

**LITTLEBOURNE PARISH COUNCIL  
MINUTES OF THE MEETING HELD ON 22 NOVEMBER 2012**

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

City Cllr Brian Staley (for part of the meeting)  
KCC Cllr Michael Northey (for part of the meeting)

Ms Amanda Sparkes, Clerk to the Council

There were no members of the public

**126. CHAIRMAN'S OPENING REMARKS AND APOLOGIES FOR ABSENCE**

Cllr Spratt welcomed everyone to the meeting. There were no apologies for absence. Cllr Spratt advised she is trying to set up a volunteer drivers scheme in the village to take residents to doctor and hospitals appointments etc. She has sent details to the Afternoon Club.

**127. DECLARATIONS OF INTEREST**

There were no declarations of interest. .

**REQUEST FOR DISPENSATION**

The Clerk had drawn attention to a Society of Local Council Clerks advice note, prior to the meeting that had just been published. Basically, the Localism Act 2011 has taken away the dispensation for Cllrs to take part in discussion and set their precept. SLCC's advice note was followed.

- i) A new standing item on all meetings' Agenda – To cover requests for dispensations. The November Agenda had been published, so the Clerk will add a new heading for the future.
- ii) **CONSIDERED** and **RESOLVED** to delegate the decision to the Clerk for a request that all Cllrs be given dispensation to take part in discussion and setting of the precept budget for 2013-2014 (as all or most of the members have a Declarable Pecuniary Interest, and without the dispensation, the number of members or co-opted members prohibited from participating in the business would be so great a proportion of the body transacting the business as to impede the transaction of the business)

**128. MINUTES OF THE MEETING HELD ON 18 OCTOBER 2012**

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

**129. POLICING, SECURITY AND NEIGHBOURHOOD WATCH**

Cllr Welch explained residents that receive alerts had commented that they don't get feedback and sometimes the information is late – this could be because police enquiries are being undertaken and the information is sensitive. Cllr Spratt commented that Wingham residents have complimented the Littlebourne scheme.

Littlebourne primary school has sent letters home with all children about parking problems and considerations around the school.

### **KCC Community Warden report**

Cllr Spratt read Jon Lodge, the warden's report for the last month as follows:

- Request new yellow lines for missing section at the end of Jubilee road round in to church road.
- Reported numerous untaxed vehicles to DVLA.
- Continued play park inspections.
- Reported fly tip on Canterbury road. On-going due to road speed.
- Had damaging tree branch removed from Canterbury road.
- House to house enquires with PCSO Elaine Cannadine concerning criminal damage.
- Reported overhanging trees in the high street to highways.
- Also made reassurance visits to elderly and venerable in the village.

### **130. CITY CLLR REPORT**

Cllr Staley congratulated the Clerk on an excellent letter sent to the city council regarding the concurrent grant shortfall.

He explained the waste management contract has been awarded to Serco. Children plead to Cllrs to save Chaucer Fields but to no avail. The Westgate Towers traffic scheme has caused some problems, and is ongoing and needs tweaking.

He drew attention to achievements this year:

- A speed reduction on the A257
- Opening of Ellen Court
- Polling Station at Polo Farm to avoid residents near there having to travel to Littlebourne.

Cllr Staley said he was in The Beaney recently and was delighted to see Bainbridge Cotterill (who was a Littlebourne resident) sculpture pieces in a special allocated space. He commented that it would be nice to have a similar space for local writers. He would also like to see an information one-stop Gateway for residents within the library.

He would also like to see concessions for older people at The Marlowe on certain days like Tuesdays and Wednesdays twice a year. He explained of the 1200 seats most performances are selling 1000 seats.

A North Korean delegation had a drink in the Rose public house in Wickhambreaux. They are the next generation politicians in North Korea. He also advised that the University is trying to create jobs, and to train people and offer new opportunities.

