

**LITTLEBOURNE PARISH COUNCIL  
MINUTES OF THE STATUTORY ANNUAL MEETING HELD ON 15 MAY 2019**

**Present:** Parish Cllr Peter Farrow (Chairman)  
Parish Cllr Mick Giles  
Parish Cllr Cate Reid  
Parish Cllr Ken Shaw  
Parish Cllr Brian Hurlow  
Parish Cllr Melanie Moore  
Parish Cllr Lee Castle

Mrs Gail Hubbard, Clerk to the Council  
There were two residents present.

**1. ELECTION OF CHAIRMAN FOR THE YEAR 2019-20**

The retiring Vice Chairman Mick Giles welcomed all to the meeting and gave a special welcome to our new Cllr Lee Castle. He then asked for nominations for Chairman, Cllr Reid proposed Cllr Farrow, this was seconded by Cllr Moore and AGREED by all. Cllr Farrow accepted and was duly elected as Chairman.

**2. ELECTION OF VICE CHAIRMAN FOR THE YEAR 2019-20**

The Chairman asked for nominations for this role, Cllr Reid nominated Cllr Giles, there were no other nominations, this was then AGREED by all. Cllr Giles accepted and was duly elected.

**3. DECLARATION OF ACCEPTANCE OF OFFICE**

The Declaration of Acceptance of Office forms were signed by the Cllrs and witnessed by the Clerk. Cllrs were all given the necessary DPI forms to complete and return to the clerk to forward to CCC.

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

Cllr Farrow paid thanks to Mike Gallagher for this work over the past 4 years as Chairman of LPC, in what is not always a fully appreciated voluntary role.

Apologies were received from County Cllr Michael Northey (attending another PC meeting), City Cllr Louise Jones-Roberts and retiring Chairman Mike Gallagher (holiday).

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

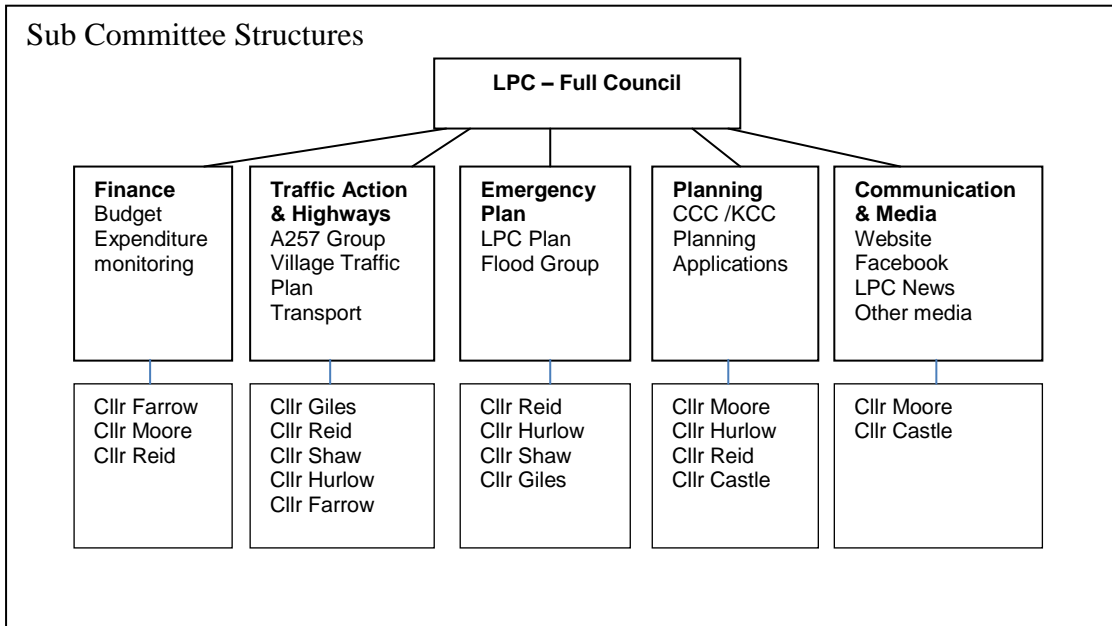
There were none.

**6. MINUTES OF THE MEETING HELD 3 APRIL 2019**

The minutes were AGREED by all and were duly signed.

