

**LITTLEBOURNE PARISH COUNCIL
MINUTES OF THE MEETING 5 JULY 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 Melanie Moore
Parish Cllr Andy Fraser
Parish Cllr Nick Posener
Parish Cllr John Sullivan
Parish & CCC Cllr Lee Castle

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

34. THE CHAIRMANS OPENING REMARKS AND APOLOGIES FOR ABSENCE

The Chairman welcomed everyone to the meeting. Apologies had been received from Cllr Reid (unwell).

35. MOTION TO CONFER TITLE OF HONORARY FREEMAN OF LITTLEBOURNE

It was proposed by Cllr Giles that retired councillor Kenneth Shaw be granted the title of Honorary Freeman, this was seconded by Cllr Moore and AGREED. The citation and title of Honorary Freeman will be conferred on Kenneth Shaw at the September Meeting to be held in The LWMH on Wednesday 6th September at 7pm. The purchase of a scroll to mark the occasion was also AGREED at the cost of £85 plus P&P.

The meeting closed at 7.05pm and was followed directly by the monthly LPC meeting below.

**LITTLEBOURNE PARISH COUNCIL
MINUTES OF THE MEETING 5 JULY 2023 HELD AT 7.10PM IN THE LWMH
MEETING ROOM**

Present: Parish Cllr Peter Farrow (Chairman)
Parish Cllr Mick Giles (Vice Chairman)
Parish Cllr Brian Hurlow
Parish Cllr Moore
Parish Cllr Andy Fraser
Parish Cllr Nick Posener
Parish Cllr John Sullivan
Parish & CCC Cllr Lee Castle

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

36. THE CHAIRMANS OPENING REMARKS AND APOLOGIES FOR ABSENCE

The Chairman welcomed everyone to the meeting. Apologies had been received from Cllr Reid (unwell).

37. DECLARATIONS OF CLLRS INTERESTS AND REQUESTS FOR DISPENSATION

There were none.

38. MINUTES OF THE MEETING HELD 7 JUNE 2023

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

39. POLICING AND NEIGHBOURHOOD WATCH

The Clerk advised that following the restructuring of rural policing, South Canterbury now have two police officers assigned to the area, this is instead of a PCSO. PC Simon Reed and PC Liam Wratten are now covering the area. They are keen to attend a PC meeting at some point but were unavailable this evening.

40. ADJOURNMENT

There was none.

41. COUNTY COUNCILLOR

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

- At KCC Growth, Economic Development and Communities Committee Cllr Sole had spoken against the cuts in Community Wardens.
- Also attended AGM's of Kent & Medway Fire & Rescue Service and Canterbury Business Improvement District (BID)

42. CITY COUNCILLOR

Cllr Lee Castle had sent round his written report but also gave the following update:

- Bin strikes today as one of the unions went out on strike at CANENCO, bins that weren't emptied today won't be caught up so advised to take them back in until the next collection. Unsure what will happen tomorrow at the moment.
- Cllr Castle has met up with the new Police Officers covering the area and discussed any local issues including speeding on The Hill.
- Cllr Castle has taken part in two speedwatch session in Littlebourne during the month.
- Training at CCC has been continuing: planning, licensing, finance and various other information sessions

The Chairman made an alteration to the Agenda order, with the responsibilities to be discussed after the rest of the business had been dealt with.

43. PLANNING/TREES

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

44. HIGHWAYS

Traffic Action & Highways Sub Committee meeting

Cllr Hurlow, Chair of Traffic Action and Highways Sub Committee gave a report back on the meeting held yesterday which had been called to discuss the next steps in the pursuit of a 20mph scheme for the village, which is priority 2 & 3 on the LPC HIP. Step 1 would be to arrange speed surveys for September in 3 or 4 locations.

Cllr Hurlow proposed that LPC spend up to £1000 from the traffic budget for traffic surveys, this was seconded by Cllr Sullivan and AGREED.

Parking outside Littlebourne School

Cllr Moore raised the current issues with parking for Littlebourne School, double yellow lines are being ignored and vehicles parked almost blocking the entrance to Elmleigh Rd.

Cllr Castle has already raised this issue with the new Police Officers and will make contact with the school to remind parents about considerate parking.

45. FINANCE

AUTHORISATION OF ACCOUNTS FOR PAYMENT

There were receipts totalling £17.10 NOTED. The expenditure list previously circulated to Cllrs as Appendix 3 totalling £1,341.66 and Appendix 3a totalling £2,101.33 were proposed by Cllr Posener, 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 FIRST QUARTER

The figures laid out in Appendix 3b were previously circulated to Cllrs and represented the expenditure of precept and concurrent funding for the 1st QTR of 2023-24.