### **131. COUNTY CLLR REPORT**

Cllr Northey explained KCC had taken over administration of the Concessionary Travel Bus Pass scheme since April 2011. Many passes are due for renewal in 2013. Pass holders don't need to do anything – the new passes will come out automatically. Only the newly eligible need apply.

Cllr Northey spoke of the Dilnot Commission re Care of the Elderly. This probes the huge expense of providing care and people losing their house to pay for care. They are putting three possibilities to government – that a person should pay no more than either £25,000, £35,000 or £50,000 and that this may be deferred to the individual's estate. The Commission is recommending £35,000. A KCC Cabinet Minister, Graham Gibbons, is lobbying and applying pressure to all Government contacts to support the Commission's findings.

Cllr Northey reminded the council of previous discussions regarding bollards for Jubilee Road. He has reserved funding of £8-£10,000. The latest news is that the footway width is too narrow – bollards would minimise the footway to less than 1 metre and new legislation says the minimum is 1.2m. So Highways will now install raised heritage style kerbs to build the path out and to install bollards on, they will also install dropped kerbs at strategic places. The completed design and cost is due by 27 November.

## 132. PLANNING

There was some discussion around whether Planning Cllrs should approach affected Residents for their views and help them understand relevant representations. The Clerk suggested that she could devise a postcard to put through affected residents doors and invite them to contact planning councillors if they have any concerns or comments. Cllrs endorsed this idea.

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

## 133. FINANCE

### (A) FINANCIAL MATTERS

- (a) RECEIVED the bank statements for October 2012, and RESOLVED the signature of the Chairman thereon;
- (b) NOTED the last direct debit payment of £14.40 taken on 15/10/12 for Southern Water.
- (c) NOTED the Clerk prepared an invoice on 1 November 2012 for Mr and Mrs Luke Thompson of 2b Court Hill for the peppercorn rent for 2012 of £5.00 of the 1 metre wide strip of parish council land they rent as an emergency access to their property. Payment was subsequently received.
- (d) NOTED a new direct debit set up on 5 November 2012 to 1&1 Internet for a council domain name and generic email address. This domain will also enable the council to have its own website at a later date. The cost is £9.99 per year for the domain name and will be at £2.49 per month for the first year and £5.00 per month in the second year. This type of domain is compatible with outlook and is more secure. It also gives 50gb of web space. The new email address was set up on 19 November and is [clerk@littlebournepc.org](mailto:clerk@littlebournepc.org)

### (B) AUTHORISATION OF ACCOUNTS

The Clerk ran through the expenditure list previously circulated to Cllrs as Appendix 3 totalling £1,959.78 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 £625.30. Cllr Jeffries proposed and Cllr Gallagher seconded and it was RESOLVED that the financial matters and accounts, as set out be authorised for payment.

Notice to terminate the contract with the company dealing with the Clerks PAYE will be given at end of December so as not to renew the contract for 2013-2014.

### (C) PRECEPT BUDGET REQUIREMENT FOR 2013-2014

The finance sub-committee presented draft figures for the precept budget for 2013-2014. This totalled £24118 which was a 4% increase on last year's, despite a concurrent award shortfall imposed by Canterbury City Council of £6494, which would have required a precept increase of 15% to cover this in full. Councillors have made savings in other areas to minimise the impact of this. The Clerk was asked to send a list of all concurrent headings to all Cllrs for them to think of ideas about where cuts can be made. They felt that litter picking should not be cut.

Cllr Gallagher proposed and Cllr Giles seconded that the budget presented be accepted.

### (D) 4VPO SHOP RENT AWARDS

The shop rent is a fund for good causes. Cllr Barrett explained he is conscious of the need to set something up to ensure money is not just frittered away. Cllr Spratt suggested that the criteria for awards should be as wide as possible and each case judged on its merits. Applications will be able to apply at adhoc times all through the year. It is expected that about £3,000 will be available from next spring. The allocations would be made public. Cllrs agreed in principle that the determining should be by a subcommittee who would make

recommendations to the full parish council for the decision. It was suggested that the vice-chair Cllr Giles should run the sub-committee in a similar way as he administers the Sloydon charity. Cllr Spratt asked Cllr Giles to think about a group of four parish cllrs to determine the criteria and report back to the next parish council meeting.

