

**LITTLEBOURNE PARISH COUNCIL  
MINUTES OF THE MEETING HELD ON 5 JUNE 2019**

**Present:** Parish Cllr Peter Farrow (Chairman)  
Parish Cllr Cate Reid  
Parish Cllr Melanie Moore  
Parish Cllr Lee Castle

Mrs Gail Hubbard, Clerk to the Council  
There were no residents present.

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

Cllr Farrow welcomed Cllrs to the meeting. Apologies were received from Cllr Shaw (holiday), Cllr Giles (holiday), Cllr Hurlow (holiday), County Cllr Michael Northey (after the meeting) and City Cllr Louise Jones-Roberts (family commitment).

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

There were none.

**22. MINUTES OF THE MEETING HELD 15 MAY 2019**

The minutes were AGREED by all and were duly signed.

**23. POLICING AND NEIGHBOURHOOD WATCH**

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

Crimes of note:

- 01/05/2019- Burglary, High Street, Littlebourne
- 08/05/2019- Vehicle Crime, St Vincents, Littlebourne
- 12/05/2019- Burglary, High Street, Littlebourne Recreation Club
- 07/05/2019- Vehicle Crime, St Vincents, Littlebourne

Anti-social behaviour and other incidents of note:

- 08/05/2019- Abandoned vehicle, Nargate Street, Littlebourne

Items of good work:

- Delivered new rural safety packs to the Parish council in Littlebourne and Ickham.
- Equine visits in the area giving out details with PCSO Emma Coyle.

The Clerk reported that Sheerness Community Warden had been present in Littlebourne twice last week.

**24. ADJOURNMENT**

There was none.

**25. PLANNING/TREES**

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

It was reported there had been some problems this week on The List track with large vehicles blocking the footpath. Clerk to write to Jenners and King and Johnston asking them to ensure they leave room for mobility scooters and pushchairs to get past, as it is a PROW.

LPC had been informed that the demolition of the two houses on The Hill had been delayed due to the presence of nesting birds. There has also been some further problems with the perimeter safety fencing being damaged and resident's still accessing the area. Leath Park are to be erecting signage and CCTV to protect their site.

## **26. HIGHWAYS**

A new name for this subcommittee was agreed at the meeting on 29<sup>th</sup> May; LPC Traffic Issues Action Sub Committee (TIA). Cllr Reid gave a brief report of the meeting at which the items for the Highway Improvement Plan (HIP) had been prioritised.

## **27. FINANCE**

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

There were receipts totalling £10,666.27 NOTED. The expenditure list previously circulated to Cllrs as Appendix 3 totalling £1,805.00 together with Appendix 3a presented at the meeting totalling £2,882.51 was AGREED by all. So it was RESOLVED that the financial matters and accounts, as set out be authorised for payment.

### ***INTERNAL AUDITORS REPORT***

This had been considered at the Finance meeting and was now RECEIVED by full Council. The Clerk was thanked for her work on this.

### ***FINANCIAL POLICIES***

Financial policies for review or adoption:

- i) Reviewed the Littlebourne Parish Council's Financial Regulations, previously circulated via email to all Cllrs (Appendix 3c)
- ii) Reviewed the LPC Risk Assessment (Appendix 3e)
- iii) Reviewed the Council's Register of fixed Assets (Appendix 3f)
- iv) Reviewed the Council's Statement of Internal Control for year 2019-20(Appendix 3g)
- v) Reviewed the Council's Statement of Accounting Policies year ending 31 March 2019(App 3h)

### ***LPC ACCOUNTS YEAR ENDING 31<sup>ST</sup> MARCH 2019***

The accounts had been examined at the earlier Finance meeting, the Finance Sub Committee proposed the acceptance of the year end accounts, this was AGREED by all.

### ***AGAR 2019***

The Annual Governance Statement was completed and APPROVED by the Council, this was then signed by the Clerk and Chairman.

The Accounting Statements were then APPROVED by all and duly signed by the Chairman.

## **28. CLERKS REPORT**

### **CORRESPONDENCE**

#### **A. KALC details on a Councillors conference**

Thursday 18<sup>th</sup> July, Ditton Community Centre.

