

**LITTLEBOURNE PARISH COUNCIL
MINUTES OF THE REMOTE MEETING HELD ON 1 JULY 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 Jessica Phillips
County Cllr Michael Northey

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

21. THE CHAIRMANS OPENING REMARKS AND APOLOGIES FOR ABSENCE

Cllr Farrow welcomed everyone to the Zoom meeting. Apologies were received from Cllr Castle (working) and Gary Moore Community Warden.

22. DECLARATIONS OF CLLRS INTERESTS AND REQUESTS FOR DISPENSATION

There were none.

23. MINUTES OF THE MEETING HELD 3 JUNE 2020

It was proposed by Cllr Reid, seconded by Cllr Hurlow and AGREED by all to accept the minutes and they will be signed by the Chairman at the next available opportunity.

24. POLICING AND NEIGHBOURHOOD WATCH

A report had been received from Community Warden Gary Moore;

Good evening.

Since my return to work three weeks ago after recovering from Covid, I have spent much time catching up on area. I have been dealing with the nuisance motorbikes on St Vincents and asked the police to have their motorbike team up there this last weekend. I am waiting to hear if they managed to attend. I spoke with the family involved.

I have also visited 17 residents who have been contacted by various scammers but fortunately none of them have been conned out of money. I am thankful to Neighbourhood watch emails that Viv sends out that many people see and receive prior warnings of these scams. I have also received some concerning reports of young children playing unsupervised in the river by the Mill and feel that there is a real possibility of a tragedy taking place if we are not careful. I did ask KFRS if they could supply some warning signs but they had none. Is it possible for this to be looked into as I feel that potentially some warning signage may deter some from entering the water. I am aware of the dreadful parking situation around Howletts elephant footpath a few weeks back and am wondering it is possible to have a small kissing gate or stile at each end to deter groups. I visited the exit point near to Turner cottages today and witnessed a mother and child step out on to the Bekesbourne lane road and were nearly hit by a car as the pathway spills straight into the road.

25. ADJOURNMENT

There was none

26. COUNTY COUNCILLORS REPORT

Cllr Northey reported the following to the Council:

- **30MPH signage**

Cllr Northey had finally managed to get a response from Highways, who gave their apologies they are trying to get our pricing fitted in but they have been busy with

Covid 19 funded schemes, which have a tight timescale. They will try to get the pricing back to us by the end of July. KCC have 6 Covid schemes, one of which is in Canterbury. Cllr Northey suggested we push hard for the end of July and follow up from this meeting.

- **Return to schools' figures**

80% of schools in Kent have given their figures back to KCC, which count for 38,000 children back in school, probably 48,000 in total.

This is 26% of the primary role and 25% of year 10 and 25% of year 12 in secondary.

- **Warden Service**

£1m to be put into this over the next two years. Recruitment to start late 2020/early 2021.

27. PLANNING/TREES

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

LOCAL PLAN REVIEW – CALL FOR SITES

The Chairman explained there are two strong rumours in the village for sites that might be put forward in the call for sites process.

Woolton Farmland – the otherside of the A257, from School Path upwards, backing onto Howletts.

Holdstock/Twyman Farmland – to the rear of the Doctors surgery on Court Hill

Under CCC's rules they won't discuss anything with parishes until early 2021. LPC to do some investigation and approach these landowners directly.

S106 PROGRESS

Land transfer agreement now with LPC's solicitor. Clerk to chase for any further progress.

LIST FENCING

Village and LPC were under impression this was a temporary resite of the site fencing. Ultimately the positioning of this fencing won't make much difference (as there will be no fencing along here once the development is complete) but it's the principle. LPC to write to Leath again to clarify.

28. HIGHWAYS

Cllr Giles reported that the drains on the A257 had been successfully cleared after much chasing by Cllr Giles. Thanks was given to Cllr Giles for his perseverance on this matter.

The A257 Group have suspended any further meetings until September.

29. FINANCE

AUTHORISATION OF ACCOUNTS

There were no receipts NOTED for this month. The expenditure list previously circulated to Cllrs as Appendix 3 totalling £583.39 together with Appendix 3a presented at the meeting totalling £2,658.79 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.

INTERNAL AUDITORS REPORT

This had not yet been received but the auditor had informed the clerk there would be no comments or recommendations on this years report. The necessary section within the

AGAR has been completed at signed by the Internal Auditor. The written report to be forwarded to Cllrs once received. 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 2020-21(Appendix 3g)
- v) Reviewed the Council's Statement of Accounting Policies year ending 31 March 2020(App 3h)

LPC ACCOUNTS YEAR ENDING 31ST MARCH 2020

It was unanimously AGREED to accept the accounts as prepared by the clerk and circulated last week for the year ending 31st March 2020.

AGAR 2020

The Annual Governance Statement was completed and APPROVED by the Council, this will then be signed by the Clerk and Chairman at an appropriate point.

The Accounting Statements were then APPROVED by all and will be duly signed by the Chairman at an appropriate point.

30. CLERKS REPORT CORRESPONDENCE

A. Email and visit from resident of Jubilee road concerned over speeding traffic in Jubilee. Passed to Traffic Group for consideration and covered under items on agenda.

