

**LITTLEBOURNE PARISH COUNCIL
MINUTES OF THE REMOTE MEETING HELD ON 3 JUNE 2020**

Present: Parish Cllr Peter Farrow (Chairman)
Parish Cllr Mick Giles
Parish Cllr Ken Shaw
Parish Cllr Cate Reid
Parish Cllr Brian Hurlow
Parish Cllr Melanie Moore
Parish Cllr Lee Castle
Parish Cllr Jessica Phillips
County Cllr Michael Northey

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

1. THE CHAIRMANS OPENING REMARKS AND APOLOGIES FOR ABSENCE

Cllr Farrow welcomed everyone to the Zoom meeting and thanked Cllr Moore and the Clerk for setting up the remote meeting. There were no apologies received.

2. DECLARATIONS OF CLLRS INTERESTS AND REQUESTS FOR DISPENSATION

There were none.

3. MINUTES OF THE MEETING HELD 4 MARCH 2020

It was AGREED by all to accept the minutes and they will be signed by the Chairman at the next available opportunity.

4. POLICING AND NEIGHBOURHOOD WATCH

A report had been received from PCSO Eleanor Castle for Little Stour & Adisham;

Crimes of note:

- 01/05/2020 – Bekesbourne Lane, Bekesbourne – theft plants stolen from gardens
- 10/05/2020 – Court Meadows, Littlebourne – criminal damage – trellis in garden damaged

Anti-social behaviour:

- We have had multiple reports regarding the footpath surrounding Howletts Zoo. The footpath is now currently closed by KCC due to emergency works on the footbridge.
- We have had multiple reports of nuisance bikes around the following areas; Littlebourne, Bekesbourne, Adisham

Items of good work:

- We have had multiple reports of breaches against Covid 19 guidelines and shall continue to patrol the villages
- We have completed speed checks in Littlebourne by The Evenhill Pub.

The Clerk reported that Community Warden Gary Moore is now back on duty (as of 1st June) in the Parish.

5. ADJOURNMENT

There was none

6. COUNTY COUNCILLORS REPORT

Cllr Northey reported the following to the Council:

- During the Covid-19 situation he has been busy passing information out to the parishes

- The Community Warden service is hopefully to be expanded; this is currently in the early stages but there should be more information available soon.
- Information on the zoo footpath from PROW and highways had been passed to LPC
- During lockdown there has been less pollution and less traffic on our roads. The Government are offering counties money to try and keep vehicles off the roads. £8m has been offered to Kent, we have received £1.6m of this already with the rest to follow if they like the plans put forward. These plans include; encouraging cycling and walking with more cycle lanes and wider pavements, reduction of speed limits and provision of cycling facilities.
- One third of eligible school children are back at school in Kent this week.
- KCC are awaiting more details on the Track and Trace.

7. PLANNING/TREES

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

LOCAL PLAN

The Clerk had received an update on the Local Plan review process, after chasing for further information on when the sites put forward would be shared with the parishes. The call for sites is still open until 30th June, but this information will not be shared with parishes until early next year. Cllrs were disappointed with this timescale as it appears the parishes will not see these sites until the general public do. Clerk to contact Cllr Louise Jones to see if this is indeed the case and if there would be any chance of this being brought forward for the parishes.

8. HIGHWAYS

Cllr Giles mentioned the unfortunate accident that occurred on The Hill, involving two motorbikes coming into the village on Wednesday 20th May. Cllr Reid's piece had been used in last week's Gazette Newspaper. LPC are still pursuing KCC Highways over a response on the moving the 30mph limit out further. There was also another incident a few days later involving a decoupling trailer. Cllr Northey asked for an official email from this meeting for him to take forward to get an answer from KCC Highways.

Cllr Northey left the meeting at 7.25pm.

9. FINANCE

AUTHORISATION OF ACCOUNTS

There were receipts totalling £60,902.20 NOTED for this month. The expenditure list previously circulated to Cllrs as Appendix 3 totalling £9,875.54 together with Appendix 3a presented at the meeting totalling £1,910.19 was proposed by Cllr Giles and seconded by Cllr Hurlow and thus unanimously AGREED. So it was RESOLVED that the payments set out be authorised – attached at end of minutes.

END OF QTR BUDGET EXPENDITURE SHEET

The figures laid out in Appendix 3b were previously circulated to Cllrs and represented the expenditure of precept and concurrent for the 4th quarter/year end of 2019-20. Total expenditure for the year is £90,580.34 (precept and concurrent expenditure) plus a Community fund grant of £50.

EAR MARKED RESERVES

The figures laid out in Appendix 3c were previously circulated to Cllrs and showed the EMR at year end (2019-20) and the start of the new financial year – with new amounts added in from the budget.

