

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

**Present:** Parish Cllr Peter Farrow (Chairman)  
Parish Cllr Mick Giles (Vice Chairman)  
Parish Cllr Brian Hurlow  
Parish Cllr Lee Castle  
Parish Cllr Ken Shaw  
Parish Cllr Melanie Moore  
Parish Cllr Eloise Maxted  
Parish Cllr Andy Fraser

Mrs Gail Hubbard, Clerk to the Council  
There was one member of the public, Hilary Scott.

**86. THE CHAIRMANS OPENING REMARKS AND APOLOGIES FOR ABSENCE**

The Chairman welcomed everyone to the last meeting of the year. Apologies had been received from Cllr Cate Reid (recuperating).

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

There were none.

**88. MINUTES OF THE MEETING HELD 3 NOVEMBER 2022**

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

**89. POLICING, NEIGHBOURHOOD WATCH & COMMUNITY WARDEN**

There were no reports from the Police. Continued thanks to Viv Spratt for keeping the village up to date with the NHW emails and other useful items.  
Cllr Hurlow had contacted the Community Warden over some door nuisance door knocking that had been going on in the village.  
Clerk to write to Kent Police and express disappointment that rural areas will no longer have a dedicated PCSO, it was felt to be a regrettable step.

**90. ADJOURNMENT**

Hilary Scott asked about the public meeting – to be covered later in the agenda.

**91. COUNTY COUNCILLOR**

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

- The Canterbury draft Local Plan consultation runs until 16 January 2023. Please do take the time to let the council know what you think. I have continued to with Adisham and Womenswold residents in opposing the new town at Cooting Farm and the further expansion of Aylesham, by attending the public meeting of around 200 people in Adisham church and also a meeting of several local parish councils working to fight these developments.
- On highway issues I am very pleased to have been able to sign off on the grants for the 30mph limit at Woolage Village and the 40mph limit on Stone Street, Petham. I look forward to seeing these both implemented next year.

- I am taking up with KCC the issue of the large number of bus stops that are not wheelchair accessible, and I will be pushing for improvements, not only on our area, but around the county.
- Bus capacity issues continue to be an issue and I have passed on many complaints that I have received to KCC so that they can take these up with Stagecoach – I am still waiting for a response but have chased this up.

## 92. PLANNING/TREES

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

## 93. HIGHWAYS

### ***HIP***

Cllr Hurlow updated the Cllrs following the HIP meeting with KCC Highways held on 21<sup>st</sup> November. There are some smaller items such as gateways (Court Hill & Nargate St) and signage that we might be able to progress in the near future. 20mph for The High Street would not be possible but for some of the side roads (Jubilee, Church Rd, Nargate St) it could be explored further, speed surveys would be needed. Costings are being looked at in greater detail by KCC Highways.

### ***DRAINAGE***

Cllr Giles explained that Highways have changed the way they maintain the drains and now attend reported blocked drains rather than doing all those in the area in one visit. Cllrs and residents urged to report any blocked drains on the fault reporting page.

<https://www.kent.gov.uk/roads-and-travel/report-a-problem>

## 94. FINANCE

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

There were receipts totalling £1306.50 NOTED for the month. The expenditure list previously circulated to Cllrs as Appendix 3 totalling £2,764.91 and Appendix 3a totalling £13,762.40 were AGREED. So it was RESOLVED that the payments set out be authorised – attached at end of minutes.

### ***PRECEPT FOR 2023-24***

CONSIDERED and AGREED the finance sub-committees budget precept figures for 2023-24 as previously circulated to Cllrs as Appendix 3b & 3c. It was AGREED that the precept figure remains the same as this year and is set at £44,493.00. The figure will show as a reduction to residents due to the increased number of properties in the parish since this time last year. Clerk to advise CCC of the requirement by 31<sup>st</sup> December. Thanks recorded to the Clerk for her work on the budget.

## 95. CLERKS REPORT

### **CORRESPONDENCE**

#### **A. SAAA (smaller Authorities Audit Appointments) Notification of external auditor appointment for the 2022-23 financial year for the 5 year period to 2026-27.**

This will no longer be done by PKF Littlejohn, the next 5 years will be done by MAZARS LLP. This is for the whole of Kent.

#### **B. CCC Concurrent funding**

In November 2021 CCC carried out a consultation with all parishes on the most appropriate way to distribute the funding between parishes. The majority

of parishes that responded preferred option1: Parish councils would receive the same individual current funding allocation as per 2022/23. The Council have agreed option 1 with the current allocation with an increase of 10% in line with inflation. This will mean a payment of £14,507 for Littlebourne to be paid in April 2023.

