

**LITTLEBOURNE PARISH COUNCIL
MINUTES OF THE STATUTORY ANNUAL MEETING 10 MAY 2023 HELD 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 Cate Reid
Parish Cllr Lee Castle (arrived late)
Parish Cllr Melanie Moore
Parish Cllr John Sullivan

Mrs Gail Hubbard, Clerk to the Council

There were three members of public present for part of the meeting.

1. ELECTION OF THE CHAIRMAN FOR THE COUNCIL YEAR 2023-24

Cllr Giles asked for nominations for the position. Cllr Reid proposed Cllr Farrow, this was seconded by Cllr Moore and AGREED. Cllr Farrow then signed the Chairman declaration for the year.

2. ELECTION OF THE VICE CHAIRMAN FOR THE COUNCIL YEAR 2023-24

Cllr Farrow then asked for nominations for Vice Chair. Cllr Reid proposed Cllr Giles, this was seconded by Cllr Moore and AGREED.

3. THE CHAIRMANS OPENING REMARKS AND APOLOGIES FOR ABSENCE

The Chairman welcomed everyone to the meeting with special mention to new Cllr John Sullivan. Apologies had been received from Cllr Castle (CCC meeting), Cllr Fraser (holiday) and Cllr Posener (in retrospect).

4. DECLARATIONS OF CLLRS INTERESTS AND REQUESTS FOR DISPENSATION

There were none.

5. MINUTES OF THE MEETING HELD 1 MARCH 2023

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

6. LPC SUB COMMITTEE STRUCTURE AND RESPRESENTATION

It was AGREED to defer the majority of this to the July meeting, when the new Cllrs would have had a chance to have a better understanding and decide what they would like to be involved in. The following more urgent roles were AGREED at this meeting:
Sloyden & Durrant Charity – Cllr Reid to be added.
LPC Community Fund – Cllr Hurlow to be added.

7. ANNUAL SUBSCRIPTIONS

It was AGREED the following subscriptions be renewed for the year 2023-24:

- (a) Kent Association of Local Councils;
- (b) Society of Local Council Clerks;
- (c) Campaign for the Protection of Rural England;
- (d) Kent Playing Fields Association

8. POLICING AND NEIGHBOURHOOD WATCH

No official reports received.

9. ADJOURNMENT

There was none.

10. COUNTY COUNCILLOR

Cllr Mike Sole had sent a written report, relevant points below;

- Potholes are probably the worst I have ever known them and this month I took a tour of Petham with one resident to look at some of the worst ones. I continue to find, report and chase up problems. KCC are currently trialing a new version of their highway fault reporting tool which will enable accurate location of issues when reported from a phone. This may help identify locations, but what we really need is the funding to bring our roads up to a decent standard.

- I had a catch up with the KCC Highway Improvement team to review the status of all Highway projects in the 16 parish councils in Canterbury South, and also unparished Wincheap.

- I attended the final full council meeting of Canterbury City Council, before the election. I've no doubt that my next report will include details of quite a lot of changes.

11. PLANNING/TREES

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

CA/23/00484 – 300 homes on The Hill, Littlebourne

The Farrow requested LPC formally note thanks to Tim Bostock and Richard Andrews for their approach to this application and their expertise used to compile the documentation.

The LPC formal response needs to be submitted by Friday, a draft version was sent to the Cllrs today. This was AGREED as the response and to be sent direct via email and post to Andrew Gambrill at CCC planning.

It was noted the A257 Group had submitted a good letter of objection to CCC. The current response on the CCC website is exceeding 140 responses and is increasing. The KCC Flood and Water Management Flood risk response was fairly negative to the development and have raised an objection. The EA have not yet responded.

The Chairman moved item 14 of the agenda to be discussed now as two residents had come to listen to this item.

