

**LITTLEBOURNE PARISH COUNCIL
MINUTES OF THE MEETING HELD 7 SEPTEMBER 2022 AT 7PM IN THE LWMH
MEETING ROOM**

Present: Parish Cllr Peter Farrow (Chairman)
Parish Cllr Mick Giles (Vice Chairman)
Parish Cllr Melanie Moore
Parish Cllr Cate Reid
Parish Cllr Brian Hurlow
Parish Cllr Lee Castle
Parish Cllr Andrew Fraser
Parish Cllr Eloise Maxted
County Cllr Mike Sole

Mrs Gail Hubbard, Clerk to the Council
There was one member of public present, Mrs Hurlow.

40. THE CHAIRMANS OPENING REMARKS AND APOLOGIES FOR ABSENCE

The Chairman welcomed everyone to the meeting. Apologies had been received from Cllr Shaw (holiday).

41. DECLARATIONS OF CLLRS INTERESTS AND REQUESTS FOR DISPENSATION

There were none.

42. MINUTES OF THE MEETING HELD 1 JUNE 2022

The minutes from the previous meeting were proposed by Cllr Giles and seconded by Cllr Hurlow and AGREED as a true record of the meeting. They were duly signed by the Chairman.

43. POLICING AND NEIGHBOURHOOD WATCH

There were no reports.

44. ADJOURNMENT

There was none.

45. COUNTY COUNCILLOR

Cllr Mike Sole spoke on the KCC HIP team restructure, they are now ready to meet with parishes via Teams. LPC revised HIP to be sent in the new format then a meeting can be arranged. Cllr Sole has £10,000 budget to spend across his 16 parishes so any requests to be in early.

Cllr Sole's written report gave details of his successful councillor surgery held recently at the Ivy Barn along with Cllr Castle.

46. PLANNING/TREES

The planning items were discussed as per Appendix 2 – attached at the end of the minutes.

47. HIGHWAYS

Speedwatch

The area co-ordinator had been out to Littlebourne and given a session on the new hand held unit. There is a requirement for additional equipment; clicker to count total vehicles, HD camera and some additional signage, Cllr Hurlow has ordered these. A training session has been setup for new volunteers on 12th September. The Evenhill site and Rose

Acre site are still approved for use of both SID's but frustratingly to LPC not the Pine Wood site that was hoped for.

Traffic mirror

Residents of The List had raised the issue of pulling out onto Jubilee Road, where they cannot see easily to the left. LPC would have no objection one being put up at the end of The List track.

Cllr Mike Sole departed the meeting at 7.30pm.

48. FINANCE

AUTHORISATION OF ACCOUNTS FOR PAYMENT

There were receipts totalling £1256.70 NOTED for the month. The expenditure list previously circulated to Cllrs as Appendix 3 totalling £11,226.53 and Appendix 3a totalling £2,182.94 were proposed, seconded and AGREED by all. So it was RESOLVED that the payments set out be authorised – attached at end of minutes

END OF QUARTER BUDGET EXPENDITURE

The end of 1st Quarter budget expenditure sheet as previously circulated to Cllrs was RECEIVED.

ADDITIONAL BANK ACCOUNT

As per report previously circulated to Cllrs, it was AGREED that an additional account should be opened with Nationwide.

COMPLETION OF THE AGAR 2021-2022

The external auditors, PKF Littlejohn's report on the 2021-22 AGAR was CONSIDERED and ACCEPTED by all Cllrs. There were no matters brought to their attention so no further action to be taken. The clerk had displayed the necessary paperwork for the conclusion of the audit on the website and noticeboard. Thanks to the Clerk to be recorded for her audit work.

49. CLERKS REPORT CORRESPONDENCE

A. Wimille twinning email

Email received from Twinning Committee advising LPC that they have dissolved the twinning committee due to two factors; a passport is now required to visit England and the cost of the ferry/shuttle. The official link between the two villages still exists but they will be unable to organise any meetings in the future.

