

**LITTLEBOURNE PARISH COUNCIL
MINUTES OF THE MEETING HELD ON 2 OCTOBER 2019**

Present: Parish Cllr Peter Farrow (Chairman)
Parish Cllr Brian Hurlow
Parish Cllr Lee Castle
Parish Cllr Melanie Moore
Parish Cllr Ken Shaw
Parish Cllr Jessica Phillips

Mrs Gail Hubbard, Clerk to the Council
There was one resident, Mr Bob Anderson.

62. THE CHAIRMANS OPENING REMARKS AND APOLOGIES FOR ABSENCE

Cllr Farrow welcomed everyone to the meeting. Apologies were received from Cllr Giles (holiday), Cllr Reid (holiday), County Cllr Michael Northey (travelling back from Conference) and City Cllr Louise Jones.

63. DECLARATIONS OF CLLRS INTERESTS AND REQUESTS FOR DISPENSATION

There were none.

64. MINUTES OF THE MEETING HELD 4 SEPTEMBER 2019

It was unanimously RESOLVED to accept the minutes and they were duly signed by the Chairman.

65. CO-OPTION OF NEW COUNCILLOR

Jessica Phillips had been invited along this evening with a view to being co-opted onto the council, she had previously expressed an interest and had provided a short resume for Cllrs consideration. Cllrs asked Jessica a few questions, then Jessica left the room while the Council voted on her co-option. Cllrs unanimously voted to Co-opt, so Jessica Phillips was co-opted onto LPC, declaration forms were signed.

66. POLICING AND NEIGHBOURHOOD WATCH

A short report had been received from PCSO Emma Coyle, which detailed a theft from a motor car in Nargate Close, this was apparently actually Nargate Street. There was also an abandoned car in The Elders.

67. ADJOURNMENT

Resident Mr Bob Anderson wanted to speak on the tree works application at Littlebourne House, so this item was dealt with at this point.

TRE/19/00369 Littlebourne House Residential Care Home

Mr Anderson wished to raise the following points;

- The drawing provided lacked clarity on exact trees to be affected
- Concerns over officers report – which states, works seem reasonable set of safety work within wooden area.
- Recently there was a digger onsite carrying out clearance works
- There were also men recently surveying Nargate Street
- There has also been a traffic counter on Nargate street by this site
- He would like to see more transparency from Littlebourne House as to future plans
- Will LPC find out exactly which trees are involved?
- There are bats roosting within the trees here

The Chairman confirmed that when the previous clearance works occurred, himself and Cllr Giles had visited Littlebourne House to speak about their plans going forward. The Chairman wanted to have this discussion this evening before going back to Littlebourne House for further comment.

Things to consider;

If a driveway was indeed to be created here; would it be better than the current access on The High Street?

The trees in this area do provide vital soak up of water, if too many were to be removed this could upset the balance in an area already prone to flooding.

Presence of important gully in vicinity of these trees, need to ensure this is not filled in.

Littlebourne House is a local business and local employer

The following response was AGREED to be submitted to CCC;

LPC have looked at this application but there is insufficient detail in the drawings to distinguish which trees are involved. The decision should be delayed until we can pass a reasonable response - from clearer more accurate plans. This area has a delicate ecosystem and is within a flood zone. Careful consideration should be given to both of these factors. There are also believed to be bats found in these trees.

Mr Anderson left at 7.28pm.

68. COUNTY CLLR NORTHEY

The Clerk read out the following from Cllr Northey;

The detailed thing to report is an item on preparations for Brexit, deal or no deal, we debated at full KCC Council on 12 Sept. This and other papers can be found on the website. Basically huge preparations are being made to prevent traffic disruption; and includes parking and direction if needed for up to ten thousand lorries and also safeguard of food and medical supplies. The French authorities are being equally prepared and very co-operative.

69. PLANNING/TREES

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

70. HIGHWAYS

Cllr Moore had been communicating with City Cllr Louise Jones regarding parking outside the school and on The Hill (pavement parking), she was hoping to get enforcement officers out. Letters have already gone out in bags at school but it was not making any difference to some of the parking at school times.

It was noted the grassed area outside the vicarage had now had logs positioned on it, presumably to prevent parking on the verge.

They were also hoping to arrange enforcement officers to visit St Vincent's Close on a Thursday morning, when the bin lorries are due. Again the bins were not emptied again due to the bin lorry not being able to access the road, because of poor parking.

Cllr Farrow reported that the A257 Group are still awaiting KCC to do their 'drive down' of the whole road. The Traffic Action and Highways Group are awaiting a meeting with Gary Peak of KCC Highways, which will be arranged once Cllr Giles is back.

Grove Road is currently closed for a period of two weeks so there will be increased HGV access via Jubilee Road, Church Road, Nargate Street accessing the farms.

