

**LITTLEBOURNE PARISH COUNCIL
MINUTES OF THE MEETING HELD ON 19 JULY 2012**

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

Ms Amanda Sparkes, Clerk to the Council

There were no members of the public

51. CHAIRMAN'S OPENING REMARKS AND APOLOGIES FOR ABSENCE

Cllr Spratt welcomed everyone to the meeting. Apologies for absence were received from Parish Cllr Ken Shaw (abroad), City Cllr Brian Staley, PCSO Elaine Cannadine, KCC Warden John Lodge, and KCC Cllr Michael Northey.

52. DECLARATIONS OF INTEREST

There were no declarations of interest. .

53. NEW MODEL CODE OF CONDUCT

The Council must adopt a new Code. There is a national (NALC) version and also a Kent version. The Monitoring Officer has recommended that the Kent version is adopted. The Kent wide Code applies across all tiers of local government, which is particularly good for dual-hatted councillors as all tiers will be using the same Code. Canterbury City Council and KALC have drafted it. Canterbury City Council has already adopted it.

With effect from 1 July 2012 the requirements relating to personal and prejudicial interests are replaced by a "Disclosable Pecuniary Interests" form (DPIs). These interests will be held on a Canterbury City Council register, be published on their website, and open for public inspection. And for the first time, all Cllrs must also declare on the form any interests of their husband/wife/civil partner, or a person with whom they are living as husband/wife or as if they were civil partners. Unlike the previous Code a member with a Disclosable Pecuniary Interest has no ability to make representations, take part in discussion, give evidence or answer questions, or vote, prior to leaving the meeting while the business pertaining to that interest is discussed, and must leave the meeting while that business is considered.

The Clerk explained she had heard from KCC Cllr Alan Marsh that Kent County Council had not yet adopted the Kent Code, but was meeting 19 July to consider it. However the new DPI Declaration Form for each Cllr must be returned to the Monitoring Officer by 28 July 2012. The Clerk must send the forms as a batch to the monitoring officer at Canterbury City Council, and send a copy of the Code the council adopts to him also before 28 July, to prevent the council liable to action being taken for failure to comply.

All the parish councillors completed the DPI form and handed these to the Clerk. Cllr Reid proposed and Cllr Spratt seconded and all Cllrs resolved to adopt the Kent Model Code of Conduct with immediate effect.

54. MINUTES OF THE MEETING HELD ON 19 JUNE 2012

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

55. POLICING, SECURITY AND NEIGHBOURHOOD WATCH

Cllr Welch reminded Cllrs and residents to give him email addresses to be able to send neighbourhood watch alerts.

56. ADJOURNMENT OF THE MEETING

As there were no residents present there was no adjournment.
The meeting continued.

57. PLANNING

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

58. RYDON HOMES PROPOSAL

Following consultation with residents and from attendance at the 19 June parish council meeting, Littlebourne parish council has been mandated by them to oppose the Rydon Homes Ltd proposal to have the land behind The Hill and The List included in the new District Local Plan and also any planning applications that they might subsequently make relating to it. Cllr Gallagher had composed a draft letter, which Councillors considered and resolved to send to Adrian Verrall, Planning Policy Manager, at Canterbury City Council. This letter sets out the position and reasons for the objections. The Clerk will also send with a map locating the parish council's own land as a more suitable alternative for a small scale development of the 20 or so affordable homes needed over the next three to five years, without straining the community resources or increasing traffic problems drastically.

It was resolved to send a similar letter to Kent County Council's Highways and Transportation Development Planner.

59. FINANCE

(A) FINANCIAL MATTERS

- (a) RECEIVED the bank statements for June 2012, and RESOLVED the signature of the Chairman thereon;
- (b) NOTED a payment of £40.80 taken by direct debit on 15/6/12 for Southern Water.
- (c) NOTED a payment of £135.00 taken by direct debit on 17 July 2012 for BT.
- (d) NOTED that the Clerk added the new footpath lighting from the recreation ground to Church Road to the council's insurance schedule on 13 July 2012, with immediate effect, and also added it to the council's fixed asset register.

