

**LITTLEBOURNE PARISH COUNCIL
MINUTES OF THE MEETING HELD ON 24 MAY 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 Mike Gallagher
Parish Cllr Cate Reid

Ms Amanda Sparkes, Clerk to the Council

8 residents (for part of the meeting)

1. ELECTION OF CHAIRMAN FOR 2012-2013

Cllr Giles proposed and Cllr Reid seconded that Cllr Spratt be Chairman again. There were no other nominations, all Cllrs were in agreement. Cllr Spratt accepted the position and signed the Declaration of Acceptance of Office.

2. ELECTION OF VICE-CHAIRMAN FOR 2012-2013

Cllr Jeffries proposed and Cllr Welch seconded, and there being no other nominations, Cllr Giles was happy to accept the position of vice-chairman for the forthcoming year.

3. 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, City Cllr Brian Staley Parish Cllr Ken Shaw, and Parish Cllr Geoffrey Barrett.

4. DECLARATIONS OF INTEREST

Cllr Geof Welch declared an interest in a tree works application at his house.

5. REPRESENTATIONS ON OTHER BODIES:

- (a) Littlebourne Nature Reserve; Cllr Evans agreed to sit on this;
- (b) Littlebourne War Memorial Hall; Cllr Gallagher agreed to continue in this role;
- (c) Kent Association of Local Councils representative; Cllrs Welch and Gallagher agreed to continue in this role;
- (d) Little Stour and Nailbourne River Management Group – Cllr Giles agreed to continue as the parish council's representative on this group.

6. ANNUAL SUBSCRIPTIONS:

- (a) Kent Association of Local Councils;
- (b) Society of Local Council Clerks;
- (c) Campaign for the Protection of Rural England;
- (d) Action with Communities in Rural Kent.
- (e) Kent Playing Fields Association

The Clerk explained there had been budget provision made to continue supporting and subscribing to these bodies. All Cllrs were happy to continue their subscriptions.

7. COUNCILLORS' RESPONSIBILITIES FOR THE COUNCIL YEAR 2012-2013.

The Clerk had produced a draft table. Responsibility to finalise it was delegated to the Chairman and Vice-Chairman.

8. MINUTES OF THE MEETING HELD ON 12 APRIL 2012

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

9. POLICING, SECURITY AND NEIGHBOURHOOD WATCH

Cllr Welch advised of lots of garden thefts recently.

Cllr Spratt advised the new PCSO has contacted her to say she will attend the June parish council meeting.

A new permanent Kent County Council Community Warden for Hersden, Bekesbourne, Patribourne and Littlebourne has started on 9 May – he is Jonathon Lodge.

10. ADJOURNMENT OF THE MEETING

The meeting was adjourned for parishioners' questions.

Eight residents spoke to the council about the Rydons Home exhibition and proposals. There were concerns amongst others around drainage, massing, traffic, and traffic management. It was also alleged that there was false and misleading information given by Rydon representatives to residents during the exhibition.

The Clerk explained the city council's core strategy would go out to consultation in the Autumn but the processes it has to go through mean any actual planning application by Rydons would not be on the table until around 2014.

The Chairman explained the residents responses to the parish council survey collected at the exhibition were being collated by councillors currently so the final steer for the parish council would not be known until this was finalised, although the views of those residents in attendance was noted. Ultimately of course the final decision on whether to grant any planning permission will be down to Canterbury City Council as the planning authority.

The Chairman explained the results would be posted on the website, the noticeboard and the Kentish Gazette column a week before the next parish council meeting on 21 June, and all residents invited to attend the meeting, to be held in The Lounge, for feedback and comment.

Residents thanked the Cllrs and the Clerk, and a final comment noted how lovely the trees look on the High Street.

All the residents left the meeting at this point. The meeting continued.

11. PLANNING

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

12. FINANCE

(A) FINANCIAL MATTERS

- (a) RECEIVED the bank statements for April 2012, and RESOLVED the signature of the Chairman thereon;
- (b) NOTED a payment of £40.80 taken by direct debit on 15/4/12 for Southern Water.
- (c) NOTED that the Clerk returned the Acceptance of Grant form on 13 April to KCC for Cllr Northey's Local Boards funding of £300 for Littlebourne Historical Display storage.
- (d) NOTED that the Clerk prepared a revised fixed asset register going in to the financial year 2012-13 with a 3% uplift on all items based on the advice of the council's insurance company.
- (e) NOTED that the finance sub-committee considered 3 tenders for the grounds maintenance contract for 2012-2013, following SH Horticultural going in to liquidation, and resolved to appoint AJL Gardening Services the contract. The contractor has asked that the tender be paid in eight equal monthly instalments April to November inclusive.
- (f) NOTED Confirmation that the precept amount of £35,779 will be paid by BACS on 26 April 2012

