

**LITTLEBOURNE PARISH COUNCIL
MINUTES OF THE MEETING HELD ON 12 APRIL 2012**

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

City Cllr Brian Staley (for part of the meeting)

Ms Amanda Sparkes, Clerk to the Council

285. 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.

286. DECLARATIONS OF INTEREST

Cllr Geof Welch declared an interest in a planning application for a satellite dish on his house.

287. MINUTES OF THE MEETING HELD ON 15 MARCH 2012

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

288. MINUTES OF ANNUAL PARISH MEETING HELD ON 8 MARCH 2012

Minutes of the Annual Parish Meeting held on 8 March 2012 were given to each Cllr at the 15 March meeting, and to enable Cllrs to be able to read them the Chairman deferred this item to this meeting. These get approved at the 2013 Annual Electors' meeting. The Clerk drew attention to actions within the meeting- she will contact Helen Bennington and give details of local organisations for consultation, and she has arranged for the engraving of the Millennium Award winner on the noticeboard. Cllr Jeffries agreed to try and get copies of the thatching work from Canterbury City Council.

289. POLICING, SECURITY AND NEIGHBOURHOOD WATCH

Cllrs Reid and Spratt attended a Rural Neighbourhood event today and met the new KCC warden. There is still no confirmation that the new PCSO will have the same telephone number as the previous one.

290. ADJOURNMENT OF THE MEETING

The meeting was adjourned for parishioners' questions. As there were no residents present the meeting continued.

291. CITY COUNCILLOR REPORT

Canterbury City Cllr Brian Staley had provided a report of a social enterprise to provide a taxi service to the villages, which was circulated prior to the meeting. This was so important as there are many rurally isolated residents with no public transport available to them and restricted incomes, particularly the elderly. Cllr Staley explained the scheme will start at the areas of greatest need - Stodmarsh, Fordwich, Stodmarsh Road, Wickhambreaux, Grove, Ickham, New House Lane and Broad Oak. Later other villages such as Woolage and upper Kingston may be brought into the project.

The concept is shared large taxis at specific times and days which will travel between named villages and the centre of Canterbury. The size of nine seat vehicles can be easier for negotiating narrow country lanes than larger buses. Later the destinations may include shopping trips, medical appointments, and trips to the theatre and cinema.

A steering group has been formed to co-ordinate the financial and operational nuances including publicity. This steering group includes an accountant, operator and former operator of commercial vehicles together with the representatives of two major community centres and a pensioners' spokesman, as well as local councillors. The creation of this social enterprise is being guided by Action for Communities in Rural Kent. Working in partnership with an established taxi firm means that there will be back up in case of emergencies or break downs. The steering group is looking for pump priming monies to cover initial set up costs for marketing and advertising.

Cllr Staley promised to provide more details as the scheme develops and extends. He explained they have already got some funding in place and hope to start in May. There are a few legalities to overcome re licensing currently.

The Chairman thanked Cllr Staley for his report.

292. PLANNING

The Planning applications and tree works were discussed and comments recorded on Appendix 2 attached to these Minutes.

The tree works generated discussion around trees behind the doctors' surgery at Scoutlands. Cllr Jeffries advised that the stables are listed buildings and also on the Buildings at Risk register. Littlebourne House are buying some land here, and some trees have already been cut down without permission. The city council tree officer has already been notified and visited and notices have been posted advising of fines up to £20k for cutting down trees without permission in a conservation area. Cllr Spratt advised she had contacted the Spencer family and received a letter that they had started to cut down a section of trees – the remnants of left unsold trees when they gave up growing heavy standard trees some 7-8 years ago. Mr Spencer commented that they were of poor quality, very mis-shapen and unsaleable, as are most of the trees still in situ. A re-planting programme is planned for next winter after clearance of the area. Another similar section of trees is planned to be cut down next winter. Mr Spencer went on to say he is about to erect a chestnut paling fence along the Nargate Street road frontage, similar to the original – but there are no plans for an access way to the area that is proposed to be sold to the owners of Littlebourne House care home.

