

**LITTLEBOURNE PARISH COUNCIL  
MINUTES OF THE MEETING ON 1 DECEMBER 2021 HELD AT 7PM IN THE LWMH  
MEETING ROOM**

**Present:** Parish Cllr Peter Farrow (Chairman)  
Parish Cllr Mick Giles  
Parish Cllr Brian Hurlow  
Parish Cllr Melanie Moore  
Parish Cllr Ken Shaw  
Parish Cllr Lee Castle  
Parish Cllr Eloise Maxted  
Parish Cllr Andrew Fraser

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

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

The Chairman welcomed everyone to the meeting. Apologies had been received from Cllr Reid(unwell), County Cllr Mike Sole (attending another meeting) and City Cllr Louise Jones.

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

There were none.

**109. MINUTES OF THE MEETING HELD 3 NOVEMBER 2021**

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

**110. POLICING AND NEIGHBOURHOOD WATCH**

No reports had been received. Community Warden Susan Beeney is covering our area at the moment and can be contacted on 07811 271257.

**111. ADJOURNMENT**

There was none.

**112. COUNTY COUNCILLOR**

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

**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.

**Detached Rural Youth Worker** – I met up with Richard Stephens to discuss his role in our area. He is keen to find out what provision exists in the area, and what else can be done. Please let me have your thoughts on this.

**Canterbury City Council** meetings attended in the month were the Regeneration Committee, Community Committee (where I questioned Canenco on persistent bin problems) and Policy Committee.

**Kent County Council** meetings attended in the month were, Full Council (I lobbied for extra funding for local highway projects), Growth & Economic Development (I raised the issue of housing developers failing to meet their obligations and promises for new infrastructure) and Flood Risk Management (where I questioned Southern Water on their record of dumping sewerage in the sea and the continuing use of tankering in many of our villages throughout the winter.)

In **Littlebourne** I was able to arrange for the Environment Agency to meet up with residents to discuss local work that is going on in the river.

### **113. PLANNING/TREES**

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

### **114. HIGHWAYS**

Cllr Shaw mentioned the ongoing issue with vehicles parking right by the junction on Church Road, outside the old Basket Makers, forcing vehicles into the middle of the road when turning left onto Nargate Street. Cllr Moore to raise with City Cllr Louise Jones and Clerk to raise with Community Warden again.

Cllr Shaw proposed that LPC purchase two 'speed checks take place' signs, one for either gateway on the A257. These had been approved by the Police for use; we could not have a Speed Camera sign as this is not true. The was AGREED unanimously.

Cllr Giles had attended the recent A257 Group meeting where the group now supported the concerns raised over improvements within the city centre being funded by KCC/CCC whereas in the rural areas the parishes are expected to fund. It is now looking more likely that LPC will be able to use a handheld speedguns soon, on the proviso that CCTV recording signs are displayed. Cllr Reid continues to push for this.

Speed checks to be arranged in the village in a bid to push for 20mph zones, ideally the whole village but more likely The Hill, High Street and side roads, KCC are likely to support but will not fund. Speeds already need to be at a low level to allow for 20mph zones, so we will be restricted by this.

### **115. FINANCE**

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

There were receipts totalling £8687.08 NOTED for this month. The expenditure list previously circulated to Cllrs as Appendix 3 totalling £1440.47 was proposed by Cllr Hurlow and seconded by Cllr Castle and Appendix 3a totalling £2425.35 was proposed by Cllr Shaw and seconded by Cllr Giles, these were both unanimously AGREED. So it was RESOLVED that the payments set out be authorised – attached at end of minutes

#### ***PRECEPT FOR 2022-23***

CONSIDERED and AGREED the finance sub-committees budget precept figures for 2022-23 as previously circulated to Cllrs as Appendix 3b & 3c. It was AGREED with seven votes in favour and one against that the precept be raised and set at £44,493.00. The figure would include an increase to allow for a fighting fund to protect the village against development. Clerk to advise CCC of the requirement by 31<sup>st</sup> December.

#### ***INVESTMENT OF LPC FUNDS***

The Chairman sought input from Cllrs that further research be carried out to get a better return on parish savings. He highlighted that security, liquidity and yield were important factors when looking at options. Cllrs AGREED to further investigation.

### **116. CLERKS REPORT**

#### **CORRESPONDENCE**

##### **A. KALC Details of the Contain Outbreak Management Fund**

Contain Outbreak Management Fund (COMF) used to support efforts towards preventing or containing the spread of COVID-19 and/or helping those that have been disproportionately affected by the pandemic. LPC not to make a claim.

#### **B. CCC Consultation on car parking charges**

Canterbury City Council has today begun consultation on proposed changes to charges and conditions in council car parks from April 2022. Full details and respond to the consultation [on their website](#). Consultation is open until midday on Monday 3 January 2022.

#### **C. Civility and Respect Newsletter**

Newsletter for all councillors, and staff. Throughout our sector, there are growing concerns about the impact bullying, harassment and intimidation is having on our councils, councillors and staff and the resulting effectiveness of local councils. In response, this Civility and Respect Project has been founded by the Civility and Respect Working Group and is supported by representatives from across our sector including Councils, County Associations, NALC, SLCC and One Voice Wales. Circulated to Cllrs.

#### **D. SE Water 25-year plan consultation**

Are about to launch a consultation on the water industry's first 25 Year Environment Plan, and would like to hear from local residents and council members about their feedback on our plan. The consultation runs from 29 November to 7 January. Read the plan and have your say on [South East Water's website](#) - [corporate.southeastwater.co.uk/25YP](http://corporate.southeastwater.co.uk/25YP).

All other correspondence was noted.

