

**LITTLEBOURNE PARISH COUNCIL
MINUTES OF THE MEETING HELD ON 18 APRIL 2013**

Present: Parish Cllr Vivienne Spratt (Chairman)
Parish Cllr Mick Giles
Parish Cllr Betty Jeffries
Parish Cllr Pamela Evans
Parish Cllr Ken Shaw
Parish Cllr Cate Reid
Parish Cllr Geoffrey Barrett
Parish Cllr Mike Gallagher
Kent County Cllr Michael Northey

Mrs Gail Hubbard, Clerk to the Council
There were no members of the public

236. CHAIRMAN'S OPENING REMARKS AND APOLOGIES FOR ABSENCE

Cllr Spratt welcomed everyone to the meeting. Apologies for absence were received from Parish Cllr Geof Welch (recovering from operation) and City Councillor Brian Staley.

237. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

There were no declarations of interest or requests for dispensations.

The Chairman began by reporting she had received from a parishioner a question about Councillor Interests and Code of Conduct. This has been discussed and resolved with the parishioner and Councillor involved.

238. MINUTES OF THE MEETING HELD ON 14 MARCH 2013

Cllr Reid proposed and Cllr Giles seconded to accept the Minutes as a true record of the meeting.

239. MINUTES OF THE EXTRA-ORDINARY MEETING HELD ON 26 MARCH 2013

Cllr Gallagher proposed and Cllr Evans seconded to approve the Minutes of the Extra-ordinary meeting held on 26 March 2013 to discuss the car park repair works (previously circulated and filed with these Minutes as Appendix 7).

240. POLICING, SECURITY AND NHW AND KCC COMMUNITY WARDEN

The Chairman reported that Community Warden Gary Moore had visited the resident who had reported youths breaking glass bottles in Turners Orchard, but had been unable to take the matter further.

The Chairman also reported problems with residents parking in Jubilee Road, in the gateway to the rec ground and the entrance to The List. The Community warden had spoken with the vehicle owners and they were no longer parking in the gateway, but still on The List. Cllrs were concerned this would set a precedent to allow others to park there also. We need to resolve this issue.

241. ADJOURNMENT OF THE MEETING

As there were no members of the public present there was no adjournment of the meeting.

242. REPORT FROM COUNTY COUNCILLOR

Cllr Northey said it was somewhat quiet with the upcoming elections and thus not too much to report. The second part of the Nargate Street works are to be done tomorrow (19th April), this should be the top coat on the road already done and then the two coats on the remainder. Cllr Spratt reported that Highways had informed her they would not be doing the last 50m of the road (the approach to the High Street), this is because the current surface is already level with

door thresholds on some properties in this section. They will be treating this section but exactly what is not yet decided.

Cllr Northey mentioned that the sub-contractors rate for fixing a pothole is £55.

Cllr Northey departed at 7.35pm

243. PLANNING

The Planning applications and tree works are recorded on Appendix 2 attached to these minutes. None were discussed.

244. FINANCE

RECEIVED the bank statements for March 2013, and RESOLVED the signature of the Chairman thereon;

NOTED the Clerk added the new bench at The List (valued at £1250) to the council's insurance schedule. The annual premium to include the bench will be £6.02. Zurich have waived the pro rata premium for this policy term so the increase will only take effect from the renewal.

NOTED that the clerk prepared invoices on 1st April to;

- Mr Martin Twyman - annual rent of the PC land at the top of Court Hill for the period of 01/04/13 to 31/03/14 totalling £150.
- Littlebourne War Memorial Hall – ground rent 1/4/13 to 31/3/13 at £5.00

NOTED that the Clerk has contacted a local Internal Auditor (from the KALC approved list) and asked for details of fees to undertake the internal audit for 2012-2013.

NOTED that the parish council's insurance company have approved the risk assessment compiled for the St George's day celebration event and agreed to add the event to the parish council's insurance at no additional cost.

NOTED that the Clerk and Chairman signed the contract for the payroll company Dynamix to prepare the Clerks payroll for the year 2013-14.