- (g) NOTED confirmation that the Canterbury City Council CIFT grants totalling £4,501 will be paid on 03 May 2012
- (h) NOTED that a decision on the replacement of the Audit Commission has been resolved – a firm of accountants will do the year end for all the parish councils in Kent. They have a £4m contract for 5 years. The Fees will be set by central government based on population numbers. The style of the Annual Return is expected to stay the same. During the next five years the whole annual return regime for parish councils will be reviewed
- (i) NOTED that the Clerk completed a VAT refund claim for the period 1 February 2012 to 31 March 2012, totalling £479.30
- (j) NOTED that the Clerk dealt with the annual insurance renewal pack, and cross referenced the schedule to the current fixed asset register and amounts, and also confirmed that the fidelity guarantee is sufficient – it is £250,000 for employers/councillors and employee.
- (k) NOTED that on 22 April 2012 the Clerk signed up Littlebourne parish council for the outsourcing of pay roll calculation to Douglas Tonks, as part of a multiple parish council package at a discounted rate of £11 plus vat per person per pay period, and for a 12 month contract, from May 2012.

(B) AUTHORISATION OF ACCOUNTS

The Clerk ran through the expenditure list previously circulated to Cllrs as Appendix 3 totalling £11,590.93, together with a supplementary sheet of expenditure presented to the meeting totalling £1,496.72. Cllr Gallagher proposed and Cllr Welch seconded and it was RESOLVED that the financial matters and accounts, as previously set out totalling £13,087.65 be authorised for payment.

(C) INTERNAL AUDIT

The Clerk presented the internal auditor's report for an audit completed on 11 May 2012. She was congratulated for an excellent report.

The finance sub-committee agreed to meet separately to look at the recommendations presented and to report back in due course.

(D) THE ANNUAL RETURN FOR THE FINANCIAL YEAR ENDED 31 MARCH 2012 FOR SUBMISSION TO THE AUDIT COMMISSION

A Pack with a copy of the Annual Return and all background information papers had been circulated in advance to all Cllrs, comprising:

- Balance Sheet and Income and Expenditure Accounts
- Bank reconciliations at 31 March 2012
- Covering letter detailing the Statement of variances

The Clerk ran through the papers giving brief explanations. The Annual Return was presented for consideration by Cllrs and signing by the Chairman. Cllr Gallagher proposed and Cllr Jeffries seconded that the return be accepted and the Clerk duly signed sections 1 and 2.

13. CLERK REPORT

CORRESPONDENCE

- (a) An invitation to attend a free event for the review of the Canterbury Local Multi-Agency Flood Plan on Wednesday 9th of May at Littlebourne War Memorial Hall, from 9.00am to 1.00pm. The review was in the form of training, a workshop and exercise and run jointly between the Environment Agency, KCC Emergency Planning and Canterbury City Council. They are interested in what the community has experienced from flooding. Discussion of this local flood risk and historic flooding data can help planning. Cllr Giles attended. He advised the delegates had sat in small discussion groups. With the unpredictability of the weather there cannot be complacency. He explained there had been lots of offers of help and a promise to form stronger bonds between officers and village representatives. Minutes had not yet been received.

- (b) Minutes of the Kent Association of Local Councils Canterbury Area Committee meeting held on 11 April 2012 at Tyler Hill.
- (c) The revised Terms of Reference of the KALC committee
- (d) April meeting Minutes of the Street Monitors
- (e) Consultation on the Commissioning Plan for Education in Kent 2012 – 2017.
- (f) Minutes from the Parish Forum held on Saturday 21 April including notes from the Housing Manager's presentation on local letting in rural parishes, and adult education presentation
- (g) Invite to a Parish Council open day at Sandgate Library on 16 May to learn about the relationship between KCC and Sandgate parish council.
- (h) Notification of changes within BTCV - a change of look, with a new name and logo. BTCV is now The Conservation Volunteers. Received a letter giving details of the new name and logo, along with their Roots magazine.
- (i) An update on the demise of the Standards Framework (2000) and the implementation of the new code of conduct for members under the *Localism Act 2011*. Received NALC guidance which sets out both the present state of play and the legislative changes and practical consequences for Local Councils in the near future.
- (j) Nominations invited for the Lord Mayor's annual award – deadline is 20 June 2012.
- (k) The City Council is organising a 'Future Development Conference' and the KALC have an invitation for representatives from KALC to attend. KALC Chairman, vice-chairman and secretary are to attend, and there will be five other places open to members allocated on a first come basis. With the City Council preparing a new local plan which will include future development opportunities this will have important implications.