B. KCC Loneliness survey

It is estimated that loneliness affects over 30,000 older people in Kent, but we know that it is not just an issue for the elderly. Loneliness is a highly personal experience that can have a significant impact on someone's physical and mental health. The current Covid-19 crisis has highlighted loneliness as an experience that anyone can have and raised awareness of this issue across the country. Many people who would not have considered themselves lonely have felt so as a result of implementing social distancing measures, becoming disconnected from friends, family and their communities.

We are asking people to complete our Loneliness survey to help us understand not only how many people in Kent are or have experienced loneliness, but also what has helped them during this time. Click on Loneliness Survey to go to the survey as we do want to hear from you and other people in your community. Our survey will close on Friday, 24 July 2020.

C. Email from Rec Club James McCrossan, LRC Treasurer

The Chairman had received a request from the Rec Club to expand their outdoor drinking area onto part of the grassed surface. This would be roped off and used as a beer garden to allow them to promote social distancing while keeping patrons within a specific area. No glasses would be allowed on the rec, plastic cups would be used. They are currently having a refurb so this would not be until August anyway.

The following rules had been suggested by Cllr Farrow, to which James had already agreed;
Clear up occurs every night
Hours must not go on later than normal
No Gazebos or tents to be erected

No music to be played outdoors

It was AGREED by all that this would be acceptable to LPC as a temporary measure for the duration of the crisis. If the rules are flouted the permission would however be removed. This will also be reviewed by LPC periodically.

CLERK REPORT

PLAYAREA/ADULT EXERCISE EQUIPMENT/YOUTH SHELTER

Remains closed as per Government advice. Can reopen on Sat 4th July so clerk will remove signage on Friday and carry out a play check in readiness.

BUS SHELTER GRAFFITI

The clerk cleared some BLM graffiti from the bus shelter on the Canterbury bound side.

SCHOOL PATHWAY OVERHANGING TREES

Following a complaint from a resident the clerk had emailed the school office asking if they could over the summer arrange for the trees that are hanging very low over the path to be cut back (this is the section by the Ladybirds gate). They have responded to say their volunteer groundsman is working his way round and they have already identified some trees that need a trim.

HOWLETTS

Letter sent following previous meeting asking them to ensure the repairs are carried out to the footbridge so there is no delay in reopening the PROW. Howletts have responded and the footpath is already re opened.

EMERGENCY PLAN UPDATE IN PROGRESS

Clerk is still working on this.

WEBSITE ACCESSIBILITY IN PROGRESS

Clerk has tested around 70% of the pages on our site via an automated testing tool. Alterations will then be made to ensure compliance where needed.

JULY LPC NEWS

Has gone to print this week instead of the usual June edition, this has been collected and will be distributed next week.

LOCAL PLAN RELATED FORMS

Clerk has completed two online forms which came out via CCC Local Plan, updates to their listings of what facilities villages have. They still had the Anchor listed as a pub and The Maltings Playarea so I updated the details and removed these. The other was after details on rooms the hall has and pitches on the recreation ground for sports plus parking etc.

ACCESS ONTO REC FROM JUBILEE

Quotes are being sought to provide a proper surface onto the Rec from Jubilee road (pedestrians only).

TURNERS ORCHARD

The clerk is to submit an application to CCC on behalf of Turners Orchard to remove an Ash tree on the boundary as it is hanging over the pathway and giving shade into Ellen Court.

31. WMH CARPARK

Jenner had previously agreed with Cllr Moore that they would carry out some FOC works for us to protect the fencing in the carpark by expanding the flowerbed and kerb to prevent

cars hitting the fencing when parking along this side. Cllr Moore met Chatsworth Construction (who carry out this works for Jenner) onsite to arrange when this could be done, week commencing 13th July has been agreed. Clerk to advise Shop, WMH, 4VPO and Club of works as part of carpark will be fenced off during the works.

32. KCC PROW FOOTPATH CLAIM

With regard to the Claimed Public Footpath running from the Eastern Bank of the Little Stour, through the ford, to the Western bank of the Little Stour at Littlebourne. LPC have now received back the decision notice from KCC with the recommendation to make an order. KCC will therefore be making an Order to partially record the claimed route at footpath status on the Definitive Map of Public Rights of Way.

Cllr Giles said it was nice to report good news and thanked all those residents that had provided evidence forms, some of which were also interviewed as part of the process. Cllr Moore thanked Cllr Giles for pursuing this on behalf of the residents.

33. OLDRIDGE WOODS TANNERY WASTE SITE & MOTOR CROSS USAGE

Recent earthworks had occurred and a motorcross course appeared to have been constructed on the old lagoons site. LPC had sought advice from CCC who had referred the issue to KCC, for Minerals and Waste and also the EA. Under permitted development a change of use for a certain number of days is permitted, if nearby residents are concerned with the noise a log could be kept of when the course is used. If the number of days operated is exceeded this could be taken up with Canterbury City Council.