CONCURRENT FUNCTION PAYMENT

Confirmation received 15 March that the parish council will receive £15,915.39 for Concurrent Function Funding in April 2013. This represents 83% of last year's award with the village hall allocation taken out. The total amount applied for from the parishes was much higher than the budget this year, hence the ability to only fund at a level equivalent to 83% of last year's figure and excluding any desirable items.

RECEIPTS

NOTED receipts totalling £44,660.88, which included ¼ share of CCTV works from Rec club, VAT refund, an advertiser payment for LPC News and the precept payment from CCC.

AUTHORISATION OF ACCOUNTS

The expenditure list previously circulated to Cllrs as Appendix 3 totalling £ 6766.99 proper to the year 2012-13, and a further £2600.84 for this financial year, together with a supplementary sheet of expenditure presented to the meeting totalling £ 1388.81. Cllr Giles proposed and Cllr Reid seconded and it was RESOLVED that the financial matters and accounts, as set out be authorised for payment.

RAMP FUNDING OPPORTUNITY

The Chairman mentioned the RAMP funding opportunity that the Clerk had circulated, and asked Cllrs to think of any possible schemes we could apply for funding towards. A Defibrillator to mount somewhere accessible in the village or foil blankets for the Emergency Plan were put forward for consideration. Cllrs were concerned a Defibrillator would be stolen and if kept within the hall would not be accessible.

245.

CLERK REPORT CORRESPONDENCE

- (a) Update from the DCLG tendering for a Sustainable Communities and Neighbourhood Planning Programme which would include the extension of direct, hands-on support in preparing a Neighbourhood Plan and grants of up to £7,000 to Parish Councils and neighbourhood forums to contribute towards the costs of Neighbourhood Plans. DCLG announced 15/03/13 that Locality and other partners will deliver this £9.5m 2 year programme. The programme launches on 15 April. Cllr Gallagher reported the feeling from KALC was that this amount still fell well short of the real cost to create a Neighbourhood Plan, thought to be in the region of £20,000. He also mentioned one of the constraints being that you cannot include something that disagrees with the District Plan.
- (b) An update from Southern Water about what Southern Water is doing to help resolve the problems caused by the infiltration of groundwater into the sewer network along the Nailbourne.
- (c) Announcement of a new KALC Community Awards Scheme supported by the High Sheriff of Kent, Chairman of Kent County Council and Mayor of Medway being launched on Monday 25 March. The aim of the Scheme is to acknowledge and give recognition to those that have made a significant contribution to their local community.
- (d) Invite to the 90th Anniversary Conference of Action with Communities in Rural Kent, on 19 April 2013 at East Malling Research Conference Centre at 9.30am for a 10am start. Lunch will be served at 12.45pm.
- (e) Statement of persons nominated for Election of Kent County Councillor displayed on noticeboard by 9th April and an additional one showing polling venues on 12th April.
- (f) The Department for Communities and Local Government is conducting a short informal survey to learn more about town and parish councils. The aim of this survey is to develop a better understanding of how town and parish councils are embracing community rights to empower their neighbourhoods to take action and influence local services. They specifically want to learn more about how town and parish councils' are taking forward activity to support Neighbourhood Planning, Community Right to Challenge, Asset Transfer and Community Right to Bid and General Power of Competence. The purpose of this work is to help inform the future development of Government's work with town and parishes and to help influence local decision making on the issues which the survey highlights. As a valued town and parish council they would like us to participate in the survey. The survey includes a short series of questions and will only take 10 – 15 minutes to complete. The survey is open from 10 April 2013 and will close on 10 May 2013.
<https://www.surveymonkey.com/s/2PBGZM6>
Cllr Gallagher said this had been discussed at the KALC meeting he attended and he had completed this survey online on behalf of the Parish Council, it was very similar to the previous year's survey.

