

**LITTLEBOURNE PARISH COUNCIL
MINUTES OF THE MEETING HELD ON 1 MARCH 2012**

Present: Parish Cllr Vivienne Spratt (Chairman)
Parish Cllr Mick Giles (Vice-Chairman)
Parish Cllr Geoffrey Welch
Parish Cllr Betty Jeffries
Parish Cllr Pam Evans
Parish Cllr Geoffrey Barrett
Parish Cllr Mike Gallagher
Parish Cllr Ken Shaw
1 x vacancy

Ms Amanda Sparkes, Clerk to the Council
1 x Resident

232. CHAIRMAN'S OPENING REMARKS AND APOLOGIES FOR ABSENCE

Cllr Spratt welcomed everyone to the meeting. Apologies for absence were received from KCC Cllr Michael Northey. Cllr Spratt explained that Marianne Du Sautoy had resigned from the parish council on 27 January 2012. The council had followed due procedure with the city council and has now been able to advertise the vacancy. Cllrs will consider any candidates at the next meeting on 15 March 2012.

233. DECLARATIONS OF INTEREST

There were no declarations of interest.

234. MINUTES OF THE MEETING HELD ON 19 JANUARY 2012

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

235. POLICING, SECURITY AND NEIGHBOURHOOD WATCH

Cllr Welch advised the number of residents receiving the email alerts is increasing. The Clerk explained she had devised sign up sheets for the annual parish meeting for residents to sign up for email alerts when they sign in at that meeting.

236. ADJOURNMENT OF THE MEETING

The meeting was adjourned for parishioners' questions. A question around how many people are on the waiting list for Ellen Court was asked. Cllr Spratt explained the development is oversubscribed, and the allocations will be down to Canterbury City Council to decide, although the parish council has received an assurance that those applicants that either lived at Ellen Court before, or have a link to the village will be given priority.

The meeting continued.

237. NALC MODEL CODE OF CONDUCT

This was given to Cllrs at the meeting as a reminder that this should be followed and what behaviours are expected at parish council meetings.

238. PLANNING

There were no new applications or notifications this month. The recommendations and decisions on tree works applications are attached to these Minutes as Appendix 2.

239. FINANCE

(A) FINANCIAL MATTERS

(A) RECEIVED the bank statements for January 2012, and TO RESOLVE the signature of

- the Chairman thereon;
- (B) NOTED a payment of £40.80 taken by direct debit on 15/1/11 for Southern Water.
 - (C) NOTED that the Clerk prepared a VAT Refund Claim for the period 01/07/11 to 31.01/12 totalling £3,461.39. This was subsequently acknowledged and paid in full by BACS.
 - (D) NOTED that the numbers now don't add up to cover the costs of setting up a new licence and support package for SAGE payroll and the PAYE outsourcing will continue on the same terms as before, with Brian Wood, effective from 1 March to incorporate the year end return
 - (E) NOTED the Clerk returned a signed acceptance form on 6 February 2012 to KCC for an initial £30 part payment by BACS of the grant for historical storage
 - (F) NOTED changes to the Clerk's salary - an annual salary increment increase effective from 1 March the date of commencing employment, together with a further increment point rise for achieving the CiLCA qualification but deferred to take effect from 1 March 2012 also.
 - (G) NOTED that KCC have changed the pension pay banding from 1 April 2012. However the Clerk's pay contribution remains the same at 6.5%.

(B) AUTHORISATION OF ACCOUNTS

The Clerk ran through the expenditure list previously circulated to Cllrs as Appendix 3 totalling with £3,664.39, together with a supplementary sheet of expenditure presented to the meeting totalling £2,826.50. Cllr Evans proposed and Cllr Welch seconded and it was RESOLVED that the financial matters and accounts, as previously set out totalling £6,490.89 be authorised for payment.

(C) INTERNAL AUDITOR

NOTED that the Clerk has asked Mr Peter Bruff, resident and auditor for the shop to consider undertaking the internal audit for the parish council at year end April 2012. They met on Monday 23 January 2012 to determine what would be required. However he checked with his licence holders and they said he was not covered to undertake the work. NOTED therefore that Arthur King a recommended internal auditor has agreed to be the parish council's year end internal auditor. (He also undertakes Sturry's).

