

**LITTLEBOURNE PARISH COUNCIL  
MINUTES OF THE MEETING 7 JUNE 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 Andy Fraser  
Parish Cllr Nick Posener  
Parish Cllr John Sullivan

Mrs Gail Hubbard, Clerk to the Council

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

The Chairman welcomed everyone to the meeting. Apologies had been received from Cllr Castle (hoilday) and Cllr Moore.

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

There were none.

**23. MINUTES OF THE MEETING HELD 10 MAY 2023**

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

**24. POLICING AND NEIGHBOURHOOD WATCH**

No official reports received.

**25. ADJOURNMENT**

There was none.

**26. COUNTY COUNCILLOR**

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

Potholes continue to be a big factor in my life. I found out that there has been a threefold increase in the number of claims made to KCC for pothole damage, yet only on 6% do KCC admit liability and pay out.

At KCC I attended the Growth & Economic Development and Communities Cabinet Committee where I was keen talk about village hall grants, and also Kent Vision Live.

**27. CITY COUNCILLOR**

Cllr Lee Castle had sent a written report main points as follows:

Firstly, I am incredibly pleased and honoured to have been elected as City councillor for Little Stour and Adisham. This is my first monthly report of my four-year term and what a busy few weeks it has been.

To begin with, the election results I would like to say a big thank you to everyone who helped and supported me in the run up to the election, from those who had stake board, my leaflets deliverers and those who displayed my window poster. Everybody that helped allowed me to attempt every door in the ward. I met so many wonderful, friendly, and engaging people, we truly have a fantastic community of villages.

The turnout in this ward was excellent at 50% and I am pleased to say that the nine Liberal Democrat councillors have formed a coalition with the Labour group to run Canterbury City Council for the next four years. I would like to make a special mention to my colleague Mike Sole for being re-elected in Nailbourne and for becoming the Cabinet member for finance. Mike's attention to detail and proven record of accomplishment will help keep the city finances professionally managed.

I attended the first full council meeting, post-election, with Mayor making, leader selection and committee membership confirmation. I am on a few committees that involve areas that interest me and suit my skill set. But I am glad to have kept plenty of my time free to deal with ward issues which will allow me to attend parish meetings and other village events.

Within the ward I attended all five parish council meetings, although brief visits in some cases due to some schedule clashes. I will be meeting all the Chairs and Clerks to discuss any issues or topics that need resolving, using my input to help get them resolved.

Finally, in Littlebourne, I have been dealing with some fly tipping sites and I also had a meeting with the Planning Officer to discuss the proposed development site, to get a clearer understanding of the timelines and when residents will hear about the decision that is due.

I would like to congratulate all the elected and new Parish councillors, who as volunteers work tirelessly in the whole district to get so much work done behind the scenes, not forgetting the Parish Clerks who deal with so hard, dealing with many day-to-day issues and keep the villages running smoothly.

In the middle of May, I attended the A257 traffic group and discussed the Littlebourne main road speeds. The Parish council there are pushing on with a process to try to get the speed reduced through the centre of the village to 20 mph.

## **28. PLANNING/TREES**

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

## **29. HIGHWAYS**

Cllr Giles gave feedback from the recent A257 Group meeting that himself, Cllr Reid and Cllr Castle had attended. There had been no MP's in attendance. A257 Group are now supporting LPC's request for a 20mph limit; and had written to KALC asking them to support us too. Cllr Giles informed Cllrs that a village survey to ascertain the backing of the villagers would be needed. Traffic Action & Highways sub committee meeting to look at arranging this.

Cllr Sullivan raised the state of the edge of the A257 going up the Hill, on the field side, the roadway is falling away. Clerk to report this through to KCC Highways in the first instance, if the problem is not resolved we will bring back to LPC.

## **30. FINANCE**

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

There were receipts totalling £155.00 NOTED. The expenditure list previously circulated to Cllrs as Appendix 3 totalling £2,292.67 and Appendix 3a totalling £2,917.45 were proposed by Cllr Reid, seconded by Cllr Fraser and AGREED by all. So it was RESOLVED that the payments set out be authorised – attached at end of minutes

### **INTERNAL AUDITORS REPORT (Appendix 3b)**

The internal auditors report that had previously been circulated to Cllrs was RECEIVED, there were no recommendations.

