

**LITTLEBOURNE PARISH COUNCIL
MINUTES OF THE MEETING ON 6 SEPTEMBER 2021 HELD AT 7PM IN THE LWMH
LOUNGE**

Present: Parish Cllr Peter Farrow (Chairman)
Parish Cllr Mick Giles
Parish Cllr Cate Reid (arrived at 7.15pm)
Parish Cllr Brian Hurlow
Parish Cllr Melanie Moore
Parish Cllr Lee Castle
Kent County Cllr Mike Sole

Mrs Gail Hubbard, Clerk to the Council
There were five residents present to be interviewed for co-option onto the council; Eloise Maxted, George Treacher, Andrew Fraser, Amanda Neimer and Christopher James.

55. THE CHAIRMANS OPENING REMARKS AND APOLOGIES FOR ABSENCE

The Chairman then welcomed everyone including the candidates for co-option to the meeting. Apologies had been received from Cllr Shaw (holiday) and one candidate for co-option John Sullivan (isolating).

56. DECLARATIONS OF CLLRS INTERESTS AND REQUESTS FOR DISPENSATION

There were none.

57. MINUTES OF THE MEETING HELD 21 JULY 2021

The minutes from the previous meeting were proposed by Cllr Moore, seconded by Cllr Castle and AGREED by all as a true record of the meeting. They were signed by the Chairman.

58. INTERVIEWS FOR CO-OPTION

The following candidates were interviewed by the Cllrs at this point for potential co-option.

Eloise Maxted

Cllr Reid arrived at 7.15pm

George Treacher
Amanda Neimer
Andrew Fraser
Christopher James

Once the candidates had been interviewed, they re-joined the meeting. The Chairman explained that there was still one further candidate to interview as he was unable to attend this evening, so would be interviewed at the October meeting. This meant the outcome might be delayed. The Clerk would be in contact once a decision had been made.

59. POLICING AND NEIGHBOURHOOD WATCH

There was none.

60. ADJOURNMENT

There was none.

61. COUNTY COUNCILLOR

Cllr Mike Sole's report had been circulated to Cllrs as follows;

Parish tours – My walks around the parishes with parish councillors and clerks have continued and I have been pleased to have had meetings in Adisham, Kingston, Bossingham, as well as a specific meetings in Littlebourne to review drains and Bridge on traffic issues.

River Stour Internal Drainage Board– I have been appointed by Canterbury City Council to the River Stour Internal Drainage Board.

Highways Improvement Plans – As well as an onsite meeting with KCC to progress a footpath in Bekesbourne from Aerodrome Road to Chalkpit Farm, I have had a HIP progress meeting about the status of all 16 parishes. Clerk to arrange meeting with Cllr Sole to discuss the LPC one in greater detail.

PCSO meetings – I have met with the PCSOs covering Little Stour & Adisham and Nailbourne Wards. In particular we have discussed what can be done about speeding in Littlebourne.

Covid Recovery Grant – over the last two months I have been delighted to be able to assist with grants to Barham Football Club (defibrillator), Adisham Village Hall (dishwasher) and Petham PFTA. I am working with a number of other groups on further grants

Drainage – I have followed up nearly 20 drainage issues across the area with the KCC drainage team, in particular Bishopsbourne, Adisham and Littlebourne.

KCC household waste sites – KCC are consulting on the appointment system in place at Household Waste Sites www.kent.gov.uk/wasteconsultation

Canterbury City Council Local Plan – After significant concerns were raised about the potential of the emerging Local Plan to include a huge expansion of Aylesham into Womenswold Parish, I arrange a meeting in Woolage Village that was attended by about 100 residents.

He also added that he had attended the A257 Group meeting with Cllr Giles and Cllr Reid and would be happy to look at our HIP with us. He had also been in some discussions with KCC and CCC about the drainage problem in the Maltings carpark where some investigative works has now taken place.

Brian Staley Memorial tree was raised again, this has been previously agreed but a location was needed. Clerk to liaise with Cllr Sole over a suitable spot on the rec, probably over by the Silver Birch trees.

Cllr Sole left the meeting at 8.07pm

62. PLANNING/TREES

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

63. HIGHWAYS

Cllr Giles and Cllr Reid had attended the A257 Group meeting where the use of larger/heavier HGV's was brought up, this would mean fewer lorries and less pollution, but only if they operate on suitable routes. Thanks to Kerry Coltham for the letter of support with regards to the Gladman development proposal.

There is a new KCC highway officer for this area, Clerk to arrange a meeting with them later this month.

Cllr Hurlow raised concerns over two incidents in Jubilee Road over the summer; a girl had been knocked over (no details on this) and a stand off between a cyclist and a HGV. Speeds down this road seem to have increased since lockdown ended and the parking on the double yellow lines for the coffee van makes this worse. Cllr Reid to see if a site on Jubilee Road could be approved for Speedwatch to be operated.

Cllr Reid had also chased KCC for a date for the village gateway and 30mph limit moving.

