

**LITTLEBOURNE PARISH COUNCIL
MINUTES OF THE MEETING HELD ON 7 FEBRUARY 2013**

Present: Parish Cllr Vivienne Spratt (Chairman)
Parish Cllr Mick Giles
Parish Cllr Betty Jeffries
Parish Cllr Pamela Evans
Parish Cllr Geof Welch
Parish Cllr Mike Gallagher
Parish Cllr Cate Reid

GUEST SPEAKER Helen Bennington, Canterbury City Council's
Environmental Promotions Officer*

Ms Amanda Sparkes, Clerk to the Council

11 members of the public*

* for part of the meeting

183. CHAIRMAN'S OPENING REMARKS AND APOLOGIES FOR ABSENCE

Cllr Spratt welcomed everyone to the meeting, especially Helen the guest speaker. Apologies for absence were received from Parish Cllr Pamela Evans (unwell), PCSO Elaine Cannadine and Kent County Cllr Michael Northey.

184. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

There were no declarations of interest or requests for dispensations.

185. CLERK VACANCY

The Chairman advised there had been 35 enquiries and 11 applications. Interviews were held and the parish council resolved to appoint and welcome Gail Hubbard as the new Clerk. Gail is the Clerk to Bekesbourne with Patricxbourne working six hours per week for them. She will be available to parishioners of Littlebourne on Friday mornings 10am to 12pm by appointment only. Her contact telephone number and email address remain the same as now 01227 721 500 and clerk@littlebournepc.org Her postal address will be published shortly. There will be a handover period from 1 March to 28 March when Amanda will leave on 28 March. Both Clerks will attend the Annual Parish Meeting for electors on 7 March 2013.

186. MINUTES OF THE MEETING HELD ON 17 JANUARY 2012

Cllr Reid proposed and Cllr Gallagher seconded to accept the Minutes as a true record of the meeting. Cllr Gallagher commented that the Clerk's summary of the precept issues was the best he had seen anywhere.

187. GUEST SPEAKER

Changes to waste and recycling collections from April 2013

The parish council welcomed the guest speaker Helen Bennington, Canterbury City Council's Environmental Promotions officer to the meeting. Helen had been invited to give a presentation on the new waste collection services to be phased in from April 2013. She had brought some samples of the new bins to be used. Helen explained Canterbury City Council hopes all of East Kent will operate the same scheme as this will be more cost effective for all. Whilst Canterbury City Council has responsibility to collect the waste and recycling, Kent County Council dispose of it. Serco have won the contract for waste and recycling collections again. Canterbury City Council are getting some funding from Kent County Council towards the additional costs of the new scheme due to the reduction in landfill costs it will generate.

Helen confirmed that bins should not be left outside properties all the time and streetscene enforcement monitors can be contacted to deal with any offending households.

The new scheme, that has been trialled successfully elsewhere, will see 6 different bins for most people who have room:

1. A 240 litre blue lidded bin for glass, cans, fruit juice cartons and all types of plastic (except not clingfilm or carrier bags) – to be collected alternative weeks.
2. A red 'insert' bin for paper and card – extra insert red bins will be available if required)
3. A small silver kitchen top caddy for food waste – a first roll of compostable biodegradable liner bags for this caddy will be provided, thereafter rolls will be available to buy in supermarkets – or a resident may line the caddy with newspaper or choose to wash it out.
4. A larger silver lockable lidded food waste bin – which will be collected and emptied weekly. Food waste includes bones.
5. The existing black bin stays as a landfill bin.
6. Garden waste bin – scheme to stay as now - collected every other week and with no plans to introduce a charge for collection.

Canterbury City Council will work with any problem properties that don't have room for all the bins (about 20% of all households), such as communal properties and those in the city centre. Some problem areas will have a weekly collection (for example purple sack properties).