**C. Michael Steed – Memorial Tree for Brian Staley**

Email giving details of the tree to be planted, which is to be a Paulowia Tomentosa, native to eastern Asia including Vietnam, often called a Foxglove tree. Clerk to co-ordinate placement of tree.

All other correspondence was noted.

**CLERK REPORT**

**HOUSING**

A one-bedroom bungalow has become available in Court Meadows. LPC dealing with CCC over nominations.

**CHRISTMAS TREE**

Is in position, with lights and decorations on. Timer set for lights to come on every evening. Thanks to Polo Contractors for erecting the tree for us again this year. Thanks to Cllr Giles for organising the tree and to the clerk for putting on the lights and decorations.

**OAK TREE FROM ELITE BLINDS**

This was planted on the Rec, near the BMX track on 18<sup>th</sup> November as part of the Queens Green Canopy project. Needs staking to protect from wind.

**FLYTIPPING**

Clerk has reported the flytipping on the lane to Brick Kiln to CANENCO, Community Warden also made aware. Passed onto Holdstocks as unfortunately on their land so becomes their responsibility to clear it.

**CARPARK FENCING REPAIRS**

The pole fence by the crossing has now been repaired. A rotten post on the long capark has also been replaced at the same time.

**HIGH STREET CHERRY TREES**

These trees have now been cut back and shaped so the pathway is clear

**MILLENNIUM AWARD BOARD**

This has now been mounted on the wall in the hall.

**YOUTH SHELTER DAMAGE TO REAR PANEL**

Replacement panel has been added.

**GRAFFITI IN YOUTH SHELTER**

Red and yellow paint used to graffiti the youth shelter this week, clerk has cleaned off with graffiti remover.

**INSURANCE CLAIM**

Clerk has submitted a claim for the top planter to our insurers for the cost of a replacement planter and the removal of the damaged planter. This has now been settled.

### **OVERNIGHT PARKING IN THE CARPARK**

Rec Club continue to leaflet vehicles that are left overnight in the carpark, advising it is not a public carpark. At least one vehicle has been there repeatedly recently. There were no signs left in the carpark– the ones that were up have disappeared over time (it hasn't been an issue for a while). Clerk has put one back on the rear of the noticeboard where there used to be one to try and deter this sort of parking.

### **PAT TEST**

Office PAT test was carried out, it was flagged that most items are run from extension cables as there are limited sockets in the office. A quotation is being sought to fit more sockets in the office.

Cllr Shaw departed the meeting at 7.50pm.

### **96. CANTERBURY CITY COUNCIL DRAFT LOCAL PLAN TO 2045**

The Chairman reported back from the public meeting LPC held on Monday 5<sup>th</sup> December in the lounge, which had been attended by approx. 60 residents. Some useful points had been made by those present and these would be used to formulate LPC's response to the plan. All residents are encouraged to respond with their own views, as with the Gladman application, number of responses matter. The slides from the meeting are available on the LPC website <http://www.littlebourne-parish-council.co.uk/>

It was AGREED LPC would write to the Mounts and ask their intentions with the land in question on The Hill. Cllr Farrow had previously tried to make contact when the initial Gladman application was made to no avail. It was also AGREED to create a 'crib' sheet of the main issues and reasons for objection, this could be published on the website/noticeboard and made available to residents.

Hilary Scott mentioned that Cllr Ben Fitter-Harding was willing to visit the parishes to discuss the draft Local Plan, Clerk to invite Cllr Fitter-Harding to the January meeting or arrange an alternative.

### **97. BENCH REPLACEMENT**

The Clerk had now obtained three quotations for the replacement benches, these had been circulated as a report to the Cllrs. Cllr Moore proposed we go with Safeplay's quotation, as it was considerably cheaper but with the circular picnic bench rather than the hexagonal one, this was seconded by Cllr Castle and AGREED. Clerk to place an order.

### **98. EVENHILL FOOTPATH LINK**

Clerk to approach Jenner to see if the drawings for the Evenhill access path are now available.

### **99. LINE MARKING**

Cllr Castle had obtained the quotation for the refreshing of the line markings in the carpark, marking up The List and remarking the parking bays in St Vincent's Close. The expenditure of £1,974.80 plus VAT was AGREED. Cllr Castle would co-ordinate when the works is done. The carpark not until the toilet is complete. There should probably only be 3 surface markings on The List rather than five, but to be confirmed.