(B) AUTHORISATION OF ACCOUNTS

The Clerk ran through the expenditure list previously circulated to Cllrs as Appendix 3 totalling £4,714.18 together with a supplementary sheet of expenditure presented to the meeting totalling £3,569.69. Cllr Jeffries proposed and Cllr Gallagher seconded and it was RESOLVED that the financial matters and accounts, as previously set out totalling £8,283.87 be authorised for payment.

(C) END OF QUARTER FINANCE REPORT

RECEIVED an End of Quarter 1 expenditure to date against budget headings (previously circulated as Appendix 3a).

(D) RECOMMENDATIONS FROM INTERNAL AUDIT

RECEIVED the finance sub committee's responses to the suggestions raised by the Internal Auditor in his report from the internal audit that took place on 4 May 2012 (attached to these Minutes as Appendix 3b). The Clerk ran through each item and Cllr Giles proposed and Cllr Evans seconded to accept the sub committee's recommendations. The Clerk will follow up the actions.

(E) CONCURRENT FUNCTION GRANT

As the parish council do not meet in August all Cllrs were happy to delegate authority to the finance sub-committee to finalise figures for submission of Concurrent Function Grant for 2013-2014 to Canterbury City Council.

Councillors felt repairs to the car park extension should be considered – to add coarse sand in to fill the gaps and make the surface flatter to walk on. The Clerk will seek a quote and make enquiries about grass seeding of it also. Cllrs were invited to put any other item forward to the clerk shortly for consideration.

(F) CHEQUES IN AUGUST

AUTHORISED the payment of cheques through August, where necessary, as there is no August meeting held.

(G) CAPITAL GRANT

CONSIDERED projects for an application to the city council's capital grant scheme 2013-14. The Clerk explained that the process has changed following a city council review this year. The village hall may make one application in their own right and the parish council may make one application only in their own right. The projects must be linked to concurrent functions and areas. Cllrs felt that one of the play equipment pieces should have its safety surfacing replaced. The Clerk will obtain 2-3 quotes.

60. CLERK REPORT

CORRESPONDENCE

- (a) The latest edition of the Stour View newsletter and the Kentish Stour Countryside Project's Annual Review
- (b) Action with Communities Rural News e-newsletter
- (c) Minutes of the KALC meeting held on 11 July, guest speakers Cllr John Gilbey and CCC's Adrian Verrall, and the Kent International Airport meeting Minutes

REPORTING PROBLEMS ON PUBLIC RIGHTS OF WAY

The Countryside Access Service has introduced a web based reporting tool to report PROW problems. It is quick and easy to use, you can request e-mail updates, so that KCC PROW officers may keep you informed at various stages as your issue is dealt with.

Access the fault reporting tool at

http://kent.gov.uk/leisure_and_culture/countryside_and_coast/report_a_problem.aspx

For anyone without web access please use the dedicated report line (0845 3450210).

THE COMMUNITY RIGHT TO CHALLENGE

The Community Right to Challenge came into effect on 27 June 2012 and sets out how voluntary organisations, community groups and council staff can challenge local government to take over services that they think they can run differently and better. Received a Briefing Note from Kent County Council which sets out information in using the Right to Challenge to express an interest in running one of the public services that the Council is responsible for.

The document and further information about the Right to Challenge can also be found on www.kent.gov.uk/righttochallenge

KENT LANE RENTAL SCHEME – CONSULTATION

Kent County Council (KCC) maintains over 5,000 miles of roads and 4,000 miles of pavements, as well as 4,200 miles of public rights of way. Under the Traffic Management Act 2004, all local transport authorities in England have a duty to: "secure the expeditious movement of traffic on the authority's road network".