240. CLERK REPORT

CORRESPONDENCE

- (a) Details of BTCV workshops. Plus as part of a 5 year Heritage Lottery Funded Project, BTCV are seeking volunteers to register as Heritage Tree Surveyors (all training and equipment provided), and for people to let BTCV know about heritage trees in the local area/parish at the Kent Heritage Trees website (www.btcv.org/kentheritagetrees). Once they receive a tree notification from the public, a local Surveyor will then go out and survey the tree.
- (b) Kent County Council (KCC) is revising its approach to collecting development contributions for community services. A new framework is proposed, which KCC hopes to work with partners including Districts and the development industry to help provide housing and deliver the community infrastructure necessary to support new development. The consultation period runs until 24 April 2012.
- (c) Kent County Council is considering how they can reduce energy costs in street lighting whilst working with the community to improve acceptance of this and reduce the perception that such a policy increases crashes and reduces personal safety. KCC provided KALC with a report setting out their proposals for safe and sensible street lighting in Kent. KALC has been asked to co-ordinate a reply on behalf of its member parish councils. The KALC Executive Committee had an initial discussion on the report at its 14 January 2012 meeting. The Executive Committee agreed that KALC should take the lead by circulating a

draft response, which member Councils could then comment on, and to challenge and offer alternative solutions where appropriate.

- (d) A Thank You card from Ken Campbell, the ex-community warden, thanking the council for his retirement gift.
- (e) Canterbury Cathedral Archives - Littlebourne does have some historical documents deposited with the Canterbury Cathedral archives, such as Minutes dating from the formation of the parish council in 1894. The items are listed on the online catalogue at www.kentarchives.org.uk – search for ‘PC12’ under finding number. The cathedral archives offers better security for the documents, and also allows public access 5 days a week. However, the Dean and Chapter is to introduce an annual storage fee of between £25 to £50 in future.

Cllr Jeffries advised the Cathedral is also holding a lot of other historical documents, not linked to the parish council – she has a list of what is deposited. The Clerk agreed to copy this list and hold in the parish council’s archives cupboard for reference.

- (f) CPRE and NALC’s new planning document “How to shape where you live: a guide to neighbourhood planning”. A downloadable pdf of it can be found at www.planninghelp.org.uk
- (g) Action with Communities in Rural Kent Annual Summary 2010-2011
- (h) Canterbury City Council’s new Equality Policy and Strategy.
- (i) Minutes of the Street Monitors meeting held on 7th February.
- (j) Receipt of hard copy of the Rural Settlement Hierarchy Study – Canterbury City Council commissioned this study to inform the Planning Strategy for the district; it provides details on the level of services and facilities in rural settlements, and the sustainability of each settlement to support new development.
- (k) Details of the KALC person specification for a Community Training Advisory Liaison officer
- (l) Southern Water consultation on their Draft Drought Plan to Defra, which includes plans for drought ‘triggers’ and drought actions, including temporary bans, drought permits and orders. View at www.southernwater.co.uk/droughtplan
- (m) A report to the Standards Committee on 8 February. Essentially, it considers the way forward now that the Localism Act has arranged for the abolition of the standards board and model code of conduct. It recommends further work to bring a further report (around April time) to adopt a new model code of conduct and still have a committee to investigate complaints about Cllrs including parish cllrs behaviours. Full report available on the city council’s website at the following link:
[http://www2.canterbury.gov.uk/committee/Published/C00000113/M00008239/AI00027216/\\$Report8February.docA.ps.pdf](http://www2.canterbury.gov.uk/committee/Published/C00000113/M00008239/AI00027216/$Report8February.docA.ps.pdf)
- (n) Action with Communities in Rural Kent Parish News
- (o) Canterbury City Council’s Parish News e-newsletter - There will be a multi-agency neighbourhood day held at Littlebourne hall on 12 April – Cllrs should let the Clerk know of any issue they might like raised. Also the superfast broadband scheme is detailed but Littlebourne is not in the bottom 10% so cannot apply.
- (p) A letter from KALC to Cllr John Gilbey, Leader of the Council, seeking representation on the Kent Forum and Canterbury Locality Board so that all 3 tiers of government may meet together.
- (q) Open Spaces Society newsletter

LITTLEBOURNE ALLOTMENTS

NOTED that the audit of all permanent structures and livestock held by the allotment tenants is nearly completed. Second reminders are being sent to non-responders. NOTED that the Clerk has updated the Allotment Agreement wording, and to now include a section listing any structures and livestock, and is sending a signed new agreement to tenants as they return their audit survey, together with the new future maintenance of the site recently agreed between the Parish Council and Littlebourne Horticultural Society, for tenants information.

MEMORIAL BENCH

At the last meeting, the Clerk advised she has now met a contractor on site for the installation of the bench. She will contact Kent County Council for permission to site the bench on the grass verge and then proceed with the order.

However, KCC need a 9 page application to be completed and returned, together with a plan of where the bench will be located. Plus the parish council will need to appoint a KCC approved contractor to complete the works – the Clerk has received their list and the previous contractor she approached is not included on it. In addition the approved contractor will need to approach the utility companies to check for utility plant in the highway. This will likely incur charges. KCC Highways however will waive their fees for the licence approval.