10. MOBILE CAFÉ SITING IN WMH CARPARK

An application had been received from resident, Ruth Spencer to site a mobile café in the hall carpark. Cllr Farrow explained that LPC had sought the WMH Committee's feeling on this request and the feeling was mostly negative. Cllrs and the hall Committee feel that the carpark already does not offer sufficient parking, at busy times with parking spilling out onto the High Street and Jubilee Road, so to reduce space further by positioning a mobile unit does not make sense. The Fish and Chip and Pizza vehicles work due to timing of the carpark usage – early evening when the hall/rec ground/shop spaces are not in such demand.

LPC welcome the idea of a café facility in the village but the carpark is not the right location. Clerk to respond explaining the reasons that this was not possible.

11. COMMUNITY FUND EXPENDITURE – NEW FLAG POLE

Cllr Giles reported that the Community Fund Committee had discussed and would like to provide a new flagpole for the village. The current flagpole has become very shabby and requires painting, the flag raising cable needs replacing and when the lounge was built the view of the flag became partially obscured. There was full AGREEMENT from the council for the Community Fund Committee to go ahead with this project.

12. KCC FOOTPATH DIVERSION CB173 & CB174

Originally PC had made no objection to these diversions, KCC PROW had received some individual objections. No decision has been made yet by KCC PROW but another alternative has been mooted. LPC's feelings are that this alternative, which would pass between the river and the house should not be considered as a suitable alternative on safety grounds. Clerk to relate this back to KCC PROW and reiterate our no objection to the initial diversion route.

13. KCC FOOTPATH THROUGH HOWLETTS CB150

One end of this footpath falls within the Parish of Bekesbourne-with-Patrixbourne and the other within Littlebourne so both parishes have been involved and contacted by residents on this matter. As previously mentioned, this path is currently closed at the wooden footbridge to enable repairs to be carried out. For now this has stopped the influx of visitors to the path that have been arriving over the last couple of weeks. Hopefully the zoo will be able to reopen shortly which should end the problem.

LPC to write to Howletts to ask when the bridge repairs will be carried out, we would not want to see the footpath unusable for too long. Previous history of this footpath gives concerns over it remaining open.

The Chairman gave thanks to Robert Spencer who did a lot of work with cones, signs and tree trunks to prevent parking at Lackenden Cottages and on the farm track.

14. S106 UPDATE

Full details of the changes to the S106 document and the drawn-up land transfer agreement had now been passed from Leath's solicitors to ours. This seems to reflect what was discussed with Leath but is now being reviewed by the solicitor before things progress.

15. TEMPORARY SITE FENCING ON THE LIST

Over the previous weekend contractors working for Jenner had moved a section of the site boundary fencing out onto The list track (onto LPC land). The Parish Council had received enquiries from concerned residents via Facebook and telephone. Clerk to write to Leath as we had not received notice this was going to happen and that LPC expect it to go back to how it was in due course.

16. PUBLIC TOILET PROJECT

Cllr Moore gave an update on this project; she has now met on site with the architect to start the plans being drawn up. The grant received from CCC towards this project is supposed to be spent within this financial year but it is likely there would be flexibility from CCC over this, the clerk was hopeful this could be rolled into next year.

Cllr Giles pointed out there would now be a saving on the CCTV as the Rec Club had installed their own to cover their doorway, a new camera, once the toilet had been built out, would no longer be needed.

17. CARPARK WORKS & LIST MARKINGS

Cllr Castle gave an update on his investigations into pricing relining the carpark and also the provision on some markings on The List track (to slow the vehicles). The corner section of the main carpark needs to be laid out differently to maximise parking bays. Cllr Moore had also been speaking with Jenner about possible kerb changes to protect the fencing along the side of the carpark.

An exact layout plan of what markings we want on The List track needs to be drawn up and costed to move forward. Other options such as rubber speed humps could also be considered.

18. WMH

Cllr Reid reported to the council that the WMH had secured and received a grant from CCC of £10,000.00, this is in the form of a cash grant to help small businesses through the Covid-19 period. This is monies that has been passed down from Government to District Councils to award. Thanks to the Clerk for highlighting the halls eligibility for this grant.

19. CLERKS REPORT CORRESPONDENCE

A. Letter from The Fifth Trust

Asking if we wished them to resume gardening services when safe to do so. This would initially be with an instructor only, until it was safe to return with students. Following positive responses from Cllrs Clerk has replied to say yes please resume when safe to do so.

B. The Beaney – Be Connected Community Project

Details of a Community scheme being setup to record peoples hopes and aspirations during isolation, this involves a book being passed around the village to record people's comments. They have asked if LPC will facilitate by being the point of contact and arranging the passing round of the book. Cllrs have raised concerns over the spread of Covid-19 in doing this. Clerk has responded that it is not something LPC wish to be involved with.

C. Letter from resident Mrs Longley

Asking for the verges along The List track/path to be cut as they are very long and there are a lot of nettles. Clerk has arranged for this to be done shortly.

All other correspondence was noted.

CLERK REPORT

PLAYAREA/ADULT EXERCISE EQUIPMENT/YOUTH SHELTER

Remains closed as per Government advice. Notice received that Playsafety will carry out their annual ROSPA inspection for us as per usual in July.