In January 2010 KCC introduced the Kent Permit Scheme with the objective of reducing disruption from works on the road network. Within a permit scheme any organisation intending to carry out works on the highway must apply for permission in advance of the works and KCC may choose to grant or refuse a permit, and/or request conditions.

KCC can request the Secretary of State to bring in a regulation that enables a highways authority to apply charges for occupation of the highway – a lane rental scheme. A well-designed and well-targeted lane rental scheme should encourage those undertaking works to carry out these works in a less disruptive manner.

Kent County Council intends to make an application to the Transport Secretary to bring a lane rental scheme into effect. The Kent Lane Rental Scheme will be applied to a specified section of the highway network, to affect the most critical section of KCC's highways network and include streets that are proven to cause significant disruption and congestion. The Kent Lane Rental Scheme is intended to complement the Kent Permit Scheme.

A copy of the proposal can be obtained electronically at www.kent.gov.uk/kentlane2012 . KCC's current target is to commence a scheme in Summer 2013. They will keep us informed of key decisions and development during the course of this implementation

PAT TESTING OF OFFICE EQUIPMENT

NOTED that the Clerk arranged for an electrician to undertake the annual pat testing of the office equipment as per the office risk assessment requirements.

NEW ACCEPTANCE OF OFFICE FORM

There is a new form of acceptance of office viewable at the link below. This comes into force on 9th July, 2012. The Clerk has incorporated this into the relevant form for future use.
<http://www.legislation.gov.uk/ukxi/2012/1465/contents/made>

LITTEBOURNE RECREATION GROUND CHARITY

NOTED that the Clerk completed a nil return for the year ended 31 March 2012 to the charity commission website on 29 June 2012, for the Littlebourne Recreation Ground charity, number 299 213.

61. KALC

Cllr Gallagher attended a KALC meeting on 11 July 2012 with guest speaker Adrian Verrall, the planning officer at Canterbury City Council. He had previously circulated key points to the councillors and clerk. The draft new Plan will be ready by the end of this year. Cllr Gallagher has also produced and circulated a report about the emerging Local Plan (attached with these Minutes). Parishes do have options – and could produce their own Plan (at a cost in excess of £20,000) but their Plan cannot be at odds with the city council's Local Plan. The Clerk has invited Adrian Verrall to the September parish council meeting to be held in The Lounge and invite residents to question Adrian with regard to the development plans - this will be advertised to residents.

In addition, John Gilbey, Leader of Canterbury Council was in attendance at the KALC meeting to give an update on the immediate financial future.

Also of note, Parishes will still be raising their own Precepts but it looks like anything more than current year (2012/13) plus 4% will trigger a referendum in the Parish. This rule applies to District Councils as well.

62. CLOSURE OF HOWE BARRACKS

Cllrs commented that the closure of the barracks in two years time will impact on Littlebourne primary school as 30% of their pupils are from the Army's families.

63. UNAUTHORISED PARKING IN THE VILLAGE HALL CAR PARK

Cllrs discussed the issue of unauthorised cars parking overnight in the hall complex. They felt they needed to talk to the recreation club Chairman to find out how many occasions a vehicle is logged before the notice is posted; they suggested he keep a log if he doesn't already. The notice wording also needs amending to explain the car park is managed by the parish council but the recreation club put the notices on the offending cars. Cllrs realised however that they must exercise some discretion, for example, if a vehicle parks late at night and leaves early enough in the morning so as not to affect hall users.

64. EMERGENCY PLAN

The sub-committee report of their meeting on 4 July had been previously circulated and is attached to these Minutes. They have decided to hold a dummy run paper exercise to see if they can make a rest centre.

65. TWINNING WITH WIMILLE

Cllr Spratt advised that on 14 July a coach took 4 councillors and 23 residents for a return visit to Wimille. Residents paid £30 each to cover costs, including a free lunch. The event went very well. Cllr Gallagher will add photos to the parish council website. The day's itinerary included a Napoleonic re-enactment including the firing of a canon, majorettes, and amusing little play and the unveiling of the twinning sign on their village sign.