293. FINANCE

(A) FINANCIAL MATTERS

- (a) RECEIVED the bank statements for March 2012, and RESOLVED the signature of the Chairman thereon;
- (b) NOTED a payment of £40.80 taken by direct debit on 15/3/12 for Southern Water.
- (c) NOTED confirmation of the appointed auditor for the parish council, and contact address : Audit Commission, 2nd Floor, Aspinall House, Aspinall Close, Middlebrook, Bolton BL6 6QQ.
- (d) NOTED receipt of the Notice of Audit for year ending 31 March 2012 – Littlebourne Parish Council must complete their Annual Return by 11 June 2012.
- (e) NOTED the Clerk submitted the end of year return to the LGPS KCC Pensions department and the figures have been agreed.
- (f) NOTED that the Clerk has prepared an up to date Register of Fixed Assets in preparation for the Annual return to the Audit Commission 2012
- (g) NOTED that the Clerk prepared invoices for:

- Littlebourne War memorial hall - Final balance of ¼ share of CCTV installation from 2010 £590.25
- Littlebourne Recreation Club – Final balance of ¼ share of CCTV installation from 2010 £550.00
- Littlebourne War memorial hall – ground rent 1/4/12 to 31/3/12 at £5.00
- Martin Twyman – annual rent of parish council land at the top of Court Hill £150.00

(B) AUTHORISATION OF ACCOUNTS

The Clerk ran through the expenditure list previously circulated to Cllrs as Appendix 3 totalling £11,070.43, together with a supplementary sheet of expenditure presented to the meeting totalling £2,267.38. Cllr Gallagher proposed and Cllr Shaw seconded and it was RESOLVED that the financial matters and accounts, as previously set out totalling £13,337.81 be authorised for payment.

(C) EARMARKED RESERVES SCHEDULE AT 31 MARCH 2012

The EMR schedule was discussed. Cllrs agreed new balances to be moved in to the existing headings where it was felt appropriate. Cllrs resolved that the river reserve could be used for match-funding to attract further funding. It was also RESOLVED to add a new heading for the Shop extension rent to be allocated to ear marked reserves. The criteria for allocation would need some thought – the Clerk was asked to add this to the next Agenda for discussion.

(d) LITTLEBOURNE PARISH COUNCIL'S FINANCIAL REGULATIONS

The Parish Council's Financial Regulations should be reviewed at least annually. They were last discussed and adopted at the May 2011 meeting. The Financial Regulations circulated to Cllrs prior to the meeting at Appendix 3c and brought to the meeting are those adopted at May 2011. All Cllrs were in agreement that these should continue with no amendments.

Cllrs further RESOLVED a renewed resolution for section 6.6 within the regulations, as follows:

- 6.6 If thought appropriate by the council, payment for utility supplies (energy, telephone and water) may be made by variable Direct Debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable Direct Debit shall be renewed by resolution of the council at least every two years.

(E) LITTLEBOURNE PARISH COUNCIL'S STANDING ORDERS

The Parish Council's Standing Orders should be reviewed at least annually. They were last discussed and adopted at the July 2011 meeting. The Standing Orders previously circulated as Appendix 3d to Cllrs and brought to the meeting are those adopted at July 2011. They are based on the NALC Model template. All Cllrs were in agreement that these should continue with no amendments.

(F) OTHER FINANCIAL DOCUMENTS

Cllr Barrett proposed and Cllr Gallagher seconded that an Office and Finance Risk Assessment prepared by the Clerk and previously circulated as Appendix 3e be adopted.

The Council's Register of Fixed Assets at 31 March 2012, previously circulated as Appendix 3f was discussed. The Clerk was asked to make two minor amendments.

The Clerk explained that the council's insurance company had contacted her and suggested best practice to apply a 3% uplift to cover inflation to all the items. All Cllrs were in agreement for this and the Clerk will do a revised Fixed asset register.

Also RECEIVED and agreed the Council's Statement of Internal Control (previously circulated and attached to these Minutes as Appendix 3g) and a Review of the Council's Statement of Accounting Policies (previously circulated and attached to these Minutes as Appendix 3h).