34. ACCESS AND USE OF COURT HILL FIELD FROM ST VINCENTS

Concern had been raised over the use of quad and bikes in this LPC owned field, the Community Warden has been involved and the Police informed by residents. The past weekend was however quiet. Clerk to double check the boundary line as some possible encroachment into the field.

35. HELPING NEIGHBOURS SCHEME & EXCEPTIONAL CONTRIBUTIONS FROM RESIDENTS

Cllr Hurlow suggested that Sue Budgen deserved recognition from the Parish Council for her work making scrubs and facemasks for the NHS.

36. LIST TRACK SIGNAGE & JUBILEE PEDESTRAIN SIGNAGE

The lack of signage to slow traffic along Jubilee at the crossing point from The List track over to the Rec had been highlighted. LPC felt that Children crossing signs were appropriate at this point, getting the exact positioning might be tricky due to driveways in this area, markings on road could also be considered. This signage would be taken up with KCC highways but not before the 30mph limit was moved on the A257. Cllr Northey also recommended we waited until this had been secured as it has taken so long to get this far. Temporary signage on private property could be explored in the meantime before a formal submission was made. A note to be added onto Facebook imploring residents to drive carefully along the village roads and here in particular.

Warnings could also be incorporated into the scheme for The List trackway markings that LPC are currently working towards warning pedestrians of the upcoming road (Jubilee). There is a blue sign warning of traffic travelling in both directions but more could be done.

The use of speed humps for Jubilee Road had also been requested by a resident, this was not something LPC felt they could pursue. Nargate Street also has a speed problem and this is made worse by the lack of footpath for pedestrians, so this would be the priority. Humps also increase noise pollution, and with the large tractors/HGV's and

trailers using this route would be an issue for the residents. There is also the fact that vehicles tend to speed up inbetween the humps.

Cllr Northey left the meeting at 8.35pm.

37. NEW LITTER BIN FOR EVENHILL BUS SHELTER

A request had been made from Mrs Clayson about providing a litter bin at this bus stop. The state of the shelter was also highlighted. It was AGREED to spend up to £500 on the purchase and installation of a bin at this location. The shelter itself is to be looked at to see what works is needed to clear vegetation etc.

38. FOR INFORMATION ONLY

Cllr Hurlow shared that despite rumours in the village, Alan Jones is still the Chairman of LHS.

Cllr Shaw suggested that he wants to take over the maintenance of the opposite side of the riverbank (at the bottom of the garden). Cllr Moore asked about the Riverbank Nature Reserve along this stretch of river. Cllr Shaw said this had fallen into nonexistence over the last couple of years. Cllr Shaw also asked about the LPC owned mink raft which was in the river, is it still there? This needs to be looked into.

Cllr Giles reported that the new flagpole was on order and the groundworks are due to be done week commencing 27th July and the pole week commencing 10th August. The company are to provide a free hand stitched flag on the proviso a testimonial is written afterwards.

Cllr Farrow wanted to highlight the numerous nitrous gas canisters that were being left round the village. The Community Warden is aware of this situation.

Cllr Farrow advised everyone that our next meeting on 2nd September would also be held remotely via Zoom and we would await Government advice with regards to meetings after that.

The meeting closed at 8.55pm.

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

Signed..... (Chairman)

Date.....

**LITTLEBOURNE PARISH COUNCIL
PLANNING REPORT, 1 JULY 2020**

APPENDIX 2

New Applications

CA/20/01184 & CA/20/01185 Listed consent	Change of use from dwelling to residential care home together with single-storey side and rear extension following demolition of the existing outbuilding and part of the existing main building wall. 4 Nargate Street, Littlebourne CT3 1UH	No objections from LPC
CA/20/01189	Erection of a terrace of two storey dwellings	Permission exists for 2 houses here.

	with associated access, car parking and landscaping. 2 Bekesbourne Lane, Littlebourne CT3 1UY	Application for 3 houses taken to appeal and lost in 2019. LPC to object due to overbearing look of building on street scene.
CA/20/01240	Single-storey and two-storey front and rear extension along with a single-storey side extension together with new gates to front following demolition of conservatory. Northbend, 35 Nargate Street, Littlebourne CT3 1UH	Response to be formulated by Planning Committee by 24 th July

Notifications

CA/20/00820	Variation of condition 02 (drawings) of planning permission CA/19/00057 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. 66 Bekesbourne Lane, Littlebourne, Canterbury, Kent, CT3 1UZ	GRANTED 19/06/2020
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LITTLEBOURNE PARISH COUNCIL FINANCIAL REPORT FOR MEETING 1 JULY 2020

APPENDIX 3

(A) RECEIPTS

None	
TOTALS	£0.00

(B) DIRECT DEBITS

1x1 Ionos	Website monthly charge July	18.00
Nest	Clerks pension July	95.71
TOTALS		£113.71

(D) AUTHORISATION OF ACCOUNTS

Payment type	Details	Amount
BACS	Staffing payments	2192.19
CHQ	Mrs Clayson – litter picking/sweeping	490.00
BACS	Bourne to Garden – contract mowing	480.00
BACS	Expense payments	79.99
TOTALS		£3,242.18