Serco will also soon be doing a battery collection (that is batteries from electrical appliances, not car batteries) – these will go in a bag and be left on top of a bin in any week. They are also looking to do a textiles collection. Bottle banks in the district will remain. Helen explained that all the rounds (days/dates) should stay the same as now. Commercial waste will not operate on the new system – businesses have to pay for their collections. Food waste goes to Richborough to become a biofuel. Vegetable waste has to go in the food waste bin as it has been in the kitchen and uncooked – regulations changed after the foot and mouth outbreak and it can no longer be put in garden waste.

Helen explained residents may ring the Serco Freephone number **0800 031 90 91** to report any concerns, such as bins not being put back or non-collection.

For anyone who struggles to move a bin to its collection point, there is an assisted collection scheme.

Finally, Helen asked that residents take tops off plastic bottles – it takes five times more energy to crush one with the bottle top still on.

To detail the new scheme, a mailshot to all 64,000 households in the Canterbury district will be undertaken. The new contract starts from 1 April when the new bin system will be phased in during the coming weeks. Details on roll out dates by road will be made available on the city council website.

Bins will be delivered with a sticker on advising the date to use them from. They will also be labelled with what should go in them.

New split bodied vehicles will be bought to deal with the separate collections. Cllrs were concerned that on recycling days there would be three different vehicles – for food waste, paper/glass, and garden waste. Helen was asked to supply the Clerk with operational details.

Cllr Gallagher was concerned that the actual collecting would take longer due to the sorting and separating and that this would cause a traffic back log on the A257. He asked for timings

but Helen explained this could not be given as Serco are able to attend between 7am to 4pm and things like a vehicular breakdown the day before can upset usual timings.

Helen explained bins will be provided free of charge, but replacements would be chargeable to the householder. She therefore urged residents to put their house number or name on their bins. Helen made it clear that residents would not be forced into accepting any of these bins and for those with special needs a meeting would be arranged.

188. ADJOURNMENT OF THE MEETING

The meeting was adjourned but no members of the public present had any questions. The meeting continued. .

189. KENT COUNTY CLLR REPORT

KCC Cllr Michael Northey had given the Clerk a report to read to the meeting:

“You will remember Highways had an extra £6m to spend on Highways improvements throughout Kent, and my Division's share was around 115K (a sum equal to over four and a half years of Member's Highways Fund!). I secured the lion's share for Littlebourne. The work was due in the autumn but was prevented by bad weather. So the new starting dates, which I received very recently, again weather dependent, are:

- Nargate St from the junction with High Street to the 30 mph gateway -- programmed to start on 11th April for 2 days. cost £48,000
- St Vincent's Close - programmed to begin 15th April for one day - cost £12,096.

These are both Micro Asphalt schemes and should considerably improve the surface.

“I am sad to see we could not after all install bollards at Jubilee Road, but I cannot argue with the professional opinion of 4 engineers. I asked for these to be installed if possible along with the new kerbs, and we thought it would be possible -- but it has turned out on the ground not to be possible. This is consistent with the advice I received some years ago, but we did have another look and for a time I was very hopeful. What we have done is not perfect but will do some good. I do try!”

Michael Northey

190. POLICING, SECURITY AND NEIGHBOURHOOD WATCH

The PCSO, Elaine Cannadine, had advised the council that she is working in Ashford District for the next few months and will therefore be unavailable. She will make contact on her return in April 2013. This has arisen due to unavoidable operational reasons. However, other officers would be available when calling 101.

KCC Warden, Jon Lodge's report was read to the meeting as follows:

- Fly tipping on the A257, Court Hill and St Vincents was reported to Serco for clearance and he will continue to monitor these areas .
- Bekesbourne Lane. Concerned call – Garden flooded due to blockage in main drain . Highways contacted and problem resolved.
- Completed full village audit and visible presence to all areas.
- Looking at possible road safety signage on the A257. Also passed contact details for the KCC Road Safety Unit to the highway management subcommittee for future correspondence.
- Attended Ellen Court to engage with their local residents.
- Due to kerb stones being replaced in Jubilee Road, put in a request that the double yellow lines are reinstated by Highways because of their proximity to the school .
- Highlighted to Parking services that the school have requested some attendance during opening and closing times.