#### 134. CLERK REPORT

- (a) Letter from Mr Newing regarding the siting of the proposed bench at The List. The Chairman met with him and agreed a position.
- (b) Invitation to the Lord Leutenant's volunteer celebration service on 12 March 2013 in Maidstone.
- (c) Invitation to the 65th AGM of the Kent Association of Local Council on 17 November
- (b) Letter from National Grid explaining the rewiring of the overhead electricity line near Littlebourne running between Canterbury and Sellindge in Spring 2013 completing Autumn 2013. The electricity supply will be unaffected but cutting back of trees and vegetation and some temporary closure of footpaths will occur.
- (c) A PDF of the Autumn 2012 edition of "Open Space" magazine
- (d) The DCLG has issued a discussion paper on making it easier to set up new Town/Parish Councils <http://www.communities.gov.uk/publications/localgovernment/parishdiscussionpaper>  
This follows on from the Government's Open Public Services report and, as the title indicates, Government wants to make it easier and simpler to set up Town and Parish Councils. The KALC response will be circulated to member Councils by the end of November.
- (e) The DCLG has also issued a consultation on a "Technical review of planning appeal procedures". The Government's aim is to make the process faster and more transparent and improve consistency and increase certainty of decision timescales. NALC is minded to support the proposals contained in the consultation but will still be arguing that local councils should have the same right of appeal as developers in planning applications.  
KALC will be drafting a response and will circulate this to by the end of November.  
<http://www.communities.gov.uk/publications/planningandbuilding/reviewappealconsultation>

#### **Helen Bennington, Canterbury City Council's waste and recycling officer**

TO NOTE Helen has agreed to attend to give a presentation at the 7 February parish council meeting. This will be held in The Lounge of the War Memorial Hall from 7pm.

#### **New Doctor's surgery, Court Hill**

A Cardy's representative had provided an update. The situation with the new Doctors Surgery is sadly much the same as it was when reported in March 2012. Everything is ready to go – but until the Doctors receive reassurance that their rent will be reimbursed by the NHS/PCT (or others) they are unable to commit – and without an agreement to lease – the Pension Fund cannot release money for the construction work. Cardys continue to explore options – one would be to request a slightly larger building to allow for increased medical services (currently outsourced) – and therefore generate additional (private) rental not currently subsidised by the PCT. This would leave the Doctors with a smaller area than currently proposed, but still with greatly improved facilities than they currently have and with the potential for expansion when required. Cardys will consult with the parish council further if this proves a viable option and to give opportunity of commenting on any alteration with the design or footprint.

Meanwhile, much has been done to satisfy the Conditions imposed by the Planning Permission – and the scheme is now 'ready to go'. Cllrs received a copy of Cardy's Planning Condition Status Report sent to Canterbury City Council on 15<sup>th</sup> October 2012 and which confirms the current status on each of the 28 Conditions imposed as part of the Planning Permission. Most have now been complied with and a number do not require action until the new building is ready for occupation. Certain works involving ecology and landscaping etc need to be carried out during the relevant season and it is therefore Cardy's intention to continue with the formation of the access/exit roadway onto the site and car park area, plus the extension of the public footpath and pedestrian crossing. This will ensure all of the work

affecting the boundary to Court Hill is completed during the next few months and to allow everything to become re-established from the Spring – it will also reduce any inconvenience to local residents when the main building work commences.

A small extension currently being added to the Doctors Surgery at Bridge has been proposed for some time and specifically to improve facilities there and will not affect proposals for Littlebourne. Three extra clinical rooms are being funded by the practice with completion due February 2013.

