

**LITTLEBOURNE PARISH COUNCIL  
MINUTES OF THE STATUTORY ANNUAL MEETING HELD ON 14 MAY 2014**

**Present:** Parish Cllr Vivienne Spratt (Chairman)  
Parish Cllr Mike Gallagher  
Parish Cllr Cate Reid  
Parish Cllr Mick Giles  
Parish Cllr Geof Welch  
Parish Cllr Betty Jeffries  
Parish Cllr Pam Evans

Mrs Gail Hubbard, Clerk to the Council  
There were two members of the public, James Mccrossan & Warner Irish.

**1. ELECTION OF CHAIRMAN FOR THE COUNCIL YEAR 2014-15**

Cllr Giles began the meeting by asking for nominations for the Chairman for the forthcoming year. Cllr Reid proposed Cllr Spratt and this was seconded by Cllr Gallagher. All were in favour; Cllr Spratt was prepared to stand, so was thus duly re-elected as Chairman.

**2. ELECTION OF THE VICE-CHAIRMAN FOR THE COUNCIL YEAR 2014-15**

Cllr Spratt then took over and asked for nominations for Vice-Chairman. Cllr Reid proposed Cllr Giles and this was seconded by Cllr Welch. All were in favour and Cllr Giles accepted, so was duly elected.

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

Apologies were received from Cllr Ken Shaw (holiday), Cllr Barrett (meeting in London) City Cllr Brian Staley (CCC meeting) and County Cllr Michael Northey (another PC meeting).

**4. DECLARATIONS OF CLLRS INTERESTS AND REQUESTS FOR DISPENSATION**

There were no declarations of interest or requests for dispensations.

**5. REPRESENTATIONS ON OTHER BODIES;**

It was agreed that the following Councillors would represent the Council on these bodies;

- a) Littlebourne Nature Reserve – Cllr Evans & Cllr Jeffries
- b) Littlebourne War Memorial Hall – Cllr Gallagher
- c) KALC Representatives – Cllr Gallagher & Cllr Welch
- d) Little Stour and Nailbourne River Management Group – Cllr Giles & Cllr Shaw

**6. ANNUAL SUBSCRIPTIONS**

It was agreed to renew the following subscriptions for the year;

- a) KALC
- 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
- f) Open Spaces

**7. COUNCILLORS RESPONSIBILITIES FOR THE YEAR 2014-15**

<b>All Councillors will assist on any responsibility on request</b>	
<b>Special Responsibilities are:-</b>	
<b>Allotments</b>	Cllr Spratt, Clerk and Littlebourne Horticultural Society

<b>Sloyden and Durrant Charities</b>	Cllrs Giles and Shaw
<b>Emergency Plan, Policing and Neighbourhood watch</b>	Cllrs Welch, Shaw, Reid, Giles and residents
<b>Planning applications &amp; Tree works applications</b>	Cllrs Spratt, Barrett, Evans and Reid Consultant :- Cllr Jeffries
<b>Finance</b>	Cllrs Spratt, Barrett, Gallagher and Clerk
<b>KALC representatives</b>	Cllrs Welch and Cllr Gallagher
<b>The Barn &amp; Heritage</b>	Cllr Jeffries and Cllr Evans
<b>Media (website &amp; LPC News)</b>	Cllr Spratt and Clerk
<b>Children, Youth and Senior Citizens</b>	Cllr Spratt and Cllr Welch
<b>Environment and footpaths</b>	Cllrs Jeffries and Evans
<b>Flooding</b>	Cllrs Giles, Welch and Shaw
<b>Traffic Management and Community Safety</b>	Cllrs Gallagher, Reid, Welch, Giles and Shaw
<b>Housing</b>	Clerk, Consultants Cllrs Jeffries, Giles and Spratt
<b>Recreation Including Recreation Club and Ground</b>	Cllrs Reid and Giles
<b>Twinning</b>	Cllrs Spratt, Reid, Barrett and Gallagher.
<b>WMH Trust (Hall and Turners Orchard)</b>	Cllr Gallagher
<b>Littlebourne Nature Reserves (Cherry Orchard and River Reserve)</b>	Cllrs Evans and Jeffries
<b>4VPO Association, Shop and P O</b>	Cllrs Spratt and Barrett
<b>Community and well being</b>	All
<b>Lesser Stour and Nailbourne River Management Group</b>	Cllrs Giles and Shaw
<b>Gardens and kerbside boxes</b>	Cllr Spratt
<b>Community Fund Administration</b>	Cllrs Giles, Gallagher, Reid and Welch.