For more information visit www.kent.gov.uk/communitywardens

KCC Warden – Jon Lodge 07969583916

191. PLANNING

The Planning applications and tree works are recorded on Appendix 2 attached to these Minutes. Everyone who made a previous representation about the proposal for 68 The Hill was contacted by the parish council. The Chairman also confirmed a permission exists for the new garage being built at a property on The Hill, together with a extensive extension to the house.

The Clerk explained she had applied to Canterbury City Council for permission to reduce the crown on the Plane tree adjacent to the post office by 25%. Works may be undertaken after 13 March 2013 when the consultation period ends. The Clerk had also obtained two quotes which Cllrs considered and resolved to award to Hazelnut Tree Care, an advertiser in the LPC News.

192. FINANCE

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

PAYROLL OUTSOURCING

NOTED that the Clerk wrote to the payroll outsourcing company on 28 December 2012 to give the necessary 3 months notice to terminate the contract at year end. Cllrs considered two quotations for alternative arrangements for the new Clerk and RESOLVED that the Clerk should instruct **Dynamix Ltd** to undertake pay roll requirements for the new Clerk from 1 March 2013.

(B) AUTHORISATION OF ACCOUNTS

The Clerk ran through the expenditure list previously circulated to Cllrs as Appendix 3 totalling £231.11 along with the direct debit schedules for the Clerk's salary, Clerk PAYE and employee and employers NIC, together with a supplementary sheet of expenditure presented to the meeting totalling £426.22 . Cllr Giles proposed and Cllr Welch seconded and it was RESOLVED that the financial matters and accounts, as set out be authorised for payment.

193. CLERK REPORT

CORRESPONDENCE

- o Action with Communities in Rural Kent "Rural News" electronic newsletter
- o The 3rd edition of DCLG's Notes on Neighbourhood Planning (sent via KALC).
- o The first edition of a quarterly newsletter produced by Kent Police, especially for Parish Councils across the County.
- o A letter detailing changes to the Public Rights of Way structure and new working practices.
- o Ground water briefing note from the environment agency <http://www.environment-agency.gov.uk/homeandleisure/floods/137320.aspx>
- o Details about the forthcoming Kent Community Safety Awards that Mondee is organising on behalf of Kent Police and The Kent People's Trust. This is being held in Ashford on 27 March 2013. It will recognise the people of Kent who contribute to preventing crime and support safety in the community. In attendance will be the new PCC Anne Barnes, Clive Emson guest speaker, the Chief Constable and other VIP guests. Mondee are seeking nominations for:
 - o Business Safety Award
 - o Partnership and Innovation Award
 - o Community Safety Award
 - o Lifetime Achievement Award

Deadline for entries is 18 February. Download the Nomination Form at :

http://www.kentcommunitysafetyawards.co.uk/kent_community_safety_awards/file/PDF/Kent_Community_Safety_Awards_2013_Nomination.pdf

- Policy Consultation Note from NALC advising that the House of Commons Communities and Local Government Committee has invited written submissions by 28 February on the operation of the Sustainable Communities Act 2007. The Act became law in 2007.

Annual Parish Meeting 7 March 2012

Guest speakers are the Community First Responders – already booked.

The Clerk has started preparations for this meeting. She has:

- Contacted representatives from village organisations and some parish councillors to ask if they would do a report on their year for the meeting – and this is forming the Agenda
- Posted a notice about it on the notice board
- Advertised it in the March LPC Newsletter
- Prepared 750 A5 inserts to go in the end of February Church and Village magazine
- Prepared 6 sets of last year's meeting Minutes for approval at the this year's meeting
- Prepared Attendance Sheet logs

Cllrs discussed and RESOLVED:

- For volunteers to help set up on the night – Cllrs Gallagher and Giles.
- That Cllr Reid would man the welcome table and get residents and non-residents to sign in
- For volunteers to help in the kitchen doing drinks and nibbles – Cllr Reid to ask the WI if they would help. (The Clerk will purchase the refreshments).

