

**LITTLEBOURNE PARISH COUNCIL
MINUTES OF THE REMOTE MEETING HELD ON 2 SEPTEMBER 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

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

39. THE CHAIRMANS OPENING REMARKS AND APOLOGIES FOR ABSENCE

Cllr Farrow welcomed everyone to the Zoom meeting. Apologies had been received from Cllr Phillips for this evenings meeting.

40. DECLARATIONS OF CLLRS INTERESTS AND REQUESTS FOR DISPENSATION

There were none.

41. MINUTES OF THE MEETING HELD 1 JULY 2020

It was AGREED by all to accept the minutes from the July meeting; they will be signed by the Chairman at the next available opportunity.

42. POLICING AND NEIGHBOURHOOD WATCH

A short report had been received from the PCSO, one of which was in Littlebourne;

- 14/4/2020 Littlebourne – criminal damage. A barbed wire fence was damaged and used to climb onto unsafe land.

43. ADJOURNMENT

There was none

44. COUNTY COUNCILLOR

Clerk to arrange collection of some hand sanitizers supplied by KCC via Cllr Northey for use in the hall and for local groups.

45. PLANNING/TREES

Planning items were discussed and responses decided as per Appendix 2 – attached at end of minutes.

46. HIGHWAYS

Cllr Giles explained that KCC Highways had finally responded to our request for an exact pricing for the moving of the 30mph limit further out of the village. The budget price we had previously been given was £4,500 and the exact figure now £6,800. LPC were to contribute and Cllr Northey had offered money from his Members Fund, but we would now need to know how much KCC Highways were going to fund as the costs had increased considerably.

20mph schemes are being rolled out in some local areas; Canterbury City centre, Faversham and Sturry are all to get streets with a 20mph limit. Cllr Reid has contacted KCC Highways to ask if we can get a 20mph for the side streets in Littlebourne too.

47. FINANCE

AUTHORISATION OF ACCOUNTS

There were receipts of £719.88 NOTED for this month. The expenditure list previously circulated to Cllrs as Appendix 3 totalling £5896.71 together with Appendix 3a presented at the meeting totalling £1760.19 was unanimously AGREED. So it was RESOLVED that the payments set out be authorised – attached at end of minutes.

BUDGET EXPENDITURE SPREADSHEET

The previously circulated Budget Expenditure sheet for the 1st quarter was discussed. The Clerk explained that we had received all the monies due in April; Precept, Concurrent and Capital funds that were expected. There would be less expenditure than budgeted during this quarter as The Fifth Trust for example did not visit due to Covid 19.

48. CLERKS REPORT

MANHOLE COVER ON REC

Clerk has added this cover to the playarea weekly check so it can be kept on the radar. Cllr Giles has highlighted this as a risk that we should monitor as we are unaware what is underneath this manhole. Possibly the cess pit from the old hall.

LPC NEWS

July edition delivered throughout Littlebourne by Clerk. September edition postponed to be an October edition.

HERITAGE ROOM

Clerk has been given keys to green room cupboards. These have been put in the safe.

TREE APPLICATION

Clerk has submitted a tree works application for an Ash tree in Turners Orchard.

49. LIST OPEN SPACE LAND TRANSFER

Feedback now received from LPC's Solicitors that the draft S106 Agreement reflects the amended terms that have been agreed by the parties. It was AGREED that Cllr Farrow and Cllr Giles would be the delegated signatories, the Clerk could also be used if needed.

50. LOCAL PLAN CALL FOR SITES

Two likely sites that LPC have been made aware of that are to be put forward in Littlebourne are;

- 30-35 houses on the land behind the Doctors surgery. LPC know no further details on this site yet.
- sizeable development between The Hill and Bekesbourne Lane (quantity of houses not known). LPC have been approached by the land company representing the landowners giving some detail as to what could be developed on this site. It was DECIDED that we would publish the information out to the village in the October LPC News, this would give an opportunity to get initial feedback from the village as to its views. We would also arrange for LPC to meet with the land company to find out more details, these could then hopefully be fed back to the village in the December LPC News.