#### **8. MINUTES OF THE MEETING HELD ON 9 APRIL 2014**

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

#### **9. POLICING**

It was reported that the wooden posts put in by a resident to try and prevent access to the top of the list had been ripped out and further rubbish dumped. It is not possible to put in more permanent posts at present as the landowners have recently had a felling licence approved for this part of woodland so will need contractors to access it.

Cllr Spratt and Cllr Reid attended the Canterbury District Rural Community Engagement meeting on 13<sup>th</sup> May at LWMH. This was lead by A/Ch. Inspector Sharon Adley, also in attendance were The Canterbury Area District Commander, Mark Arnold and Douglas Rattray from Canterbury Community safety unit.

The aim is to build a better relationship with the parishes and gain feedback. Only 8 parishes were represented at the meeting, the main problems discussed being; speeding vehicles through parishes, parking problems and antisocial behaviour. They plan to hold this meeting twice a year.

## **10. FIRST AID FACILITIES AND EMERGENCY CARE**

Cllr Spratt welcomed resident James Mccrossan who wished to speak to the Cllrs on this subject. James introduced himself as a cricket and football coach, also as treasurer for the rec club. James was proposing the purchase of an AED (automated electric defibrillator) to be mounted somewhere outside the WMH or shop.

When someone goes into cardiac arrest, every minute without CPR and defibrillation reduces their chances of survival by 10%. A defibrillator is a machine that delivers an electric shock to the heart when someone is having a cardiac arrest.

James had a quotation from St Johns Ambulance of £2295.00 ex VAT for which they will provide a defibrillator in an alarmed box to mount on the wall and they will provide a training workshop for 12 members of the community.

The Community 1<sup>st</sup> Responders had given a defibrillator demonstration at last years APM and the possibility of purchasing one had been discussed. The main problem being where it was sited and how it was made secure yet available.

LPC would support this project and help in any way possible. The grants for projects this financial year have already been decided and given out. The closing date for these applications is in October of the previous year. However Cllr Spratt encouraged James to apply for funding from the Community Fund (deadline 31<sup>st</sup> May) and the 4VPO fund. James is also to do some personal fundraising towards the project.

Cllr Gallagher to check whether a unit such as this mounted on the hall would be covered by their insurance.

## **11. ADJOURNMENT OF THE MEETING**

There was none.

## **12. PLANNING**

It was noted that The Exempted Camping Committee has decided not to proceed with the application at The Brambles. The other planning applications and tree works are recorded on Appendix 2 attached to these minutes.

## **13. FINANCE**

- (a) RECEIVED the bank statements for April 2014, and RESOLVED the signature of the Chairman thereon;
- (b) NOTED £11.99 will be taken from our account by DD on 14<sup>th</sup> May for our 1x1 website
- (c) NOTED the clerk has prepared and sent invoices for WMH ground rent and for Martin Twyman for ground rent for the year 2014-15.
- (d) NOTED the clerk has checked through the insurance renewal details for 2014-15 and added the new Littlebourne Village signs and wall storage unit at Cherry Orchard at no additional cost.
- (e) NOTED £17.96 will be taken from our account by DD on 20<sup>th</sup> May for our 1x1 domain name email address.
- (f) NOTED the refund of £387.30 from SwiftFayre was paid into our account on 7 April.