B. CCC Planning Training session

Now rescheduled again by CCC for Wed 21st September at 4.30pm in Google (details circulated to Cllrs)

C. SAAA Central external auditor

Option to opt out of the SAAA Central External Auditor appointment arrangements. LPC are to not opt out of the present arrangements.

All other correspondence was noted.

CLERK REPORT

EV CHARGING POINTS FOR CARPARK

A survey was carried out in June by Volker Highways who are working for KCC as part of this rural scheme. We had originally applied for two points in the long carpark. It seems this option is too expensive due to the lack of access to a power supply (which is on the opposite side of the road at this point). The preferred option would be the two spaces adjacent to the hall bin/opposite the LPC office (they could pick up the supply coming across the carpark and would fit their own box and meter in a green box near the hall bin, the double charger point would run directly from this sitting in the gap between the kerb and the fence) – they have gone away to price up and submit to KCC. It may still be too expensive and KCC may reject the application, obviously if we do not agree to this location it won't happen either. We need to wait this to be drawn up before we can agree anything further.

HIGH STREET CHERRY TREES

Clerk has received a number of complaints about the Cherry Trees on the High Street overhanging too low on the footpath/bench and bush shelter. These were last properly done in 2018. Clerk has put an application into CCC for works to be carried out as they are within the conservation area. Once the 6 weeks has expired we can get the works done.

LPC BANNERS

The clerk has taken down the two banners (Jubilee & development one) from the front of the recreation ground fencing and stored away for further use if needed.

FENCE MOUNTED BIN ON REC

This has been taken down for now, it is being used mainly as a dog waste bin, but as it is not designed for this it is very difficult to empty the dog waste. It has to be done piece by piece with the grabber. Often there is excess poo bags left ontop of the bin and this is right by the children's slide. This bin was fitted for the footballers waste so perhaps a larger free standing bin is needed. There are already 4 dog waste bins on the rec, one in each corner so it is very well provided for dog walkers.

MILLENNIUM AWARD BOARD

Clerk has delivered the new board off to the sign writers. This will be headed to match the existing board and then have the 2020, 2021 and 2022 winners names underneath. This will be collected and put on the wall in the hall once ready.

CARPARK FENCING DAMAGED

The section of pole fencing by the pedestrian crossing has been knocked down, looks like someone has driven into one of the posts. Repair works have been requested.

DEFIBRILLATOR RECALL

Clerk received notification that some IPAD-SP1 defibrillators, including the LPC one had been recalled due to an issue with the software showing a better battery power than the unit has (might show full battery but when used might not be enough to operate). Free software update booked for collection on 7 September and unit will be returned two days later. Clerk has made a notice to go in case when unit is removed and it will be placed out of action on 'The Circuit' defib database so SECAMB don't send anyone to collect it during those days.

YOUTH SHELTER DAMAGE

The small cover panel at the rear of the shelter has been ripped off over the summer. Clerk to arrange repairs.

LHS

Clerk is to write several termination of agreement letters to LHS plot holders as per previous discussions with LHS and tenants. It was felt it should also be backed up formally, these will be effective from 1st November.

50. WARM BANK DISCUSSION

Cllr Moore had raised the discussion on warm banks and this had also been flagged up on Facebook by some residents.

Tomorrow we will find out about possible fuel caps that may be introduced.

Need to consider public spaces to see where could be used; hall, club, church, chapel, Ivy Barn, Evenhill. Approach to see viability; space/cost/availability.

LPC could help setup then hand over to volunteers to run, like with the Covid helping neighbours' scheme.

For those housebound a neighbourhood scheme would maybe work better.

A house sharing scheme maybe a better option than opening and heating another space.

Some residents may be put off by the concept of a warm bank – maybe better packaged as a social event (drop in for a coffee and chat)

Most vulnerable to the cold pre school children, need to consider young families not just elderly.

Cllrs AGREED for Cllr Moore to pursue further and also to contact Age Concern to see what they can offer and advise.

