

**LITTLEBOURNE PARISH COUNCIL  
MINUTES OF THE MEETING HELD 5 OCTOBER 2022 AT 7PM IN THE LWMH  
MEETING ROOM**

**Present:** Parish Cllr Mick Giles (Vice Chairman)  
Parish Cllr Cate Reid  
Parish Cllr Brian Hurlow  
Parish Cllr Lee Castle  
Parish Cllr Ken Shaw

Mrs Gail Hubbard, Clerk to the Council  
There were no members of the public.

**58. THE VICE CHAIRMANS OPENING REMARKS AND APOLOGIES FOR ABSENCE**

The Vice Chairman welcomed everyone to the meeting. Apologies had been received from Cllr Farrow (family commitment), Cllr Moore (holiday), Cllr Maxted (unwell) and Cllr Fraser in retrospect (prior appointment).

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

There were none.

**60. MINUTES OF THE MEETING HELD 7 SEPTEMBER 2022**

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

**61. POLICING AND NEIGHBOURHOOD WATCH**

There were no reports.

**62. ADJOURNMENT**

There was none.

**63. COUNTY COUNCILLOR**

Cllr Mike Sole had forwarded his monthly report, main points below:

This month of course started with the historic and moving events surrounding the death of Queen Elizabeth II. I attended the proclamation in Canterbury and also the service of remembrance in Canterbury Cathedral.

Events surrounding the Queen's death meant that a number of council meetings were postponed, but things are now returning to normal. I am very keen to ensure that the parish councils in my division are updating their Highway Improvement Plans and then working with KCC to get them assessed and costed so that I can also help with funding that I have available. Last month I attended parish council meetings in Kingston, Womenswold, Waltham, Littlebourne and Thanington.

The long-awaited Canterbury Local Plan will be published in October before going out to consultation. I attended a meeting with Kingston residents to explain the Local Plan timetable in respect of land that has been put forward in the village in the Call for Sites.

The KCC Detached Youth Bus visits Littlebourne every week and I joined with young people as part of Democracy Day to discuss what they would like to see changed in their area

Finally, I attended and the City Council special planning meeting about the South Canterbury development at Mountfield for up to 4,000 homes and spoke about the impact that this will have on the local villages, especially from increased traffic.

#### **64. PLANNING/TREES**

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

#### **65. HIGHWAYS**

Cllr Giles reported that the new HIP had been submitted to Highways in the new format and a Teams meeting had been arranged to discuss this in November. Cllr Giles suggested a Traffic Action and Highways sub committee meeting be called for early November so it can be decided who attends the HIP meeting with Highways and ensure everything is prepared.

#### **66. FINANCE**

##### ***AUTHORISATION OF ACCOUNTS FOR PAYMENT***

There were no receipts NOTED for the month. The expenditure list previously circulated to Cllrs as Appendix 3 totalling £991.11 and Appendix 3a totalling £11,880 were proposed by Cllr Castle, seconded by Cllr Shaw and AGREED. So it was RESOLVED that the payments set out be authorised – attached at end of minutes

##### ***END OF QUARTER BUDGET EXPENDITURE***

The end of 2<sup>nd</sup> Quarter budget expenditure sheet as previously circulated to Cllrs was RECEIVED.

#### **67. CLERKS REPORT CORRESPONDENCE**

##### **A. Resident looking for volunteering opportunity**

KCC Youth Van suggested as they were seeking volunteers

##### **B. The Parish Charter**

The final version of the Charter document has now been received, the CCC Cabinet is due to formally consider the Charter on 12<sup>th</sup> October. The joint CCC/KALC meeting to sign off the Parish Charter and for a Q&A session with Cllr Ben Fitter-Harding has been arranged for Monday 21st November. (Document circulated to Cllrs)

##### **C. KCC Environment briefing for the summer**

As circulated to Cllrs via email

All other correspondence was noted.

#### **CLERK REPORT HIGH STREET CHERRY TREES**

These works can now be done as the 6 weeks period from CCC has expired. Landcare have been given the go ahead.

#### **MILLENNIUM AWARD BOARD**

Clerk has collected the Millennium board from the signwriter and will arrange it to be mounted on the wall in the hall (location to be agreed with WMHC)

#### **DEFIBRILLATOR RECALL**

Has been carried out and returned to the wall mounted box. The replacement pads are on order as the current ones and the spares expire.

### **BENCH REPLACEMENT**

Clerk has two quotations for this project so far and met another contractor this morning to arrange the third quotation.

### **HOUSING**

Clerk has received several new applications to go onto our housing waiting list for Court & List Meadows, these have been processed and added to the list where eligible.

