

**LITTLEBOURNE PARISH COUNCIL  
MINUTES OF THE REMOTE MEETING HELD ON 18 NOVEMBER 2020**

**Present:** Parish Cllr Peter Farrow (Chairman)  
Parish Cllr Ken Shaw  
Parish Cllr Cate Reid  
Parish Cllr Brian Hurlow  
Parish Cllr Melanie Moore  
Parish Cllr Jessica Phillips (arrived at 8.05pm)  
County Cllr Michael Northey  
City Cllr Louise Jones-Roberts (arrived at 7.15pm)

Mrs Gail Hubbard, Clerk to the Council  
There was one member of the public, Hilary Scott (arrived at 7.55pm)

**76. THE VICE CHAIRMANS OPENING REMARKS AND APOLOGIES FOR ABSENCE**

The Chairman welcomed everyone to the Zoom meeting. Apologies had been received from Cllr Giles (unwell) and Cllr Castle (working) for this evenings meeting.

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

Cllr Farrow declared that the developer putting forward the land, behind the surgery on Court Hill, in the CCC call for sites under the Local Plan review is known to him.

**78. MINUTES OF THE MEETING HELD 7 OCTOBER 2020**

The minutes from the previous meeting were proposed by Cllr Moore, seconded by Cllr Hurlow and AGREED by all; they will be signed by the Chairman at the next available opportunity.

**79. POLICING AND NEIGHBOURHOOD WATCH**

A short report had been received from the PCSO, none of which was specific to the Littlebourne area. The following report had been received from Community Warden Gary Moore:

Good evening

As we have entered the second lockdown the workload has increased for myself with many more telephone calls and home visits to give advice.

This month I have completed 48 home visits in the area mainly to check on vulnerable people to see how they are coping and if there are any needs. The visit is at the front door or even speaking through open windows to keep social distancing protocols. Thankfully it seems that lessons have been learned from first lockdown and many more people have everything in place for food and medications etc.

Crime has increased and I am very thankful for the information that is sent out from neighbourhood watch that keeps us all up to date. I would ask everyone to remain vigilant and do please report anything unusual to the Police on 101, or 999 if a crime is in progress.

I have had a number of phone calls asking me to check on homes where people have been receiving more visitors above the Covid guidelines, but this is not a role that Community wardens fulfil, as we have no enforcement powers for this. If you have a concern, then please call 101 and report this matter. Fly tipping has increased as well and I would ask us all to vigilant and report such matters.

Cllr Shaw mentioned the vehicle that seems to constantly park right on the corner of Church Road and Nargate Street. There are not yellow lines here but its vehicles should not be parked so close to a junction. This has been mentioned previously to the PCSO

and Community Warden but continues to be a problem. Cllr Moore said she would mention this to the parking enforcement officer that she has been in contact with over the school problem parking and get it added to his list.

#### **80. ADJOURNMENT**

There was none

#### **81. COUNTY COUNCILLOR**

Cllr Northey reminded everyone of the current KCC budget consultation which is still open until 24<sup>th</sup> November. There is a gap of £100million which is going to mean a cut in some services.

He also reminded us of the service offered by Kent Together, which is a 24 hour listening service setup to help during the lockdowns 03000 41 92 92. They can help you make sure you have enough supplies, picking up prescriptions, making sure you have someone to talk to (by phone, Skype or Facetime)

Cllr Northey then added that he would not be our County Councillor come May. The party had chosen a different candidate to represent them for the May elections. He had hoped to stand for another term and then would have retired. Cllr Reid thanked Cllr Northey for all his support to Littlebourne over the years as our County Cllr.

Cllr Jones joined the meeting at 7.15pm

Cllr Northey left the meeting at 7.17pm

#### **82. CITY COUNCILLOR**

Cllr Jones explained she had arrived late as she had been attending a meeting with KCC on Covid and Brexit strategy for Kent.

Cllr Jones mentioned that she had now involved the new housing asset Manager at CCC over the resident in the Maltings issue with flooding in the carpark, hopefully this could now be properly investigated, and a solution found.

Cllr Jones asked for any nominations from LPC for The Lord Mayors gift this year. Names to be submitted directly to Cllr Jones.

The Chairman asked about the Local Plan development and if there was any news on when we might hear about the sites included in the call for sites. Cllr Jones said that last night one of the strategic sites in the current plan had been turned down at the planning meeting (Sturry road link development). CCC are now short of their 5 year supply, which means they will be even keener to find alternative sites. The next consultation will not be until the spring.

Cllr Jones was asked if she could find out who was paying for the 20mph speed limits in Canterbury city centre. Is CCC contributing?

Cllr Jones explained that under the new call in process for planning applications we would need to go via her with any major concerns over applications within the village. We would still submit our response in the usual way to CCC but for those more contentious applications we would need to involve our City Cllr.

Cllr Jones left the meeting at 7.45pm

#### **83. PLANNING/TREES**

Planning items were noted as per Appendix 2 – attached at end of minutes.

