

**LITTLEBOURNE PARISH COUNCIL  
MINUTES OF THE MEETING ON 3 NOVEMBER 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  
Parish Cllr Andrew Fraser

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

Andrew Fraser signed his declaration form prior to the start of the meeting and joined the meeting as a councillor.

**93. THE CHAIRMANS OPENING REMARKS AND APOLOGIES FOR ABSENCE**

The Chairman welcomed everyone to the meeting with a special welcome to Cllr Fraser for his first meeting as a Councillor. Apologies had been received from Cllr Castle (working).

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

Cllr Giles and Cllr Reid declared a non-personal interest in item 13 of the agenda as they are both on the LWMH Committee.

**95. MINUTES OF THE MEETING HELD 6 OCTOBER 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.

**96. POLICING AND NEIGHBOURHOOD WATCH**

No reports had been received.

**97. ADJOURNMENT**

There was none.

**98. COUNTY COUNCILLOR**

Cllr Mike Sole was not in attendance but his report had been circulated to Cllrs prior to the meeting;

Autumn is now well and truly here, and the heavy rain is highlighting the many blocked gullies that KCC have failed to clear despite several requests over several months. I continue to chase to these to be done.

**Parking Restrictions** – If any parish wishes to put forward changes to the City Council parking restrictions, then deadline for this is 31 December, although it would be helpful to have them earlier than that.

**Canterbury City Council** meetings attended in the month were the Regeneration Committee and full Council.

I have had fruitful discussions with KCC about setting up an **apprentice's bus travel scheme**.

On **flooding** I have had meetings with both the River Stour Internal Drainage Board and The Little Stour, Nailbourne, Petham Bourne Flood Action Group.

**Fly-tipping** again seems to be increasing and Canterbury City Council are very slow to deal with reported items, some still outstanding several months later – I continue to chase for action.

#### **99. PLANNING/TREES**

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

#### **100. HIGHWAYS**

Cllr Giles reported that we are awaiting a date for a meeting with the new Highways Project Schemes Manager to discuss the Littlebourne HIP. Cllr Reid reported that she is still pursuing the 20mph zone.

#### **101. FINANCE**

##### ***AUTHORISATION OF ACCOUNTS FOR PAYMENT***

There were receipts totalling £1019.63 NOTED for this month. The expenditure list previously circulated to Cllrs as Appendix 3 totalling £819.71 was proposed by Cllr Reid and seconded by Cllr Hurlow and Appendix 3a totalling £2973.89 was proposed by Cllr Moore and seconded by Cllr Shaw, these were both unanimously AGREED. So it was RESOLVED that the payments set out be authorised – attached at end of minutes

#### **102. CLERKS REPORT**

##### **CORRESPONDENCE**

###### **A. KALC CEO bulletin**

Latest bulletin including that news Terry Martin is standing down as CEO of KALC as of 31<sup>st</sup> January 2022.

###### **B. Cllr Louise Jones – Lord Mayors Christmas package**

Asking for nominations for anyone in our parish - circulated to Cllrs

All other correspondence was noted.

##### **CLERK REPORT**

##### **REPLACEMENT GYM EQUIPMENT**

Clerk has placed an order for the agreed double air walker from Sovereign

##### **GRASS CUTTING CONTRACT**

Clerk has sent out specifications for the 2022 contract.

##### **DOCTORS SURGERY**

Following last meeting Clerk has written to the Practice Manager inviting her to attend our Nov meeting to answer queries LPC has over the way the surgery is operating at present. No response has been received. Clerk to ask Dr Hinksman if he would perhaps attend a meeting instead.

##### **TURNERS ORCHARD TREES SURVEY**

Clerk had been seeking quotes for a tree survey. The third company, Keith Tait had given some initial advice, that now was not the best time to have the full survey done, especially for the Ash Dieback, it would be best done when the trees are in full leaf.

Recommendation for now to remove the deadwood and have full survey in June next year. Cllrs AGREED to take this advice and just have the deadwood dealt with for now. Clerk to obtain quotes for this works.

#### **JUBILEE ROAD COFFEE VAN**

Appears to have ceased trading. They had been written to by CCC requesting they apply for change of use at the property.

#### **PLAYAREA WORKS**

The clerk has sought quotations for the repair works following the ROSPA inspection. Service the teacup and repairs to wetpour surface around the inclusive roundabout. It was AGREED to go with the Online Playgrounds quote of £1229.67 plus VAT. Clerk to instruct works to go ahead.