BMX TRACK MAINTENANCE

NOTED that the Clerk has had further dialogue with KCC Landscaping services, who will undertake the maintenance from 6 March.

SCRUTINY REVIEW OF PARISH COUNCIL CONCURRENT FUNCTION FUNDING

Canterbury City Council's Scrutiny Committee has commissioned a Panel chaired by Councillor Simon Cook to conduct a short topic review of the Parish Council Concurrent Function Funding scheme. The purpose of the review is to revisit specific elements of the scheme since the original scrutiny review of parish contributions was carried out in 2004. In particular the Panel will focus on ensuring that the current scheme continues to be fit for purpose in terms of:

- The application process for allocations of grants each year
- The criteria for village hall reserves
- The distribution of available budget

As part of the review, parish councils were invited to answer questions about the application process and application form, designated reserves, and any suggestions or general comments about the scheme and how the applications process could be improved.

The Clerk drafted a response which was circulated to, and endorsed by all Cllrs, so she has sent it to the city council in time for their deadline.

241. ANNUAL PARISH MEETING

NOTED that the Clerk has

- Booked Helen Bennington as the guest speaker to talk about the city council's changes to the doorstep waste and recycling collections.
- Prepared copies of last year's Minutes for approval at the meeting
- Prepared attendance registers for residents and non-residents
- Has invited reports from the city and county Cllrs, and from organisations within the village
- Has devised a poster for the noticeboard and arranged an insert for the February Church and Village
- Has asked for text to be run in the February Church and Village and will also run the text in the March Littlebourne LPC News.
- Is finalising the Agenda and will print 80 copies for attendees on the night
- Has helped the Chairman finalise the Chairman's report to be read to the meeting

Cllrs RESOLVED that authority be given for the Clerk to buy refreshments for the meeting; and Cllr Welch agreed to ask the Afternoon Club for volunteers to help in the kitchen with the refreshments on the night

242. RURAL COMMUNITY OF THE YEAR APPLICATION

NOTED that the Clerk has completed an application to enter Action with Communities in Rural

Kent "Community of the Year" competition. This was circulated at the meeting and a couple of additions noted. Thanks to Cate Reid who helped the Clerk complete the village hall section.

243. MEASURES TO IMPROVE DISABILITY ACCESS

While completing the Entry for the Rural Community of the Year and using it as a means to 'test' the village the Clerk asked Cllrs to consider two suggestions to improve access for disabled - a disabled parking space at the village hall and a bell or ramp for the parish office. The suggested disabled space is not one in the tarmaced main car park but rather the first space on the right at the start of the extension. It would be need to be marked out with paint and be made wider than a usual bay to allow for access.

This suggestion was discussed and approved at the War Memorial Hall committee at their meeting on 27 February 2012 – but it also needs the approval from the Recreation Club and the Four Villages Shop and Post Office committee. The Clerk will write them letters.

A ramp to the parish office is probably not feasible, and would certainly be expensive. A bell at the bottom of the steps by the parish post box was felt the best option. The Clerk will arrange this and appropriate signage.

244. MILLENNIUM AWARDS

Cllrs voted for their favourite candidate to receive this award in recognition for services to the community. All were deemed worthy winners. A favourite was confirmed and a cheque written out at the meeting to be presented to the winner at the Annual Parish meeting on 8 March.

It was agreed to re-visit the 'rules' of this award and report back in due course.

245. EMERGENCY PLAN

Cllr Welch advised he has arranged a meeting of the emergency plan sub committee for Wednesday 7 March for the plan to be revisited and updated as appropriate.

Cllr Shaw commented that he had attended a KALC free training event on emergency planning and of the 35-40 parishes represented there only two had Emergency Plans. Littlebourne being one of them

246. THE BARN

Cllr Jeffries advised the Barn committee had complaints over the thatchers, and had had a meeting with the city council and a master thatcher. There remain lots of unanswered questions. There should be a partial completion by 23 March and a full completion by 5 April.

247. HERITAGE

Cllr Jeffries reminded Cllrs that the 4VPO grant had been conditional on the group getting their own bank account and constitution. She explained they do now have a constitution and four members ready to be signatories. They have also had an offer of a map chest but it may be too large.

248. TWINNING WITH WIMILLE

Wimille have suggested dates for the return signing of the Charter in France, either 14 July Bastille Day or their Christmas Fair. All Cllrs preferred 14 July. Cllr Welch will talk to the Afternoon Club and get a quote for a minibus or coach for people from Littlebourne to go.