Make Kent Quicker Update: March 2013

Kent County Council is working with the government's broadband agency, Broadband Delivery UK (BDUK), to bring better broadband to Kent. KCC have signed a contract with BT to build the network. This will mean that, alongside existing roll-out plans, that:

- at least 95% of all properties in Kent will have access to higher-speed fibre broadband by the end of 2015;
- every property in the project area will be able to broadband service of at least 2mbps; and
- a minimum of 91% of premises will get superfast broadband of at least 24mbps.

Kent County Council is investing over £10 million to enable this upgrade, which has been matched by £9.87 million from the Government. BT is also investing £19.6 million towards the costs of delivering the project.

Street lighting

Last year Kent County Council consulted on its proposals for street lighting, in particular switching off some street lights and on part-night lighting. KCC's latest proposals are now being considered at the Joint Transportation Board meetings. The main proposals are:

Phase 1 - Trial Switch off of surplus lights - KCC has identified 3,100 as not being necessary -generally located on roads leading to or out of local settlements. KCC propose to switch these off for a trial period of 12 months. Site specific risk assessments and a safety audit for each road have been carried out to make sure that only lights not needed are switched off. Crime levels and road safety will be monitored throughout the trial period and lighting columns on sites being adversely affected will be switched back on. Lighting columns on unaffected sites will be reviewed at the end of the trial period to determine whether action needs to be taken. Lights within settlements will be retained. KCC are aiming for the trial switch off of surplus lights to begin early in the Summer.

Phase 2 - Part Night Lighting - The proposal is for part night lighting from 12 midnight until 5.30am. During British Summer Time they would be off between 1am and 6:30am. This would apply to two categories of roads; minor roads (which include residential, industrial estates and rural roads) and high speed roads. KCC feel there are 70,000 street lights which could be changed to part-night lighting. KCC's aim is to target the wasted energy whilst ensuring they maintain safety and help reduce crime and have said that community safety will be paramount, and before any street lights are changed to part-night lighting risk assessments will be carried out to make sure that it will not have an adverse impact on the locality.

KCC have set out a list of exclusion criteria, as follows:

- Main routes and locations with significant night-time traffic between 12 midnight and 5:30am (1am and 6:30am during British Summer Time).
- Town centres.
- Areas identified by the Police as having an existing record of crime or having the potential for increased crime levels if the street lighting is changed.
- Areas with sheltered housing/residences accommodating vulnerable people.
- Areas with operational emergency services site including hospitals and nursing homes.
- Formal pedestrian crossings, subways and enclosed footpaths and alleyways where one end links to a road that is lit all night.
- Where road safety measures are on place in the highway, such as roundabouts, central carriageways islands, chicanes, speed humps, etc.
- Roads that have local authority CCTV or Police surveillance equipment.
- Sites with existing or with potential road safety concerns.

Fire Hydrants in the village

Following the request from Kent Fire and Rescue that parishes keep an eye on hydrants in their village and notify KFRS of any that are damaged or missing etc.

Cllr Gallagher 'walked the village' noting the position of all the fire hydrants using the map supplied by KFRS and composed a list now showing the closest properties to each.

The Clerks wrote letters to each resident on 18th March to get their support to keep an eye on the one closest to them and report any damage to the Clerk for onward transmission to KFRS.

All the hydrants are accessible with no apparent damage except one - right on our boundary as follows: Hydrant number 22146 A257 on the Ickham side of the bridge out of the Village. The Clerk reported this one to KFRS on 25 February 2013 and suggested that Southern Water are asked to clear the path area to locate the hydrant and confirm its exact location so that it can be included in our inspection routine. She also contacted the Clerk to Ickham Parish Council as although this one may be in Ickham Parish Cllr Gallagher has suggested that we

'adopt' it because it is very close to a number of ours at that end of our Parish and it would be more convenient for us to look after it. Formal agreement of Ickham Parish Council for us to do so was given at the Ickham Parish Council meeting on 18th March 2013.

SCHOOL PATH HEDGES

There is overgrown and encroaching vegetation and hedges along this path. The path is well used as a route to Bekesbourne Lane and the Zoo.