46. CLERKS REPORT

CORRESPONDENCE

A. Email from a resident raising concerns at Builders Square

Potential change of use of building in Builders Square for some of the new units, has been reported to CCC and informed a planning application will be forthcoming for any change of use. This will then be considered by LPC as per the usual planning applications.

B. CCC Commissioning on Capital Grants

Mid-Year 23-24 Capital Grants application .Second round of grants are available with £17k that was not allocated in the first round, closing date 2rd Aug.

Process for 2024/25 applications to begin in August for 3 months.

C. National Highways & Transport Survey 2023-24

KCC is taking part in the above satisfaction survey. The main survey will be carried out by Ipsos who will be sending forms out to a representative sample of households but also KCC are taking part in 6 web based surveys on specific issues.

Highway maintenance

Accessibility

Walking and cycling

Public Transport

Road safety

Tackling congestion

These can be accessed via the following link:

[National Highways and Transport Survey 2023-24 | Let's talk Kent](#)

D. Email from resident re The Green & No Mow May

Another request from a resident to cut the grass on The Green less and partake in No Mow May. As previously discussed last month, LPC plan to continue with the current maintenance program for The Green.

E. Letter from resident regarding the upkeep of the Churchyard

Letter passed to St Vincent's Churchwardens and letter responded to.

All other correspondence was noted.

CLERK REPORT

LPC NEWS

The July edition went out with the C&V at the end of June.

EV CHARGE POINTS

Still awaiting an installation date from KCC & Connected Kerb. Wayleaves paperwork received today, one agreement to be signed by LPC as owners and one to be signed by LWMH as occupier. Chairman signed at meeting.

MILLENNIUM AWARD BOARD

Clerk has taken down the board ready to go to the signwriters to have this years winners name added.

47. THE LIST MAINTENANCE

The initial section of The List up to St Vincent’s footpath has been cut by the contractors today. This leaves the top section with a narrow pathway through, as The Laurels site is finished our side of the newly planted hedge is going to need maintaining better. There is potentially concrete and general rubbish hidden under the grass and weeds to the rear of the St Vincent’s properties gardens, on the LPC strip of land.
 Clerk to obtain quotes for the clearance & grass cutting of the remaining section, St Vincent’s footpath to the end of the St Vincent’s Gardens (where it becomes the Court Hill field). This can then be considered further by the council.

48. FLAGPOLE SERVICE

Cllr Giles explained the flagpole is 3 years old and should be maintained to avoid issues. Cllr Giles proposed that the flag be serviced and inspected at a cost of £375 plus VAT, this cost would be covered from the Community Fund as this funded the flagpole in the first place. This was AGREED.

49. KALC CANTERBURY AREA MEETING

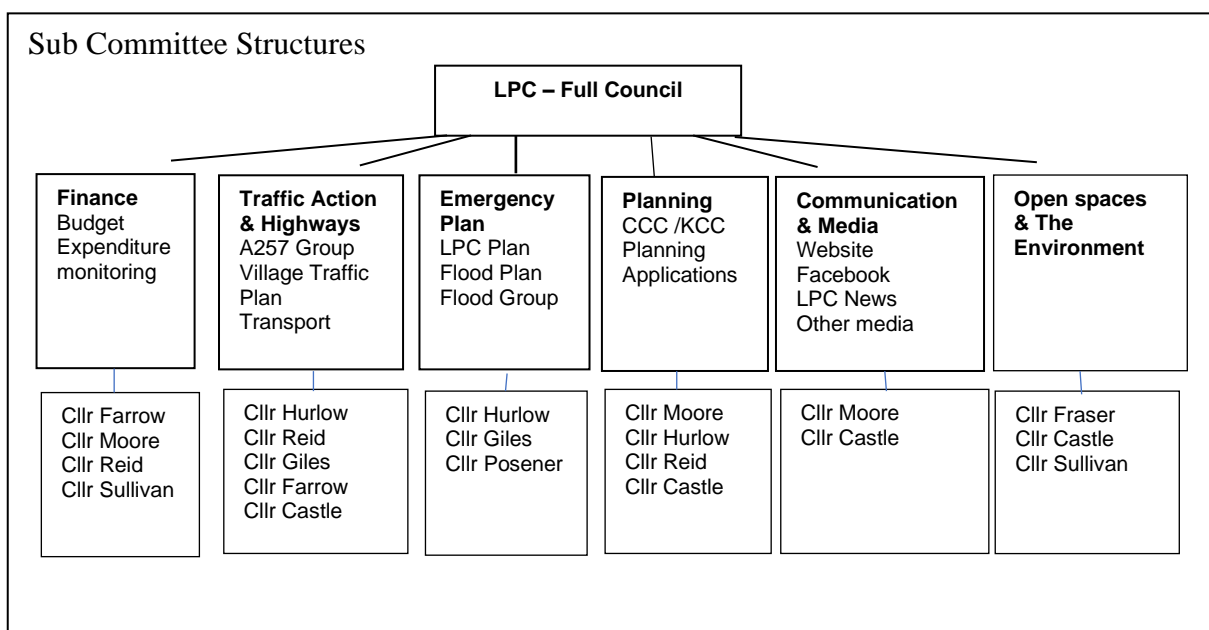
Cllr Farrow and Cllr Reid had attended this recent meeting on 21st June where the new Leader of CCC Cllr Alan Baldock had spoken, some of the main points below:

- CCC current debt now stands at £181m (main reasons include purchasing Whitefriars, Riverside development and Station Rd West multistorey carpark)
- Car parking charges in district is servicing this debt with £12m income p/a
- They hope to move towards the living wage for council employees
- Most unlikely to progress the southern ring road
- They hope to move more on social housing
- Cllr Alex Ricketts will be the main point of contact for the parishes
- Parish Charter will be reviewed shortly.

Cllr Alan Atkinson from Bridge PC took over as Chairman of Canterbury Area KALC from the retired Robin Treacher of Wickhambreaux. No Vice as yet.

50. LPC RESPONSIBILITIES

The following was AGREED as the responsibilities listing for Cllrs for 2023-24:



Action Roles	‘Action roles’: Where direct membership of an external organisation is required or activities require oversight of, or enaction by, a LPC councillor	
	Councillor 1	Councillor 2/3
KALC member (x2)	Cllr Farrow	Cllr Reid
Street Scene (CCC) group member	Cllr Castle	Cllr Moore
River Group member LS&NRMG	Cllr Giles (voting member)	Cllr Hurlow
Charity accounts administration (Sloyden & Durrant)	Cllr Giles	Cllr Reid
LPC Community Fund administration	Cllr Giles	Cllr Hurlow Cllr Reid
Littlebourne Housing list	Cllr Giles	
CCTV	Confidential	Confidential
Link Councillor(s)	‘Links’ provide: <ul style="list-style-type: none"> • Ready access for important organisations to LPC. • Enable good knowledge of important independent village organisations to make better LPC decisions. Safeguard LPC head-landlord assets (where applicable).	
LWMH link	Cllr Reid	
4VPO link	Cllr Farrow	Cllr Reid
Allotments link	Cllr Hurlow	
Recreation Club link	Cllr Moore	
Turner’s Orchard	Cllr Hurlow	
School & Church link	Cllr Castle	
Littlebourne Barn link	Cllr Castle	
4V Conservation Society link	Cllr Farrow	
Local Business liaison	Cllr Moore	
Twinning	Cllr Reid	

Clerk to check the Street Scene group still meets.
The addition of Cllr John Sullivan as a new signatory on the Unity Trust account was AGREED.

The meeting closed at 8.20pm.

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

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

Signed..... (Chairman)

Date.....

**LITTLEBOURNE PARISH COUNCIL
PLANNING REPORT 5 JULY 2023**

APPENDIX 2

Applications since last meeting

none		
------	--	--

Notifications

CA/22/02445	Construction of garden wall to side boundary 1 The Green, Littlebourne CT3 1UU	GRANTED 8/6/23
CA/23/00882	Use of garage as additional accommodation. 24 Wenderton Way, Littlebourne CT3 1FW	GRANTED 22/6/23

Trees works

none		
------	--	--

**LITTLEBOURNE PARISH COUNCIL
FINANCIAL REPORT FOR MEETING 5 JULY 2023**

APPENDIX 3

(A) FINANCIAL MATTERS

- (a) **RECEIVED** the bank statements for May 2023, and **RESOLVED** the signature of the Chairman thereon.
- (b) **NOTED** the clerk has prepared the 1st QTR VAT reclaim totalling £1423.90 and has submitted the claim online.

(B) RECEIPTS

Toilet usage income June	17.10
TOTALS	£17.10

(C) DIRECT DEBITS

1x1 Ionos	Website monthly charge July	18.00
BT Business	LPC office phone and broadband	245.34
UNITY Trust	Account charges for banking	18.00
TOTALS		£281.34

(D) AUTHORISATION OF ACCOUNTS

BACS	East Bridge Chorale – grant towards production	350.00
BACS	Expense payments June	56.66
BACS	AHA Property Services – toilet seat repair	10.00
BACS	Mickle Creative – LPC News July printing	291.00
BACS	Bourne to Garden – contract mowing June	480.00
BACS	AHA Property Services – toilet cleaning June	154.00

BACS	Salary payments July	1542.33
BACS	Mrs EM Clayson – litterpicking and strimming	559.00
TOTALS		£3,442.99