Cllr Barrett congratulated the Clerk on putting together an excellent finance pack, and all Cllrs endorsed that comment.

294. CLERK REPORT

CORRESPONDENCE

- (a) Acknowledgement of Littlebourne's Rural Village of the Year application from Action with Communities in Rural Kent
- (b) BTCV Kent Heritage Trees Events and Workshops brochure 2012
- (c) Action with Communities in Rural Kent electronic Rural News newsletter
- (d) Stakeholder Newsletter issued by the Kent Police Authority
- (e) KCC response to the consultation on common sense street lighting
- (f) Cllr Spratt explained a resident persistently parking in the hall car park overnight and receiving several notices asking him not to, had been written to by the Clerk. Another resident has suggested a permit scheme. Cllr Spratt explained this had been proposed and considered before but would set a precedent, it is a busy car park and parking must be a priority for the Recreation Club, hall and shop users. Cllr Reid agreed to check the Chairman of the Recreation Club to see if the car owner has now refrained from parking there.
- (g) Cllr Spratt also advised that the Recreation Club have asked if they may also utilise the parish council internet connection and router. This has recently been offered to the hall committee. The Cllrs had no objection to this request and the Clerk will give them the router code.

MEMORIAL BENCH

The Clerk has now placed an order for the memorial bench with delivery straight to the appointed contactor.

BINS / DOG BINS

NOTED that the Clerk has placed an order for two new litter bins to be located at the entrance to Scoutlands in Nargate Street and at the top of Court Hill..

295. PROCEDURE FOR LETTERS WRITTEN FROM THE PARISH COUNCIL

The Clerk has authority to write letters on behalf of the parish council. To ratify all letters written through Cllrs would be unworkable. A common sense approach must be applied and there can be no hard and fast rule but some should be passed through the Chairman or vice-chairman where appropriate.

296. THE BARN

The thatching on the Church side is finished and the scaffolding removed. Cllr Jeffries is trying to find out the latest situation.

There are a lot of rats around the Barn. The Clerk was asked to contact the city council to ask if this can be looked at.

297. HERITAGE

Cllr Jeffries explained the group is waiting on receipt of an account number and cheque book from Lloyds bank.

298. TWINNING WITH WIMILLE AND QUEENS DIAMOND JUBILEE CELEBRATIONS MONDAY 4 JUNE 2012

All information had been circulated to Cllrs prior to the meeting. The timetable/programme and flyer are all organised. Cllr Spratt confirmed the Mayor of Wimille has now confirmed his attendance. Cllr Evans advised she has booked the Mayor of Canterbury also. Cllr Spratt is dealing with the proofs of the signing Charter. The Clerk is to write a funding application to Cllr

Northey once final costs are known. Cllr Evans is holding a meeting on 18 April to discuss catering and the sub-committee are meeting again on 20 April.

There was a suggestion for English wine from a local vineyard for a toast. A suggestion that parish Cllrs pay for their own lunch was proposed but the Chairman felt this should not occur as Cllrs, as are most of the guests, are volunteers.

There was a fair bit of discussion about the spending of the shop rent due in January 2013 as up front funding to pay for the Twinning event expenditure. The rent is anticipated to be in the region of £3k, and a suggestion was made to allow £1,000 for the Twinning event. Cllr Evans commented that this was a lot to spend from the fund on a single day when something more long lasting could be purchased. Agreement was reached for spending up to £1,000, and which would hopefully be reduced by a successful KCC Cllr grant. Cllr Spratt also stated that the Youth Club Tombola takings could form a donation to the event if necessary although, it is normally given to a Cancer Charity.

299. FOOTPATHS

Cllr Jeffries advised about the unnumbered footpath from the Hill to Bekesbourne (not on the Definitive Map) – she should shortly hear whether this will go to a public inquiry.

300. HOUSING – ELLEN COURT

Several parish Cllrs had visited the open event on 12 April. Cllr Spratt advised the handover is scheduled for 8 May and tenants will be moving in from 12 May. Bidding is now closed. More people have been invited to view than will subsequently be offered a place.