HELPING NEIGHBOURS SCHEME

Volunteer Spreadsheet is being managed via Emergency Plan Committee. Most new calls being received now are for collection of prescriptions.

Cllr Moore has called everyone on the list that asked for assistance to check that this was working well. The matching process seems to have worked well in the village, with various residents doing shopping, walking dogs and collecting prescriptions for others. Cllr Farrow thanked the Emergency Plan Committee, Cllr Moore and the Clerk for their work on this. Thanks was also given to those who helped in the initial phase of delivery - getting the leaflets to all the households in the village, which happened very quickly.

LPC are also aware of other parishioners doing great things during this pandemic; Sue Budgen has been doing amazing work sewing masks and scrubs for care homes and local surgeries. Thank you to everyone who has got involved and helped in whatever way they could.

YEAR END ACCOUNTS AND AGAR

The Clerk will meet with the internal auditor later in June to carry out the internal audit, for approval at the July meeting.

EMERGENCY PLAN UPDATE

Working through the previous volunteers to see if they still want to be part of the plan and updating details. Once updated it can be adopted at a meeting and issued to those necessary people and a non-sensitive version uploaded onto the website.

WEBSITE ACCESSIBILITY

Clerk has been doing some manual testing of our website to check how compliant to WCAG 2.1AA – which is the standard to which we need to apply as a local council. Hoping to carry out some automated testing. Preparing an Accessibility Statement which we must adopt and publish.

JUNE LPC NEWS

Clerk has contacted Mickle Print to cancel our June printing. Hoping to produce a July edition instead and will keep them posted on this. Clerk has also contacted all advertisers to explain the situation and advise their advertisements will roll over to the next edition.

20. FOR INFORMATION ONLY

Cllr Shaw pointed out the damaged bench outside the shop.
Cllr Farrow brought to the Councils attention the earthworks going on in Oldridge Woods and raised concern over the possible usage for motor cross bikes.

Cllr Farrow advised everyone that our next meeting on 1st July would also be held remotely via Zoom and thanked everyone for attending this evening.

The meeting closed at 8.30pm.

Dates of future meetings: 1 July, 2 Sept, 7 Oct, 4 Nov, 2 Dec 2020.

Signed..... (Chairman)

Date.....

**LITTLEBOURNE PARISH COUNCIL
PLANNING REPORT TO THE MEETING 3 JUNE 2020**

APPENDIX 2

New Applications

None		
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Appeal lodged with Planning Inspectorate

CA//19/01975	Application for lawful development certificate for existing use as dwelling. 48 High Street, Littlebourne CT3 1ST	LPC submitted no objection to this in October 2019, we do not need to revisit as this view will be taken forward to appeal.
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Notifications

CA/20/00820	Variation of condition 02 (drawings) of planning permission ca/19/00057/FUL for Proposed single-storey side extension, roof extension, dormer to side elevation, external cladding and 9 no. rooflights, following demolition of existing single-storey rear extension and balcony, to allow the increase in width of dormer.	Increase in dormer on one side to increase headroom in bedroom. No objections from LPC
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Trees

None		
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**LITTLEBOURNE PARISH COUNCIL
FINANCIAL REPORT TO THE MEETING, 4 MARCH 2020**

APPENDIX 3

(A) FINANCIAL MATTERS

- (a) RECEIVED the bank statements for February, March & April 2020, and RESOLVED the signature of the Chairman thereon.
- (b) NOTED the clerk has prepared and submitted the 4th QTR VAT reclaim for 2019-20 totalling £478.79.
- (c) NOTED the Clerk has checked through the coverage contained with the annual insurance renewal with Zurich Town and Parish Insurance.
- (d) NOTED Clerk had signed and returned the funding agreement with CCC for the capital grant of £7342 awarded to LPC for the toilet project for the year 2020-21.

DIRECT DEBITS

1x1 lonos	Website charges – 3 months	54.00
BT	Quarterly phone/broadband charge	202.83
Nest	Pension payments x 3 months	287.13
1x1 lonos	Domain quarterly charge	28.76

TOTALS £572.72

AUTHORISATION OF ACCOUNTS APRIL - JUNE

Payment type	Details	Amount
BACS	Staffing payments	4210.06
BACS	Dynamix – payroll services	24.00
CHQ	Mrs Clayson – litter picking/sweeping	970.00
BACS	Bourne to Garden – contract mowing	1140.00
CHQ	St Vincents Church – grant for cutting of Churchyard	1000.00
BACS	Turners Orchard – concurrent funding	600.00
BACS	Action with Rural Communities - Annual Subscription	80.00
BACS	CPRE – annual subscription	36.00
BACS	KALC – annual subscription	592.01
BACS	UK Office Direct – office supplies	92.33
BACS	Zurich Town & Parish Insurance – LPC insurance	1587.46
BACS	LWMH – annual contribution towards use of LPC office and meeting room	1100.00
BACS	SLCC – annual membership	180.00
BACS	Expense payments	173.87

TOTALS-----
£11,785.73