**7. SUB COMMITTEE STRUCTURE AND COUNCILLOR RESPONSIBILITY**

The Chairman had prepared a draft Sub Committee structure and new responsibility listing, this was populated at the meeting. Sub Committee Chairs to be agreed by Committees;



<b>Action Roles</b>	'Action roles': <ul style="list-style-type: none"> <li>Where direct membership of an external organisation is required or activities require oversight of, or enactment by, a LPC councillor</li> </ul>	
	Councillor 1	Councillor 2
KALC member (x2)	Cllr Farrow	Cllr Reid
Street Scene (CCC) group member	Cllr Shaw	Cllr Moore
River Group member LS&NRMG	Cllr Giles (voting member)	Cllr Shaw
Charity accounts administration (Sloyden & Durrant)	Cllr Giles	Cllr Shaw
LPC Community Fund administration	Cllr Giles	Cllr Shaw Cllr Reid
Littlebourne Housing list	Cllr Giles	
CCTV	Confidential	Confidential
<b>Link Councillor(s)</b>	'Links' provide: <ul style="list-style-type: none"> <li>Ready access for important organisations to LPC.</li> <li>Enable good knowledge of important independent village organisations to make better LPC decisions.</li> <li><a href="#">Safeguard LPC head-landlord assets (where applicable).</a></li> </ul>	
<a href="#">LWMH link</a>	Cllr Reid	
<a href="#">4VPO link</a>	Cllr Farrow	Cllr Reid
<a href="#">Allotments link</a>	Cllr Hurlow	
<a href="#">Recreation Club link</a>	Cllr Moore	
<a href="#">Turner's Orchard</a>	Cllr Hurlow	
<a href="#">Nature Reserve link</a>	Cllr Hurlow	
School link	Cllr Castle	
Church link	Cllr Castle	

4V Conservation Society link	Cllr Farrow	
Littlebourne Barn link	Cllr Moore	
Local Business liaison	Cllr Moore	
Twinning	Cllr Reid	
Kerbside Planters	Cllr Shaw	

## 8. POLICING AND NEIGHBOURHOOD WATCH

PCSO Gavin Dodwell had forwarded a copy of his report as follows;

### **Littlebourne, Stodmarsh, Ickham, Wickhambreaux, Grove Ferry and Bramling;**

Theft from a vehicle- The List, Wickhambreaux

Theft- Seaton, Wickhambreaux

Theft- Nargate Street, Littlebourne

The two break-ins at the shop were mentioned (30<sup>th</sup> April and 3<sup>rd</sup> May) and would likely appear on the next report.

## 9. CORRESPONDENCE AND CLERKS REPORT

A. Thank you note from Roz Arman on behalf of the Afternoon Club for our grant towards this year's outing to Chartwell.

B. Emailed letter from resident Mr Irish – read out to meeting and duly noted.

C. Email from resident offering a large picnic bench to LPC for the recreation ground play area. Probably not suitable for play area but Clerk to ask Turners Orchard if they would be interested

D. Email from 4VPO Chairman, Robert Spencer regarding the CCTV coverage of the recent break-ins at the shop. Police have taken necessary footage from inside and outside the shop.

All other correspondence was noted.

The two residents departed at 7.35pm.

### **CLERK REPORT**

#### **INSURANCE RENEWAL**

Insurance schedule checked for accuracy. Necessary removals and additions made. Asset register also updated with these purchases and disposals. Additional premium waived by insurers for new equipment.

#### **DOG POO BINS & LITTER BINS**

New purchased and ready to be fitted at the entrance to Pine Wood. Serco are already collecting from a black bin bag in this location.

Spare green bin to be resited outside school – works being scheduled

#### **IGLOO REPLACEMENT PROJECT**

HAGS started onsite on 29th April, works now complete and equipment in use.

Handover took place Monday 13th May. Cherry Tree requires trimming as it hangs too low over the new climbing frame. Clerk to request permission from CCC as the tree is in a conservation area.

#### **GATING OF LPC FIELD**

Waiting scheduling of works.

## 10. ADJOURNMENT

There was none.

## **11. COUNTY COUNCILLORS REPORT**

Cllr Northey had sent a brief report as follows;

Brexit headlines: KCC has had £33.48m invested of which £10m is going/has gone on pothole and footway repair, £15m of carriageway is renewed with low noise surfacing, over 5000 gullies have been repaired, and all sorts of work done on clearing lagoons and soakaways, hard cut of vegetation, and recovery of verges. Plus a lot of work has been done to make Manston resurfaced with an excellent new surface to take vehicle demand as and if needed.

## **12. CITY COUNCILLOR**

It was noted that Cllr Louise Jones-Roberts is our new City Councillor. The Clerk had forwarded her a list of meeting dates and we hoped to meet her soon.