64. FINANCE

AUTHORISATION OF ACCOUNTS FOR PAYMENT

There were no receipts NOTED for this month. The expenditure list previously circulated to Cllrs as Appendix 3 totalling £4685.15 and Appendix 3a totalling £2113.82 was proposed by Cllr Reid and seconded by Cllr Castle, this was unanimously AGREED. So it was RESOLVED that the payments set out be authorised – attached at end of minutes

65. CLERKS REPORT

CORRESPONDENCE

A. KCC PROW – Weir footpath CB174 Diversion

Letter received that due to lapse of time this was being re consulted. Some new information had been brought to LPC's attention on this matter; there is now a matter of landownership where the footpath has been positioned it encroaches onto the farmers land without his agreement. Clerk to advise that LPC's response would not change on the assumption that the land dispute is agreed.

B. KCC Household waste consultation

The consultation seeks views on the continuation of a booking system to visit KCC Household Waste Recycling Centres. The 6 week consultation is available until Thursday 30 September 2021.

The consultation questionnaire and supporting documents can be found at www.kent.gov.uk/wasteconsultation

Circulated to Cllrs

C. CCC Capital Grants application

CCC are now accepting applications for 2022/23 and the deadline will be at 12pm (midday) on the 1st November 2021. We still have the grant for £7000 in our EMR for the toilet project which is yet unspent.

D. Email from resident regarding the BMX track

Resident Louise Knight asking if LPC would consider a change of use for the BMX track to a proper surfaced space allowing scooters and bikes - email circulated to Cllrs. This was discussed as perhaps the BMX track is under used, however the complete flattening and tarmacking was not a favoured option due to likely costs involved. Cllr Moore is going to look into what the area could be used for a comeback with some costs/ideas for Cllrs to consider.

E. CCC Governance Review

At the Full Council meeting on 15 July, Canterbury City Council resolved to change the way it makes decisions and will be switching from the committee model to the leader and cabinet model.

This change will take effect from May 2022 and, to help us get the new system right, we want to know how you think it should be set up.

You can read the full details, and respond to the consultation by completing our survey, [on our website](#). Alternatively, you can email your comments to consultations@canterbury.gov.uk or write to Mike Bailey, Corporate Consultation Manager. Consultation is open until 5pm on Friday 22 October.

All other correspondence was noted.

CLERK REPORT

DEFIBRILLATOR CABINET

Keycode no longer needed to access cabinet.

Perspex refitted after cabinet appeared to have been hit by a ball.

PLAYAREA

Covid 19 advice removed from playarea fencing as of 19th July.

Thanks to Cllr Hurlow for doing the playarea checks whilst clerk was on holiday.
Annual ROSPA report carried out 19 July 2021.

SCHOOL PATHWAY LIGHTS

Lamps and broken cover now replaced.

OPEN SPACE SURVEY

Completed and returned Open Space Strategy survey which listed our Open Spaces for Littlebourne. Clerk has added and removed where necessary as the listing was not accurate.

YOUTH SHELTER

Clerk has been monitoring/clearing litter in the shelter while Clayson was away on holiday.

REC GROUND HEDGES

Clerk has asked for rec hedges to be cut and reported the footpath CB147 hedges to PROW to schedule in cutting.

TURNERS ORCHARD TREES

Clerk is seeking quotations for a survey for the 5 large trees that border the rec.

JUBILEE ROAD COFFEE VAN

Clerk has chased enforcement on this again and have been advised the owner has been written to for a second time and has fourteen days to respond to CCC. They will keep us updated.

66. GLADMAN APPLICATION CA/21/01657

The Chairman explained that the Action Group had been working hard compiling the response to this application and with the addition of a written report from Planning consultant Mike Goddard and input from C&A Traffic Consultants an official response from LPC had been created ready to be sent to CCC Planning. This had been circulated to Cllrs prior to the meeting.

The Chairman asked for a proposal to accept this document as the response from LPC; this was proposed by Cllr Moore, seconded by Cllr Giles and AGREED by all. This would be sent directly to the planning officer at CCC tomorrow morning by the clerk, in good time for the extended deadline of 9th September.

The Chairman formally thanked all those that helped with the response; especially Richard Andrews, Tim Bostock, Viv Spratt and Julian Petley. Also those Cllrs that were involved Cllr Giles, Cllr Reid and the clerk.

Clerk to publish the full response on the LPC website for residents to access and read.

67. LAND TRANSFER AND PLAYTRAIL

LPC had now heard back from Leath that CCC are not willing to remove the need for the playtrail, so it will have to be installed as per the planning CA/18/02035 and passed to the parish along with the land. As this was the only reason the paperwork for the land transfer had not been signed it was AGREED unanimously that this should now be done.

The Chairman and Vice Chairman then signed the Land Transfer Deed to return to our solicitor.

68. ANNUAL ROSPA INSPECTION

The full report, along with a summary prepared by the clerk had been circulated to the Cllrs prior to the meeting. The following works were deemed necessary, and prices will be sought;

- Teacup – to be serviced
- Bin by Team swing – to be replaced
- 2 x Cycle racks – bolt threads to be filed off
- Football target board – to be cleaned
- Seasaw – bolt to be tightened
- Playarea benches – money to be put into budget for next year to replace those corroding (Cllr Moore had also been looking at picnic benches for this area)
- Goal post – top soil and grass to be seeded. Consider moving of goal

69. POLICY REVIEW

The clerk had highlighted the following three policies that needed reviewing by the council.