- i. REVIEWED THE LPC FINANCIAL REGULATIONS (Appendix 3c)**  
These had been circulated to Cllrs with no changes recommended to be made.
- ii. REVIEWED LPC STANDING ORDERS (Appendix 3d)**  
These had been circulated to Cllrs and no changes were recommended to be made.
- iii. REVIEWED LPC RISK ASSESSMENT (appendix 3e)**  
There were no changes recommended for the year end, however some items to be added for the coming year including the addition of petty cash handling. Cllr Posener and Clerk to review and bring back to LPC.
- iv. REVIEWED THE LPC FIXED ASSET REGISTER (Appendix 3f)**  
This had been updated to reflect purchases made during the year. This was AGREED by all.
- v. REVIEWED THE LPC STATEMENT OF INTERNAL CONTROL (Appendix 3g)**  
This was AGREED by all.
- vi. REVIEWED THE STATEMENT OF ACCOUNTING POLICIES (Appendix 3h)**  
This was AGREED by all.
- vii. RECEIVED, CONSIDERED AND APPROVED THE AGAR FOR YEAR ENDING 31<sup>ST</sup> MARCH 2023, COMPRISING OF:**

### **LPC ACCOUNTS YEAR ENDING 31<sup>ST</sup> MARCH 2023**

The accounts were unanimously AGREED.

### **AGAR 2022-2023**

The Annual Governance Statement was completed and APPROVED by the Council, this was then signed by the Chairman

The Accounting Statements were then APPROVED. This was then signed by the Chairman.

Thanks recorded to the clerk for the preparation of the year end accounts and AGAR requirements.

## **31. CLERKS REPORT CORRESPONDENCE**

### **A. Email from Littlebourne Cricket Club**

Regarding the grass cutting on the Rec (as circulated to Cllrs)

This had also been followed by an email to the Cllr Farrow from the Chairman of Littlebourne CC Youth section, Paul Spratt and an email to the clerk from the Manager of Saturday side of Littlebourne FC, Shaun Loomer.

Cllrs had looked at the length of the grass on the way into the meeting; the playing area is fine but the area outside the boundary is too long.

First point raised by Cllrs is that it is a recreation ground not a sports field and LPC maintain it as such.

Contract allows for 16 cuts per season, it was AGREED this should remain the same, the number of cuts should not be increased.

A meeting to be arranged with Bourne to Garden to discuss contract and time between cuts.

Dog fouling on the rec had also been mentioned; a PSPO could be considered but the PROW across the middle of the rec would make this difficult also the idea of banning dogs would likely to be unacceptable to the majority of the village. No changes to be made to existing dog rules at present.

Cllr Farrow to prepare a written response to be sent out.

#### **B. Email from resident regarding The Green**

Regarding the grass cutting on The Green and whether this could be done less frequently (as circulated to Cllrs). Already areas in Littlebourne to attract nature, LPC field on Court Hill is left and only cut once a year; also the new open space on the Laurels site is to be sown with a wildseed mix and this will be cut less than the recreation ground along with the Nature Reserve in Cherry Orchard. It was felt The Green looked nicer tidy and cut; we are also under an obligation to The Mounts that it is kept tidy. Clerk to respond.

All other correspondence was noted.

### **CLERK REPORT**

#### **PUBLIC TOILET**

Is now up and running. The sanitary bin has been installed and will be emptied every month. The toilet is being cleaned once a day Mon -Friday.

First week usage approx. 20 people. Chairman to write to Mark Quinn thanking him.

#### **YOUTH SHELTER**

Graffiti to the outside of the shelter beyond a wipe off with graffiti remover so CCC environmental enforcement have attended and cleaned this and some graffiti on the lamppost and bin off while they were here.