Originally Canterbury City Council had said they would either provide a bathroom or a wet room dependent on tenants' needs, but at present all units are with bath with shower over. A Canterbury City Council representative has now said they will not now provide the white goods as they have already met their environmental standards. Only four of the original residents are now moving back – the city council may give these white goods on a 'gifted' basis with no future maintenance.

Cllr Jeffries explained a resident had suggested a gate from Ellen Court into the Orchard which would be useful as a lot of the units have very small gardens. Cllrs felt the surface is very uneven in the Orchard which may not be favourable for older tenants and raised a safety issue, but the suggestion should be referred to the hall committee for discussion if it arises.

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. A city council specification to provide lighting along the entire length of the footpath (4 columns) costs £35k. 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.

The Clerk had spoken to a moling contractor to see if that option would be cheaper. However they considered it a long distance, that the old footpath could well have utilities underneath, that there are established trees near by with roots underneath which would cause problems, and they would not like to do the job.

The city council's architect had suggested a considerably cheaper alternative to secure robust anti-vandal bulkhead lights to the metal fence along the school boundary and armour cable the power supply above ground on the school side out of sight behind the arras rail. This wouldn't be adopted by KCC so any maintenance would be the Parish responsibility and agreement with the school for future access would be required. Cllr Spratt has written to the Headmistress and a reply is awaited.

301. RYDON HOMES PUBLIC EXHIBITION

Three to four Rydon representatives will attend a **Public Exhibition to run on Friday 18 May 4pm to 9pm in the Parish Council upper meeting room and Saturday 19 May 10am to 3pm in the Memorial Hall.**

Cllr Spratt explained text circulated and approved by Cllrs previously ran today in the Kentish gazette and Canterbury Times. However some facts are not quite correct – Rydon Homes pointed out that Canterbury City Council has not yet confirmed this as a strategic site or not yet, and the pharmacy detailing was a bit sensitive. Cllr Spratt will amend the wording for the Church and Village.

Rydon's flyer text advertising the public exhibition was read to the meeting. All Cllrs were happy with their proposed wording.

Cllr Spratt explained Rydon Homes would like to have a joint questionnaire at the event as they are hosting it and feel not all residents will complete two different ones. Cllrs agreed they should not meet and greet as it is Rydon's exhibition. They felt however that a combined document would lead to people not being frank on either side. They were opposed to a joint questionnaire – feeling that it would look like the Littlebourne parish council is too close - parish Cllrs wish to get independent views of residents. The two parties are wanting different things from this consultation.

The Clerk agreed to devise a questionnaire feedback sheet. The parish council would be responsible for giving these out, collecting and collating and analysing the responses.

There was a suggestion for an extraordinary meeting open to the public once the results are known in view of the magnitude of this proposal on the village. Rydon Homes results would also need to be known. A decision on whether to do this will be taken later as the outcomes progress.

The Clerk has researched and provided Cllrs with details on declarations of interests. Cllrs discussed and considered Cllrs interests, personal, prejudicial and pecuniary and whether the parish council will need to apply for a waiver around the Rydon Homes proposals. However this was not considered necessary, as Cllr Spratt would need to declare a personal interest due to the proximity of a relation's property and none of the other Cllrs were considered personally or prejudicially involved.

302. LITTLEBOURNE NATURE RESERVES

Cllr Evans and Jeffries explained the group have received a grant of £500 from Lions Club to run an arts group for children in the Cherry Orchard reserve in June – this will be advertised in the village news.

£120 for maintenance of the mower was authorised. Cllr Jeffries also explained the group is exploring a connector for a water connection and getting a quote for new fencing and posts. Additionally, they have put up temporary notices on the gates advising that the public are welcome on open days and other times by arrangement – details are on the website. They have also installed a danger sign by the pond.

In response to a Cllr's question, the Clerk explained that the river bank reserve is registered with Kent and Medway Biological Records Centre because of the number of grass snakes and water voles it houses. It will also be registered as a local wildlife site.