Land ownership of some plots have now been confirmed as absent landowners. Letters have been sent out to all owners whose hedges need attention and some works have been carried out;

- The land adjacent to 3 School path has now been cut back and no trespassing signs erected
- Part of the plot between 2 & 3 School path has been cleared by the owner and details are sought for the owner of the remaining part of the plot.

PATH FROM THE LIST TO COURT MEADOWS

The Clerk chased this matter again on 25 March and received a response from Sanctuary saying that they feel that on looking at the plan previously forwarded and a development plan they have for the Phase 2 build at Court Meadows that the alley in question is not on Sanctuary land and not their responsibility. They have forwarded a plan which states "Right of Way from Littlebourne Parish Council". See Appendix 8

Cllrs had inspected the footpath and it was offered that is path was in no worse condition than before, however it was felt that Sanctuary really should be taking responsibility for this path, which they created and fenced. It was decided that a petition should be drafted for residents of Court Meadows to sign to try and get Sanctuary to maintain it. Cllr Giles to speak with the resident who initially made the complaint to ask her to perhaps circulate the petition before returning it to the Parish Council.

Bollard collision by Cardy's doctors' surgery site

Cardy's have provided an access path to the entrance of their site and part of this provided four bollards on two extensions in to the road.

On 22 March a resident reported that a vehicle had hit one of these bollards, and it has been ripped out of the ground, also leaving a trail of car bits. The Clerks inspected, and asked Serco to collect the car debris and reported the damaged bollard to Kent Highways. Kent Highways subsequently telephoned on 2nd April to say that KHS have not formally adopted this and will not do so until the medical centre is complete. They had spoken with Cardy's and they had assured them they would make the area safe and install a replacement bollard by the end of the week. As of today this has not yet been done but a cone is currently in place and PC is assured Cardy's has it in hand.

246. RISK ASSESSMENT FOR PARISH ACTIVITIES

An updated Parish Activity Risk Assessment had been circulated as Appendix 5. It was agreed that all activities carried out by sub-contractors should not be included within our Risk Assessment, it should only be voluntary activities and those carried out by Cllrs or Clerk. All contractors are responsible for their own assessment of risks.

247. ALLOTMENTS

The Chairman asked the Clerk if the previous Clerk had given the LHS permission to raise the fence height at the site of the new bench on The List, as agreed at March's meeting. Clerk to double check.

248. KALC

Cllr Gallagher attended the KALC meeting on 10th April where there was a presentation from David Brazier on waste and recycling. There was also a lot of talk on Standards Committees and Parish Council's involvement. Parish council representatives are, at present, not full members of the Committee with full voting rights, but co-opted members. This is despite a recommendation in favour of full participation of the parish council representatives, made to the City Council by the previous Standards Committee.

249. THE BARN

Cllr Jefferies reported that the Barn lights had been cleaned. Thanks were given to Cllr Gallagher and Cllr Barrett for their contributions towards the heritage storage.

250. CHILDRENS CENTRE & LADYBIRDS NURSERY

The Chairman had attended a meeting at the children's centre The Centre Manager (who covers 3 centres) is Vaughan Hawthorne-Nelson, Jeremy Aitkens will take over from Suzie Bee and will be working at the centre 3 days a week. The Head teacher of Littlebourne School is no longer to attend any further children's centre meetings. The centre will ask her to send a representative instead.

The Chairman also visited Ladybirds to arrange details for the treasure hunt they are organising at the St Georges Day Celebration. A short school exchange with the pre-school from Wimille has been arranged for 7th May.

251. VILLAGE GREEN APPLICATION

An application for registration of land as Village Green status was lodged with KCC on 16th April for land at The List to include the Parish Council field at Court Hill. The landowner has been informed.

Registration on land as a Town or Village Green means that the residents of the locality will have the right to use the land for lawful sports and pastimes. The piece of land will be recorded in a legal document known as the Register of Town or Village Greens.