## 84. HIGHWAYS

Clerk to attend online KCC Highways seminar tomorrow.

### ***A257 Group meeting***

Report from Cllr Giles, read by the Clerk;

A large proportion of traffic safety measures out forward by the A257 Group are not supported by KCC and those that could be supported can only go ahead if the parishes pay for them. Who pays for traffic measures in Canterbury? If CCC pay then we are contributing towards this in our council tax and CCC should contribute to our schemes.

KCC will not support lowering speed limits if speeds are already low; as far as we are concerned lower speed limits are required because speeds are too high. KCC also require evidence that requested traffic measures have the full support of residents, after full consultation.

### ***Parking outside the school***

Parking has been bad on Church Road and Elmleigh Road, one resident has photographed vehicles parked right on the corners, blocking the road. Cllr Moore has contacted the school and they are going to remind parents to park sensibly when dropping off and collecting their children. She has also contacted parking enforcement who are to send out inspectors at school time.

Hilary Scott, Governor at Littlebourne School joined the meeting at 7.55pm.

Hilary confirmed that the children have a staggered start and finish time at the moment. Parking is to be monitored over the next few weeks.

### ***Parking outside the shop on The High Street***

Cllr Shaw raised this as a concern from a resident, who had had a near miss pulling out of the carpark when a large lorry was parked outside on the road. The Cllrs feeling was this was not generally a problem and they would not support yellow lines at this point. It was a useful parking spot for the shop, especially for larger vehicles that could not pull into the carpark.

### ***Road sweeping***

Report from Cllr Giles, read by the Clerk;

Road sweeping had not been carried out regularly for at least two years prior to this years lockdown and was only done when LPC complained. Are CCC still paying Serco for work they are not doing? Current problem at the top end of the Hill where the gutters are full of debris and vegetation growing in the gutter in places - this will require more than the usual vehicle with brushes. Clerk to re report through to Serco.

Cllr Shaw suggested we also mention to Cllr Jones as Cllr Walker used to complain on our behalf and this would be followed swiftly by a visit from the road sweeper.

Cllr Phillips joined the meeting at 8.05pm.

## 85. FINANCE

***AUTHORISATION OF ACCOUNTS*** There were no receipts NOTED for this month. The expenditure list previously circulated to Cllrs as Appendix 3 totalling £2699.24 together with Appendix 3a presented at the meeting totalling £360.00 was unanimously AGREED. So it was RESOLVED that the payments set out be authorised – attached at end of minutes.

## **86. VILLAGE SURVEY PROPOSAL**

Following the information given to residents in the October LPC News on a proposal for another development off the hill, LPC had met with the developers, Gladman remotely to find out any further information that was available. Gladman are working with the landowners to get permission, they will then sell the land to a builder to develop. The map shown in the October edition is very much for illustrative purposes, with the entrance onto The Hill an educated guess at this point. Two phases are being proposed, with phase 1 building 100 homes and then phase 2 another 120-150 homes. Gladman have now gone away to work on a more accurate layout and LPC are hoping to meet with them again before Christmas (although this may be delayed due to Covid).

It was AGREED that LPC should poll the village via the December edition of LPC News (providing a hard copy of the survey) and Survey Monkey (providing the online option for response). The wording and format set out in Appendix 5 was AGREED as the final copy for use. The December edition of C&V will go out later than usual as they are awaiting news on service restrictions from the Government, our LPC News will be delivered out with this by 10<sup>th</sup> December. Deadline of 31<sup>st</sup> December for the survey to be used.

Cllr Farrow has made some enquiries about the use of experts and how they could assist us should we require them.

The other site being put forward to the Local Plan call for sites is Holdstock/Twyman's land to the rear of the new surgery. This would be 30-40 homes with an entrance off Court Hill where the barns are currently.

## **87. CLERKS REPORT CORRESPONDENCE**

### **A. Letter from resident Mrs Longley**

Asking again for a drop kerb at the end of the list, where it meets Jubilee Road (for mobility scooters). We have investigated this issue previously with KCC Highways but being as this stretch of the list is not part of the highway, they will not do any works. A stretch of kerb will need to be removed and put at a lower level, avoiding the drains. Some of the kerb has been damaged during the building works on The List. LPC to obtain some quotations for work to see what can be done.

All other correspondence was noted.

### **CLERK REPORT TREE WORKS ON REC**

Awaiting expiration of 6 weeks notice period to CCC then works can be done.

### **LPC NEWS DEC**

Items needed for this edition – flag photo, Millennium Award, school item, survey/poll, parking by school, helping neighbours scheme.

### **VILLAGE SIGN**

One half of the village sign came down in the wind. This has been stored in the office. This is half of the one on The Green, the other half is still in situ. Clerk to arrange repairs.

### **NHW SIGNS**

NHW want to survey and log where these signs are currently in position and their state. LPC put up the new ones a few years ago. Clerk to double check locations and provide necessary information.

