

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

Present: Parish Cllr Peter Farrow (Chairman)
Parish Cllr Mick Giles
Parish Cllr Cate Reid
Parish Cllr Brian Hurlow
Parish Cllr Melanie Moore
Parish Cllr Ken Shaw
Parish Cllr Eloise Maxted

Mrs Gail Hubbard, Clerk to the Council
There was one resident present, Mrs Diane Hoare.

Eloise Maxted signed her declaration form prior to the start of the meeting and joined the meeting as a councillor.

73. PRESENTATION OF THE MILLENNIUM AWARD 2021

The Chairman began the meeting with the presentation of this award, this would normally have been done at the APM. This year's winner is Diane Hoare for helping many in the village by taking them to medical appointments and picking up shopping for others (prior to and during lockdown). She is experienced working with the elderly and does this with great patience and understanding. She is also a hardworking member of the LWMH Committee. The Chairman presented Diane with a certificate and cheque for £100. Diane's name will be added to the honours board on display in the main hall. Diane Hoare then departed the meeting.

74. THE CHAIRMANS OPENING REMARKS AND APOLOGIES FOR ABSENCE

The Chairman then welcomed everyone to the meeting with a special welcome to Cllr Maxted for her first meeting as Cllr. Apologies had been received from Cllr Castle (working) and John Sullivan.

75. DECLARATIONS OF CLLRS INTERESTS AND REQUESTS FOR DISPENSATION

Cllr Giles and Cllr Reid declared a non-personal interest in item 12 of the agenda as they are both on the LWMH Committee.

76. MINUTES OF THE MEETING HELD 6 SEPTEMBER 2021

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

77. INTERVIEWS FOR CO-OPTION

The final candidate due to be interviewed this evening had withdrawn himself from the process. A decision could now be made on the remaining candidates. It was proposed by Cllr Giles, seconded by Cllr Moore and AGREED to Co-opt Andrew Fraser onto the Council. The Clerk would contact Andrew and invite him to the next meeting to sign the declaration form and become a councillor. The Clerk would now also contact the remaining candidates and advise them they were unsuccessful on this occasion.

78. POLICING AND NEIGHBOURHOOD WATCH

Policing report had been circulated, items of note in Littlebourne:

- 03/09/21 – Nargate Street, Littlebourne – Attempt theft – males turned up and tried to take plant pots from outside property.

- Speeding concerns on The Hill – Speed checks conducted and more being arranged with community policing team soon.
- PCSO Eleanor Castle has attended two community events in Littlebourne.

Cllr Shaw and Cllr Reid to attend Police Forum on 14th October.

Community Warden Roger Lithgow covering as Gary is on sick leave. Roger can be contacted on roger.lithgow@kent.gov.uk or 07813 713083.

79. ADJOURNMENT

There was none.

80. COUNTY COUNCILLOR

Cllr Mike Sole's report had been circulated to Cllrs prior to the meeting (main elements relating to Littlebourne below):

With 16 parish councils in my KCC division it isn't possible to attend all of them regularly, but I am always happy to try to arrange other times to meet up with parish councillors, clerks and residents to discuss issues outside of the formal monthly meetings.

Littlebourne – I was pleased to be able to attend the AGM of Littlebourne Barn and also a Macmillan coffee morning in The Lounge which gave me the opportunity to catch up with a number of residents and the PCSO.

Grants – during the month I have been able to help obtain a grant for The Little Stour & Nailbourne River Group and I am in discussions with several other local organisations to assist them.

School Buses – the start of the new school year, again saw the unacceptable situation of not enough buses being available for children. I discussed this with KCC and Stagecoach and whilst some improvements were made but I know that there are still problems, which are exasperated by driver shortages.

Winter Preparations – Salt bins should be refilled throughout October and November. If not filled by then please report to KCC. I am concerned that the shortage of HGV drivers might result in problems with gritting lorries and I'm following this up with KCC.

Drains – There is still a delay of up to three months for clear block drains. This isn't good enough. If any are causing significant flooding problems please let me know.

