giles, should be present, Cllr Wilson seconded this and it was agreed.

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

The Chairman welcomed everyone to the meeting. Apologies were received from Cllr Giles (recuperating).

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

There were none.

**5. MINUTES OF THE MEETING HELD 7 MARCH 2018**

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

**6. REPRESENTATIONS ON OTHER BODIES**

The following representation on other bodies was AGREED for 2018-19;

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

**7. ANNUAL SUBSCRIPTIONS**

It was AGREED to continue with all these subscriptions for the year 2018-19.

- (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;

But not to continue with;

(a) The Opens Spaces Society

**8. COUNCILLORS RESPONSIBILITIES 2018-19**

The below was AGREED for 2018-19 along with the amendment in name from Traffic Management and Community Safety to Highways, Safety & Speedwatch.

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

**9. POLICING AND NEIGHBOURHOOD WATCH**

The PCSO report from Gavin and Amy had previously been circulated to Cllrs and is shown below;

Enclosed is a report for the rural areas from 01/04/2018 to 30/04/2018

## **CRIME REPORT INCIDENTS.**

### **Blean, Rough Common & Tyler Hill**

Bike theft & Criminal Damage - Uni  
Criminal Damage- Rough Common  
Theft-Tyler Hill  
Theft from a vehicle- Rough Common  
Theft of a vehicle-Rough Common

### **Upper and Lower Harbledown**

Theft from Vehicle- Upper Harbledown

### **Chartham & Chartham Hatch**

Vehicle interference- Chartham  
Theft from a vehicle-Chartham  
Theft-Chartham and Chartham Hatch

### **Petham,Waltham,Bossingham,Upper & Lower Hardres, Nackington**

Criminal Damage in both Petham and Waltham.  
Burglary -Street End  
Theft from a vehicle- Lower Hardres

### **Bridge,Patixbourne,Bishopsbourne, Kingston, Bekesbourne**

Criminal Damage in Bridge and Bekesbourne

### **Barham, Woolage Village, Woolage Green ,Womanswold, Adisham**

Criminal Damage-Adisham

### **Littlebourne,Stodmarsh,Ickham, Wickhambreaux, Grove Ferry**

Criminal damage- Littlebourne  
Theft-Wickhambreaux

We have decided to produce a report that covers all the rural areas and also give other areas ideas of what's happening also. We have conducted speedwatch sessions in the areas also.

Councillors felt this type of report gave no real detail on anything happening locally. It was decided that KALC and the Canterbury Police Chief Inspector should be contacted to express our disappointment with this lack of detail.

The Community Warden report from Gary Moore had previously been circulated to Cllrs and is shown below;

Again I have been fairly busy with an increasing number of home visits in the village mainly concerning Scams and the many items being offered on-line which are often false.

In the last two weeks I have spoken with several dog walkers about fouling and have issued advice on their behaviour as responsible dog owners in public places.

There has also been an increase in fly tipping around the area which is being worked on to gain local intelligence as to where it is coming from.

Some very good news is the KCC Community warden service have now trained some new Wardens who come on their new areas from next week, 8<sup>th</sup> May. I shall be helping settle them into their roles so hopefully within the next 2-3 weeks I can then give my full attention to Littlebourne and villages once again. I shall keep you posted as to the progress.

Thanks were recorded to Viv Spratt for keeping us all up to date with the NHW reports.

## 10. ADJOURNMENT

There was none

## 11. CITY COUNCILLORS REPORT

Cllr Walker thanked Cllr Reid and Gallagher for their help in arranging a planning training session, which will be held here in Littlebourne for Parish Cllrs.

Cllr Walker spoke on the flytipped tyres dumped on the track up to Brick Kiln Cottages, the CCC Enforcement Officer has been out but unfortunately as it is on private land it is the farmers responsibility to remove the waste. There is a possibility of CCTV being used in this spot to prevent further dumping/catch those dumping. This is yet to be agreed.

With regards to a possible tree planting scheme in The Maltings redundant play area, LPC would need to make a formal request to CCC.

Other local planning issues were discussed as raised by Cllr Walker.

## 12. COUNTY COUNCILLORS REPORT

The main thing from KCC is potholes and roads. The Government had announced the same grant twice to the whole country, so where KCC thought they had £11.2m in the budget for potholes they actually have £8.5m. In the week ended 27<sup>th</sup> April 2018 Canterbury had 402 potholes repaired (the most in Kent) followed by 306 in Maidstone. To date 1612 potholes in Canterbury have been repaired since the pothole blitz began, these total £92,219. Please ensure potholes are reported online, they are then issued with a job number and can be tracked, this is far more effective than requests via County Cllrs.

It was pointed out that there was some uncertainty as to whether Bekesbourne Lane was actually closed or not, as signs were in place but everything was still open. Positioning of signs could be better to give more warning, especially at the Bekesbourne side (drivers need to know at the mini roundabout).