CONCURRENT FUNCTIONS SCRUTINY REVIEW

The Clerk had circulated the full report of the city council's scrutiny review and produced a summary document for Cllrs detailing the main changes. The parish council will only be able to apply for one capital project in the future, and the village hall committee must apply direct through the single grant gateway process in future with the transferred funding between the two streams for village halls ring-fenced for at least the next two years.

MEMORIAL BENCH

The Clerk has placed an order for the memorial bench and delivery was arranged straight to the appointed contactor for installation to be programmed in.

WASTE BINS

NOTED that the Clerk has ordered two new litter bins to be located at Scoutlands in Nargate Street and at the top of Court Hill. The Clerk will oversee the installation in due course.

DISABLED PARKING SPACE

At the 1 March 2012 parish council meeting Cllrs resolved that a disabled parking space should be created at the village hall, at the first space on the right at the start of the car park extension. It would be need to be marked out with paint and be made wider than a usual bay to allow for access. The War Memorial Hall committee and Recreation Club and the Four Villages Shop and Post Office committee have all given approval. The Clerk arranged for a KCC officer to visit and tender a quotation. Obviously the grass crete blocks here cause a concern – the KCC officer explained painting a disabled symbol on these can't be done as it won't work and won't last. There are two alternative options: To put disabled signs and writing on the wooden bollards on 2 sides of the bay, or to cut out a boundary channel around the disabled bay and fill with yellow block pavers and with a disabled bay sign on one of the wooden bollards. Cost £994.15.

On the grounds of the expense Cllrs resolved to go ahead with the first option, and the Clerk will order appropriate signage.

COMMUNITY PUBLIC NOTICEBOARD

Following confirmation of a successful CIFT grant the Clerk has placed an order for a new oak doorless community noticeboard for use by the public, to replace the rather tatty one at the edge of the recreation ground by the shop. The new one is larger and will allow for more information to be posted.

LPC NEWSLETTER

The Clerk has compiled Issue 5 (June 2012) of the quarterly newsletter. This includes its first advertiser's advert for 4 editions for £20.

KALC NOTIFICATION RE PLANNING FRAMEWORK

KALC drew attention to a campaign being led by the National Association of Local Councils and Suffolk Association of Local Councils with regard to changing the planning framework so that local councils have the same right as developers to appeal planning decisions. There was a similar motion at the KALC 2011 AGM for KALC to lobby NALC about appealing against the Planning Inspector's decision.

They advised of a ballot in Parliament on 17 May 2012 in which about 450 MPs put their names in a box and 20 are drawn out. The top 7 are the important ones due to the Parliamentary timetable, as they have more chance of seeing their Bill become law. As MPs were unlikely to have made up their minds what Bill they will adopt there were chances to influence their decision. MPs would also be inundated with requests from a large number of organisations to adopt their requests.

A late email confirmed that none of the 7 MPs were from Kent.

BELL AT OFFICE

The Clerk would like to record thanks to Cllr Giles for installing the bell and bell signage outside the parish office.

14. RURAL COMMUNITY OF THE YEAR

The Clerk advised that following the completed application to this Action with Communities in Rural Kent scheme, Littlebourne has been shortlisted and judges and visitors will be coming to the village to do their judging on Monday 18 June 2012.

15. THE BARN

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. They were aware that rats are about and do not want them getting into the thatch. The thatchers have put some rat poison in the thatch as they progressed (standard good practice) and Environmental Health have installed bait boxes in the barn.

16. ALLOTMENTS

Cllr Spratt advised the allotments had an infestation of foxes currently, with 50 birds having been lost in the last week. The Clerk had been contacted by the Littlebourne Horticultural Society for permission to seek professional help to put down humane traps.

17. KALC

Cllr Gallagher explained KALC had an invite from the city council for representatives from different parish councils to participate in a conference on 18 June 2012 looking at the future development needs of the Canterbury District for the next twenty years. They will hear the evidence from key studies about how much development the council should consider allowing in the future and it will be an opportunity to inform the council's thinking before the formal consultation on the Local Plan is launched later this year. The KALC Chairman, vice-chairman and secretary are to attend, with five other parish councillors – Cllr Gallagher had received a place.

18. EMERGENCY PLAN

Cllr Welch advised he is to set up another meeting to look for any necessary revisions to the plan.

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

Cllr Spratt confirmed all arrangements are well in hand. The Charters are now printed. Cllr Giles is to hold a meeting to brief the steward volunteers – Cllr Evans kindly agreed to also attend this.

20. RECREATION GROUND

Cllr Spratt advised a storage facility in The Orchard for cricket gear is being investigated – it is proposed to cover the same area of the Youth Shelter in the Recreation Ground, the remaining part of the building will be in Turners Orchard, situated in the corner near to the footpath crossroads. A plan was circulated to Cllrs.