12. LAURELS SITE

The Clerk and Cllr Castle had met onsite with the construction manager to discuss the open space planting and playarea installation onto the land being passed to LPC. The playarea will be installed shortly as per the planning permission (playdale timber playtrail) hopefully with the exception of the rolling log which will be changed for a solid log. The pathways are just being marked out on the open space then the area will be seeded with a mix that will include a wildflower element, this type of grass will not need to be cut as regularly as the rec, it will be more like a meadow. This area will remain fenced off until the grass is fully established, along with the open space to be managed by Leath. Once the fencing is ready to be removed LPC can take over the maintenance of the area (maybe not till late summer).

As promised by Jenner at the beginning of construction the footpath from Evenhill estate is due to be reopened back up before they finish onsite. A retained wall will be built to

facilitate a zig zag style pathway down that will be suitable for pushchairs and mobility scooters, this will link up with the new pathway leading across the open space.

The three members of the public departed the meeting at 7.55pm.

13. HIGHWAYS DRAINAGE

Cllr Giles explained the current KCC policy regarding drain clearance, which is to do every single drain every two years. He reported that some of the village ones have not been done at all in this time frame. Letter to be written to KCC Highways asking why are they not observing or carrying out their own schedule. Letter to also be sent to CANENCO regarding the lack of road sweeping attendance, which added to the above drainage issues.

14. FINANCE

AUTHORISATION OF ACCOUNTS FOR PAYMENT

There were receipts totalling £507.99 NOTED for the month of March (2022-23) and £45,484.89 for the month of April (2023-24). The expenditure list previously circulated to Cllrs as Appendix 3 totalling £11,680.54 and Appendix 3a totalling £6,366.50 were proposed by Cllr Reid, seconded by Cllr Hurlow and AGREED by all. So it was RESOLVED that the payments set out be authorised – attached at end of minutes

BUDGET EXPENDITURE SHEET 4TH QUARTER

The figures laid out in Appendix 3b were previously circulated to Cllrs and represented the expenditure of precept and concurrent for the 4th quarter/year end of 22-23. Total expenditure for the year is £91,831.49 (precept and concurrent expenditure-) plus Community fund grants of £4,727.15.

EAR MARKED RESERVES

The figures laid out in Appendix 3c & 3d were previously circulated to Cllrs and showed the EMR at year end (2022-23) as £122,515.64 and the start of the new financial year (2023-24) – with new amounts added in from this years budget (there were none so figure remains the same).

15. CLERKS REPORT

CORRESPONDENCE

- A. KCC Parish Council Community Cost of Living Support Grant**
Grant scheme for parishes that allows access to funding to deliver local initiatives. Parishes can apply for grants to support new or existing projects of up to £1500 for a medium sized parish like Littlebourne. Applications open until 31st May, funds must be spent by 30th June 2023. Clerk has full details.
- B. KALC Membership survey**
Surveymonkey link to complete the survey on behalf of LPC. Clerk will complete on behalf of LPC.
- C. Kent Tree Plan**
A call for expressions of interest for potential small woodland creation and community orchard sites. Sites need to be an area from the size of a tennis court to about half a football pitch.

All other correspondence was noted.

CLERK REPORT

KINGS CORONATION

The event on Monday was well attended and enjoyed by the village. There were two bouncy castles, Joey the clown was entertaining the children, with cakes and drinks

served in the lounge. Thanks to be recorded for Nikki Maxted for organising this event and to the Clerk for helping out on the day.

THE FIFTH TRUST

Have been out and we have discussed the works they are to cover around the hall complex. They are going to start with weeding around the hall and shop area/carpark to tidy up. They will then plant up the planter outside the shop, tidy the other planters and then start on the usual beds they manage. They want to get the big bed on the corner of Jubilee back under control and down to a better height.

REC GRASS CUTTING

There was similar problem to last year where the cricket club had an issue with the length of the grass on the rec, Clerk arranged Bourne to attend and give a short cut all over in readiness for start of season. Clerk has noted and will request for this type of cut in the middle of April each year. Once the season starts the club can manage better.

BUS SHELTER GRAFFITI

Clerk cleared this off both shelters with graffiti remover.

YOUTH SHELTER

Clerk has cleared some new graffiti from the shelter and put up some new use the bins signs. Mrs Clayson has reported that the kids are currently using the two picnic benches to climb onto the shelter roof (these are the clubs old benches which they left on the rec and they seem to now live just outside or inside the shelter).