## **13. PLANNING/TREES**

Planning notifications on Appendix 2 were noted – attached at end of minutes

## **14. FINANCE**

### **FINANCIAL MATTERS**

- (a) RECEIVED the bank statements for March and April 2019, 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> May for our 1x1 website
- (c) NOTED £28.76 will be taken from our account by DD on 15<sup>th</sup> May for our 1x1 domain fee – 3 monthly charge
- (d) NOTED £92.91 will be taken from our account by DD for May's employer and employee pension contributions.
- (e) NOTED £264.84 was taken from our account by DD on 17<sup>th</sup> April for the quarterly BT phone and Broadband bill.
- (f) NOTED LPC Fixed Term Deposit of £60,000 matures on 16<sup>th</sup> May with interest of £297.53
- (g) NOTED the clerk has submitted the 4th QTR VAT refund claim online, totalling £586.27

### **AUTHORISATION OF ACCOUNTS**

There were receipts totalling £54,469.91 NOTED. The expenditure list previously circulated to Cllrs as Appendix 3 totalling £5,838.64 was proposed by Cllr Moore and seconded by Cllr Reid together with Appendix 3a presented at the meeting totalling £26,014.01 which was proposed by Cllr Castle and seconded by Cllr Giles. So it was RESOLVED that the financial matters and accounts, as set out be authorised for payment.

## **15. S106 AGREEMENT ARRANGEMENTS**

Following LPC's recent meeting with Leath Park. Formal agreement from LPC is needed to take up the offer of the transfer of the Open Space Area at the top of the List site into LPC ownership along with the Open Space commuted sum of £73,800, also the timings of the transfer and payments.

With the engineering of the attenuation pond, there is no longer any land at the bottom of the site to transfer, LPC do not want responsibility for the attenuation pond, this will be maintained by Leath Park along with the open space around it.

The slither of land down the side of the List track is to remain within Leath's ownership; they will maintain this as open space.

The top piece of land (from the bottom corner of the Evenhill estate across to St Vincent's) and above will be passed to LPC

It was AGREED that LPC would like the land to be transferred along with the full amount of £73,800 now and that we would enter into a licence agreement to lease the land back to Leath Park for the project duration. The S106 Agreement would be amended to reflect this.

Clerk to contact Leath Park to confirm our decision.

**16. CARPARK FENCING**

Cllr Moore raised the state of the fencing in the carpark and the possibility of providing some barrier protection to the fence line from vehicles parked in the carpark. The missing panels were blown down in the wind overnight but larger vehicles could have caused damage overtime loosening the posts.

Any expense would need to be a joint expense with the LPC/shop/hall/Rec Club.

Cllr Moore to meet with the owner at 56 High Street with regards to the fencing and replacement of.

**17. 4VPO HALL CHARGES**

It was noted that the 4VPO would now be paying the going rate for the hire of the hall for their meetings.

**18. FUNDING TO LWMH**

LWMH had asked for an increase in the amount they receive from LPC for the use of the LPC office and meeting room, this is given in the form of a grant. An increase had been budgeted for this year. An increase of £100 was proposed, this was AGREED. Cllr Reid and Cllr Giles did not vote as they are on the LWMH Committee.

**19. FOR INFORMATION ONLY**

Cllr Giles reported that he had attended the A257 Group meeting on Friday 10<sup>th</sup> May where the Group had agreed they could/would not prioritise one village over another. They agreed to prioritise an issue instead – speed all the way along. Rather than pursue buffer zones and speed limits going up and down – they should go for 40mph limit along the whole length. MP Rosie Duffield had also attended this meeting.

Cllr Moore suggested a change in table layout for LPC meetings, this could be done if residents wish to speak at meetings.

Cllr Castle mentioned the barbed wire was still in situ outside the new surgery and the vision splays and zig zag lines were yet to be completed.

The meeting closed at 8.58pm.

*Dates of future meetings: 5 June, 3 Jul, 4 Sept, 2 Oct, 6 Nov, 4 Dec 2019.*

Signed..... (Chairman)

Date.....

**New Applications**

CA//18/01657	Proposed erection of 3no two-storey terraced dwellings with accommodation in the roofspaces and change of use of public house into 2no semi-detached dwellings, together with associated landscaping and parking.  2 Bekesbourne Lane, Littlebourne CT3 1UY	Appeal lodged with Planning Inspectorate.  Permission granted for 2no two storey dwellings and pub conversion but this application for 3no dwellings was refused by CCC.
CA//19/00782	Proposed storage building containing 4 no. units and roller shutter and 2 no. doors to be installed into existing unit 1A following demolition of 4 no. Nissen huts  Site Of Former Units 1D To 1G, Builders Square, Court Hill, Littlebourne	No objections raised from LPC.

**Notifications**

CA//19/00368	Proposed single storey extensions to rear, side and front elevations with first floor extension following demolition of existing conservatory and part of garage.  Northbend, 35 Nargate Street, Littlebourne CT3 1UH	GRANTED 24/04/19
CA//18/02579	Proposed sub-division of existing bungalow to create 2no semi-detached two-storey dwellings and extension to side.  Holmbury, Church Road, Littlebourne CT3 1UA	GRANTED 05/04/19
CA//18/02559	Proposed replacement garage.  57 Nargate Street, Littlebourne CT3 1UJ	GRANTED 01/05/19
CA//19/00482	Proposed formation of access.  64 St Vincent's Close, Littlebourne CT3 1TZ	GRANTED 08/05/19