Community Infrastructure Levy (CIL) and Neighbourhood Plans

The DCLG announced in January that Parish Councils that have a Neighbourhood Plan will receive 25% of the revenues from the CIL arising from the development that they choose to accept. Those Parish Councils without a Neighbourhood Plan will receive 15%, capped at £100 per council tax dwelling. Government aims to have these incentives in place by Spring 2013. See the announcement at www.gov.uk/government/news/communities-to-receive-cash-boost-for-choosing-development. NALC supports the announcement, although want a figure of 40%, to offset the impact on the local community.

The DCLG announced on 19 December (<https://www.gov.uk/government/news/new-cash-backing-more-communities-to-put-neighbourhood-plans-together>) that they are providing more funding to local planning authorities to help Parish Councils get their neighbourhood plans going and for the costs of the independent examination and referendum. From January, local planning authorities can claim grants of up to £50,000 to help up to 10 communities (Parish Councils or Neighbourhood Forums) to get their neighbourhood plans going. From April this will be extended further by making £100,000 available to kick start up to 20 plans in their area. Authorities then get a further £25,000 for every Neighbourhood Plan that gets through a successful examination.

Another development on Neighbourhood Planning is that DCLG has been 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 communities to contribute towards the costs of Neighbourhood Plans. The aim is for the Programme to run from April 2013 to March 2015. KALC will provide further details on this once there is a formal announcement from DCLG.

Littlebourne Cllrs felt that the cost of a neighbourhood plan (up to £20k) was too expensive and the whole process too time consuming to undertake currently.

PATH FROM THE LIST TO COURT MEADOWS

At the November 2012 parish council meeting Cllr Giles explained he had been approached by some residents about the path from The List in to the Court Meadows estate, which needs some maintenance as it has some dangerous potholes. The Clerk contacted the housing associations for their comments on ownership and responsibility. They have explained they

undertook a land registry search which did not show the footpath, but they located a map which shows it as “right of way from Littlebourne parish council, public footpath”. The housing association therefore felt it was not their responsibility for maintenance.

Cllrs discussed this issue. The land was once all allotments and there was no path prior to the housing association development. It is not a public right of way – the public right of way is on The List that this footpath adjoins.

The housing association asked parish council permission historically and created the path to their estate and fenced it off and it is used by their tenants mainly. Cllrs felt that as they had created it they should have a certain amount of responsibility for it although as the landowner the path is in parish council ownership.

The Clerk was asked to draft a letter to see if the housing association would agree to pay or share the costs of maintenance as if not the parish council may have to consider shutting it off as there are insufficient resources to make it good.

194. ALLOTMENTS

The Clerk advised she has been doing new agreements for new tenants for plots not renewed.

195. THE BARN

Cllr Jeffries advised Canterbury City Council are supporting the amended application for the formation of a Tea Room at Littlebourne Barn, through extensions to the building to form additional internal floor space. This goes to development management committee for consideration later in February, and then the funds for the work need to be sought.

196. HERITAGE

Cllr Jeffries advised they now had two cupboards and a filing cabinet. The records and documents would be viewable by appointment only and Cllrs resolved that the room should be locked with certain village organisations being given a key for access.

197. DUCKS

Cllr Welch advised two ducks had been shot on the river, and Cllr Evans had contacted the Environment Agency. However he felt the matter should be reported to the Police due to gun concerns. The Clerk was asked to contact Cllr Evans to ask if she onwardly reported the details and also to ask for an update of any comments from the Environment Agency. It was also suggested that Jon Lodge the KCC Community Warden be invited to visit Cllr Evans and obtain the details.

198. MILLENNIUM AWARD 2013

Since 2000 the council has sought to recognise that special someone who goes the extra mile, or who cares for the people and the environment, or who has made a difference to the community through a project or work undertaken. The Clerk advised she has received four nominations. They would all be worthy recipients, and in no particular order are:

Mrs Barbara Hunt – for her role as Secretary and founder member of the Afternoon Club, for all her work with the Royal British Legion, and poppy organiser for many years in Littlebourne.

Mrs Evelyn Clayson – who always ‘goes the extra mile’ in everything she does for Littlebourne and does work that is over and above what is expected of her in all weathers and with a smile. She is a very popular figure in the village and much appreciated by all.