## **AUTHORISATION OF ACCOUNTS**

### *RECIEPTS & CHEQUE PAYMENTS*

There were receipts NOTED totalling £60,707.39. The expenditure list previously circulated to Cllrs as Appendix 3 totalling £4029.51 together with Appendix 3a presented at the meeting totalling £1277.84. These were proposed by Cllr Giles and seconded by Cllr Welch so it was RESOLVED that the financial matters and accounts, as set out be authorised for payment.

### *ANNUAL PARISH ACCOUNTS*

The income & expenditure accounts for the year 2013-14 were RECEIVED and APPROVED by the Council and as part of this the following financial policies were all reviewed and ADOPTED;

- i) The review of Littlebourne Parish Council's Financial Regulations,
- ii) The review of Littlebourne Parish Council's Standing Orders,
- iii) To review and adopt an Office and Finance Risk Assessment
- iv) Review of the Council's Register of Fixed Assets
- v) Review of the Council's Statement of Internal Control for year 2014-15
- vi) Review of the Council's Statement of Accounting Policies year ending 31 March 2014

The Earmarked reserves schedule to year end was also APPROVED.

### *ANNUAL RETURN*

Cllr Gallagher proposed and Cllr Reid seconded to accept the Annual Return for the year 2013-14, so it was APPROVED and signed by the Chairman ready to be sent with the appropriate papers, by the clerk to our external auditor for this year PKF Littlejohn LLP. The notice to exercise the elector's rights to view the accounts had been displayed on the noticeboard in accordance with procedure.

## **14. CLERK REPORT**

- A. A thank you was received from Keep Britain Tidy for the donation we made towards dog fouling literature.
- B. A thank you was received from Barbara Hunt of Littlebourne Afternoon Club for our grant given to them for a day trip.
- C. A thank you was received from Paul Spratt of Littlebourne Cricket Club for our grant towards a roller.
- D. A thank you letter was received from Karen Weaver, treasurer of St Vincent's PCC for our grant towards churchyard maintenance.
- E. A thank you was received from Carol Childs of Ladybirds for our grant towards their kitchen reburishment.
- F. Safe and Sensible Street Lighting – Part-Night Lighting  
KCC has been progressing implementation of its Safe and Sensible Street Lighting policy to reduce the annual energy bill, carbon emissions and light pollution. Implementation of phase 1 of the initiative, Trial Switch Off of some 2,500 street lights, began last summer, as agreed with Joint Transportation Boards.

Implementation of Phase 2 of the scheme, conversion of around 70,000 street lights to Part-night lighting has already commenced in many districts. This involves installing a sensor in each street light that will switch them off at around midnight and then back on again at about 5:30am GMT (1am and 06:30 BST). Works start in early May in Canterbury.

All street lights are considered suitable for conversion to part night lighting unless they fall within the exclusion criteria listed below.

- Main routes and locations with a significant night-time traffic record between 12.00 midnight and 05.30am.
- Town centres.
- Areas identified by the Police as having an existing record of crime, or having the potential for increased crime levels if the street lighting is changed.
- Areas with sheltered housing and other residences accommodating vulnerable people.
- Areas with a 24hr operational emergency services site including hospitals and nursing homes.
- Formal pedestrian crossings, subways and enclosed footpaths and alleyways where one end links to a road that is lit all night.
- Where road safety measures are on place in the highway, such as roundabouts, central carriageways islands, chicanes, speed humps, etc.
- Roads that have local authority CCTV or Police surveillance equipment.
- Sites of potential road safety concerns.
- Street lighting that is owned by Parish or District Councils, these organisations may choose to make their own changes.