WATER BOTTLE FILLER

Clerk has cleared off the graffiti on the bottle filler. The pipe which burst off pre winter is due to be repaired so the water supply can be turned back on inside the hall, for use during the spring/summer.

LIGHT OUTSIDE OFFICE

Has now been changed to one with a partial cover so hopefully it will no longer have an adverse effect on the CCTV images in this area of the carpark.

TRAINING

The two new Cllrs are booked to do a Dynamix Councillor training session in June.

YEAR END

All accounts and year end works have been done, awaiting visit from internal auditor on 22nd May. All paperwork and AGAR will be brought to the June meeting for approval and signing as per usual.

16. PUBLIC TOILET

Awaiting reconnection of the fire alarm (Friday 5th May) and then the building inspector re visit. LPC Signage ready to go up. Sanitary bin company and cleaner on standby once ready to use. To be opened as soon as possible after this. Cllr Moore to instigate some media coverage.

17. GRANT REQUEST FROM EAST BRIDGE CHORALE

A request for £1500 had been received from East Bridge Chorale as funding towards their major annual concert in September 2023. Clerk to seek further information on the number of Littlebourne residents that participate in the choir before considering the application any further.

18. THE BARN SIGNAGE

The Barn committee had contacted LPC to seek permission for place a wooden pyrography sign at the end of Jubilee Road with the junction of the A257. This was AGREED, Clerk to give go ahead providing sign is not too large and does not block visibility at the junction.

19. RETIREMENT OF CLLR SHAW FROM THE COUNCIL

Ken Shaw has served as a parish councillor with LPC since 2001, giving 22 years of service to the village. It was suggested that Ken be given Freedom of the village. This would not be given to every retiring Cllr but limited to those that had served over 20 years and were felt to be deserving of such an award. Clerk to check the procedure for this and bring back to the meeting for full agreement and organising.

20. FOR INFORMATION ONLY

Cllr Castle arrived at 8.30pm, he was congratulated on his election to City Councillor for the Little Stour and Adisham Ward. He was able to give a brief update from the welcome meeting he had attended at CCC this evening.

The meeting closed at 8.40pm.

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

Dates of future meetings: 7 June, 5 July, 6 September, 4 October, 1 November, 6 December 2023

Signed..... (Chairman)

Date.....

**LITTLEBOURNE PARISH COUNCIL
PLANNING REPORT 10 MAY 2023**

APPENDIX 2

Applications since last meeting

CA/23/00484	Outline application for up to 300 residential dwellings (including affordable housing and older person accommodation), a new community hub, introduction of structural planting and landscaping, informal public open space and children’s play area and surface water flood mitigation and attenuation. All matters reserved except for access. Land at The Hill, Bekesbourne Lane, East of Bekesbourne Hill, Bekesbourne CT4 5EA	Response by 12 May Objection to be lodged
CTIL 11214723	Proposed upgrade to existing radio base station installation: Swap 3 x Antenna for 3 x Antenna. Install 1 x GPS Module. Install 9 x RRU’s. Install 2 x 0.3m dishes. Install 1 x 0.6m Dish. CTIL 11214723 Potato Store, High Street, Littlebourne Kent CT3 1UU	No objections to be raised

Notifications

CA/22/02448	Application for Listed Building Consent for external and internal alterations including repositioned gate, introduction of new window, replacement of external door, window, and garden steps, single-storey extensions, removal of internal walls, steps, and fireplace, repositioning of doorway, and ground floor levelling. 1 The Green, Littlebourne CT3	GRANTED 20/04/23
CA/22/02629	Single-storey rear extension following demolition of existing rear extension and garage. 48 The Hill, Littlebourne, CT3 1TA	GRANTED 29/03/23
CA/23/00209	Timber framed porch to front elevation. 1The Hill, Littlebourne CT3 1TA	GRANTED 29/03/23
CA/23/00291	Single storey side extension 1 Court Meadows, Littlebourne CT3 1XX	GRANTED