Cllr Reid mentioned that Cllr Sole is trying to organise a speedwatch training session for new volunteers on his area, which would be held in the LWMH. More details when a date is confirmed.

81. PLANNING/TREES

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

CA/21/01657 – REFUSED

Application refused on a number of grounds. Full Decision Notice can be viewed on LPC website.

New amended application or Appeal to be expected.

The Chairman wanted to register his thanks to the Action group, many of the words used in our response have appeared in the officer's review. Also a terrific response from the village with a large number of individual objections. The Action group will continue and arrange a meeting in November.

82. HIGHWAYS

Cllr Reid reported that she had attended a Teams meeting of the A257 Group today, where the Police Commissioner was present. There is currently no agreement for the stretch of road from Cherville Lane to Littlebourne to be reduced to 40mph. The stretch from that point through Bramling to Wingham is to be reduced from 50mph to 40mph. LPC would continue to push for the buffer zone out of Littlebourne.

Cllr Shaw reported on the Zero Tolerance on speed meeting he and Cllr Reid had attended on zoom on 15th September. 20mph schemes had been discussed at length with a speaker from Faversham to talk about the scheme there. John Rivers from KALC talked about the use of average speed camera signage, without actually having the cameras in place. Could these be used as a deterrent either end of the village? Positioning would need to be on private land as Highways unlikely to approve. Cllr Shaw to investigate price of this signage and possible locations could be discussed.

83. FINANCE

AUTHORISATION OF ACCOUNTS FOR PAYMENT

There were receipts totalling £520.22 NOTED for this month. The expenditure list previously circulated to Cllrs as Appendix 3 totalling £1315.10 was proposed by Cllr Shaw and seconded by Cllr Giles and Appendix 3a totalling £2122.63 was proposed by Cllr Hurlow and seconded by Cllr Moore, these were both unanimously AGREED. So it was RESOLVED that the payments set out be authorised – attached at end of minutes

COMPLETION OF 2020-21 AGAR

The external auditors, PKF Littlejohn's report on the 2020-21 AGAR was CONSIDERED and ACCEPTED by all Cllrs. There were no matters brought to their attention so no further action to be taken. The clerk had displayed the necessary paperwork for the conclusion of the audit on the website and noticeboard.

END OF QUARTER BUDGET EXPENDITURE SHEET

The end of 2nd Quarter budget expenditure sheet as previously circulated to Cllrs was RECEIVED.

84. CLERKS REPORT

CORRESPONDENCE

A. KALC Learning and development survey.

Circulated to Cllrs, deadline 8th October

B. Police Parish Forum – Via Chenice, Clerk at Wickhambreaux

Email from the Community Safety Unit wishing to arrange the next Police Parish Forum for Thursday 14th October 2021 from 7pm to 9pm.. Cllr Reid and Cllr Shaw willing to attend on behalf of LPC.

All other correspondence was noted.

CLERK REPORT

PLAYAREA

Replacement bin ordered to replace broken one. Quotes sought for repair works as per ROSPA inspection.

REPLACEMENT GYM EQUIPMENT

Quotations below current for installation of two Air Walker units (replacement of what was removed two years ago)

Supplier	Quote
Online Playgrounds 2 x single units	£3383.82 plus VAT
Fresh Air Fitness 2 x single units	£2798 plus VAT
Sovereign Double unit	£2102.17 plus VAT

Sovereign option the most direct replacement and will match with remaining better as a double unit rather than two singles. The Sovereign sales rep also visited site before quoting whereas the other quotations are provided without visiting the site. It is also the best price. It was proposed by Cllr Reid that we go with the Sovereign quotation, this was seconded by Cllr Moore and AGREED by all.

REC GROUND HEDGES

Hedge along Turners Orchard and up to Jubilee Road have both been cut now.

ELDER TREE

Elder tree on footpath crossroads of rec has been cut back as large limb overhanging footpath was rotten and a safety concern.