51. LPC ACCESSIBILITY STATEMENT

The Clerk explained that as of 23rd September 2020 all local council websites have to comply with the Accessibility Guidelines (WCAG) 2.1 this includes the provision of an Accessibility Statement available on the site. This has been created and highlights areas

of noncompliance, some of which will need to be rectified over the next few months. It was AGREED unanimously to adopt the Accessibility Statement and load it onto the website.

52. PLAYAREA REPORT

The annual ROSPA play inspection had been carried out on 21st July 2020, this has been summarised in a report (appendix 6) which was circulated to Cllrs.

Works required below;

Highlighted concern	Action required
Tree branches hanging low over play equipment (springer/seesaw and climbing frame)	Seek permission for tree works in conservation area Arrange for both Cherry trees to have tree canopy raised.
Encroaching vegetation – gate out onto High st	Hedge has now been cut back.
Seesaw – loose bolt	Tighten bolt
Football target dirty and covered in algae	Clean off
Cross trainer – wear in bearings	Beyond repair/remove when unusable Continue to monitor for now

53. CONCURRENT FUNDING FROM CCC

CCC's concurrent budget for the parishes stands a £135,000 under the current proposals this will be reduced to zero. There is great annoyance amongst the parishes that this funding is to be removed, also the timing of the decisions over the summer and during Covid. Parishes were consulted and given 4 possible options for the phasing out, the best of which meant a gradual phase out over 4 years. The recommendations were deferred until the Rural Forum, but this has now been cancelled, there is to now be a special meeting between Parish Cllrs and City Cllrs to debate the topic instead – ahead of a formal City Council decision in time for budget setting.

54. WMH CARPARK WORKS

The repositioning of the kerbstones along the fence side of the carpark was carried out by Chatsworth Construction on behalf of Jenner's the third week of July. This work had been kindly arranged by the Project Manager of The List site after discussions with Cllr Moore, the clerk had written an official letter of thanks from LPC once the works was completed.

55. PUBLIC TOILET UPDATE

Cllr Moore reported that the architect had visited site and measured up to prepare some plans. The clerk had provided some old building layout plans of the hall from previous extension works. Cllr Moore shared the draft plans and said that she had asked if the door could non be positioned at a different location. The next step once we were happy with the plans would be to apply for planning permission via CCC.

56. FLAGPOLE AND FLAGS

The new Flagpole provided by the LPC Community Fund was installed in August. Three flags had been purchased; a Union Jack, St Georges and Lest We Forget.

Cllr Giles suggested that we get a Littlebourne village flag made based upon the LPC logo so this can be flown at village events. This could come from the reclaimed VAT element of the flagpole installation. This was AGREED by all as a good idea. Cllr Giles and Cllr Moore to look at logo and see how this could be altered into a flag.

Thanks was given to Cllr Giles for time spent researching flag suppliers and arranging this project.

57. SHOP VALLEY GUTTER WORKS

There is damage to the roof above the shop which has caused water to leak inside the building. This is coming from the valley gutter between the shop extension (for which LPC are responsible) and the main shop (for which the 4VPO are responsible). It has been temporarily repaired but needs a proper repair.

The 4VPO are taking the lead on repair works and a 50/50 split had been suggested for payment of the repairs. Cllr Reid advised that we need to double check the wording on the lease as there is a specific formula for working out expenditures of this sort.

58. NOVEMBER MEETING DATE

November meeting date to be changed to Wed 18 November.
 October meeting to be held on Zoom. Hall remains closed at present.

The meeting closed at 9.15pm.

Dates of future meetings: 7 Oct, 18 Nov, 2 Dec 2020.

Signed..... (Chairman)

Date.....