David and Jean Smith – For their commitment to the village, assistance to so many older people, and managing Neighbourhood Watch.

John Pollard - He does a lot for the allotments, especially the vegetable stall on the recreation ground when excess veg is available.

The prize will be awarded to the winner at the Annual Parish Meeting on 7 March 2013.

199. ST GEORGE’S DAY EVENT

Cllr Spratt’s report on progress to date had been circulated prior to the meeting. She has lots of villagers on board, a PA system, refreshments in hand, bunting and banners, and stall

holders booked. Stalls will be free but holders invited to make a donation to charity. The dog show committee have met, there will be performances by The Littlebourne Identity and majorettes from Wimille, and a St George's charge at the end of the day in costume. Funding will be sought from the new Community Fund for dog rosettes, refreshments, posters, treasure hunt prizes, coconuts, flags and bunting and so on.

The Clerk was asked to prepare an A5 advertising flyer to go in the April Church and Village newsletter and also for all the school children's bags.

200. TWELFTH NIGHT WASSAILING IN TURNER'S ORCHARD, 4 JANUARY 2013

This was a good event, with a real mix of people and over 100 attended. Cllr Evans would like to thank everyone for their generous donations, which are being shared between the Arthritis Society and Turner's Orchard. Cllrs hope residents will join in again next year to celebrate twelfth night – Deal Hoodeners have been booked again for 5 January 2014.

Cllr Evans report on what went well will be circulated by email to all councillors.

201. CHERRY ORCHARD

Cllr Jeffries explained lots of bulbs have been planted, and donated saplings are to be planted this weekend. An estimate is being sought for a wet area.

202. FOOTPATHS IN PINE WOODS

The Chairman circulated photographs of the footpaths that are very muddy and rutted and needing repair. She advised that Howletts have promised to undertake repairs..

203. FIRE HYDRANTS CHECK

Cllr Gallagher advised he and his wife have walked the Parish noting the position of all the fire hydrants using the map supplied by Kent Fire and Rescue Service (KFRS). He then composed a list showing the closest properties to each so that the council may formally approach those Parishioners 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. As a start to the exercise Cllr Gallagher reported that all are accessible with no apparent damage except one. This one is Hydrant number 22146 A257 on the Ickham side of the bridge out of the Village. The normal hydrant location post is present, but the hydrant cannot be seen. There is a lot of wet foliage covering a wide area of the footpath on the Sandwich direction side of the road and it is possible that it is obscured by this. The Clerk will onwardly report this to KFRS and ask 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 the inspection routine. Additionally, Cllr Gallagher felt it makes sense that although this one may be in Ickham Parish that Littlebourne 'adopt' it because it is very close to a number of others at that end of our Parish and it would be more convenient for Littlebourne to look after it. The Clerk will formally notify Ickham Parish Council Clerk of this.

204. RIVER MANAGEMENT GROUP

Cllr Giles advised the next meeting is on 16 February. There have been problems with sewage further up the line at Patribourne.

205. RECREATION GROUND ADVERTISING

Cllr Reid explained the Cricket Club are looking to improve facilities and increase income so need to be more commercially minded. They have raised the idea for the cricket club to engage in business sponsorship, where businesses would advertise only on cricket and football match days. This has been brought to the December 2012 and January 2013 parish council meetings. The cricket club would be responsible for putting up and taking down the adverts.

Cllr Reid circulated a map proposing locations for cricket match days for 20 5' x 2' Advertising boards outside the boundary line and four 5' x 2' boards over the railings of the car park.

Cllr Reid explained they were waiting for Kent Highways permission for the ones on the railings. Advertisers would be local non-controversial businesses. All income raised would go to the junior cricket club. Cllrs RESOLVED agreement for a trial period of one year to cover both cricket and football seasons. Cricket season commences 27th April.

Cllr Spratt advised that the Cricket Club are to install the astro-turf dry run, previously agreed by Littlebourne Parish Council in 2012, later in February.