Mrs Hurlow departed at 8.15pm.

51. ROSPA ANNUAL PLAY INSPECTION

The Clerk had prepared a report of the highlighted items in this years report; it was AGREED to following works should be carried out;

Metal bench by slide – see below item on benches

Adult Gym leg press – see if repairs can be done to rust patches, if not consider removing

Football target – to be cleaned by Cllr Castle with pressure washer

52. BENCH REPLACEMENT

The Clerk had done an audit of all the benches owned by LPC in the village, following the ROSPA inspection identifying concerns. LPC own 19 benches and some of these are in a poor state and need repair or replacement.

It was AGREED the following works should be carried out:

- Both metal benches at the bus stops on the High Street are replaced with recycled plastic benches
- The metal bench by the playarea slide is to be replaced with a large picnic style bench, in recycled plastic
- The metal bench by the playarea fence will be removed and not replaced.
- Raj & Alka Patel to be approached to see if they would like to donate a new bench to replace the one in situ (which they donated) which is beyond repair.

53. CARPARK REFRESH PROJECT

Cllr Castle had prepared a costings sheet for the various works that could be done in and around the carpark. Pressure washing of area still to be done, expenditure previously agreed.

The remarking of the carpark lines at a cost of £1000 incl VAT was AGREED. Although not to be done until the toilet works is complete. Also need to await response on EV charging stations.

Some of the bench options will overlap with the above bench replacement.
Bollard replacement awaiting revised costings.

54. LHS REQUEST TO USE RENEWABLE ENERGY ONSITE

LHS tenant Mr Weaver has approached LPC for permission to integrate renewable energy into his allotment plot. This is supported by LHS and they would ideally like to have power into the community meeting space, which Mr Weaver would assist with. Clerk to respond that LPC are generally supportive but would like to see sizes and specifications of what was to be installed before giving full permission. LPC need to consider the properties bordering the site and other plot holders.

55. CHERRY ORCHARD NATURE RESERVES MAINTENANCE

Cllr Maxted and Cllr Fraser had met onsite with the Nature Reserve Committee to look at works needed onsite and to discuss some tree works requested by a resident of Cherry Orchard. They fed back to the Cllrs and it was AGREED that the necessary works should be carried out to the hedges bordering the Cherry Orchard estate, the removal of the branch from the Field Maple that overhangs the path and part of the garden to no 10 and the replacement of the gatepost and rehangng of the gate.

56. CCTV CAMERA REPLACEMENT

Following failure of one camera a replacement camera at a cost of £542 plus VAT is to be ordered. Expenditure AGREED.

57. MEETING DATES FOR 2023

The following dates were put in place for next year;

- 4th January 2023
 - 1st February 2023
 - 1st March 2023
 - 15th March 2023 – Annual Parish Meeting
 - 5th April 2023
 - 10th May 2023 (post-election 4th May)
 - 7th June 2023
 - 5th July 2023
 - (No meeting in August)
 - 6th September 2023
 - 4th October 2023
 - 1st November 2023
 - 6th December 2023
- Clerk to book the hall for these dates.

The meeting closed at 9.05pm.

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

Dates of future meetings: 5 October, 2 November, 7 December 2022.

Signed..... (Chairman)

Date.....

Notifications

CA/22/00940	Single storey extension to garage and use as ancillary accommodation. The Hatch, 53 Nargate Street, Littlebourne CT3 1UJ	GRANTED
CA/22/01364 & CA/22/01365 Listed Building Consent	Porch canopy to rear elevation Littlebourne Court, Church Road, Littlebourne CT3 1TU	GRANTED
CA/22/01364 & CA/22/01365 Listed Building Consent	Porch canopy to rear elevation Littlebourne Court, Church Road, Littlebourne CT3 1TU	GRANTED