Cllr Jeffries explained she had attended a patients meeting in Bridge. The Bridge, Littlebourne and London Road practice are to merge, with the Canterbury and Coastal Commissioning Group to take charge of finance. There are various improvements in the pipeline, such as ordering repeat prescriptions on-line and receiving appointment reminders by text.

There followed some discussion around the patient minibus that travels to all the hospitals – Cllr Giles agreed to try and get more information.

**135. ELLEN COURT**

Cllr Spratt spoke to the architect regarding signage and advised it is being put up on 29 November 2012.

**136. KALC LOCALISM SURVEY**

Cllr Gallagher explained this had been discussed at the finance sub-committee and completed and returned before the deadline. It had been circulated to all councillors.

**137. THE BARN**

Cllr Jeffries advised the fire alarm is now connected to Canterbury City Council and lights are going to be cleaned. The Welcome Centre planning application now has officer approval to grant and it is going to the next development management meeting. Cllrs acknowledged that a lot of work has gone on to get this far. Dates for The Barn events will be put on the website and in the hall diary.

**138. HERITAGE**

Cllr Jeffries explained that a bank account is now set up. Once the green room is decorated free metal cupboards will be received and a hanging map cupboard purchased.

**139. AFTERNOON CLUB**

The parish council were saddened to hear of Roz Arman's stroke but understand that happily she is improving. The Club have an idea to draw up a list of housebound people in the village who would like to rota visitors.

**140. TWINNING WITH WIMILLE**

Cllr Spratt advised that all is ready for the visit to the Christmas Fair.

Wimille have organised a shopping trip for their villagers to Canterbury on Saturday 15<sup>th</sup> December. They have asked to bring the coach of 63 plus 3 committee in a car for tea here in Littlebourne. They will be here from 4.00 – 5.30pm. Littlebourne parish council will provide tea, coffee and cakes and soft drinks for the eleven children. They will also give the children a little present of sweets. Villagers have been invited to come to this event through an open invitation in the press.

Cllr Spratt explained she has received a request for three farmers to come over and shoot pigeons and rabbits. Cllrs suggested she speak to Robert Spencer and Martin Twyman about this request.

**141. MILLENNIUM AWARD**

The December edition of LPC News and a poster on the noticeboard asks for nominations for the millennium award to be made in writing to the Clerk by 31<sup>st</sup> January 2013.

Cllrs discussed the criteria and agreed:

- The recipient does not have to be a resident of Littlebourne if they have shown outstanding service to Littlebourne.
- The award can be made to a project in Littlebourne and not just to an individual.
- The award can be made to a club or Society
- The award can be received more than once if it is for different reasons but only if their achievement is higher than other nominees who have not been previously recognised.
- If there is no real worthy winner the council does not have to award it in any year.

Nominations will be scrutinised by Cllrs at the February Meeting to allocate the award the 7 March Annual Parish Meeting.

**142. LITTLEBOURNE NATURE RESERVES**

Cllr Evans explained the Stour Countryside Project came out and a dozen volunteers cleared the banks. Cllr Spratt has mediated a meeting with a resident and the Environment Agency (EA) after the resident had placed objects in the river which may impede the flow. A representative from Ea will do a site visit and report back to all.

Cllr Welch expressed concerns about less ducks on the river. It is thought this is down to a couple of hunting cats or possibly poachers. Cllr Welch agreed to speak to an expert for views on the declining duck population.

**143. PROW – MODIFICATION TO DEFINITIVE MAP INVESTIGATION RESULTS**

The Kent County Council Public Rights Of Way department wrote on 7 September about the parish council's request to have two footpaths added to the Definitive Map and Statement:

- A route running between existing Public Footpath CB150 to The Hill at Littlebourne, And
- A route running through Howletts Zoo Park between existing Public Footpath CB152 at Bekesbourne Hill to The Hill at Littlebourne.