#### **B. Moth Conservation Project**

Butterfly Conservation, a charity dedicated to conservation of UK's butterflies and moths, are starting a new 3-year project in East Kent. Your parish is within one of our project areas where we will be running lots of exciting activities and events to take part in. Circulated to Cllrs poster for information on how your parish can get involved and help the project, and for details about the project.

#### **C. Draft National Flood and Coastal Erosion Risk management Strategy for England**

Earlier this month, the Environment Agency launched a consultation on its draft National Flood and Coastal Erosion Risk Management Strategy for England (see <https://consult.environment-agency.gov.uk/fcrm/national-strategy-public/>).

The consultation document explains that:

The draft strategy vision is: for a nation ready for, and resilient to, flooding and coastal change – today, tomorrow and to the year 2100. The deadline for responding to the consultation directly to the Environment Agency is 4 July 2019..

All other correspondence was noted.

## **CLERK REPORT**

### **TREE WORKS**

Clerk has submitted an application to CCC to carry out works to a tree in a Conservation Area for the Cherry Tree located in the playarea, which now hangs rather low over the new climbing frame. The canopy needs raising on one side to give clearance.

### **WEBSITE/LPC NEWS/CONTACT DETAILS**

All have been updated to reflect the changes in Cllrs.  
A Cllr email address has been setup for Cllr Castle.

### **CRIME PREVENTION/ SAFETY PACKS**

Clerk has ordered a box of these packs for distribution in the village. They are now available from the office for residents; Viv Spratt has sent a note round on NHW already and Cllr Moore is to advertise on Facebook. We have 25 packs so first come first served. CCC Community Safety Depart have worked with Solon Security to create packs to help raise awareness of these issues as well as including items which will be prevent some of these crimes . The packs include:-

- A Security Squirrel tin - these look like a tin can but have a twist lock at the bottom in which you can hide valuable items and put them to the back of the cupboard to keep them safe.
- Property marking kit
- Shed padlock kits
- No doorstep callers window stickers

The kits also include an awareness flyers and information about Neighbourhood Watch.

## **29. CARPARK FENCING**

Cllr Moore had met with the owners at 56 High Street and discussed the fencing situation, The spurs of the fencing panels are damaged only where the parking spaces are. LPC had a copy of the quotation they had to repair the fencing which amounted to £750.00. The Chairman proposed LPC meet 50% of these costs so £375.00, this was AGREED by all. Possible solutions are being looked into to protect the fence from future damage, this would have to be discussed further, hopefully at the July meeting and would involve the other parties that share the carpark.

## **30. PUBLIC TOILET PROVISION WITHIN THE VILLAGE**

Cllr Moore wanted to seek approval to investigate further this idea for Littlebourne, one unisex/disabled toilet to be situated on the hall/rec complex, this could be fitted with a RADAR key for disabled access and a nominal fee for other users(to deter vandalism). It was agreed Cllr Moore should speak to other parishes with public toilets. Cllr Castle brought up the size of the carpark as inadequate; he would look at possible extension options.

**31. CO-OPTION OF FURTHER CLLRS**

We are currently two Cllrs short, tonight especially thin on the ground due to holidays. A few possible people were mentioned to approach direct. Cllr Farrow said he would be more than happy to speak to any potential candidates. Further advertising needed via website, Facebook and noticeboards.

**32. FOR INFORMATION ONLY**

Cllr Reid reported the blockage that had occurred in the hall/rec drains, Dyno Rod had been out a cleared the problem and carried out investigations with cameras which has shown up cracks in the pipework under the carpark. LWMH are to further discuss what works are needed.

Cllr Castle mentioned that Littlebourne School are over subscribed for September and are awaiting the outcome of the recent Ofsted visit, which was just before half term. Mrs Byrne, the Headteacher, was keen to be involved in more community activities; the link with the elderly had been very successful.

The meeting closed at 8.50pm.

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

Signed..... (Chairman)

Date.....

**LITTLEBOURNE PARISH COUNCIL  
PLANNING REPORT, 5 JUNE 2019**

**APPENDIX 2**

**New Applications**

None		

**Notifications**

None		

**Trees**

TRE/19/00197	Raise canopy of one side of Cherry Tree to give clearance to children's climbing frame.  Littlebourne Recreation Ground 58 High Street, Littlebourne, CT3 1ST	LPC application