Details of the street lights to be converted to Part-night lighting in Canterbury have recently been posted on our website at [www.kent.gov.uk/streetlights](http://www.kent.gov.uk/streetlights). This includes a link to KCC's interactive mapping tool, which allows users to find out which street lights are affected based on a post code search. **Currently looking at Littlebourne they have all our street lights labelled as non KCC in which case they will not be touching any of ours, it would be up to CCC if they want to make any changes. The 3 lights that show as owned by KCC are on the List pathway and these are to remain on.**

- G. A letter was received from a resident asking for the recreation ground to be tidied up, pointing out the state of some of the tarmac footpaths with tree roots and asking about any future plans for the river to be dredged. A response letter was compiled following responses from various Cllrs and Cllr Giles had spoken to them directly about the river. Clerk to contact the school and one of the residents about the tree roots damaging the footpaths.
- H. CCC had written to LPC with regard to street lighting replacements. Orders are being raised for the replacement columns required following the recent structural survey. There are around 200 replacements required but in an effort to save money, they asked us if we considered them all necessary. The clerk responded that yes all the Littlebourne ones are deemed necessary and we would like to see them replaced.

## **CLERK REPORT**

### **INTERNET ACCESS IN UPSTAIRS MEETING ROOM**

The Clerk has managed to sort out WIFI access for the meeting room. The 'devolo' device that I found in the office works through the mains power supply. It would not work when plugged into the meeting room as the extension is on a different circuit (which is what you discovered previously). But it can be plugged into the main hall (which is the same circuit as the office) and the WIFI goes far enough to be able to use it upstairs. This has been tested and works well.

### **INSURANCE COVERAGE FOR ART AT CHERRY ORCHARD**

The clerk had double checked with our insurers that Wendy Blanchet would be covered under the PC insurance for public liability when offering art classes in the Cherry Orchard as a volunteer. She had previously been paying for an insurance policy to cover this, which is not necessary as long as she is volunteering under the councils instruction she is covered. The

Gazebo building itself is covered under our policy but not the contents within. There is a £100 excess for our claims and Wendy said the contents would not be worth more than this.

## **15. ALLOTMENTS**

Cllr Evans reported back on the oversight made on the works that were being carried out on the allotments. When the hedge works had been done in February, the necessary wildlife checks had been carried out. But then when the clearance works started, in May the nesting birds check had not been carried out. Works have now been stopped and the area taped off. Works will be completed in September. They had been advised that now was a good time to clear the groundcover, with the presence of slow worms as they can move away, rather than in the winter when they are hibernating. They have also taken the advice of a well-respected environmentalist who lives locally and knows the site.

We have to respect the law and the LHS Committee Management Team who manage the allotments. Everyone involved worked hard to get the right solution.

There is to be site inspection of the allotments carried out in July.

## **16. ASSOCIATIONS**

Cllr Gallagher had attended the last KALC meeting on 16<sup>th</sup> April where there was some further discussions over the Parish Charter, it was also mentioned that we seem to have a better relationship with our district council than many of the other districts in Kent.

## **17. COMMUNITY**

The Chairman mentioned that she had been approached by the new clerk of Ickham & Well PC regarding the possibility of storing archived data in the WMH. The Chairman had informed her that our archive room was full of our own data and that we also pay £50 per year for our old minutes and other Parish Records to be stored in Cathedral archives. There is a facility at KCC Maidstone for other storage, or more locally in the general storage facility in Sturry Road.

## **18. THE BARN**

Cllr Jefferies reported that they had met with CCC Estates Department, who are going to be taking over the running of the heritage buildings in Canterbury. They are not sure what they are going to do with it yet but this years bookings are all secure.

Thanks was given to all those involved in the Barn fun day on Bank Holiday Monday, it had been a great day.

## **19. HERITAGE**

Cllr Jeffries reported that she was meeting with Alison Cable an archivist from Maidstone tomorrow evening to give recommendations for a printer and a scanner.

## **20. EMERGENCY PLAN**

It was noted that Cllr Reid had updated and re circulated the Emergency Plan.

## **21. PLAYAREA**

Cllr Spratt mentioned the possibility of purchasing a new piece of play equipment for the park. Two springer's and a set of monkey bars had been removed and nothing put in their place. Any ideas were welcomed and a way of asking the children what they would like would be considered.

## **22. TWINNING WITH WIMILLE**

Cllr Spratt reported back from the Wimille pre-school visit to Littlebourne on 6<sup>th</sup> May, The WMH had been hired and a magician booked to entertain the children. All the children and parents had a great time.