206. HIGHWAYS

HGV CONSULTATION

The Department for Transport issued a consultation on Examining the Speed Limit for HGVs over 7.5 tonnes on single carriageway roads (see www.dft.gov.uk/consultations/dft-2012-34). The maximum speed limit for HGVs over 7.5 tonnes on these roads is 40mph. The speed limit for smaller HGVs (i.e. those between 3.5 tonnes and 7.5 tonnes) is 50 mph. The consultation proposes raising the limit to 45 mph or to 50mph. KCC and KALC have registered disagreement. Cllr Gallagher explained that he compiled a response on behalf of the parish council which also opposed the proposals. A copy of his response is filed with the Minutes.

207. A257 TRAFFIC COMMITTEE

Cllr Gallagher confirmed that a meeting was held and an update report for residents and an incident reporting sheet devised – this will be copied to all households in the parish in the LPC News March edition. This includes an appeal for some more speedwatch volunteers.

Cllr Gallagher explained the group had met the KCC manager of the Lorry Watch scheme – this focuses on the weight of vehicles using certain roads. The scheme is to be welcomed. A pilot is running at Leeds village. The Littlebourne group is keen to be a second pilot.

208. BOLLARDS AT JUBILEE ROAD

Cllr Gallagher explained that KCC Cllr Northey approved funding for bollards either end of Jubilee Road to avoid damage being caused by the inappropriate use by HGVs. This was offered in June 2012. The traffic committee met and wanted two bollards on each corner each side. This was agreed by Cllr Northey.

Kent Highways have now done work – they have lifted kerbs and tarmaced the corners but not installed bollards. They have given reasons why they cannot now be fitted, such as the pavement is too narrow.

Littlebourne parish council is unhappy at the waste of money and what is now just a costly repair, that does not address the problem of people and property being put at risk. Cllrs felt a technical solution could and should have been found. They were unhappy at the lack of consultation with the councillors once drawings for the work were produced at the end of November that clearly lacked bollards.

209. WOODEN PLANTER ON THE HIGH STREET

Cllr Spratt explained one of the wooden planters in the High Street had been hit by a vehicle again. A quotation for its removal, rebuild and replacement planting was considered and accepted. The Clerk will instruct the contractor to go ahead, and also make an insurance claim for the costs less the council's excess.

210. LITTLEBOURNE WAR MEMORIAL HALL

Cllr Gallagher explained the hall committee met recently. Bookings are down a bit but they have done a deal on electricity and gas for a year and made savings. They are spending to ensure the hall is kept in a good maintained state. The committee is looking to change the lights to LEDS which are longer lasting.

211.

4VPO SHOP

Cllr Barrett explained he has completed the Accounts. A meeting on 11 March will approve these, and then he will hand over £3060 to the new Community Fund.

212.

NEW COMMUNITY FUND

Cllr Giles explained that the committee and bank account was now set up. A draft constitution had been prepared and circulated prior to the meeting. Cllrs RESOLVED to accept this. All information relating to this fund will be circulated to the community by the Parish Council through an annual report at the Annual Parish Meeting and the usual Littlebourne parish council media – Minutes and the quarterly LPC News newsletter to all households as deemed necessary.

The meeting closed at 9.50pm.

Dates of future meetings: (7 March 2013 – the elector’s meeting / Annual Parish Meeting with Guest Speakers, Community First Responders), 14 March, 18 April, 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, 7 FEBRUARY 2013**

APPENDIX 2

New Applications

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	A previous application was refused on overlooking grounds; this has been addressed in the new application by using roof lights in a different design and only one dormer to the rear with obscured glass in a bathroom. There is no material change to the roof height, and the plan is more pleasing in design where there is already a mix of bungalows and houses and seems to meet the criteria of neighbours’ concerns.
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Notifications - None

Trees

Conifers, Church Road:

- Remove Swamp Cypress, located on front right hand boundary (Renewal of permission CA/N5764 – listed as Rowan)
- Reduce a line of Beech trees on the south Boundary to previous cutting points 9 (Renewal of permission CA/N5764)
- Reduce overhanging trees on eastern boundary to previous cutting points

The parish council has no objection to these tree works.

Enforcement - None