

**LITTLEBOURNE PARISH COUNCIL  
MINUTES OF THE MEETING HELD 1 MARCH 2023 AT 7PM IN THE LWMH  
MEETING ROOM**

**Present:** Parish Cllr Peter Farrow (Chairman)  
Parish Cllr Mick Giles  
Parish Cllr Brian Hurlow  
Parish Cllr Cate Reid  
Parish Cllr Ken Shaw  
Parish Cllr Melanie Moore  
Parish Cllr Andy Fraser

Mrs Gail Hubbard, Clerk to the Council

There were two members of the public present, Mr Tim Bostock & Mr Nick Posener.

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

The Chairman welcomed everyone to the meeting. Apologies had been received from Cllr Lee Castle(working).

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

There were none.

**135. MINUTES OF THE MEETING HELD 1 FEBRUARY 2023**

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

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

There were no reports received.

**137. ADJOURNMENT**

There was none

**138. COUNTY COUNCILLOR**

Cllr Sole's monthly report had been circulated to all Cllrs.

**139. PLANNING/TREES**

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

**140. HIGHWAYS**

***VILLAGE GATEWAY***

Cllr Hurlow reported that the gateway works at the top end of the village would go ahead on the field side only, this would be paid for by highways. This is awaiting programming in by KCC Highways. LPC could then pursue the other side later.

***ANNUAL PARKING REVIEW***

The proposed double yellow lines, proposed by LPC for Church Road would be decided by the JTB at the meeting in March due objections received.

**141. FINANCE**

***AUTHORISATION OF ACCOUNTS FOR PAYMENT***

There were receipts totalling £5,871.10 NOTED for the month. The expenditure list previously circulated to Cllrs as Appendix 3 totalling £5,547.38 was proposed

by Cllr Giles, seconded by Cllr Reid and AGREED and Appendix 3a totalling £2,418.83 was proposed by Cllr Shaw, seconded by Cllr Hurlow and AGREED. So it was RESOLVED that the payments set out be authorised – attached at end of minutes.

#### **142. CLERKS REPORT CORRESPONDENCE**

- A. **Email from resident over late night building works at Builders Square**  
This had been reported to CCC, did not re occur again.
- B. **Copy of letter sent from Kent Police Commissioner to Rt Hon Therese Coffey MP**  
Asking for further action to be taken to prevent fly tipping and punish offenders. (Circulated to Cllrs)
- C. **Canterbury Food Bank**  
Email from Canterbury Food Bank asking to meet with us to establish how best to raise the profile of the food bank in our area. LPC to meet with representative.

All other correspondence was noted.

#### **CLERK REPORT**

##### **MOLES**

The moles have been removed from the rec ground.

##### **LPC NEWS**

The March edition has been printed and delivered out.

##### **INSURANCE**

The public toilet has been added to the Parish Council Insurance.

##### **PUBLIC TOILET**

Awaiting final completion and sign off before it can be put into use.

##### **PARISH UK NETWORK WEBSITE**

Website flagged up by resident. Nothing to do with Parish Councils themselves. Clerk reported through to KALC, advise from KALC & NALC is to not submit any information, they are raising with county officers.

##### **INTERNAL AUDIT**

Audit for 2022-23 year booked for date in May in good time for approval of accounts at June meeting.

#### **143. GLADMAN SURVEY**

This had not been facilitated by LPC but Gladman need to show engagement with the local community. LPC are aware of the likelihood of an imminent application for the site on The Hill, but until we have a plan in front of us it is hard to second guess some of the detail that might be included. Legal representation to be explored further in preparation.

#### **144. EV CHARGE POINTS**

KCC had now confirmed that the installation of two EV charge points in the carpark would be fully funded by their scheme. A draft Agreement had been sent over for us to confirm agreement of, the full one would then be sent over for signing. The position of the two points would now be adjacent to the fence, the two closest to the road (the charging point sited in the gravel between kerb and fence). It was AGREED to continue with the project and install the charge points.

Clerk to check costs of use for EV drivers and circulate to Cllrs.

Clerk to advise LWMH the project is to go ahead and provide details of siting etc.