Freedom of Information Act 2000 Publication Scheme, originally adopted in 2011, only changes made are to update the publication pages as so much of the information is now available on the website. The revised document was AGREED.

Equal Opportunities Policy, originally adopted in 2011, no changes. The reviewed document was ACCEPTED

Grant Awarding Policy, originally adopted in 2011, contained out of date figures with regard to S137 payments. These updates have been made and the revised document was AGREED.

70. USE OF RECREATION GROUND

A hall hirer has requested to use part of the recreation ground to place a bouncy castle or similar for use at their wedding reception on 1st October. This was AGREED providing the rules are adhered to. Clerk to contact hirer and provide a copy of the rules of using the rec.

71. MILLENNIUM AWARD 2021

There had not yet been an opportunity to give out this award, which would have normally been done at the APM in March. It was agreed to invite the winner along to our October meeting when the award could be presented. Clerk to action.

At 8.55pm the five candidates left the meeting.

72. CONFIDENTIAL ITEM

A confidential session to discuss the candidates for co-option then took place. It was AGREED to invite Eloise Maxted to the October meeting to be co-opted onto the council to fill the first position. The second position would be decided after interviewing the sixth candidate John Sullivan at the next meeting.

The meeting closed at 9.15pm

Dates of future meetings: 6 October, 3 November, 1 December 2021.

Signed..... (Chairman)

Date.....

**LITTLEBOURNE PARISH COUNCIL
PLANNING REPORT 6 SEPTEMBER 2021**

APPENDIX 2

Applications since last meeting

CA/21/02026	Retrospective application for first floor extension over the single part of the house with one side cantilevered so that the first-floor extension matches the existing. Dawn Chorus, 76 Bekesbourne Lane, Littlebourne CT3 1UZ	No objections to be raised by LPC
CA/21/01996	Single storey rear extension Verraes House The Maltings, Littlebourne CT3 1SS	No objections to be raised by LPC
CA/21/01872	Single-storey rear extension following demolition of conservatory together with replacement of existing concrete tile hanging to dormer with cedar cladding. 7 Hillcrest Road, Littlebourne CT3 1TJ	No objections raised by LPC
CA/21/01852	Single-storey garage following demolition of existing garage. 46 Bekesbourne Lane, Littlebourne CT3 1UY	No objections raised by LPC

Notifications

CA/21/01663	Single storey rear extension with 3no roof lights to the rear 4 Bekesbourne Lane, Littlebourne CT3 1UY	GRANTED 17/08/21
CA/21/01698	Single storey rear extension 52 Bekesbourne Lane, Littlebourne CT3	GRANTED 17/08/21
CA/21/01044	Single-storey front and rear extension together with rear dormer. 43 Nargate Street Littlebourne Canterbury Kent CT3 1UH	GRANTED 27/07/21
CA/21/00382	Single storey garage with timber pitched roof. 36 Jubilee Road, Littlebourne Kent CT3 1TP	GRANTED 26/07/21

Trees works

CA/21/01826	Cut Beech Tree down to 8 ft in rear garden. 10 The Hill Littlebourne Canterbury Kent CT3 1TA	No concerns raised
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CA/21/01840	Remove 3 branches from Willow tree in rear garden. 1 The Green Littlebourne Canterbury Kent CT3 1UU	No concerns raised
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**LITTLEBOURNE PARISH COUNCIL
FINANCIAL REPORT FOR MEETING 6 SEPTEMBER 2021**

APPENDIX 3

(A) FINANCIAL MATTERS

- (a) RECEIVED the bank statements for August 2021 and RESOLVED the signature of the Chairman thereon.
- (b) NOTED the clerk has prepared the 1st Quarter VAT reclaim totalling £500.22 and submitted the claim online.

(B) RECEIPTS

None	0.00
TOTALS £0.00	

(C) DIRECT DEBITS

1x1 Ionos	Website monthly charge August & September	36.00
1x1 Ionos	Quarterly domain charge for email and web	28.76
Nest	Clerks pension August & September	193.32
TOTALS		£258.08

(D) AUTHORISATION OF ACCOUNTS

BACS	Bourne to Garden – contract mowing July & August	960.00
BACS	Goddard Planning – consultancy fees for preparation of representation against outline planning app CA/21/01657	1800.00
BACS	The Vineyard Garden Centre – Fifth Trust Gardening Services	192.76
BACS	Mickle Print – printing of Action group leaflets	92.50
BACS	Expense payments	154.50
BACS	Playsafety – Annual ROSPA inspection	149.40
BACS	Mrs Clayson – litterpicking and sweeping/strimming	440.00
BACS	Staffing payments	2857.81
BACS	Funnell Electrical – replacement lamps on School pathway	65.00
BACS	ICO – annual data protection fee	40.00
BACS	Kent County Playing fields association – annual subs	20.00
TOTALS		£6,771.97