#### **PAT TEST**

Office PAT test carried out on 19th October.

#### **LPC NEWS – NOVEMBER EDITION**

Went to print on 22<sup>nd</sup> October, has been collected and delivered out this week.

### **103. WELCOME PACK**

LPC had been approached by the Little Stour Valley Fellowship Group who are looking to create a folder for the Welcome packs they have created that can be supplemented in time with new or changed entries to keep up to date. A sample of the current pack was shown to Cllrs at the meeting. An amount of £390 had been quoted for these to be produced.

It was proposed by Cllr Hurlow, seconded by Cllr Moore and AGREED by all that LPC would grant £200 towards this village venture. It was also suggested that the other two parishes involved be approached for funding too (obviously Littlebourne is the largest village and likely to have the more residents with the Laurels underway) hence the contribution of over half of the money.

Clerk to alert group when new residents move into Littlebourne (address details only). This will also be done via word of mouth through the village.

Currently LPC send out a letter to new residents along with the latest LPC Directory it was felt this should continue as a separate entity.

### **104. MILLENNIUM AWARD HONOURS BOARD**

The current Honours board will be full once the 2020 name has been added. The Clerk had been seeking quotations for an additional board. Only one quotation had been received so far and seemed quite expensive. It was suggested we approach Littlebourne Woodcraft and Oliver Manning Press to see if this was something they might be able to provide a quotation for.

### **105. WIFI PROVISION FOR THE HALL**

Currently when a hirer or group request WIFI for the hall the clerk plugs in the WIFI extender and the password is supplied, the hall are now having hirers request WIFI on a weekly basis. LWMH Committee have asked if the WIFI can remain permanently plugged in for use by hall users. It was AGREED by all that this was important for the hall to be able to offer this so this should happen.

**106. LOUNGE EXTERIOR DOORS**

LWMH had approached LPC for permission to replace the lounge exterior doors (two emergency exits), they already plan to replace the exit door from the hall onto the back patio and the two internal doors between the lounge and the main hall. Some of these doors are difficult to close properly and are not worth repairing.

Cllr Hurlow proposed this approval, this was seconded by Cllr Shaw and AGREED by all. Any new doors should however be consistent with the appearance of the hall and in keeping with the conservation area setting.

The meeting closed at 8.02pm

*Dates of future meetings: 1 December 2021, 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.*

Signed..... (Chairman)

Date.....

**LITTLEBOURNE PARISH COUNCIL  
PLANNING REPORT 3 NOVEMBER 2021**

**APPENDIX 2**

**Applications since last meeting**

None		
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**Notifications**

CA/21/01996	Single storey rear extension  Verraes House The Maltings, Littlebourne CT3 1SS	GRANTED 05/10/21
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	GRANTED 11/10/21

**Trees works**

CA/21/02528	Grey willow in garden- fell  The Old Coach House Builders Square Court Hill Littlebourne Canterbury Kent CT3 1XU	No objection already decided by CCC
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**(A) FINANCIAL MATTERS**

- (a) RECEIVED the bank statements for September 2021 and RESOLVED the signature of the Chairman thereon.
- (b) NOTED the fixed term asset has now ended and the £60,000 investment paid back into our Lloyds current account

**(B) RECEIPTS**

Interest on Fixed term deposit	120.00
HMRC VAT reclaim 2 <sup>nd</sup> QTR	899.63

**TOTALS £1019.63**

**(C) DIRECT DEBITS**

1x1 Ionos	Website monthly charge November	18.00
Nest	Clerks pension payment November	96.66

**TOTALS £114.66**

**(D) AUTHORISATION OF ACCOUNTS**

BACS	The Vineyard Garden Centre – Fifth Trust Gardening services Sept & Oct	333.60
BACS	Cusden Electrical – LPC Office PAT Test	44.00
BACS	Expenses payments	50.45
BACS	Sovereign – deposit for installation of double air walker gym equipment	552.52
BACS	UK Office Direct – office supplies	84.34
BACS	Mrs Clayson – litterpicking/sweeping October	436.70
BACS	Dynamix – payroll services	24.00
BACS	Glasdon – replacement bin for playarea	236.07
BACS	Salary payments November	1419.92
BACS	Bourne to Garden – contract mowing October	360.00
BACS	Mickle print – LPC News printing	252.00

**TOTALS £3793.60**