#### 145. KINGS CORONATION

LPC would be willing to support an event for the Kings Coronation. Nikki Maxted was hoping to arrange something in the lounge and with the small marquee outside. Day needs to be confirmed (Sunday/Monday). LPC Community Fund could be approached for funding the event. Clerk to liaise with Nikki.

#### 146. APM ARRANGEMENTS

The Chairman asked Tim Bostock if he would be willing to give a talk on the river at the APM, Tim agreed to this.

Clerk to see if lounge available instead of main hall so projector can be used.

Millennium award will be presented and usual reports invited from groups.

Refreshments to be served in lounge.

#### 147. APRIL MEETING

It was AGREED to cancel the April meeting, unless any matters cropped up and then an Extra-ordinary meeting would be called.

The meeting closed at 8.05Pm.

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

*Dates of future meetings: 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 1 MARCH 2023**

### **APPENDIX 2**

#### **Applications since last meeting**

CA/23/00209	Timber framed porch to front elevation. 1 The Hill, Littlebourne, Canterbury CT3 1TA	No objections from LPC
CA/23/00291	Single storey side extension 1 Court Meadows, Littlebourne CT31XX	No objections from LPC

#### **Notifications**

CA/22/02674	Single storey rear extension together with covered seating areas. The Evenhill Pub 62 The Hill Littlebourne, CT3 1TA	GRANTED 06/02/23
-------------	---	------------------

#### **Trees works**

CA/23/00254	T1 - prune neighbouring Oak tree away from telephone wires in front garden, T2 - To crown lift Damson tree to a height of 4.5 metres on rear boundary, T3 - To crown lift 2nd Damson tree on rear boundary to a height of 4.5 metres on rear	No concerns raised
-------------	--	--------------------

	boundary.  75 Nargate Street Littlebourne Canterbury Kent CT3 1UJ	
CA/23/00260	T1-Portuguese Laurel in rear garden crown reduce by 2 metres, T2 & T3 - Portuguese Laurel trees in front garden. Crown lift by 2.2 metres,  The Old Rectory 37-39 Nargate Street Littlebourne Canterbury Kent CT3 1UH	No concerns raised

**LITTLEBOURNE PARISH COUNCIL  
FINANCIAL REPORT FOR MEETING 1 MARCH 2023**

**APPENDIX 3**

**(A) FINANCIAL MATTERS**

- (a) **RECEIVED** the bank statements for January 2023, and **RESOLVED** the signature of the Chairman thereon.

**(B) RECEIPTS**

HMRC – 3 <sup>rd</sup> QTR VAT reclaim	5851.10
LPC News advert renewal	20.00
<b>TOTALS</b>	<b>£5,871.10</b>

**(C) DIRECT DEBITS**

1x1 Ionos	Website monthly charge	18.00
NEST	Pension payment March	104.64
<b>TOTALS</b>		<b>£122.64</b>

**(D) AUTHORISATION OF ACCOUNTS**

BACS	Meadow Grange Nursery – Replacement planter for The Hill	989.04
BACS	T Ward & Sons – Rough cut at Cherry Orchard Nature Reserve	60.00
BACS	Safeplay – Bench removal and installation (3 new benches)	3105.60
BACS	Funnell Electrical Services – Additional plug sockets in LPC office	266.00
BACS	UK Office Direct – Public toilet supplies (toilet roll holder & soap dispensers and refills)	84.65
BACS	LWMH – recharge of KT fire alarm call outs	202.50
BACS	Bourne to Garden – contract mowing	240.00
BACS	MS Office 365 annual subscription	59.99
BACS	Parish Online – renewal of subscription feb 2023-feb 2024	96.00
BACS	CPRE – renewal of annual subscription 23/24	36.00
BACS	LWMH – The Living Room - hall usage February	210.00
CHQ98	Millennium Award Winner 2023	100.00
BACS	Expenses reclaimed	37.60
BACS	RDR Pest management – removal of mole from rec	60.00
BACS	Mrs Clayson – litterpicking and sweeping	520.00
BACS	Mickle Creative – LPC News printing	291.00
BACS	E Scape computing – Laptop service & antivirus	65.50
BACS	Salary payments March	1542.33
<b>TOTALS</b>		<b>£7,966.21</b>