21. HOUSING – COURT MEADOWS

The Clerk has been notified and has advertised three vacant properties in Court Meadows – a one bed flat, a two bed house and a three bed house. These will be available to bid for from 25 May 2012.

22. HOUSING - ELLEN COURT

i) Tenants

Cllr Spratt advised all the units are allocated now. All the units were fitted with baths, but at least one tenant cannot get in to a bath and has requested a wet room instead.

ii) Footpath lighting

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 were willing to pay half if the parish council can pay the other half. Kent County Council will adopt future maintenance but expect parish council to pay for the energy costs.

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 obtained written permission from the Headmistress and had secured two quotations from local contractors for around 15 vandal proof baulk heads to be fixed to the fence with the wire running along the arras rail. They will then be connected to the lights next to the youth shelter as these are maintained and paid for by the Parish Council.

Cllrs resolved to go ahead with the cheaper quotation for £2,560 commenting on the significant saving from the original project. Cllr Spratt would ask the city council if they would pay the full amount in view of the saving, but if not Cllrs were all in agreement that a 50% match funding contribution from the parish council should be given from the 'Safety' fund earmarked reserve. a reply is awaited.

23. RYDON HOMES PUBLIC EXHIBITION

Rydon representatives laid on a Public Exhibition to run on Friday 18 May 4pm to 9pm and Saturday 19 May 10am to 3pm in the Memorial Hall.

Initial superficial analysis of residents' comments from the parish council's own feedback forms had been drawn into a confidential report by Cllr Gallagher and circulated to councillors.

Thanks were recorded to Cllr Gallagher for excellent initial work.

Cllrs resolved that this write up when finalised will be published on the parish noticeboard and website and summarised in the Kentish Gazette village column a week before the next parish council meeting on 21 June. This 21 June meeting will be held in The Lounge at the village hall and all residents invited to attend to receive the write up and offer feedback during an early part of that parish council meeting.

Cllr Spratt advised that she had received a request from Rydon Homes for them to come and give feedback to Cllrs prior to the next meeting on the results of their own survey and experiences. This was discussed but Cllrs resolved to decline this request, as the council is very busy currently with the diamond jubilee and twinning celebrations, although it would be down to Rydons whether to share their own write up at this stage. Cllrs would however be interested to hear what their conclusions are and whether it changes anything.

24. LITTLEBOURNE NATURE RESERVES

Cllr Evans report was circulated to the meeting and filed with in the Minute file.

25. HIGHWAYS

Cllr Reid advised a Speedwatch check of 3 sessions of 2 hours duration each recorded 94 vehicles going down The Hill in excess of 34 mph. Cllr Reid has forwarded the data to Kent Police.

There are still a lot of Thanet Waste vehicle travelling through the village in both directions.

26. 4VPO AND SHOP

A discussion for the criteria for allocation of the earmarked Shop extension rent in the future was deferred as Cllr Barrett had given apologies to the meeting, and should play a key part in that discussion.

The meeting closed at 9.25pm.

Dates of future meetings: 21 June, 19 July, (No meeting in August), 20 September , 18 October, 22 November and 13 December 2012

Signed..... (Chairman)

Date.....

New Applications

CA/12/00500/FUL	3 School Path Application for a new planning permission to replace planning permission CA/09/00308/FUL for a replacement detached dwelling in order to extend the time limit for implementation	With this type of application there is no opportunity to revisit and add any new comments or indeed restate original comments – it has already received permission – this is just to renew that permission. The parish council has no objection to extending the time limit.
CA/12/00497/FUL	48 The Hill Replacement of timber with upvc windows	The current windows are in a very poor state. Plastic windows exist in the properties either side of this one, although the applicant's house is older. Cllr Jeffries had checked with the planning officer as this is a locally listed building – and for locally listed applications the proposals are judged on their merits, unlike grade I or II listed buildings. The Cllrs felt the proposal would be an improvement and had no objection.
CA/12/00602/FUL	11 St Vincents Close Erection of two-storey extension to side and porch to front elevation of dwelling	Response required by 21 May, prior to the meeting. The delegated councillors had no objection to the application.

Notifications

CA/12/00279/FUL	Land adjacent to 56 Bekesbourne Lane Erection of dwelling (resubmission)	Granted by CCC
CA/12/00046/LB (Listed building application)	Riverbank, 32 Nargate Street Fixing digital dish to rear chimney	Granted by CCC

Trees

32 Nargate Street	Remove a self-seeded tree on left hand boundary in rear garden.	The Parish Council has no objection to the application.
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Enforcement - None.