The decision notice advised that it is not considered that either of the claimed routes is reasonably alleged to subsist. Cllrs considered this item at the parish council meeting held on 20 September 2012, and resolved that the parish council wished to appeal the decision.

NOTED therefore that the Clerk sent letters by recorded delivery on 1 October 2012 to Secretary of State for the Environment. Cllr Jeffries subsequently put together a pack of evidence which was sent off on 22 October.

Cllr Jeffries explained it could be up to six months before a reply is received. Cllr Jeffries also agreed to speak again to the Mount family. Cllr Shaw has found a more detailed footpath map which he will research.

Cllr Jeffries also mentioned complaints about the condition of footpaths in Pine Woods. She was not sure who owns what there now, but agreed to write to one property in particular about vegetation.

Cllr Evans had found a detailed footpath from the Environment Agency in preparation for work on the Riverbank Nature Reserve in Littlebourne, and it came to light that the detail on the Definitive Map was not correct in that CB 173/174 takes a different route from that shown on the PROW map. The Definitive Map shows the route going through the rear garden of Weir Lodge ie behind the house, whereas as long as anyone can remember it has always gone over the footbridge and through the front garden of Weir Lodge. Cllr Jeffries and Cllr Evans agreed to write to ask that this is regularised.

**144. HOUSING**

A vacant property was advertised early November. The Clerk was asked to check with housing officers about the allocation.

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 will contact the housing associations for their comments on ownership and responsibility.

Cllr Giles had also been asked that the parish council sweep leaves off the tarmac path on The List as leaves make it slippery. Cllrs felt it would be nice to get volunteers to do this and this could be asked for in the Littlebourne column of KG

**145. OUTDOOR GYM EQUIPMENT**

The problem with the Moonwalker has now been resolved by the supplier.

**146. RECREATION GROUND**

Cllr Spratt received a request from the Football Club that the city council sessions are not played on the football pitch any longer, as it has sustained a great deal of damage around the goal mouth at the car park end of the pitch and due to the rutting a footballer sustained an injury that was bad enough to involve the emergency services, and the game abandoned due to health and safety. The problem is that it has been extremely wet and the young team that play on a Tuesday night, only play in a very small area that is lit by the one light provided, resulting in the area becoming very rutted. The ground is used on both days at the weekends and needs the rest of the week to recover.

Cllr Spratt therefore suggested to the city council officer to continue with the football on a Tuesday night, on a trial basis, on the grass adjacent to the Car Park, if it is safe to do so, not on any part of the football ground, nor in front of the youth shelter. Alternatively they might like to set up their practices at Bridge. Alternative arrangements will be monitored by the Football Club.

**147. RECREATION GROUND ADVERTISING**

At the October 2012 parish council meeting, Cllr Reid raised the idea for the cricket club to engage in business sponsorship, where businesses would advertise only on match days. The cricket club would be responsible for putting up and taking down the adverts. Cllrs had concerns around the legalities, the amount of income involved, the size, type of companies and type of signage – roll up banners seemed preferable. There would need to be controls, and what would the reaction of the villagers be? Perhaps a limited trial in the village for the next season could be considered. The item was again deferred for more information to the next parish council meeting.

**148. CHRISTMAS LIGHTS**

Cllr Spratt advised that 30% of the bulb holders in the tree by the shop are damaged. New festoon heavy duty lighting would cost £370 or a repair to existing would cost £150. In an environment of cuts currently Cllrs resolved that the repair option was preferred. In future years as this is discretionary spending donations or grants could be sought.

Cllrs RESOLVED that the Christmas lights on the tree outside the post office should be lit from 1<sup>st</sup> December to around 5<sup>th</sup> January.

Cllr Spratt also drew attention to the fact that the tree has grown a lot and it now very close to the post office. Some tree works will soon be required and it was considered that the lights could remain in situ while works was undertaken. Conservation area consent would be required.

**149. HIGHWAYS**

Cllr Gallagher explained he had completed the Kent tracker survey.

