

**LITTLEBOURNE PARISH COUNCIL
MINUTES OF THE MEETING 6 SEPTEMBER 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 (to arrive late)
Parish Cllr Cate Reid
Parish Cllr Nick Posener
Parish Cllr John Sullivan

Mrs Gail Hubbard, Clerk to the Council
There were three members of the public present.

51. PRESENTATION OF TITLE OF HONORARY FREEMAN OF LITTLEBOURNE

The Chairman presented Kenneth Shaw with a scroll detailing the title of Honorary Freeman of Littlebourne. Kenneth Shaw had stood down from LPC in May after 22 years serving the parish. He was also presented with a framed portrait of cart horses ploughing a field, which had been drawn by Cllr Posener

52. THE CHAIRMANS OPENING REMARKS AND APOLOGIES FOR ABSENCE

The Chairman welcomed everyone to the meeting. Apologies had been received from Cllr Fraser (holiday), Cllr Moore (holiday), Cllr Castle (working) and County Cllr Sole.

53. DECLARATIONS OF CLLRS INTERESTS AND REQUESTS FOR DISPENSATION

There were none.

54. MINUTES OF THE MEETING HELD 5 JULY 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.

55. POLICING AND NEIGHBOURHOOD WATCH/COMMUNITY WARDEN

The Clerk handed out hard copies of the warden service consultation for Cllrs to complete.

56. ADJOURNMENT

Mr Shaw asked which councillor was now covering the checking of the Butchers gate flood defence. Cllr Posener suggested as he lived very close by he could cover this. Mr Shaw would show Cllr Posener exactly what needed to be done.

57. CITY COUNCILLOR

Cllr Lee Castle had sent round his written report, main points below:

- At the very start of the month, I had the pleasure of speaking at Littlebourne Afternoon club, meeting and discussing issues with many local residents.
- In the second week of the month myself and Cllr Mike Sole had a great surgery, for all ward residents, that took place in Littlebourne in the Ivy Barn coffee shop.
- I have been engaging with waste management team to chase all outstanding fly tipping sites.
- The City Council ground maintenance team have been trying hard to safely cut back areas that are overdue. I have been making sure sites that are being left due to health and safety or those that have been missed are not allowed to go by the wayside indefinitely.
- Bins – The current situation is continuing as follows – Black Bins collected as normal on 2-week cycle. No recycling - paper and card can be taken to a refuse

site. Plastics and tins etc can be stored, if possible, as they do not rot or smell. These will all be collected when things return to normal. Food waste is not being collected so please add this to the black bin. Garden waste is to be put out on the normal cycle but is down to 50% collections so should be done every four weeks. The subscriptions and costs will also be reviewed once the strike has been resolved. I have chased successfully for residents still having black and green bins missed if this happens, please get in touch.

As Cllr Hurlow had not yet arrived the Chairman deferred the planning and Highways until later in the agenda.

58. FINANCE

AUTHORISATION OF ACCOUNTS FOR PAYMENT

There were receipts totalling £19,805.10 NOTED. The expenditure list previously circulated to Cllrs as Appendix 3 totalling £7,072.64 was proposed by Cllr Giles and seconded by Cllr Reid and AGREED and Appendix 3a totalling £2,869.91 was proposed by Cllr Sullivan, seconded by Cllr Posener and AGREED. So it was RESOLVED that the payments set out be authorised – attached at end of minutes

59. PLANNING

GLADMAN

The Chairman gave a resume of the current status of the application for The Hill. The Government's announcement to try and relax restrictions surrounding nutrient neutrality may not assist in the fight against this development but we will have to see exactly what is proposed to be changed. No further action to be taken by LPC at present, we await decision by CCC.

THE LAURELS

The Clerk had received an update from Jenners, fencing ideally to be removed at the end of September providing the grass has taken enough by this point. This would mean the opening up of the footpath from the Evenhill estate and the parish council owned open space along with the children's play equipment. To be reviewed by Jenner mid-September.

Cllr Hurlow arrived at 7.30pm.

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

60. HIGHWAYS

TRAFFIC SURVEYS

Cllr Hurlow reported that KCC Highways are to carry out the speed surveys we have requested, on our behalf, there will be four setup; The High Street, Jubilee Road, Church Road and Nargate Street. This should be done once the schools have fully returned.

SPEEDWATCH

Several more sessions have been held over the last few weeks, resulting in letters being sent to speeding drivers. It had been noted that a considerable number of TW vehicles were travelling through the village again – Cllr Hurlow to mention to the A257 Group at the next meeting.

ANNUAL PARKING REVIEW

The proposal for adding double yellow lines to Court Hill, opposite the surgery was discussed but it was DECIDED not to pursue this any further at this point. Concerns had been raised over visibility when crossing at the crossing point if vehicles were parked

adjacent to the crossing, also vehicles parked directly opposite the entrance into the surgery meaning vehicles are often on the wrong side of the road in this area. LPC would rather look into the idea further and discuss with residents prior to considering putting forward to CCC.