Trees works

CA/23/00389	T1 - Bay - located behind front hedge behind Cherry tree - to coppice tree by felling to ground level - too large for location and will allow Cherry and hedge to develop. Church Cottage Church Road Littlebourne Canterbury Kent CT3 1UA	No comments raised by LPC
-------------	--	---------------------------

LITTLEBOURNE PARISH COUNCIL FINANCIAL REPORT FOR MEETING 10 MAY 2023

APPENDIX 3 & 3a

(A) FINANCIAL MATTERS

- (a) **RECEIVED** the bank statements for February & March 2023, and **RESOLVED** the signature of the Chairman thereon.
- (b) **NOTED** the Clerk has prepared invoices for the 4-way split of the annual CCTV maintenance contract at a charge of £86.25 to each, the Rec Club, LWMH and 4VPO.
- (c) **NOTED** the clerk has invoiced Mr Twyman for the Court Hill field land rental of £150.00 for 2023-24.
- (d) **NOTED** the clerk has invoiced LWMH for the annual ground rent of £5.00 for 2023-24.
- (e) **NOTED** the clerk has prepared the 4th QTR 22-23 VAT reclaim totalling £905.64 and has submitted the claim online.

(B) RECEIPTS RELATING TO THE YEAR 2022-23

LWMH – share of CCTV maintenance	86.25
4VPO – share of the CCTV maintenance	86.25

Bank interest on savings account	335.49
----------------------------------	--------

TOTALS £507.99

RECEIPTS RELATING TO THE YEAR 2023-24

Rec Club – share of CCTV Maintenance	86.25
CCC – Precept payment	44,493.00
HMRC – 4 th QTR 22-23 VAT reclaim	905.64

TOTALS £45,484.89

(C) DIRECT DEBITS

1x1 Ionos	Website monthly charge April & May	36.00
BT	Quarterly office phone & broadband bill	197.82
NEST	Pension payments April & May	209.30

TOTALS £443.12

(D) AUTHORISATION OF ACCOUNTS

PAYMENTS RELATING TO THE YEAR 2022-23

BACS	Cusden Electrical – call out to look at electrical supply in CCTV room	30.00
BACS	LWMH – Share of electricity and water supply for 22-23 (Rec lighting, pathway lighting, bottle filler)	431.15
BACS	Funnell Electrical – change light fitting outside office	130.00
BACS	Brook Security - Replacement batteries x 2 & PSU	106.44

TOTALS £697.59

PAYMENTS RELATING TO THE YEAR 2023-24

BACS	LWMH – grant for the use of LPC office and meeting rooms	1250.00
BACS	LWMH Turners Orchard – grant for a seating/picnic table for the orchard	600.00
BACS	St Vincents Church – grant for grass cutting in churchyard for 2023-24	1050.00
BACS	LWMH – grant towards replacement fire exit/external lounge door	1000.00
BACS	Mrs Clayson – litterpicking & sweeping	1300.00
BACS	Bourne to Garden – contract mowing March/April	720.00
BACS	Dynamix – payroll services year end	24.00
BACS	KALC – annual subscription for 2023-24	612.60
BACS	Parkers Design & print – Kings Coronation event posters	96.00
BACS	Canterbury Bouncy Castle Hire – 2 x bouncy castles for Kings Coronation event	295.00
BACS	Joey the clown – for the Kings Coronation event balance	230.00
BACS	Salary payments	3083.30
BACS	House of Cakes – cakes for Kings Coronation	100.00

BACS	Zurich Municipal – renewal of LPC Annual insurance	1896.76
BACS	UK Office Direct – stationary (paper & ink)	352.88
BACS	Dean and Chapter of Canterbury – archive storage annual fee	60.00
BACS	Expenses reimbursements	104.86
BACS	KALC – dynamic Cllr training in person	72.00
BACS	KALC – dynamic Cllr training online	60.00
BACS	SEC works – signage for toilet	99.64
BACS	Datum Groundworks – final toilet balance(once signed off by Building Control)	5040.00
TOTALS		£18,047.04