Cllr Northey departed at 8.05pm

## 13. PLANNING/TREES

### **CA//18/00623/VAR – 4no semi-detached properties on The List**

Following a letter from our solicitors, LPC had met onsite with the new owners of this site, King & Johnston and their surveyor to discuss the positioning of the properties and frontage on the track due to the ownership of the track itself being LPC's.

King & Johnston offered to include a grassed margin along the site frontage to ensure that there was potential for pedestrian refuge and that the margin would not be included within any subsequent conveyance to the purchasers of the new dwellings, this would then be mown by the occupiers, but not owned by them. They would also move our litter bin to the other side of the track for us, somewhere near the bench.

King & Johnston also mentioned that they would like to put an additional property (a detached one) on the piece of land between No 1 The List and the site of the 4 semi-detached houses. This plot of land is also owned by them and this additional house would close up the gap currently left there but it would mean more vehicles accessing via The List. Various ideas for traffic calming were suggested and it was agreed we would go back to King & Johnston when the application is submitted to see if they could look at some safety ideas for us.

The other planning notifications on Appendix 2 were noted – attached at end of minutes

Cllr Walker departed at 8.41pm.

## 14. FINANCE

### FINANCIAL MATTERS

- (a) RECEIVED the bank statement for March 2018 and RESOLVED the signature of the Chairman thereon;
- (b) NOTED £11.99 will be taken from our account by DD on 15<sup>th</sup> April and 15<sup>th</sup> May for our 1x1 website
- (c) NOTED £55.67 will be taken from our account by DD for April's employer and employee pension contributions.
- (d) NOTED the clerk prepared an invoice to recharge the CCTV maintenance contract 4 ways. Invoice of £67.75 sent to LWHM, 4VPO & Rec Club in March.
- (e) NOTED the clerk prepared an invoice for LWMH for the annual ground rent 2018-19 of £5.00
- (f) NOTED the clerk prepared an invoice for Mr Twyman for the annual rental of our field on Court Hill for 2018-19 of £150.00.
- (g) NOTED £211.98 was taken from our account by BT for the quarterly phone and broadband bill on 17<sup>th</sup> April.
- (h) NOTED £55.67 will be taken from our account by DD for May's employer and employee pension contributions

### **AUTHORISATION OF ACCOUNTS**

There were receipts totalling £1280.86 for March and expenditure relating to the end of year of £93.00 NOTED. For the Financial year 2018-19 there were receipts totalling £43,205.10 NOTED this month. The expenditure list previously circulated to Cllrs as Appendix 3 totalling £9,914.40 was proposed by Cllr Shaw and seconded by Cllr Moore together with Appendix 3a presented at the meeting totalling £906.50 which was proposed by Cllr Hurlow and seconded by Cllr Evans. So it was RESOLVED that the financial matters and accounts, as set out be authorised for payment.

## 15. CLERK REPORT

### CORRESPONDENCE

#### **A. 4VPO Letter**

Response received from 4VPO following our letter to them re the proportioning of the legal costs for the lease renewal. Circulated to Cllrs. No further communications required.

#### **B. Resident Letter**

Letter received from a resident querying the reasons for the locking of the gates at the Cherry Orchard Nature Reserve.

When this site was given to LPC, it was constituted legally under the S106 and setup to be a Nature Reserve. By definition these are not public access places. It cannot be a Nature Reserve and a public open space. Since 2016 Cherry Orchard Nature Reserve is also protected by Habitat Regulations and is a Designated Protected Site due to the presence of Great Crested Newts.

#### **C. Police – Don't ignore it, share it campaign**

KALC have circulated details on this campaign to councils. It is aimed at encouraging the local community to work together with Kent Police, through reporting unusual or suspicious activity. Poster displayed on noticeboard.

#### **D. Kent Fire And Rescue Volunteers**

Kent Fire and Rescue Service Community Volunteers are people from all walks of life and all sections of the community who have an interest in helping Kent Fire and Rescue Service deliver their safety messages throughout Kent and Medway. If you would like to know more information about volunteering or need volunteer support please contact Karen Grieves on 01622 692121 EXT 6672 or [volunteering@kent.fire-uk.org](mailto:volunteering@kent.fire-uk.org)

## **CLERK REPORT**

### **TREES ON THE GREEN**

Application submitted to CCC for works to trees in a conservation area and Mounts advised of application.

### **PLAYAREA REPAIRS**

Seesaw repairs could not be carried out as the piece is in a worst state than thought. Quotes for options are to be priced up. Toddler swing seats need replacement, temporary measures have been taken to ensure use can be continued. Quotes sought and site meeting arranged for week of 14<sup>th</sup> May.

### **YOUTH SHELTER**

Clerk cleared off some offensive graffiti from inside the shelter but not before photographing and passing to Gary Moore. During Easter holidays the front panels have been further damaged and really needs some repair works to be carried out. Quotes for repairs to be sought.