### **100. EMERGENCY GENERATOR**

It was felt that this scheme could not be supported, there are storage and ownership/insurance concerns. Clerk to thank Cllr Sole for offering to fund this equipment and Community Warden Susan Beeney for the idea.

**101. WARM SPACES/SOCIAL HUB**

Following the last meeting Cllr Moore, Cllr Maxted and Cllr Castle had met to discuss this idea further. There would be sufficient volunteers available and perhaps those less able could be collected by volunteers too. Loneliness could also be tackled with this scheme. Cllr Moore proposed a trial in the LWMH lounge for a month (2 x sessions per week) at a cost of £300 to cover hall booking and refreshments(tea/coffee/milk). Cllr Moore, Cllr Maxted and Cllr Castle to meet with LWMH Committee members early next week to gain their agreement and discuss the booking of the hall for these sessions. This expenditure was AGREED by LPC.

Item on Beacons to be deferred until January as Cllr Reid not present.

**102. CONFIDENTIAL ITEM**

The Clerk and Hilary Scott left the meeting at this point and a discussion on the Clerks salary took place.

It was AGREED to award the Clerk the LGA 2022-23 National Salary Award (published 2<sup>nd</sup> November) pay scale equivalent rise, this would be backdated to 1<sup>st</sup> April 2022. This would include the additional days holiday entitlement.

The meeting closed at 9.05pm.

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

*Dates of future meetings: 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 7 DECEMBER 2022**

**APPENDIX 2**

**Applications since last meeting**

CA/22/02424	Use of garage as habitable accommodation  18 Hazel Lane, Littlebourne CT3 1SP	No objections from LPC
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**Notifications**

CA/21/01400 & CA/21/1401 Listed consent	Erection of fencing, pedestrian and driveway gate to front elevation and replacement rear driveway gate to side elevation.  1 The Green, Littlebourne, CT3 1UU	GRANTED 29/11/22
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**Trees works**

CA/22/02496	T1 - Willow - 25% crown reduction (reduce height by 3m and radially by 2/2.5m) in rear garden	LPC no concerns
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	18 Nargate Street Littlebourne Canterbury Kent CT3 1UH	
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**LITTLEBOURNE PARISH COUNCIL  
FINANCIAL REPORT FOR MEETING 7 DECEMBER 2022**

**APPENDIX 3**

**(A) FINANCIAL MATTERS**

- (a) **RECEIVED** the bank statements for October 2022 and **RESOLVED** the signature of the Chairman thereon.
- (b) **NOTED** the Clerk has prepared and submitted the 2<sup>nd</sup> QTR VAT reclaim for 22-23 totalling £1204.86.

**(B) RECEIPTS**

LWMH – ¼ share of replacement CCTV camera	135.50
Rec Club – ¼ share of replacement CCTV camera	135.50
4VPO – ¼ share of replacement CCTV camera	135.50
Zurich Insurance – Insurance claim for demolished planter on The Hill	900.00

**TOTALS      £1306.50**

**(C) DIRECT DEBITS**

1x1 Ionos	Website monthly charge	18.00
1x1 Ionos	Website Basic quarterly fee & annual domain fee	48.08
NEST	Pension payment	153.18

**TOTALS      £66.08**

**(D) AUTHORISATION OF ACCOUNTS**

BACS	Ashton Tree Care – tree works in Littlebourne Nature Reserve	710.00
BACS	T Ward & Sons – grass cutting in Littlebourne Nature Reserve	114.00
BACS	Expenses	56.12
BACS	Christmas lights for tree	216.58
BACS	Landcare – trimming Cherry Trees on High Street, repairs to carpark fencing and replacement of wooden bollard in long carpark	855.00
BACS	KALC – online planning training course Cllr Shaw	60.00
BACS	Cusden Electrical – LPC office PAT test	46.00
BACS	Fabio Sagina – Repairs inside youth shelter and hanging of new Millennium Board in hall	90.00
CHQ97	Mrs Clayson – Christmas bonus	150.00
BACS	Bourne to Garden – contract mowing Nov	480.00
BACS	Dynamix – payroll services for quarter to Dec 2022	25.20
BACS	Mrs Clayson – litterpicking and sweeping Nov	590.00
BACS	The Vineyard Garden Centre – Fifth Trust Services	204.00

BACS	Datum Groundworks Ltd	10,620.00
BACS	Salary payments	2,310.41
<b>TOTALS</b>		<b>£16,527.31</b>