

**LITTLEBOURNE PARISH COUNCIL
MINUTES OF THE REMOTE MEETING HELD ON 3 MARCH 2021**

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
Parish Cllr Lee Castle
County Cllr Michael Northey
City Cllr Louise Jones Roberts

Mrs Gail Hubbard, Clerk to the Council
There were three members of the public present: Sue Hurlow, Helen Abbott and Helen Howard.

142. THE CHAIRMANS OPENING REMARKS AND APOLOGIES FOR ABSENCE

The Chairman welcomed everyone to the Zoom meeting. There were no apologies received.

143. DECLARATIONS OF CLLRS INTERESTS AND REQUESTS FOR DISPENSATION

There were none.

144. MINUTES OF THE MEETING HELD 3 FEBRUARY 2021

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

145. POLICING AND NEIGHBOURHOOD WATCH

The following report had been received from PCSO Castle. A rural taskforce report had also been circulated to Cllrs.

Littlestour & Adisham Feb 2021

Crimes of note:

- 9/2/21 – Littlebourne theft – 3 round sheep hay feeders were stolen.

146. ADJOURNMENT

Resident Sue Hurlow raised concern over the LHS Chairman's business which is currently operated from her allotment plot, would this lead to LHS being obliged to give permission to more businesses within the site? As part of the re-negotiation of the Management Agreement between LPC and LHS should LPC remove the current permission for this and any other businesses as under Government Allotment Law she understood the use of allotments for trade or business is prohibited?

Helen Abbott then spoke and explained she and Helen Howard had discussed this and Helen Howard was now in the process of dismantling her cages from her plot and snails would no longer be kept on there thus resolving this issue. Helen had been given permission for the erection of these cages from a previous LHS Committee and LPC.

Helen Howard wished to also speak at this point but there was very poor sound from her connection. The Chairman said he would give Helen an opportunity to speak later in the meeting when hopefully the sound would be improved.

147. COUNTY COUNCILLOR

Cllr Northey reported detail on the following items:

- **Kent County Council Covid update** – weekly report circulated to Cllrs
- **Pothole blitz**

Another £10 million blitz on the county's potholes has started this month. Over the last year, KCC patched 358,840 square metres of Kent's roads, equivalent of 50 full size football pitches, as well as repairing 600, one metre square individual potholes. With temperatures beginning to rise, crews will be covering each district in Kent, targeting new potholes caused by the recent sub-zero weather. With temperatures warming up, we're now able to send out our dedicated teams, assigned their own district to focus the work.

The Chairman thanked Cllr Northey for providing contact to the KCC Director of Public Health following his query over high Covid 19 figures for our area (Littlebourne, Hoath & Hersden) at our last meeting. The KCC Public Health director had responded that he is going to look into it and in the meanwhile, where we can promote symptom-free testing. Our figures (which had been very high for several months) have come down dramatically now to less than the national average but remain above Canterbury District average.

148. CITY COUNCILLOR

Cllr Jones reported the main issue at CCC over the last month had been the bins and waste collection, CANECO took over the Serco contract on 1st February, then the following week there was the snow. CANECO never really caught up in February but now they should be back to usual collection days.

Some changes will be noticeable – a smaller vehicle is collecting the food waste bins, not necessarily at the same time as the large bins.

Serco are still responsible for some elements such as emptying the dog waste bins.

Feedback to Cllr Jones was the changing instructions published on Facebook did not help, residents didn't know whether to leave bins out or take them back in.

Cllr Jones left the meeting at 7.20pm

149. PLANNING/TREES

The planning items were discussed as per Appendix 2 – attached at the end of the minutes.

150. HIGHWAYS

Cllr Giles reported back from a KALC/KCC Zoom workshop that he and Cllr Reid had attended earlier today on the Vision Zero Strategy. It was an interesting meeting attended by 49 delegates. In the past KCC had been reactive rather than proactive, they want to change this by looking at perceived dangers rather than just casualty numbers. Cllr Giles felt this was a good forward move.