#### **CLERK REPORT**

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

Sovereign installation of double air walker scheduled for 2 February 2022

##### **PLAYAREA REPAIRS**

Works carried out this week to repair wetpour around roundabout and fix teacup so it spins smoothly.

##### **DOCTORS SURGERY**

Dr Hinksman and Dee Stenning, Practice Manager are able to attend our meeting on 5<sup>th</sup> January.

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

Keith Tait has been asked to provide a quote for the removal of the deadwood on the five large trees.

##### **REPLACEMENT BIN IN PLAYAREA**

Fabio Sagina (who has installed our other bins in the village) will remove existing bin and install new one asap.

##### **CHRISTMAS LIGHTS AROUND THE HALL**

Have been organised by the hall committee, shared cost with LPC. The old ones have been removed and new ones strung up around the building on 24 Nov ready to turn on 1 Dec.

##### **WINTER GRIT BAG**

The Clerk has arranged for an additional bag of grit delivered to the hall carpark, KCC Highways offer one to the parishes each year. This year we could do with a top up for the carpark one and The List one is empty.

## **FLYTIPPING ON THE GREEN**

Clerk contacted CANECO regarding a TV and stand that had been dumped on the edge of The Green by the bollards on the A257 side. They now advise they have collected.

## **117. THE RIVER**

Concern had been raised by some residents in Nargate Street over EA works carried out where sandbags filled with sand, soil and grass seed have been used to permanently raise the bank behind some properties. Sandbags are also planned for upper Garrington where the blackcurrent field floods regularly. Work has also been carried out at the alleviation channel to alter the way the boards work. The EA had promised consultation with residents before any improvements were carried out, this has not occurred. LPC to write to EA asking for assurance that the provision of sandbags and raised banks won't lead to increased flood risk for properties in Nargate Street.

SE Water had encountered some issues with vehicles parked in the way of the gates so they are unable to park their vans at the pumping station when carrying out works. It was felt LPC should not get involved with this matter as an issue for SE Water to resolve.

## **118. MILLENNIUM AWARD**

This should go ahead as usual for next year; an item would go in the Winter LPC News to advertise nominations by 31<sup>st</sup> January 2022. Cllr Moore would put something on Facebook.

The quotation from Oliver Manning Press to make an additional Honours Board is to be accepted and the signwriting can then be done by our usual signwriter.

## **119. PARISH ONLINE SOFTWARE**

The Clerk had attended a training session on this software. It was AGREED that LPC trial this software under the 30 day offer period.

## **120. LHS CONSTITUTION**

The revised LHS Constitution which had been agreed by LHS at their November AGM was APPROVED with the following amendment to Item 13, which should read;

*13. The Management Committee will be elected at the AGM and take office immediately. They will hold office until the next AGM.*

Now this document has been updated, the Management Agreement between LPC and LHS should be reviewed. This would now be looked at by LPC in the first instance before also involving LHS in the process.

## **121. EV CHARGE POINT**

The Clerk reported that our application for a double EV charge point in the long carpark has progressed to the next stage, we scored sufficient in the application for a site visit to be carried out by mid January. Once this is done KCC will receive a quote for the installation and a final decision will be made whether the site will be progressed.

## **122. CONFIDENTIAL ITEM**

A confidential item regarding salaries was discussed. The Clerk was not present at this point.

## **123. AOB FOR INFORMATION ONLY**

Cllr Giles explained the Community Fund had been approached by a resident to fund a Christmas Tree for outside the shop/hall complex. A tube has been sunk into the ground that can be reused each year, a tree has now been delivered and lights ordered for the tree. Originally the plan was to string the lights from above but this plan has had to

change as it is not possible, they will now be run across the floor so external cable covers have been ordered.

The meeting closed at 8.40pm

*Dates of future meetings: 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 1 DECEMBER 2021**

**APPENDIX 2**

**Applications since last meeting**

None		
------	--	--

**Notifications**

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 Canterbury Kent CT3 1TJ	GRANTED 05/11/21
-------------	---	------------------

**Trees works**

CA/21/02596	Fell sycamore tree in front garden  20-22 Nargate Street, Littlebourne CT3 1UH	No concerns raised
-------------	--	--------------------

**LITTLEBOURNE PARISH COUNCIL  
FINANCIAL REPORT FOR MEETING 1 DECEMBER 2021**

**APPENDIX 3&3A**

**(A) FINANCIAL MATTERS**

(a) RECEIVED the bank statements for October 2021 and RESOLVED the signature of the Chairman thereon.

**(B) RECEIPTS**

CCC – Parish CIL payment	8687.08
<b>TOTALS</b>	<b>£8687.08</b>

**(C) DIRECT DEBITS**

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

1x1 Ionos	Domain fee (12months) & Basic fee (Quarterly)	48.08
<b>TOTALS</b>		<b>£162.74</b>

**(D) AUTHORISATION OF ACCOUNTS**

BACS	Christmas tree lights and cable covers	462.85
BACS	KALC - Dynamic Cllr Training sessions	120.00
BACS	Polo Contractors – set tube in ground for Christmas tree	220.00
BACS	Cllr & Clerk Expenses reimbursements	48.51
CHQ89	A Perkins - Cherry Orchard expenses (Fuel for mower and seeds)	162.40
CHQ90	E Clayson – Christmas bonus	125.00
BACS	E Clayson – litterpicking, sweeping, Strimming Nov	430.00
BACS	Hedge cutting by BMX track	108.00
BACS	S Wilson - Hall Christmas lights	471.97
BACS	Ewart J Clough – supply and delivery of 13ft tree	79.20
CHQ91	M Gallagher – grant towards Welcome Pack project	200.00
BACS	Dynamix – payroll services	23.40
BACS	Salary payments	1414.49
<b>TOTALS</b>		<b>£3865.82</b>