SILVER BIRCH TREES ON REC

A resident had pointed out that the supports on the 3 silver birch trees were rubbing on the trunks and causing damage. The Fifth Trust have been out at fitted some new rubber tree ties to protect the trees. They have advised it won't be too long before the supports are no longer needed, they will keep an eye on them for now.

BRIAN STALEY MEMORIAL TREE

Clerk has contacted Cllr Sole about a suitable location for this tree. Suggested location near 3 silver birch trees on recreation ground/near BMX track bank.

CCTV REQUESTS

Request from member of the public for footage of accident to be forwarded to insurers (two vehicles in carpark). Footage checked but accident not captured. Information supplied not very accurate. Third request of this type in last 18 months. Footage never given or shown to individuals, this is emailed direct to the insurers. Query was raised as to whether we should charge for this as the main purpose of the CCTV is to protect the buildings and personal safety. General consensus was no we shouldn't charge but this could be left to the clerks discretion. We would keep an eye on how many requests are received going forward and revisit if needed.

PAVEMENT OUTSIDE LAURELS

Clerk has contacted the Jenner site manager regarding the unfinished surfacing on the pavement outside the new estate. KCC have requested the top finish be completed at the end of construction on the site. It should be suitable to use in the meantime, they will check to ensure it is ok for now.

JUBILEE ROAD COFFEE VAN

Awaiting update from CCC.

LPC NEWS – NOVEMBER EDITION

Will go to print 25th October for delivery early November.

85. LPC COMMUNITY FUND GRANT APPLICATION

Cllr Giles reported that the LPC Community Fund has received and in principle agreed an application from the LWMH for £5100 to enable urgent roof repair works to be carried out. As Cllr Giles and Cllr Reid both stand on the LWMH Committee as well as the Community Fund Committee, this request has been brought to the full council for approval. The Chairman proposed that this grant be awarded, this was seconded by Cllr Hurlow and AGREED. Cllr Giles and Cllr Reid did not vote on this item.

86. CARPARK EV CHARGING POINT

Deadline for application to KCC 15th October.

Clerk has written to Hall, 4VPO and Rec Club but no responses received, so assumed no concerns. It was AGREED that we should try for two charging points to be positioned at the top end of the long carpark. Clerk to make application before the deadline. There was no guarantee we would be accepted for the scheme.

87. CARPARK COMPLEX IMPROVEMENTS

Cllr Moore and Cllr Castle had met with representatives from the hall and the 4VPO and discussed what improvements could be made in the carpark area of the complex. Main ideas can be summarised below:

- Replacing the wooden posts with black galvanised posts
- Building of a secure bin store in corner of carpark where bottle banks used to be sited. This would be for all the bins, shop, hall and rec club, shop crates etc.
- Repainting of carpark parking space lines, creating delivery bay & repositioning disabled spaces
- Picnic tables (one for outside shop and two for playarea)
- Painting and power washing (volunteer working party hopefully)

Other points raised that LPC would not be involved in:

- Four Villages hanging sign falling apart

Bin storage area deemed to be the priority for smartening up. Planning permission will need to be sought as conservation area. Clerk to begin application (drawings and plans will be needed – we should be able to prepare our own) Clerk to double check cost of application for LPC.

Check how many disabled spaces we should be supplying for carpark of this size. Cllr Moore to speak to the 4VPO/shop regarding the state of the sign and raise the matter of bin store usage.

Posts replacement around the shop would be the responsibility of 4VPO.

88. TURNERS ORCHARD TREE SURVEY

Two quotations had been received so far for an arboricultural survey of the five large trees in Turners Orchard, clerk still awaiting third quotation.

It was AGREED by all that the survey go ahead with a budget of £600, the company at the clerk's discretion following the receipt of the third quotation.

89. BMX TRACK IDEAS

Cllr Moore had done a basic poll on Facebook and had received mixed responses so far which included; leave as it is, flatten and add a zip wire, extend the carpark into it, replant with trees. It was felt further views were needed as this was only a very small number of respondents. Cllr Maxted said she would arrange with Cllr Moore for this to go onto the Littlebourne residents Facebook page also. This remains open for further views.