Village Greens also enjoy considerable statutory protection under Victorian statutes, namely the Inclosure Act 1857 and the Commons Act 1876. These statutes make it an offence, amongst other things, to encroach, enclose or erect structures (other than with a view to the better enjoyment) on a Village Green, or to do anything which interrupts the use of the Village Green as a place for exercise and recreation.

252. TWINNING WITH WIMILLE

Cllr Spratt explained Wimille have cancelled the visit to play bat and trap on 8th June as there is no suitable coach available on that date. They are hoping to rearrange for 21st September. Cllr Spratt had suggested they might want to play Petanque at Ickham and even possibly Bishopsbourne. A date for a hunting trip is still yet to be finalised.

253. ST GEORGE'S DAY EVENT

The risk assessments for the event and the dog show were RECEIVED and following a couple of amendments agreed. Cllr Spratt's schedule for the day complete with volunteers and roles was circulated prior to the meeting.

254. LITTLEBOURNE NATURE RESERVES

Cllr Evans advised they had received the £1000 for work on the copse. The marsh garden had gone in and it was now home to two ducks and some frog spawn. The Conservation Society were holding an extra-ordinary meeting on 19th April and they were hoping to mothball it for now.

255. THE RIVER

Cllr Giles reported he had met with The Environment Agency for a valuable meeting and had walked some of the river. They highlighted some surface water outlets where vegetation would need clearing. It was also noted that some maintenance is required at The Mill. River levels have dropped.

256. HOUSING

It was mentioned that the housing waiting list will need re-visiting soon to check current viability of those presently on the list.

257. RECREATION GROUND

The clerk had researched the topic of VAT reclaims in relation to purchasing Cricket equipment for Littlebourne Cricket Club and NALC Legal topic note 32 states a council may purchase goods or services and donate them to a voluntary body, but without receiving any reimbursement. The donation is a non business activity and is therefore eligible for a refund of VAT.

It was thus agreed that instead of issuing the Cricket Club with the grant of £2000 the PC would purchase the equipment direct and this would then be on the recreation ground for general use and would be a benefit to the entire village.

The football club are to remove the goal posts for Saturdays ST Georges event. At the end of the season they are also to reseed where the goal mouths have been. Also when the building work in the corner of the field is complete, the area is to be made good by the Cricket Club.

Clerk asked to double check that the football goal posts had been removed from our asset register.

258. HIGHWAYS

A257 TRAFFIC COMMITTEE

Cllr Giles and Cllr Gallagher had attended the A257 meeting on 6th April where Dan Sheppard the freight Manager at Highways spoke on the Lorry Watch Campaign. This is currently being trialled in Leeds, Maidstone. Cllr Gallagher mentioned that as there are no width or weight restrictions on the A257 this route could not be monitored but Bekesbourne Lane has a 7.5 tonne weight limit, so they are hoping to open up a presence on this road. Bekesbourne with Patricbourne PC have been approached to perhaps work from the other end of this road.

Pressure is being applied for a 40mph buffer zone either side of the 30mph limit.

The stretch of road by Wingham Bird Park is supposed to be 50mph but it's not, strong justification is felt for it being reduced to 40mph with the bus stop and children visiting the bird park.

Road declassification is being considered although it was felt some services might be lost if a road is downgraded from an A road.

Jubilee Road: Junction bollards

Work and plans are proceeding but until after the election no more is likely to happen.

Speedwatch

Cllr Gallagher reported there were now 6 people lined up to help with Speedwatch in the village.

Nargate Street HGV problems

This road is signed with 'Unsuitable for HGVs' unfortunately this is only advisory and it is often ignored. Cllrs are providing more and more evidence of those infringements to the authorities who cannot ignore the problems that these vehicles cause. Only this morning (18th April) a large HGV navigated it way down Nargate Street and the road was impassable for about 30 minutes, resulting in a blue light ambulance and the No12 Service bus having to divert via the A257 towards Wingham and a considerable build up on the A257. Cllr Shaw managed to deal with this incident and divert the necessary traffic.

259. WAR MEMORIAL HALL & CAR PARK

Cllr Reid reported the date for the AGM was set as 13th May.