Cllr Northey left the meeting at 7.35pm

151. FINANCE

AUTHORISATION OF ACCOUNTS

There were receipts totalling £478.25 NOTED for this month. The expenditure list previously circulated to Cllrs as Appendix 3 totalling £593.15 together with Appendix 3a presented at the meeting totalling £1743.19 was proposed by Cllr Shaw and seconded by Cllr Hurlow, this was unanimously AGREED. So it was RESOLVED that the payments set out be authorised – attached at end of minutes.

152. CLERKS REPORT CORRESPONDENCE

- A. **Request for venue for Bakery venue in village**
Clerk has responded suggesting either Builders Square unit or contact Steph Twyman about her barn project on Court Hill.
- B. **Quadrennial Review of Town and Parish Council Member Allowances** – East Kent Joint Parish Independent Remuneration Panel Feb 2021
The regulations governing parish council allowance schemes provide all parish councils with the discretion to introduce an allowance scheme for councillors should they so wish after first giving consideration to the recommendations of the Parish Independent Remuneration Panel. Circulated to Cllrs the quadrennial review for the period 2021-2025. LPC has never adopted the Basic Member Allowances it equates to £150 per annum for Cllrs but is subject to tax so has to be declared through the HMRC website. Very few Parish Councils pay these allowances.
- C. **Letter from resident raising concerns over operation of coffee van in Jubilee Road.**
Concerns raised with regard to; Close proximity to junction of road, parking on double yellow lines, Customers standing in the road, Groups gathering – no regard for social distancing or mask wearing. The Clerk had also received a voicemail from another resident who supported the coffee van but thought it needed managing better with cars parked on double yellow line and customers queuing in the road.
Cllr Shaw suggested we need to firstly establish if they have all the necessary permissions in place. Clerk to contact CCC to seek this information (Planning & Licensing).

All other correspondence was noted.

CLERK REPORT

GRIT BIN EVENHILL ROAD

A request had been submitted via the Highways site for a grit bin at the entrance to Evenhill road. The one that was there disappeared a number of years ago and has been brought to our attention by a resident concerned over the slippery road surface during the snow. This will be assessed in April by highways, new financial year and if meets criteria it will be put forward.

DOG WASTE BIN COURT HILL

Waste bin ready to be put up but no suitable location for it to be fitted unless a new post is fitted at present.

FLYTIPPING

On Court hill triangle of land reported through to CCC.

WASTE BINS FOR EVENHILL STOP AND OUTSIDE LONG CARPARK STOP

Exact bin locations being sorted and bins to be ordered, to be completed this financial year ideally.

Cllr Hurlow and Sue Hurlow both lost connection at this point.

153. WEIR LODGE FOOTPATH

The Chairman explained that he had received through a large number of emails of support for the PROW move at Weir Lodge, these had been forwarded onto Cllrs. The applicant Mr Cussen had spoken with the Chairman about the situation with the diversion of the footpath holding up his permission to start building works onsite, and thus being a mounting drain on his finances.

The Chairman wanted to put a proposal forward that we accept the emails as a representative of those that use the footpath and pass this onto KCC PROW with a request to make a decision as the delay is causing issues to the landowner. This was proposed by Cllr Moore and seconded by Cllr Phillips.

A vote was held and FOR: Cllr Farrow, Cllr Moore, Cllr Castle, Cllr Phillips, Cllr Reid. AGAINST: Cllr Shaw. ABSTAINED: Cllr Giles. It was thus AGREED that the Chairman write to PROW requesting the above.

Cllr Hurlow and Sue Hurlow reconnected to the meeting at 8pm.

Cllr Shaw asked how many of the emails of support had been from Littlebourne residents; the Clerk confirmed that the majority were from residents.

154. TRIM TRAIL TRACK

Cllr Moore lost connection from the meeting at this point.

This matter had been discussed with Leath at a meeting on Zoom and the inclusion of a children's trim trail/play track was a planning obligation at present.

This was not what had been asked for initially by residents or LPC, LPC had suggested an adult trim trail running through the open space (a more basic approach created from wooden posts/bars etc). The play area at the recreation ground already offers an excellent selection for children.

In initial setup would be paid for and provided by Leath but then the upkeep (maintenance, insurance and inspections) would be LPC's responsibility. The adult more basic equipment would be cheaper to maintain and not so much of a commitment for the future.