The initial enquiry was requesting the surface to be tarmacked or surfaced so scooters and bikes could use the area.

90. RECREATION GROUND & THE GREEN GRASS CONTRACT

There has been some complaints over the grass cutting on the rec this summer and some interest from other companies in tendering the contract. It was AGREED that the contract for cutting The Green and the rec should be re-tendered for next year. Clerk to send out specification to existing contractors and any interested parties.

91. LITTLEBOURNE SURGERY

Concerns raised over difficulty of getting an appointment.

Cllr Reid had written to Dr Hinksman following our previous discussion but no response had been received.

Why has the telephone service been centralised?

Why is the surgery empty?

Why are all services being directed to Bridge or Canterbury?

Clerk to write to practice manager and invite her to attend our next meeting as we have lots of questions from the village and it might help us to understand how things are working currently.

92. MEETING DATES FOR 2022

The proposed dates for next years meetings were AGREED as follows:

5 January, 2 February, 2 March, 16 March APM, 6 April, 4 May Statutory Annual Meeting, 1 June, 6 July, 7 September, 5 October, 2 November, 7 December 2022.

The meeting closed at 9pm

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

Signed..... (Chairman)

Date.....

LITTLEBOURNE PARISH COUNCIL PLANNING REPORT 6 OCTOBER 2021

APPENDIX 2

Applications since last meeting

CA/21/02206	Single storey rear extension 30 The Hill, Littlebourne, CT3 1TA	No objections to be logged from LPC
CA/21/02207	Detached two-storey outbuilding for use as garage, store and office. 2 School Path, Littlebourne CT3 1XA	No objections to be logged from LPC
CA/21/02181	Application for Listed Building Consent for installation of a gas meter to the back of the right-side elevation at floor level using a Unibox measuring 500mm wide, 480mm wide, 290mm depth together with a flue fitted to the side elevation. 72 The Hill, Littlebourne, Canterbury CT3 1TD	No objections to be logged from LPC

Notifications

CA/21/01657	Outline planning application for up to 115 residential dwellings (including affordable housing), introduction of structural planting and landscaping, informal public open space and children's play area and surface water flood mitigation and attenuation. All matters reserved except for access. Land at The Hill, Littlebourne, Canterbury, Kent	REFUSED 30/09/21
CA/21/01496	New tiled roof over conservatory to provide accommodation with rear dormer, together with alterations to ground floor front windows. 38 Jubilee Road, Littlebourne CT3 1TP	GRANTED 07/09/21
CA/21/01300	Erection of detached single-storey garage with accommodation in the roofspace Brick Kiln Cottage, Court Hill, Littlebourne CT3 1UB	GRANTED 14/09/21
CA/21/01852	Single-storey garage following demolition of existing garage. 46 Bekesbourne Lane, Littlebourne CT3 1UY	GRANTED 15/09/21

LITTLEBOURNE PARISH COUNCIL FINANCIAL REPORT FOR MEETING 6 OCTOBER 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 necessary LPC advert renewals for the next edition
- (c) NOTED the clerk has prepared the 2nd QTR VAT reclaim totalling £899.63 and has submitted the reclaim online.

(B) RECEIPTS

HMRC - 1 st QTR VAT reclaim	500.22
LPC advert renewal	20.00
TOTALS	£520.22

(C) DIRECT DEBITS

1x1 Ionos	Website monthly charge October	18.00
Nest	Clerks pension payment October	96.66
BT	Quarterly broadband and phone bill	156.42
TOTALS		£271.08

(D) AUTHORISATION OF ACCOUNTS

BACS	PKF Littlejohn – AGAR 2020-21 external audit completion	360.00
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BACS	Landcare – removal of dangerous limb from Elder tree	114.00
BACS	Expense payments	219.60
BACS	Bourne to Garden contract mowing September	480.00
BACS	UK Office Direct stationary order for office	141.50
BACS	Mrs Clayson – litterpicking, sweeping, strimming, watering	700.00
BACS	Staffing payments	1422.63
TOTALS		£3,437.73