71. FINANCE

AUTHORISATION OF ACCOUNTS

There were no receipts NOTED for this month. The expenditure list previously circulated to Cllrs as Appendix 3 totalling £1119.20 together with Appendix 3a presented at the meeting totalling £2142.86 was AGREED by all. So it was RESOLVED that the payments set out be authorised – attached at end of minutes.

CONSIDER EXTERNAL AUDITORS REPORT FOR ANNUAL RETURN 2018-19

Cllr Shaw proposed that the report was ACCEPTED, this was seconded by Cllr Hurlow and AGREED by all. The Clerk has already displayed on the notice board and website the necessary documents for the conclusion of the AGAR 2018-19

END OF QUARTER BUDGET EXPENDITURE SPREADSHEET

The figures laid out in Appendix 3b were previously circulated to Cllrs and represented the expenditure of precept and concurrent for the 2nd quarter of 2019-20.

LPC FINANCIAL REGULATIONS

The new model financial regulations as laid out in Appendix 3d were AGREED by all and ADOPTED.

A257 GROUP

It was AGREED to contribute towards the room hire for the group meetings held in Wingham, annually approx. £8 per member group/parish.

72. CLERKS REPORT

CORRESPONDENCE

- A. Canterbury City Council is currently consulting on a draft public art policy for the district and would like to hear your views. The policy aims to clarify and explain the council's role and expectations in the public art process. The draft policy is on the CCC website. Comments by emailing stacey.wells@canterbury.gov.uk by 5pm on Thursday 10 October 2019.

All other correspondence was noted.

CLERK REPORT

PAT TEST

Annual office PAT Test carried out. All items passed.

CARPARK POLE & POST FENCE

Pole has been knocked out by crossing. Landcare have removed from site to straighten and will reattach in due course.

PLAYAREA REPAIRS

Two quotations sought from previous contractors for required maintenance works. FLP and Barge have both quoted for the needed works. It was AGREED to accept the quote from Barge at £390+VAT.

Neither company will retrofit self-closing hinges on existing gates into the playarea or repair the moonwalker (this is not at the end of its life yet but once it is it will need to be removed). Cllrs were keen to pursue self-closing gates, clerk to obtain prices for 3 new gates.

SCHOOL PATH

Clerk contacted the new owners of 18 Rose Acre and they are planning to fit new fencing to rear of property and cut back the hedge considerably – this should make a

huge difference to this footpath. The owners on the other side were also contacted about the barbed wire on their fencing, they have left a message to stay the barbed wire is remaining as there has been problems with children along the path and they don't want anyone accessing and troubling their dogs. The barbed wire has been there a long time, people are forced to walk close to it due to the overgrown hedge, hopefully the cutting back of the hedge will solve the problem.

BOARDS – CHAIRMEN & MILLENNIUM AWARD

Have been collected and put back up on the wall.

CAPITAL GRANT APPLICATION

Capital grant application submitted for public toilet project. We can apply for 48% of the project costs, so application made for £10,032. Ball park costings have been used for the application process, one we have full plans we can obtain full detailed quotations.

CLERKS CONFERENCE

Attended by Clerk on 17th September. Useful topics covered at conference;

- **Health agenda**

Talk about PC's helping to organise Dementia Cafes/ Coffee mornings to address loneliness and isolation. Perhaps using these as an opportunity to provide information to those that need it. Bringing in other organisations to events that are already being run.

Could we hold a coffee morning every month? An opportunity to hand out information, for residents to raise concerns and address some of the health issues. Clerk and Cllr Moore to setup a coffee morning to see if a monthly one could work. Check lounge availability.

- **Digital accessibility**

We need to comply with this by September 2020 on our LPC website

50 criteria we need to meet on our websites as local councils.

We also need to publish an accessibility statement

73. THE LIST SAFETY CONCERNS

Cllr Castle wanted to raise this matter again as the concerns over the number of vehicles using this PROW continues to be a safety issue. It was AGREED to continue to wait until the properties are complete, then there won't be any construction traffic. We can then make a decision on how best to distinguish between vehicles and pedestrians. Clerk to remind King & Johnston the arrangement regarding the front verges of the properties as the kerb stones appear to have gone into position on what would be LPC land. Cllr Hurlow to visit site and speak to Site Manager on this matter in the first instance.

74. WMH CARPARK IDEAS

Cllr Castle explained that he had considered 3 options for the WMH carpark;

Option1: Full scale carpark expansion, to include a separate in and out

Option 2: Expansion of long carpark by 2.4m into the recreation ground

Option 3: Short term general tidy up and remarking of bays/mark out long carpark, possible replacement of fencing, more seating provision, better planters/upgrade existing.