### *OPEN GARDENS*

The clerk showed the draft tickets complete with maps on the back that have been produced and explained different coloured tickets would be made for each type of visitor (the French, those who have volunteered and those who have purchased a ticket). A french interpretation has also been done for The Barn and Cllr Gallagher is to do one for The Church. Arrows are to be made to mark out the routing.

### **23. MEDIA**

LPC NEWS will begin printing next week. Cllr Spratt confirmed we can include the good news item about Ladybirds.

### **24. NATURE RESERVES**

Cllr Evans reported that the interpretation boards at Cherry Orchard have now been put up. Cllr Reid is to provide translation in French for these for the Open Gardens event.

### **25. FOOTPATHS**

Cllr Evans reported that the footpath at Ickham Mill was still in a very poor state, the sleepers need putting back in the correct place over the little channel to enable pedestrian access. Clerk to contact EA as sleepers should be put back to reflect the channels proper depth and width. Cllr Giles available to meet with EA onsite to discuss.

### **26. HIGHWAYS**

Cllr Gallagher reported that the issue over the corner of Jubilee Road and Church Road was on the way to a solution. KCC are working to move this forward.

#### *Logiforce Ltd - HGV Operators Licence.*

The Parish Council does not have a statutory right to make an objection to the establishment of a Goods Vehicle Operating centre. The wording of the Public Notice is as legally prescribed and states that 'Owners and occupiers of land (including buildings) near the operating centre who believe that their use or enjoyment of the land would be affected' can make written representations to the Traffic Commissioners. However the committee of BSRA Ltd have met and have no objection to the application for a HGV Licence. This should also result in less vehicles movements than at present.

Cllr Reid mentioned that they would be operating Lorry Watch next week and hoped to liaise with Bekesbourne-with-Patrixbourne PC.

### **27. WAR MEMORIAL HALL TRUST**

Cllr Gallagher said the AGM is to be held on 28<sup>th</sup> May, it had been a good year for the hall with lots of bookings, but heavy maintenance is now required to the building, especially the roof. Three main areas, the main roof needs a lot of repair work, the flat roof needs examination and the joint between the new and old roof needs repairs where the cladding has been damaged and stripped off by kids climbing into the valley. A physical barrier is to be put up to prevent access to this area. The Rec Club are also doing work to their sections.

### **28. TURNERS ORCHARD**

Cllr Evans reported that The May Day BBQ had been a great success and around 90 people came. A wassailing for 2015 has been booked for 17<sup>th</sup> January.

### **29. AOB FOR DISCUSSION ONLY**

There was none

The meeting closed at 9.50pm and the public departed.

A confidential item then followed.

**Please note these minutes will remain unapproved until the next meeting**

*Dates of future meetings: 11 June, 16 July, 10 September, 15 October, 12 November, 10 December*

Signed..... (Chairman)

Date.....

**LITTLEBOURNE PARISH COUNCIL  
PLANNING REPORT, 14 MAY 2014**

**APPENDIX 2**

**New Applications**

NONE

**Notifications**

CA//14/00255/FUL David Lane	Silverside, 44 Bekesbourne Lane, Littlebourne CT3 1UY  Single storey side extension	GRANTED 01/04/14
CA//14/00424/FUL Richard Thompson	23 Jubilee Road, Littlebourne, CT3 1TR  Single storey rear extension.	GRANTED 14/04/14
CA//14/00380/FUL Steve Musk	52 High Street, Littlebourne CT3 1 <sup>ST</sup>  Demolition of single storey masonry lean to and timber framed porch and proposed single storey rear extension and formation of a new light well serving existing basement.	GRANTED 23/04/14
CA//14/00528/FUL Ceri Williams	14 Nargate Street, Littlebourne CT3 1UH  Two storey side extension, demolition of garage, porch and conservatory.	GRANTED 29/04/14
Proposed Camp site No 179/236	The Brambles, 3 School Path, Littlebourne CT3 1XA	The Exempted Camping Committee has decided not to proceed with the application

**Trees**

NONE