#### **WATER BOTTLE FILLER**

Pipework has been repaired and the supply turned back on from inside the hall, so operational until the winter again. This is cleaned weekly.

#### **SCHOOL PATH & JUBILEE PATH VEGETATION**

Clerk has reported through these two paths to KCC PROW as they are both very overgrown. Clerk has also contacted some residents along School path asking for hedges to be trimmed where bad.

Many thanks to resident Alan Bull who has this week strimmed along School Path and Doctors alley pathway, this will be much appreciated by those who use these paths.

#### **RETIRED COUNCILLOR**

Chairman to write to Ken Shaw thanking him for this dedication to LPC. The title of Honorary Freeman is to be included on a specific agenda(as per protocol) for a pre meeting to the July meeting.

### **32. GRANT REQUEST FROM EAST BRIDGE CHORALE**

Further information had been sought from East Bridge Chorale who had confirmed that 22 of their members are residents of Littlebourne. Cllr Hurlow proposed a grant be made of £350 (£300 awarded last year plus inflation) this was seconded by Cllr Sullivan and AGREED.

### 33. LPC NEWS JULY

Next edition to go out with C&V at end of June, items for inclusion so far:

- Gladman planning application piece thanking village for support
- New Cllr welcome
- Chairmans report

Any other items to the Clerk by 20<sup>th</sup> June.

The meeting closed at 8.45pm.

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

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

Signed..... (Chairman)

Date.....

### LITTLEBOURNE PARISH COUNCIL PLANNING REPORT 7 JUNE 2023

### APPENDIX 2

#### Applications since last meeting

CA/23/00882	Change of use of garage to gym and office. 24 Wenderton Way Littlebourne Kent CT3 1FW	No objections from LPC
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#### Notifications

CA/22/01924	Application for Listed Building Consent for replacement rear elevation window and internal alterations. 2A Bekesbourne Lane Littlebourne Kent CT3 1UY	GRANTED 12/05/2023
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#### Trees works

None		
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### LITTLEBOURNE PARISH COUNCIL FINANCIAL REPORT FOR MEETING 7 JUNE 2023

### APPENDIX 3

#### (A) FINANCIAL MATTERS

- (a) **RECEIVED** the bank statements for April 2023, and **RESOLVED** the signature of the Chairman thereon.
- (b) **NOTED** the clerk has invoiced LPC Community fund for the costs related to the Kings Coronation event totalling £831.22.
- (c) **NOTED** the clerk had completed the KCC Members Fund grant funding monitoring form for the money received from Cllr Sole.

**(B) RECEIPTS**

LWMH – ground rent 2023-24	5.00
M Twyman – Court Hill field rental 23-24	150.00
<b>TOTALS</b>	<b>£155.00</b>

**(C) DIRECT DEBITS**

1x1 Ionos	Website monthly charge June	18.00
NEST	Pension payments June	157.15
<b>TOTALS</b>		<b>£175.15</b>

**(D) AUTHORISATION OF ACCOUNTS**

BACS	LWMH – reconnection of fire heat detector in public toilet	216.00
BACS	SLCC – Membership fee for Clerk for 23-24	236.00
BACS	The Vineyard Garden Centre – Fifth Trust Services May visits	554.84
BACS	FS Property Maintenance – fitting of toilet signs, repair to bottle filler pipework	125.00
BACS	Church & Village – donation for delivery of LPC News 2023	200.00
BACS	Bourne to Garden – contract mowing May	480.00
BACS	Lionel Robbins – Internal audit for 2022-23	120.00
BACS	Expense reimbursements	95.03
BACS	Dynamix – payroll services for 1 <sup>st</sup> Qtr	36.00
BACS	AHA Property Services Ltd – toilet cleaning May	64.00
BACS	Mrs Clayson – litterpicking/strimming May	546.00
BACS	Salary payments/HMRC payments	2356.41
BACS	Mustang Washrooms – Sanitary bin supply	54.86
BACS	T Ward & Sons – Cherry Orchard Nature Reserve mowing	126.00
<b>TOTALS</b>		<b>£5,210.12</b>