### **FOOTBALL GOAL**

Cllr Hurlow very kindly added another 6 barrows of top soil to the goal mouth, this was going spare from the cricket wicket works. We are now ready to get this seeded and fenced off to allow it to grow.

### **LPC NEWS NOVEMBER**

Items to be collated for November edition.

## **68. PUBLIC TOILET UPDATE**

The Clerk gave an update on the building of the public toilet adjacent to the parish office, with the groundworks and brickwork completed. We are now awaiting the roofing contractors for the next stage.

There is to be a stone plaque on the site of the wall recognising the contributors to the project, Quinn Estates, LPC and a grant from CCC.

Some elements still need to be considered and others may become obvious as the project moves forward and the toilet is fitted out; emergency alert cord or signs/fire alarm connection/supplies/regularity of cleaning.

## **69. CORONATION COMMEMORATIVE ITEMS**

Cllr Shaw suggested to the councillors that LPC consider presenting the children at Littlebourne School with a commemorative mug to celebrate the Coronation of the King. The date of 3<sup>rd</sup> June 2023 has today been mentioned as a possible date for this event. There are no items available yet so costings could not be collated. Other idea would be to ask parents in the village to register with the clerk by a set date for their children to receive a mug (this would cover the children that do not attend Littlebourne School). Clerk to look at some costings when available and bring this item back to the council for further discussion.

## **70. CHRISTMAS TREE PROVISION 2022**

Cllr Giles explained the LPC Community Fund had agreed to fund this project again for 2022. A quotation had been accepted of £350 to put a new outside socket at a reachable level to enable the lights to be plugged in without the need for a large ladder. A larger and fuller tree would be sought this year and the necessary low voltage lights need to be purchased. The Clerk had kept the decorations hung on the tree by residents last year so these can be reused to decorate the tree.

It was also suggested that the school children could be asked to make decorations for the tree – Cllr Castle to ask at the school if this was something they would want to be involved with.

Last years high voltage lights, that cannot be used on the tree, could possibly be sold, clerk to look into this possibility.

The meeting closed at 7.47pm.

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

Dates of future meetings: 2 November, 7 December 2022, 4 January, 1 February, 1 March, 15 March APM, 10 May, 7 June, 5 July, 6 September, 4 October, 1 November, 6 December 2023.

Signed..... (Chairman)

Date.....

**LITTLEBOURNE PARISH COUNCIL  
PLANNING REPORT 5 OCTOBER 2022**

**APPENDIX 2**

**Applications since last meeting**

CA/22/01924	Application for listed building consent for installation of 1 conservation rooflight to rear and internal alterations.  2A Bekesbourne Lane, Littlebourne CT3 1UY	No objections in principle but would like to see style of window used to be a heritage window with materials to suit.
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**Notifications**

CA/22/01364 & CA/22/01365 Listed Building Consent	Porch canopy to rear elevation  Littlebourne Court, Church Road, Littlebourne CT3 1TU	GRANTED
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**Trees works**

CA/22/01904	T1 Horse Chestnut, turn into monolith, T2 Horse Chestnut to cut back overhanging branches to solar panels.  Mill House Nargate Street Littlebourne Canterbury Kent CT3 1QJ	No objections to raise
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**APPENDIX 3**

**(A) FINANCIAL MATTERS**

- (a) **RECEIVED** the bank statements for August and **RESOLVED** the signature of the Chairman thereon.
- (b) **NOTED** the Clerk has completed the application from to open the Nationwide savings account. Signature mandate form to be signed by current bank signatories (Cllr Farrow, Cllr Giles, Cllr Reid, Cllr Maxted)
- (c) **NOTED** the Clerk has filed a nil return for the period ending 31<sup>st</sup> March 2022 to the Charity Commission for Littlebourne Recreation Ground Trust.

**(B) RECEIPTS**

None	
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**TOTALS      £0.00**

**(C) DIRECT DEBITS**

1x1 Ionos	Website monthly charge	18.00
NEST	Pension payment	98.58
BT	LPC Office phone & broadband	156.42
<b>TOTALS</b>		<b>£273.00</b>

**(D) AUTHORISATION OF ACCOUNTS**

BACS	First rescue training and supplies Ltd – replacement defib pads	123.54
CHQ95	Gary Wells – signwriting of new Millennium Board	156.81
BACS	Brook Security – Replacement camera	650.40
BACS	Expenses/reimbursement payments	60.36
BACS	Bourne to Garden – contract mowing	480.00
BACS	Datum Groundworks Ltd – Public toilet works to date	11,400.00
<b>TOTALS</b>		<b>£12,871.11</b>