**LITTLEBOURNE PARISH COUNCIL
 PLANNING REPORT, 2 SEPTEMBER 2020**

APPENDIX 2

New Applications

CA/20/01686	Two storey extension together with use of roofspace for accommodation. 7 Nargate Street, Littlebourne CT3 1UH	Plans changed from previous application to show smaller, timber picture window and other amendments. No objections from LPC.
CA/20/01189	Erection of a terrace of 3 no two storey dwellings with accommodation in the roof space, together with associated access, car parking and landscaping. 2 Bekesbourne Lane, Bekesbourne CT3 1UY	Amended plans/additional information received Response by 4 Sept LPC have already objected to this application and objection remains.
CA/20/01524	Variation of condition 02 of planning permission CA/18/01658/LB for application for listed building consent for internal and external alterations to public house to facilitate change of use to 2no semi detached dwellings to allow amended internal layout. 2 Bekesbourne Lane, Littlebourne, Canterbury CT3 1UY	LPC had no objections to these variations to the internal layout.
CA/20/01184 & CA/20/01185	Change of use from dwelling to residential care home together with single storey	Amended plans – the link extension is now proposed in

	side and rear extension following demolition of the existing outbuilding and part of the building wall. 4 Nargate Street, Littlebourne, Canterbury Kent CT3 1UH	glass, whilst the extension has been extended slightly further to the east. No objections from LPC to these amendments.
CA/20/01804	Construction of timber porch to front elevation 40 The Hill, Littlebourne CT3 1TA	No objections from LPC

Notifications

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 Kent CT3 1UH	GRANTED 12/08/20
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Trees

CA/20/01544	T1- Ash Fell small Ash tree Tree creates heavy shade for bungalows in Ellen Court, located 1ft from public footpath that runs between Turners Orchard and Ellen Court. Turners Orchard, Littlebourne Recreation Ground, High Street, Littlebourne, Kent CT3 1ST.	LPC Application on behalf of Turners Orchard.
CA/20/01603	Fell T1 Sycamore on river bank edge and overhanging summer house Littlebourne House residential care home, 2 High Street Littlebourne CT3 1UN	No concerns raised by LPC
CA/20/01642	Fell two Leylandii trees, located to the rear 12 Bekesbourne Lane, Littlebourne CT3 1UY	No concerns raised by LPC
CA/20/01749	Bramley Apple: crown reduction – reduce the height and spread of the tree by up to 3m. Dead Leylandii on roadside: fell to ground level 64 The Hill Littlebourne, Canterbury CT3 1TB	No concerns raised by LPC
CA/20/01751	Cherry Tree: located in rear garden – crown reduction of 25% and crown thin by 15% 30 The Hill, Littlebourne, Canterbury Kent CT3 1TA	

(A) RECEIPTS

Lloyds – Fixed term interest	360.33
HMRC – 1 st Quarter VAT reclaim	359.55
TOTALS	£719.88

(C) DIRECT DEBITS

1x1 Ionos	Website monthly charge Aug & Sept	36.00
1x1 Ionos	Quarterly fee for email address and domain	28.76
Nest	Clerks pension Aug & Sept	191.42
TOTALS		£256.18

(D) AUTHORISATION OF ACCOUNTS

Payment type	Details	Amount
BACS	Staffing payments	2806.26
BACS	Mrs Clayson – litter picking/sweeping	620.00
BACS	Bourne to Garden – contract mowing	840.00
BACS/CHQ	Expense payments	200.94
BACS	Lionel Robbins - Internal audit	100.00
CHQ	Kent County Playing Fields Association – Annual subscription	20.00
BACS	Playsafety – Annual ROSPA inspection	149.40
BACS	Furley Page – professional charges re land transfer	931.20
BACS	Landcare – List verge cutting and fencing repair	650.00
CHQ	ICO – Data protection fee	40.00
CHQ	Glassfibre flagpoles Ltd – New flagpole and flags (paid from LPC Community Fund)	1299.10
TOTALS		£7656.90