303. HIGHWAYS

Cllr Gallagher advised the traffic sub committee meeting Minutes have been circulated. Speedwatch volunteers are to have training on 25 April 2012. Cllr Spratt explained resident James Holdstock is keen to get involved.

304. WAR MEMORIAL HALL

Cllr Barrett explained the year end balances have been drawn up. The next committee meeting is on 23 April and the AGM in May. Cllr Gallagher agreed to get the AGM date in the next Church and Village.

305. THE SHOP EXTENSION INCOME

Cllr Barrett presented a reconciliation of the income from the extension against legal expenses incurred in setting it all up. There is very little profit this year but the estimate for 2013 is far more favourable.

306. CLERK TRAINING

RECEIVED the Clerk’s report of Planning Aid England training course, held at Lenham on 29 March 2012 - “Are you fit for Neighbourhood Planning?” (previously circulated and attached to these Minutes as Appendix 5). Cllrs felt that the parish council should wait and see what happens with the front runners testing the system.

The meeting closed at 10.15pm.

Dates of future meetings: 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, 12 APRIL 2012**

APPENDIX 2

New Applications

CA/12/00279/FUL	Land adjacent to 56 Bokesbourne Lane Erection of dwelling (resubmission)	As the deadline for a response was due prior to the meeting Cllrs considered this application at their parish council meeting on 15 March 2012. Cllrs felt the proposal is not in keeping with its surroundings; it has an almost industrial look to it, and nothing to endear it. However it won’t be seen from the road. The council had no valid planning objection to the application.
CA/12/00046/LB (Listed building application)	Riverbank, 32 Nargate Street Fixing digital dish to rear chimney	The parish council has no objection.

KCC/CA/0096/2012	Oldridge Wood Lagoons, Swanton Lane, Off Canterbury Road, Littlebourne Infilling of open lagoons formerly used for the disposal of tannery wastes
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Cllr Jeffries reminded Cllrs of a previous application in 2010 that included proposals for the whole area including the municipal tip, but which has now been withdrawn. This new proposal is just for the Tannery lagoons.

There is a Canterbury City Council application associated with this now - CA/12/00606/ but nothing seems available to view on line for it.

Cllr Jeffries explained that the documents state that contamination tests show the contamination has not reached Lampen stream yet.

Cllrs had received a presentation at the 19 January 2012 meeting from Guest speaker, Ian Thompson, Technical Director of Environmental Scientifics Group, who spoke in advance of a planning application to Kent County Council. Cllrs are mindful that the historic disposal of Tannery waste is causing problems, where rain continually falls on the lagoons washing and leaching the contaminants out, and that the site is of concern to the environment agency, and measures are needed to avoid contamination of the nearby Lampen stream..

To bring material in to the site to cap the lagoons will involve taking lorries in. Swanton lane is very narrow and does not allow two lorries to pass each other. There will be the need for temporary road closures and traffic light management. Cllrs would support a condition that no lorries to the site will be allowed before 9.30am and after 4.30pm to avoid peak times and to minimise the impact to residents. Cllrs have also commented that the lorry drivers need to be told not to rely on their SAT Navs.

At the presentation in January Cllrs felt that the scheme has been well thought through and that it is welcomed, provided the organisation of traffic is managed effectively.

The KCC application for future uses suggests either public open space or housing without vegetable gardens.

The parish council feel that an area of open space could be a problem to the parish council as the area is in the parish. There have been previous problems with trespassing horse riders and bmx/scramble bikes damaging the bunds thus interfering with the work now proposed. Indeed no trespassing signs have now been erected.

Housing with no vegetable gardens also raises alarm bells with councillors in view of the known contaminants. They would prefer that the application is given a condition of no future housing of either permanent, temporary or mobile in nature.

The parish council would welcome the site as a nature habitat.

Notifications

CA/11/02143/FUL	Littlebourne House, 2 High Street Extensions and alterations to provide additional bedrooms and facilities	Granted by CCC
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Trees

Land adjacent to 16 Nargate Street (opposite the gate to The Orchard)	Removal of a diseased Horse Chestnut tree	The parish council has no objection to the works for a diseased tree.
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Enforcement - None.