It was AGREED unanimously that the Clerk contact CCC planning officer to see if this section can be reopened for discussion and ultimately alteration to a more simplified option.

155. FULL FIBRE TO THE PREMISES

Resident Neil Twyman had contacted LPC regarding setting up as a Community Lead to push for full fibre to the village. The new development on the list will all be provided with full fibre with speeds of up to 200mb.

According to a Strutt and Parker survey it can add 3% to your property price if you have full fibre.

Cllr Moore reconnected to the meeting at this point.

Neil wants to poll the village to see what support their would be and if we would be able to get funding, he already has support via Facebook. An item in the LPC News might be a good idea. There are grants available if enough people are interested.

In the short-term upgrades to the green boxes in the village could improve the service. Cllr Farrow reminded everyone to complain to their service provider when their internet drops out.

LPC would support Neil where we could in communication with the village and were happy for him to get moving forward on this.

156. LIST TRACK SIGNAGE

A visual of the signage with previously agreed wording was shared on screen. It was unanimously AGREED that we should order one of these signs, A3 size, for the entrance to The List, this would be sited on the existing footpath signpost.

Cllr Hurlow had provided images of painted signage for the surface, this is also to be pursued and priced.

Cllr Castle reported he had contacted Google maps to update their mapping to show The List as a track, with no vehicular access through to Court/List Meadows.

157. MANAGEMENT AGREEMENT BETWEEN LPC & LHS

Helen Howard, LHS Chairman now spoke and asked about the devolving of responsibilities down to LHS from LPC and how LPC had thought this would work?

Cllr Farrow explained that as the whole committee had changed it was the ideal opportunity to review how things work between the two parties. The Agreement currently in place could be altered to work better for all involved. He would like to see a similar agreement like LPC have in place with the WMH and 4VPO.

LPC are the overall landlords but it is possible a lease could be drawn up devolving responsibilities to LHS. A solicitor would not necessarily be needed it would still be a legal document without one. We would need to check that what was proposed complied with allotment law.

Currently the Clerk is involved in administering/storing the tenancy agreements - should this continue or be devolved to LHS?

Some concerns were raised on the following points;

- cost of maintaining the boundaries and security of gates into gardens
- responsibilities falling to individuals – would LPC still enforce
- Gov laws to be obeyed.
- Devolving to a group that are then leasing themselves allotments
- LPC rep (non voting) on LHS Committee
- Grants would still be available via LPC and the Community Fund

It was AGREED that further investigation on how this could work and be drawn up should be done.

Cllr Farrow thanked Helen Howard for taking on the LHS Chairmanship and wished the new committee all the best.

Helen Abbott and Helen Howard left the meeting at 8.40pm.

158. WILDLIFE SURVEY

LPC were considering a survey of the general area's wildlife including hedges etc surrounding the possible site for development off The Hill. This was at CPRE's

recommendation. Cllr Shaw has drawn a blank with the contact he had approached, who would not wish to be involved until there were formal plans drawn up. Another contact, Brett Lewis was suggested, someone who had done work for us in this area on The List site. Clerk to dig out details and circulate to Cllrs.

159. LWMH UPDATE

Cllr Reid updated Cllrs that Laura Furr had resigned as Chairman of the WMH, Vice Chairman Sue Bull will take over until the AGM.

Quotations have been obtained for the flat roof repairs above the ladies toilets and accessible toilet. The lights are still out in the toilets and LPC office.

The survey of the roof, which was discussed at our last LPC meeting has been put on hold for now.

160. CRICKET CLUB

Littlebourne CC had approached LPC to see if they would be allowed to rent out the pitch to another club during the cricket season, this would probably be 10/11 Sundays over the summer.

Some concern was raised that if cricket was played every Sunday the rec would not be available for residents to use for picnics, dog walking and children's games etc (cricket takes up the whole of the rec when a game is on). The real issue is this would be a non-residents match.

It was proposed by Cllr Giles that 50% of the Sundays the pitch could be rented to another side, this was seconded and AGREED by 5 Cllrs. 2 Cllrs would rather have given 100% of the dates they had asked for. It was thus AGREED that LPC would allow half of the proposed dates. So 5/6 Sundays of the season the pitch could be rented out to another team to play. Clerk to confirm this back to Paul Spratt.