Cllrs discussed and finalised wording for the signage to tackle the long term and overnight parking that is still continuing in both the small and long car parks. It was agreed to purchase 6 notices and erect in both car parks. Cllrs have also investigated Photo ticket, a parking enforcement company who will collect parking ticket charges on behalf of the parish council.

260. 4VPO AND SHOP

The date for the AGM has been set as 15th May.

The meeting closed at 9.40pm.

Dates of future meetings: 16 May, 13 June, 18 July, (No meeting in August), 12 September, 17 October, 14 November, and 12 December 2013

Signed..... (Chairman)

Date.....

**LITTLEBOURNE PARISH COUNCIL
PLANNING REPORT, 18 APRIL 2013**

APPENDIX 2

New Applications

CA//13/00456/FUL	Beech Cottage, 74 Bekesbourne Lane, Erection of two-storey and single-storey rear extensions, single-storey side extension, replacement porch and partial basement. (Revised Scheme)	Delegated authority to the planning cllrs was required as the date for response was prior to the meeting. The main part of the proposed extension was previously approved by LPC. The addition of a basement and flat roof has little visual effect and the additional window should not concern the neighbours. No objections from the Parish Council. (response sent 5 April)
------------------	--	--

<p>CA//13/00464/FUL & CA//13/00465/LB</p>	<p>Littlebourne Court, Church Road</p> <p>Removal of existing log store to rear elevation. New single storey extension to be formed where the existing log store is situated to form new utility area and office. All finishes are to match those of existing.</p>	<p>Delegated authority to the planning cllrs was required as the date for response was prior to the meeting.</p> <p>The proposed extension is in keeping with the rest of the property and thus the Parish Council has no objections. (response sent 5 April)</p>
<p>CA//13/00373/FUL</p>	<p>Christmas Tree Cottage, 22 Bekesbourne Lane</p> <p>Single-storey ground floor extension.</p>	<p>Delegated authority to the planning cllrs was required as the date for a response was prior to the meeting:</p> <p>The parish council has no objection. The proposal has little visual effect and will not impact on the neighbours. (Response sent 25 March)</p>
<p>CA//13/00381/EIA</p>	<p>Land off Swanton Lane, Littlebourne</p> <p>EIA screening request in relation to a proposed ground-based solar PV farm</p>	<p>This application at this stage is only an EIA (Environmental Impact Assessment) screening application, not a full planning application. The clerk has spoken with planning about these type of applications and they are for information only at this point and the Parish Council is unable to make comments until and if a full formal planning application follows in due course.</p> <p>The decision list dated 25 March states no objection from the City Council.</p>
<p>CA/13/0488/VAR</p>	<p>Land adjacent to 56 Bekesbourne Lane</p> <p>Variation of condition 07 pursuant to the replacement of approved drawing numbers SK/001, SK/002 and SK/003. Alterations in respect of replacement of garage door with cedar cladding, enlargement of rooflight window and re-positioning of windows to incorporate change of one garage into a kitchen and heating room in relation to planning permission CA/12/00279/FUL for erection of dwelling.</p>	<p>Delegated authority to the planning cllrs was required as the date for a response was prior to the meeting:</p> <p>These alterations do nothing to make this more attractive but No objections from the Parish Council (response sent 12 April)</p>

Notifications

CA/13/00089/FUL	68 The Hill Loft conversion (incorporating rooflights to front and dormer window to rear) and internal alterations including extension and change of pitch of roof	Refused by CCC
-----------------	---	----------------

Trees

Land opposite 23-25 Nargate Street

Removal of a section of poor quality trees and replace.

The Parish Council are already aware of this application for works as they have been previously contacted by David Spencer and they have no objections.

Enforcement

The clerks contacted Development Control following a query over the illuminated signage that has appeared in the window of The Anchor PH in Littlebourne, it is a listed building and within a conservation area so we are unsure if this is permitted. The clerk has subsequently chased this with planning enforcement after no response.