Cllrs want to do similar signage at Littlebourne, for the gateways at the top and bottom of The Hill, on the 30 mph sign at Court Hill, on the gateway coming in to the village on Bekesbourne Lane and on the Wickhambreaux Road coming in to the village. Final details to be finalised – the Clerk will apply to Kent Highways Services in the first instance for permission to erect the signage.

Cllrs took a bag of mainly donated craft work (including corn dollies, Bear from Canterbury Bears, notesets, handbags, and Littlebourne honey from the allotments). Cllr Spratt advised she had sent all the relevant thank you notes.

The French presented the Chairman with a plate, a book and all visitors received engraved glass tumblers. Cllrs thought that a lockable glass cabinet to display items should be considered. The Clerk offered to get the signed Charters framed.

66. HOUSING – FOOTPATH LIGHTING ALONG ELLEN COURT

Footpath lighting at the back of the pathway has been installed although the cable suffered a theft and the contractor's insurance had to cover this. The system is now on the parish council's insurance since handover. It is all working and operates the same timings as the youth shelter lighting.

67. HOUSING – ELLEN COURT

There are no drying areas for clothes for the flats which is causing a problem.

68. HANGING BASKETS COMPETITION

Judging has taken place. Cllrs considered a date of a presentation meeting and resolved a provisional evening of 14 September for the hanging baskets/ tubs competition. Cllr Giles proposed and Cllr Evans seconded and all Cllrs were happy to authorise expenditure for refreshments and prizes (£60 garden centre vouchers).

69. LITTLEBOURNE NATURE RESERVES

RIVER BANK RESERVE - Cllr Evans explained she had had a visit from the Canterbury Angling Association who are part of the Riverfly Partnership, bringing together anglers, conservationists, entomologists, scientists, water quality managers and relevant statutory bodies to increase the knowledge of riverfly populations and actively conserve their habitats.

We have a few wild brown trout in the Nailbourne as well as trout fry and minnows. There are also some sticklebacks. The Anglers Group are going to lead a kick sampling session for the reserve members so that they may learn how to measure quality, and to feed back in to their statistics.

CHERRY ORCHARD NATURE RESERVE –There was an Open Day on 14 July 2012 from 2pm-4pm. There was heavy rain and thunder and lightning. There was a tent, wild flower displays, notices, an exhibition of children’s work and a cake sale that raised approximately £30.

70. LITTLEBOURNE WAR MEMORIAL HALL

Cllr Gallagher explained the hall AGM was held on 18 July 2012. Financially okay. The new under stage storage work is being undertaken.

71. TURNER’S ORCHARD

There is a dyke in the Orchard that is part of the Highways drainage network and it is the responsibility of the Hall and Orchard committee to ensure it is kept clear. If the dyke drain does get blocked it could flood the Orchard, Ellen Court, Nargate St and the High Street. A resident has kindly maintained mesh guards over the drain to stop leaves etc. However young people have taken the mesh for a ramp and the drain got blocked with branches and other debris. Children also lost a football down the drain. Cllr Giles did report this and suggested that new mesh with iron stakes as a better means of securing the mesh be instated for future.

72. 4VPO SHOP

Cllr Reed advised there had been quite a few applications in for a grant from the Shop funding. The deadline is 31 July and they will be considered after that.

73. ENVIRONMENT

The Clerk will check with Mr Twyman when he intends to cut the grass alongside The List.

74. SPEEDWATCH

Cllr Reid had set up another session checking vehicles’ speeds going up The Hill. The net result was that the traffic slowed down.

75. HIGHWAYS

RECEIVED Cllr Giles’ Notes of the A257 meeting held on 30 June 2012 (attached to these Minutes).

Kent County Cllr, Michael Northey, is providing funding for bollards in Jubilee Road. Cllr Giles and Gallagher will look at best locations.