Trees works

CA/22/01553	12 Cherry trees by high Street – crown raise to approx. 2m and crown thin by 15% 58 High Street, Littlebourne CT3 1ST	LPC application
CA/22/01696	London Plane Tree and Oak Tree located in garden to side of property. Crown raise both to approx. 14ft in order to allow more light into the greenhouse. Trees are approx. 50-55ft. The Granary, Church Road, Littlebourne CT3 1TU	No objections to be raised
CA/22/01466	T1) Walnut tree located towards the West boundary of the property - fell. 1 The Green Littlebourne Canterbury Kent CT3 1UU	DECIDED CCC No objection
CA/22/01238	1 Acer remove 2 branches and trim by 30-100cm from outer limits, in rear garden. 8 Nargate Street Littlebourne Canterbury Kent CT3 1UH	DECIDED CCC No objection
CA/22/01420	T1 Crack Willow Tree located in rear garden- Tree Removal. The tree is in poor condition with several large cavities on all sides of the stem which increases the likelihood of collapse. Littlebourne Water Mill Nargate Street Littlebourne Canterbury Kent CT3 1QJ	DECIDED No objection
CA/22/01427	Holly trees x2- crown reduction by 30% on Western side of the trees and to remove branches overhanging the Little Stour river. Littlebourne House Residential Care Home 2 High Street Littlebourne Canterbury Kent CT3 1UN	DECIDED CCC No objection

(A) FINANCIAL MATTERS

- (a) **RECEIVED** the bank statements for May, June & July 2022, and **RESOLVED** the signature of the Chairman thereon.
- (b) **NOTED** the clerk has added the new items gained from the Jubilee event (Gazebo & A boards) plus the water bottle filler and Radar speed gun to the LPC fixed asset register. The water bottle and Speed radar gun have also been added to the insurance at no additional cost to this years premium.
- (c) **NOTED** the Queens Jubilee expenditure has been finalised at a net cost of £1889.07, the Clerk has provided the full breakdown to the LPC Community fund for reimbursement into the LPC account.
- (d) **AGREED** the addition of Cllr Eloise Maxted onto the Unity Bank account as a signatory with internet banking access to authorise online payments. Form signed by two existing signatories and new signatory.
- (e) **NOTED** the clerk has prepared the first quarter VAT claim totalling £1236.70 and submitted online.

(B) RECEIPTS JUL-SEPT

LPC advert renewals	20.00
HMRC – Vat reclaim first quarter	1236.70
TOTALS	£1256.70

(C) DIRECT DEBITS JULY-SEPT

Unity Trust Bank	Banking charges for quarter	18.00
1x1 Ionos	Website monthly charge July/Aug/Sept	54.00
1X1 Ionos	Email/domain quarterly charge	28.76
NEST	Pension payments July/Aug/Sept	295.74
TOTALS		£396.50

(D) AUTHORISATION OF ACCOUNTS JULY-SEPT

BACS	Oliver Manning Press – two A frame boards for Jubilee event	320.00
BACS	Monitor Cleaning Services – bottle filler	1172.40
BACS	Unipar Services LLP – replacement battery for speedwatch equipment	163.20
BACS	The Vineyard Garden centre – Fifth Trust Garden services	1728.00
BACS	Mickle Creative Solutions – LPC News July printing	261.00
BACS	Mrs Clayson – litterpicking, sweeping, strimming, cleaning	1370.00
BACS	Salary & HMRC payments	4392.44
BACS	Polo Contractors -Jubilee entrance to rec pathway surfacing	1540.00
BACS	Bourne to Garden – contract mowing	1200.00
BACS	T Ward & Son – Cherry Orchard mowing of paths May & June	76.00
BACS	Playsafety – Annual ROSPA inspection	155.40

BACS	Expense payments	324.66
BACS	Information Commissioner – Data Protection renewal fee 2022-23	40.00
BACS	Office Direct – stationary office supplies	101.17
BACS	Dean & Chapter of Canterbury – archive storage 2022-23	60.00
BACS	Dynamix – payroll services	25.20
BACS	PKF Littlejohn LLP – 2021-22 AGAR External audit	480.00
TOTALS		£13,409.47