### **INSURANCE CLAIM**

Claim settled for damaged planter for The Hill. Replacement planter is on order.

### **SIGNAGE ORDER**

Order placed for signs to office door, playarea and allotments, to be fitted next week. Cllr Moore mentioned logo signage for planters. Costs to be sought for 4 of these.

## **16. LPC STANDING ORDERS**

It was AGREED by all to adopt the new LPC Standing Orders, following the updated model ones for 2018. However Standing Order 21 would be suspended pending the Governments formal decision in Parliament on whether parishes need to appoint a DPO.

## **17. GDPR COMPLIANCE**

Appointment of DPO to be deferred awaiting formal decision in Parliament on parishes requirement to appoint one.

The updated Records Management Policy was proposed by Cllr Moore and seconded by Cllr Shaw and AGREED by all.

## **18. TWINNING**

The Twinning Cllrs had met and discussed the purpose of Twinning and future arrangements. At school level it is working really well, with visits each way and the children keeping in contact by writing letters to each other. It was felt that it was time to find out what the residents think about Twinning, if we know what the residents want we can facilitate it. Questions on this could be asked on the planned resident survey. There is a small group from Wimille coming to the Open Gardens event; it was AGREED LPC would cover the cost of the tickets, which includes afternoon tea. Approx. £45.00.

## **19. VILLAGE SURVEYS**

Cllr Moore updated the Cllrs on the progress so far with the Young Persons survey. Most of the respondents are under 10, so we would like to encourage some older children to take part. The rear page of the June LPC News is to be used as a survey page, so every household in the parish gets one. If this is a successful method it can be used when we roll out the full resident survey. Cllr Moore gave us some observations from those surveys already returned;

- So far the most modern and recent additions to the playground are the most popular.

- Cricket seems to be the most popular group activity attended in Littlebourne in this age range.
- The majority of the children felt there was not enough to do in Littlebourne
- Some of the suggestions for what they would like to see included; a skate park, toilets, an outdoor pool, a zip line.

## 20. NEIGHBOURHOOD PLANNING

The Chairman wanted to reconsider LPC's opinion on this matter; previously the thinking had been that it wasn't worth doing. The creation of Neighbourhood Plans for parishes didn't take off very well as you couldn't contradict what was in the District Plan.

LPC did a Village Appraisal in 2006, which needs bringing up to date. The creation of a Neighbourhood Plan could put down a marker for the village and its development. There is now new funding available to encourage parishes to take part. Bridge PC are in the process of creating one.

It was AGREED that a working group would take a further look and report back. This would be Cllr Moore, Cllr Farrow and the Clerk.

The meeting closed at 10.10pm.

*Dates of future meetings: 6 June, 4 July, 5 September, 3 October, 7 November, 5 December 2018.*

Signed..... (Chairman)

Date.....

### LITTLEBOURNE PARISH COUNCIL PLANNING REPORT, 2 MAY 2018

### APPENDIX 2

#### New Applications

CA/18/00565/VAR	Variation of condition 02 (drawings) of planning permission CA//16/02840 for a proposed single storage unit following demolition of 4 storage units. Installation of additional roller shutter door and personnel door to unit 1A; to allow repositioning of roller shutters and doors, additional door to unit 1D and alterations to roof with additional roof lights.  1A, 1D, 1E, 1F, 1G Builders Square, Court Hill, Littlebourne CT3 1XU	No objections from LPC  GRANTED 23/4/18
CA//18/00623/VAR	Variation of condition 02 (drawings) of planning permission CA//17/00137/FUL for the proposed 4 no. semi-detached two-storey dwellings with garages following demolition of 2 barns; <b>to allow</b> attached garages.  Land at The List, Jubilee Road, Littlebourne, CT3 1TP	No objection to attachment of garages.
CA//18/00651	Proposed two storey side extension to form 1 no flat above garage, together with first floor side extension and single storey side and rear extensions.  66 Bekesbourne Lane, Littlebourne CT3 1UZ	Response by 11 May

## **Notifications**

CA/18/00208/FUL	Proposed first floor extension 80A Bekesbourne Lane, Littlebourne CT3 1UZ	GRANTED 23/03/18
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## **Trees**

TRE/18/00177	Lime (T1), located to the rear of the garage – fell Old Vicarage, 77 Nargate Street, Littlebourne, CT3 1UJ	No objections from LPC
TRE/18/00134	Fell tree (possible Birch?), located at the back of property near fence. 8 Bekesbourne Lane, Littlebourne, CT3 1UY	DECIDED Tree no objection
TRE/18/00143	Fell Ash tree & prune 4 Ash trees by 30% located in the front garden on the right hand side. Goat Willow tree - prune by 20%, located rear right hand side of the building. 26 Nargate Street, Littlebourne, CT3 1UH	DECIDED Tree no objection
TRE/18/00157	To raise the canopy on roadside trees and the trees on the green. The Green, Littlebourne	LPC application