A traffic sub committee meeting will be scheduled for August.

The meeting closed at 9.10pm.

The Clerk then left the meeting. There then followed a confidential discussion to review the Grievance Policy based on the NALC Model template, and resolve an amendment to include a Staff Facilitator and RESOLVE that Cllr Pamela Evans fulfil this role if and when necessary. Council and Clerk working practices were also discussed and items resolved.

Dates of future meetings: (No meeting in August), 20 September (with guest speaker Adrian Verrell, Strategic manager from Canterbury City Council) , 18 October, 22 November and 13 December 2012

Signed..... (Chairman)

Date.....

New Applications

CA/12/00833/FUL	Elbridge Hill House, Elbridge Hill Erection of garden room / greenhouse and 3.5 metres high wall	This application is identical to the recently elapsed application CA/08/01478 which was approved on 6 February 2009. The parish council has no objection or comment as it replaces a previous permission.
CA/12/01008/FUL	St Vincent, 4 Jubilee Road Erection of single-storey extension to rear of dwelling	This is an attractive addition to this attractive property. It will be in-keeping with the property and has an attractive lantern roof. As the extension is at the rear it will not be seen. The parish council has no objection.
CA/12/01042/LB	79 Nargate Street Single-storey extension to rear of dwelling	This is an in-keeping extension and it is pleasing to see the use of reclaimed and matching materials. There is a similar (smaller) extension at number 81 so a precedent has been set. The parish council has no objection.
CA/12/01113/LIT	55 Nargate Street Demolition of existing garage in connection with the erection of replacement garage	Councillors felt this new building was far more attractive and in-keeping than the existing garage and it will benefit Nargate Street itself by getting a vehicle off the road and therefore improve the traffic flow.
CA/12/01105/FUL and CA/12/01102/LB	Garden Cottage, Lee Priory Demolition of greenhouse attached to Garden Cottage, erection of conservatory and single-storey rear extensions and two storey side extension to dwelling, with associated internal and external alterations	The proposal is very well done, with an imaginative design. The use of high quality materials is welcomed, as is the use of in-keeping materials. The parish council welcomes the scheme.

Notifications

None		
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Trees

Willow Cottage Church Road	<ul style="list-style-type: none"> - Remove a decayed tree of heaven, located to the right of the garage – and replace. - Remove a leylandii cypress, located in the rear garden on the left hand boundary, which is growing into telephone cables – and replace
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The City Council explained that they cannot enforce the planting of replacements for trees felled when the appropriate six week notice has been given. They do encourage residents to consider new tree planting and encourage them to contact the tree officers for appropriate

species and location for a replacement tree. The only options at the end of the six week period are to allow the work or serve a tree preservation order.

The only time they can enforce a replacement under the conservation area regulations, is if the tree works have been deemed Exempt from the six weeks notice because it is dead or dangerous. There is then a requirement under the Town and Country Planning act to plant a replacement. In this case the tree does not necessarily have to be identical in species or position but the intention has to be to retain the character of the conservation area.

In the case of Willow cottage, Littlebourne, city council officers did go out and see the owner as they were aware that the tree was large and wanted to see if anything could be done to retain the Tree of Heaven. Sadly, the tree has a huge cavity at the base of the tree (you can put a broom handle into the cavity 2/3 of the girth of the tree) and is situated close to the garage and right hand boundary fence. Also with the amount of dead wood in the tree, it seems to have been in decline for several years. Taking into account that the tree is in decline and at some point will become dangerous it is not eligible for a TPO.

The owner of Willow Cottage has agreed to replace the trees but CCC have no powers to enforce this as he has waited the six weeks.

The parish council has no objections to these tree works.

8 Bekesbourne Lane Littlebourne	Remove a storm damaged large branch from a tree (Sycamore?)and make safe	Work is exempt from consultation as it is a dangerous tree.
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Enforcement - None.