Photos of three large polish lorries in Nargate Street on 20 November were taken, despite signage in place. The legal position of the no lorry sign is that they are only advisory, although they have helped. Cllrs will keep the photos and other examples of breaches.

Cllrs commented that car parking at the Surgery makes vehicles moving around each other difficult and especially for buses.

**150. LITTLEBOURNE WAR MEMORIAL HALL**

Cllr Gallagher commented that all was okay.

**151. TURNER'S ORCHARD**

Cllr Evans confirmed there would be wassailing and the Deal Hoodeners in the Orchard, which will be advertised in the local press.

**152. 4VPO SHOP**

Cllr Barrett advised he had nothing to report.

The meeting closed at 10.10pm.

*Dates of future meetings: 13 December 2012, 17 January, 7 February 2013, (7 March 2013 – the elector's meeting / Annual Parish Meeting), 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, 22 NOVEMBER 2012**

**APPENDIX 2**

**New Applications**

CA/12/01814/FUL	Beech Cottage, 74 Bekesbourne Lane  Erection of two-storey and single-storey rear extensions, single-storey side extension and replacement porch	A well designed and thoughtful extension, that will greatly improve the interior of this family home. The new front porch is simple but elegant and enhances the front elevation. The parish council has no objections.
CA/12/02018/FUL	44 High Street  Proposed conservatory	

**Notifications**

None		
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**Trees**

**1. 75 Nargate Street**

- Cutback the overhanging branches from neighbours garden to the boundary no more than 25%

The Parish Council has no objection. It is refreshing that residents are taking care of their trees and getting this work done to preserve both the neighbourhood relations and the trees.

## 2. 57 Nargate Street

- Reduce Hazel stands, located by a brick outbuilding, down to 6ft
- Remove a large conifer , located in the rear garden

The Parish Council has no objection

## 3. 59 Nargate Street

- Remove one branch from a Silver Birch on the right hand boundary, to improve the shape and balance the tree
- Reduce the crown of a Silver birch by 2ft all round away from the property, also located on the left hand boundary

The Parish Council has no objection

### **Ash Dieback Disease**

This was first identified in Poland in 1992. Since then it has spread across Europe with Norway, the Netherlands, Germany and Denmark particularly affected. In Denmark it is reported that some 90% of their Ash trees may have been killed or been infected by the fungus causing the disease.

In the UK evidence of the disease was found early in 2012 in tree nurseries and sites recently planted with young Ash trees. However it was not until October that the disease was found in established trees, in East Anglia. A recent survey has now revealed affected trees in Kent. It is not yet fully understood how the disease is transmitted. Initially the disease was carried on young trees imported from Europe and these infected new planting sites. It is now thought likely that spores of the fungus have also been carried by winds blowing from Europe, infecting established trees and woodlands.

The presence of the disease does not make an infected tree any more hazardous or likely to fail. It can take a number of years to kill a mature tree and there is evidence of a natural resistance amongst the Ash population. It is therefore premature to consider felling trees. It will be difficult over the winter months to assess whether trees have been infected as the most obvious visible symptoms affect the leaves. However, if you are concerned about your trees please email your name, address and a contact telephone number to [trees@canterbury.gov.uk](mailto:trees@canterbury.gov.uk), as the city council's arboriculturalist may be able to visit the site and offer advice on current best practice for managing affected trees.

Additional information, including guidance on how to identify the disease and how to formally report suspected outbreaks is available on the Forestry Commission website:

<http://www.forestry.gov.uk/chalara>

Details of new restrictions on the importation and movement of Ash trees (including seeds and seedlings) may be found here: <http://www.forestry.gov.uk/newsrele.nsf/web-allbysubject/96686AAF4151BAC180257AA6006C8D4C>

Canterbury council's web page: <http://www.canterbury.gov.uk/main.cfm?objectid=7893>

**Enforcement** - None.