249. QUEENS DIAMOND JUBILEE CELEBRATIONS MONDAY 4 JUNE 2012

The sub committee have met and items are progressing well. A draft timetable is for activities from 11pm until 3pm or 4pm. The cricket club members have agreed to set up the arena after their match on the Sunday 3 June 2012.

250. HOUSING – ELLEN COURT

Cllr Spratt gave a verbal update of progress. Completion should occur the second week in May

Footpath lighting at the back of the pathway has been investigated over a number of months, from the crossroads through to the Church and School. Cllr Spratt advised of a Canterbury City Council specification to provide lighting along the entire length of the footpath at a cost of £35k. This would require a temporary closure of 2-3 weeks to implement so would be best done during school holidays. The city council are willing to pay half if the parish council can pay the other half. Kent County Council will adopt future maintenance but expect the parish council to pay for the energy costs. Cllr Spratt advised she has told the city council the parish council cannot afford to pay this, and she will also enquire whether they can do the works with a mole rather than a trench along the whole stretch to bring the costs down. The Clerk has contacted KCC Cllr Michael Northey to see if he can contribute financially and is also looking for external funding opportunities.

251. REPORT OF A MEETING HELD WITH RYDON HOMES ON 30 JANUARY 2012

NOTED a report of the meeting with Rydon Homes and the Chairman and Clerk, previously circulated and filed with these Minutes as Appendix 6. Alternative schemes from Rydon Homes for approximately 80 dwellings are awaited. Residents will be consulted but ultimately the decisions will be made by the city council.

252. STODMARSH NATURE RESERVE

RECEIVED the Clerk's Report of a meeting of the (newly created) Stodmarsh National Nature Reserve Advisory Group, held at Grove Ferry on 18 January 2012 (previously circulated and filed with the Minutes as Appendix 5)

253. CB151A PUBLIC RIGHT OF WAY

NOTED a diversion and modification order to the definitive map and statement, for part of this footpath, already well trodden, and which Cllrs had no comment or concerns to make. The Clerk to file the paperwork in the files.

254. LITTLEBOURNE NATURE RESERVES -

NOTED Cllr Evan's report on the Cherry Orchard nature reserve and the Riverbank Nature Reserve filed with these Minutes. Cllrs were pleased to note the tree works at Cherry Orchard are now completed.

A letter for riparian neighbours concerning the state of the river, and proposals to restore it to health had been circulated to all Cllrs prior to the meeting and several amendments made. The final version was presented to the meeting and approved. The Clerk was asked to now send this to the riparian owners affected.

255. TRAFFIC

RECEIVED Cllr Gallagher's report of a meeting with Kelly Garrett, Traffic and Transportation Engineer, KCC Highways, filed with these Minutes.

256. CHURCH AND VILLAGE

Cllr Gallagher advised this has been delayed but is due out this week. Cllr Spratt asked that thanks be recorded to all the distributors and volunteers involved in its production.

257. 4VPO

Cllr Barrett advised the shop committee are to meet next week; he will report back to the next meeting.

258. PARISH COUNCIL ARCHIVES

RECEIVED the indexed catalogue of archived documents held in archives cupboard. Grateful thanks were extended to the Clerk and her assistant for completing this exercise.

The meeting closed at 8.20pm.

Dates of future meetings: 16 February, (8 March – the elector’s meeting / Annual Parish Meeting, 15 March, 12 April, 24 May, 21 June, 19 July, (No meeting in August), 20 September, 18 October, 22 November and 13 December 2012

Signed..... (Chairman) Date.....

**LITTLEBOURNE PARISH COUNCIL
PLANNING REPORT, 1 MARCH 2012**

APPENDIX 2

New Applications - None

Notifications - None

Trees

Littlebourne Court, Court Hill	Reduce row of lleylandii trees originally planted as a hedge by 50% and remove 5 trees for health and safety reasons	The parish council is supportive of the removal of these trees and reducing their height. They have been there a long time and are probably dying anyway
The Pilgrims Rest, 48-50 High Street, Littlebourne -	Remove lower right hand branch of oak tree in rear garden.	Cllr Gallagher visited. The Owners are looking to remove an overhanging branch of this tree in the garden at the rear of the Hotel. This tree is not visible from the road and indeed cannot be seen unless one goes around the rear of the building. There are a number of other trees along the rear boundary and they have all had lower limbs removed at some time. The removal of this limb will not cause significant impairment. No objection.
Cedar Lodge 28 The Hill	Crown lift one holm oak at front of property to 3metres and selective thin (by 25%) the longest re-growth to bring the overall size of the tree in by 12 – 18 inches, to encourage the future establishment of a better internal	No objection to this work. It will be in the best interest of the tree and aid keeping it in good condition.

Enforcement - None.