161. CARPARK

Several areas require investigation:

- Repainting of carparking spaces/reconfiguration
- Possibility of a Disabled bay in main carpark (under office window maybe)
- Wooden bollards (different heights/dangerous/some broken/missing)
- Benches (damaged one)
- Planters (look poor)
- Metal cages from shop (unsightly/fire hazard/blocking notice boards)

Cllr Castle and Cllr Moore to form a working group; they will speak with the shop/hall and come up with some ideas and pictures to bring back to the Council.

162. APM MEETING PLANS

The APM is to be postponed for now, hopefully this will be able to be held in face to face format later in the year. April and May's meetings would be held via Zoom as Gov regulations currently permit remote meetings until 8th May 2021. Future meetings would be reviewed depending on what guidance was issued.

163. AOB: FOR INFORMATION SHARING ONLY

One of the CCTV cameras has failed, we are awaiting a quotation for its replacement. Cllr Moore reported that there has been some badmouthing of LPC members made on a new Littlebourne Residents 2 page that has been setup by a resident. This is not linked to the LPC Facebook page or the Littlebourne Residents Facebook page so we have no control over what is posted. It has been reported to Facebook and the post has now been taken down.

The meeting closed at 9.25pm.

Dates of future meetings: 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 3 MARCH 2021**

APPENDIX 2

New Applications

CA/21/00382	Single storey garage with timber pitched roof. 36 Jubilee Road, Littlebourne Kent CT3 1TP	LPC no objection to be raised.
CA/20/02880	Change of use of existing storage building to holiday let accommodation along with one and a half storey side and front extension and associated external works. Little Stour Farm, Nargate Street, Littlebourne CT3 1QJ	No objection raised from LPC. Permission already obtained for smaller holiday let in this position.

Notifications

CA/20/02808	Pitched roof and enlargement of door opening to garage. 23 Cherry Orchard Cottage, Cherry Orchard, Littlebourne CT3 1QG	GRANTED 04/02/21
CA/20/02696	Erection of two-storey dwelling following demolition of existing dwelling. 46 The Hill Littlebourne Canterbury Kent CT3 1TA	LPC initial objection Plans now revised to reduce garage to single storey and include obscured glass to side window. Objection withdrawn. GRANTED 16/02/21

Trees

CA/21/00239	T1 (grey) - Yew lift Canopy 1.5 meters away from building T2 (orange) - Conifer reduce height by 1/3 G1 (purple) row of Sycamore pollard to 25ft T3 (white) London Plane lift Canopy to 5m and thin canopy by 20% T4 (yellow) Walnut remove deadwood G2 (red) group of large Beech trees thin by 20% G3 (blue) row of neighbouring trees reduce overhang to match there recently reduced tops 20% T5 & 6 (green) Oak and Cedar lift Canopy's to 3m remove storm damage and thin and tidy by 15% Littlebourne Court Church Road Littlebourne	No concerns raised by LPC
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	Canterbury Kent CT3 1TU	
CA/21/00242	Fell Hawthorn Tree and crown reduction of a Willow Tree by 20% located in the rear garden. Crown lift by 3 metres a Silver Birch Tree located the in front garden. 46 Nargate Street Littlebourne Canterbury Kent CT3 1UJ	No concerns raised by LPC
CA/21/00294	Pollard Willow tree on river bank. Littlebourne Water Mill Nargate Street Littlebourne Canterbury Kent CT3 1QJ	No concerns raised by LPC

**LITTLEBOURNE PARISH COUNCIL
FINANCIAL REPORT FOR MEETING 3 MARCH 2021**

APPENDIX 3

(A) RECEIPTS

VAT reclaim	438.25
LPC News renewals	40.00
TOTALS	£478.25

(C) DIRECT DEBITS

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

(D) AUTHORISATION OF ACCOUNTS

Payment type	Details	Amount
BACS	Staffing payments	1400.19
BACS	Mrs Clayson – litter picking/sweeping/strimming	320.00
BACS	E Scape computing – Norton Antivirus	20.00
BACS	KALC Planning conference attendance	60.00
BACS	Expense payments	174.04
BACS	LWMH – share of electricity bill for rec and school path lighting	362.11
TOTALS		£2336.34