### **OUTDOOR GYM CLOSED**

In line with Government restrictions of 5<sup>th</sup> November outdoor gyms must be closed. Clerk has put up signage reminding residents not to use the equipment. The play area is fine to remain open.

### **REPLACEMENT GYM EQUIPMENT**

Clerk has sought quotations for replacement items. We have £1800 in the budget for this year to replace a double item, with the plan to replace more over the next few years. Quotations received and to be discussed at Finance meeting next week and brought back to full council.

### **LEAVES ON PATHS**

Cllr Moore had received complaints from some of the elderly residents about the leaves on the footpaths. She had pursued KCC and CCC trying to get someone to claim responsibility for clearing the paths. KCC PROW should clear them as its is a PROW but their budget restricts the work they carry out. Mrs Clayson cleared the path from the Rec down behind Ellen Court to Nargate Street on Friday, which was the worst stretch.

### **88. REPAIRS TO CRADLE SWINGS**

Quotations have been received from HAGS and Fenland Leisure, who have both been used previously for works. Cllr Hurlow proposed the work is to be carried out to replace the two swing seats, at a cost of £460 plus VAT, this was seconded by Cllr Moore and AGREED by all. Clerk to instruct works to be done.

### **89. PUBLIC TOILET UPDATE**

Cllr Moore reported that the planning application for this has been submitted to CCC this week.

### **90. PROPOSED TEAROOM/FARM SHOP ON COURT HILL**

Cllr Moore explained that she had been contacted by Steph Twyman who had obtained permission for change of use of their barn on Court Hill and was hoping to open a tearoom/local produce shop. Steph had run the cherry stall, from in front of the barn, over the summer which had been a great success.

### **91. LPC NEWS DISTRIBUTION**

Covered under Survey proposals.

### **92. PRESENTATION OF MILLENNIUM AWARD 2020**

Unfortunately, a suitable occasion for a formal presentation of this year's award had not occurred. The Chairman therefore took this opportunity to present this year's Millennium Award to Cate Reid, for her work as Chair of The Village Hall Committee, for running the Hall Booking Service and going the extra mile to help people wanting to book the hall. Also for her work as Secretary to the 4VPO Committee. The nomination put forward for Cate was as follows;

**CATE REID** – If anyone deserves of this award its Cate for her work outside of her council role. She ran the hall booking service for many years and instigated the changes for it to work more efficiently through the modern media. She was for many years chair of LWMH and has been secretary to the 4VPO for a number of years now. All of these positions are demanding on their own and she has carried them all out diligently for the benefit of the community.

**93. MILLENNIUM AWARD FOR 2021**

This should go ahead as usual for next year, an item would go in the December LPC News to advertise nominations by 31<sup>st</sup> January 2021. Cllr Moore would put something on Facebook.

The meeting closed at 8.55pm.

*Dates of future meetings: 2 December 2020, 6 January, 3 February, 3 March, 17 March APM, 7 April, 5 May, 2 June, 7 July, 1 September, 6 October, 3 November, 1 December 2021.*

Signed..... (Chairman)

Date.....

**LITTLEBOURNE PARISH COUNCIL  
PLANNING REPORT, 18 NOVEMBER 2020**

**APPENDIX 2**

**New Applications**

CA/20/02215	Application for lawful development certificate for single-storey rear extension.  7 Hillcrest Road Littlebourne Canterbury Kent CT3 1TJ	No objections from LPC.
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**Notifications**

CA/20/01804	Construction of timber porch to front elevation.  40 The Hill, Littlebourne, CT3 1TA	GRANTED 7/10/20
CA/20/01184 & CA/20/01185 Listed consent	Change of use from dwelling to residential care home together with single storey side extension and glazed single storey rear extension following demolition of the existing outbuilding and part of the building wall.  4 Nargate Street, Littlebourne CT3 1UH	GRANTED 13/11/2020

**Trees**

None		
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**LITTLEBOURNE PARISH COUNCIL  
FINANCIAL REPORT FOR MEETING 18 NOVEMBER 2020**

**APPENDIX 3**

**(A) RECEIPTS**

None	0.00
<b>TOTALS £0.00</b>	

**(C) DIRECT DEBITS**

1x1 Ionos	Website monthly charge October	18.00
1x1 Ionos	Quarterly fee for domain and email	48.08
Nest	Clerks pension October	95.71

**TOTALS £161.79****(D) AUTHORISATION OF ACCOUNTS**

<b>Payment type</b>	<b>Details</b>	<b>Amount</b>
BACS	Staffing payments	1400.19
BACS	Mrs Clayson – litter picking/sweeping/strimming	520.00
BACS	Bourne to Garden – contract mowing	360.00
BACS	Expense payments	28.05
BACS	Clague Architects – Planning application fees for public toilet	391.00
BACS	PKF Littlejohn LLP – AGAR fees 2019/20	360.00

**TOTALS £3059.24**