Option 1 and 2 would involve considerable expenditure and would require much further research and involvement from the village, another survey possibly. LPC could not incur this amount of expenditure unless it was sure it was what the village wanted.

Cllr Castle to put together a list for option 3 and cost. We would then need to speak to WMH, Rec Club and Shop. Then at a future point we might need to re-assess the extension possibilities.

75. WATER FOUNTAIN ON REC

Cllr Castle brought to the Council the proposal for a water fountain/bottle filler to be sited somewhere by the door to the lounge. There is already an outdoor tap, so water supply in place. It is an environmentally friendly idea that CCC have also pursued by placed several in Canterbury and more recently one in Whitstable. Cllrs were keen on the idea and Cllr Castle to obtain costing and full details on insulation for winter months for full consideration at our next meeting. Other possibility to combine in with toilet project but location would be better on rec side of building.

76. OTHERS MATTERS

Cllr Shaw reminded the Cllrs there is a twinning walk with Wimille on Sunday. The Christmas lights were also mentioned, perhaps test hall ones and discuss further at November meeting.

The meeting closed at 9.10pm.

Dates of future meetings: 6 Nov, 4 Dec 2019, 8 Jan, 5 Feb, 4 Mar, 18 Mar APM, 1 Apr, 6 May, Statutory Annual, 3 June, 1 July, 2 Sept, 7 Oct, 4 Nov, 2 Dec 2020.

Signed..... (Chairman)

Date.....

**LITTLEBOURNE PARISH COUNCIL
PLANNING REPORT, 2 OCTOBER 2019**

APPENDIX 2

New Applications

CA/19/01658	Proposed two-storey side and rear extensions, replacement porch, and carport. 9 Jubilee Road, Littlebourne, CT3 1TR	No objections from LPC
CA/19/01741	Proposed single-storey front and side extension The Brambles, 3 School Path, Littlebourne CT3 1XA.	No objections from LPC

Notifications

None		
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Trees

TRE/19/00364/FC	Felling Licence Application Land along riverbank Land adjacent to Littlebourne House, 2 High Street, Littlebourne CT3	No concerns raised by LPC.
TRE/19/00369	T1 - Sycamore - remove to ground level T2 - Horse Chestnut - remove main limb at 1.5m from ground off main stem and just above cavity T3 - Ash - remove to ground level T4 - Ash - remove to ground level T5 - Ash - twin stem - coppice T6 - Ash - remove to ground level T7 - Hazel - re coppice T8 - Ash - remove to ground level G1 - Mixed self sown trees - remove to ground level G2 - Sycamores - nine self sown - remove to	Expiry 9 Oct LPC have looked at this application but there is insufficient detail in the drawings to distinguish which trees are involved. The decision should be delayed until we can pass a reasonable response - from clearer more accurate plans.

	ground level G3 - Hazels - re coppice G4 - Sycamores - nine self sown within fence - remove to ground level. The majority of the works are for safety or routine management of trees Littlebourne House Residential Care Home, 2 High Street, Littlebourne, CT3 1UN	This area has a delicate ecosystem and is within a flood zone. Careful consideration should be given to both of these factors. There are also believed to be bats found in these trees.
TRE/19/00416	T1 - Silver Birch - left hand side of drive - Fell. T2 - Spruce - right hand side of drive – Fell 46 Nargate Street, Littlebourne, CT3 1UJ	Expires 6 Nov Cllrs to look at further and comment by deadline

**LITTLEBOURNE PARISH COUNCIL
FINANCIAL REPORT TO THE MEETING, 2 OCTOBER 2019**

APPENDIX 3

FINANCIAL MATTERS

- (a) RECEIVED the bank statement for August 2019, and RESOLVED the signature of the Chairman thereon;
- (b) NOTED £11.99 will be taken from our account by DD on 15th October for our 1x1 website.
- (c) NOTED £92.91 will be taken from our account by DD on 28th October for October's employer and employee pension contributions.

AUTHORISATION OF ACCOUNTS

Payment type	Details	Amount
BACS	Staffing payments October	1394.84
CHQ	Mrs Clayson – litter picking	260.00
BACS	Bourne to Garden – contract mowing	480.00
BACS	Landcare – cutting of allotment hedge & tree in playarea	380.00
CHQ	ICO – data protection fee renewal	40.00
BACS	PFK Littlejohn LLP – Limited assurance review of AGAR 2018-19	360.00
BACS	The Fifth Trust – weeding of beds/removal of waste	89.00
BACS	Dymanix – payroll services	94.20
BACS	Expense payments	8.02
BACS	Office PAT test	36.00
CHQ	Signwriting – Millennium & Chairman board	120.00

TOTALS

£ 3262.06