61. CLERKS REPORT CORRESPONDENCE

- A. KCC Consultation on Community Warden Service**
Community Warden service has been asked to reduce its budget by £1 million by 2024-25. To do this they need to design the service. Deadline for responses 3rd October. Leaflets given to all Cllrs and more available if needed from parish office.
- B. CCC City PSPO Consultation**
Consultation on PSPO relating to antisocial behaviour in the City (not rural areas). Circulated to Cllrs.
- C. Annual Policing Survey 2023**
This is an anonymous survey that takes 5 minutes to complete. Deadline not stated.
<https://www.smartsurvey.co.uk/s/KentPolicingSurvey2023/>
- D. Email from resident**
Expressing unhappiness in the general decline of the village, crime related. Circulated to Cllrs.
- E. Connected Canterbury- Unlocking the tales of England – CCC**
consultation on the ideas for the highway changes proposed under the Levelling Up Fund. Circulated to Cllrs. Deadline for comments 6/11/23.

All other correspondence was noted.

CLERK REPORT FLAGPOLE

Was serviced on 14th July.

EV CHARGE POINTS

Signed Wayleaves documents returned. Installation now due 7 September. Clerk has attached signs on the fence to ask people not to park there and will put out cones nearer the time. Final connection to be made 14 September.

MILLENNIUM AWARD BOARD

Clerk has collected the honours board from the signwriter and put back on the wall in the hall.

YOUTH SHELTER DAMAGE

A small fire was started in the shelter on 16th August during the afternoon. Police have been involved. Shelter is not badly damaged but will need a good rub down and repaint inside. Clerk to obtain quote for this works.

PLAYAREA REPAIRS

Damage to the Cargo net on toddlers climbing frame was reported through via a resident, clerk has put a sign on and put out of action. Repairs were carried out on Monday along with some other items flagged on the ROSPA report.

GRAFFITI

Graffiti on the fence at St Vincents Close reported to CCC and cleared off very quickly.

TOILET

Light not working, electrician has attended, and a replacement light and sensor unit is needed. This is now on order for replacement. Floor surface lifting slightly (water flows into room when raining) also leaves blow in so draft excluder needed and floor surface to be monitored.

62. THE LIST MAINTENANCE

The current grass contractor had been approached to provide a quotation to initially carry out a clearance of the full width of the list from St Vincents footpath up to the telegraph pole/end of St Vincents properties/start of the field and to then maintain this ongoing as part of their contract. They would also mow a pathway right up to the gate at the top of the Court Hill field to make walking easier. It was proposed by Cllr Hurlow we accept the quotation for the initial works at a cost of £475 and then the added maintenance cost of £150 per month onto the contract. This was seconded by Cllr Giles and AGREED. Clerk to write to residents in St Vincents that back onto the list to advise them we will be carrying out these works.

63. GRASS PITCH IMPROVEMENT FUND

The Clerk had attended an online seminar held by the Kent FA about this grant opportunity for improving grass roots football pitches in Kent. A 6 year tapered fund with the grant reducing by a third every 2 years. This funding cannot be used for routine maintenance like grass cutting and line marking but it can be spent employing contractors to carry out works and purchasing materials such as seed, fertilizer to be used on the pitch. A pitch inspection has to be carried out and then a report is provided from the Kent FA recommending works to be carried out to improve the pitch.

There is a total of £12,800 available for a 11vs11 pitch but from year 3 there is an expectation that the applicant contributes 33% of expenditure.

The football club would not be able to apply direct for this fund as they do not own the land, nor do they have a license or lease. The scheme has opened up for parishes to apply.

Cllr Giles proposed that LPC approach the football club to see if they are interested in us pursuing this application and if they are willing to make a contribution (from year 3 onwards) the Community Fund might well also be able to support. Cllr Hurlow seconded, and this action was AGREED.

64. ROSPA INSPECTION

The expenditure of £361 for the necessary repairs to the playarea was RATIFIED. The summary report on the ROSPA inspection was discussed and the following AGREED:

- The adult gym equipment that was beyond repair would be removed (fitness rider & leg press units) - quotation to be sought
- Team swing & Toddler swings - quotation would be sought to infill the gap between the wetpour surface and the edging strips where shrinkage has occurred.

65. CCTV

Cllr Giles explained the previous winch for the CCTV pole in the carpark was owned by the CCTV firm but they have mislaid it. It was suggested that LPC should have possession of the winch for use by whoever needs to access the pole, the cost being £275.00. Cllr Reid proposed the purchase of the winch by LPC, this was seconded by Cllr Posener and AGREED.

66. CAPITAL GRANTS APPLICATION

The CCC Capital grants scheme for 2024-25 is now open for applications, with a deadline of 25th September. The Clerk suggested two possible projects to apply for funding for:

1. The replacement of the bollards outside the hall/shop complex

2. The continuation of the replacement of the village hall exterior doors
 If these were not possible a further idea was suggested, replacement of adult gym equipment item. Clerk to begin the applications for the above two projects.

67. LPC MEETING DATES FOR 2024

The following dates were AGREED for next years LPC meetings:

- 3rd January 2024
- 7th February 2024
- 6th March 2024
- 20th March 2024 – Annual Parish Meeting
- 3rd April 2024
- 1st May 2024
- 5th June 2024
- 3rd July 2024
- (No meeting in August)
- 4th September 2024
- 2nd October 2024
- 6th November 2024
- 4th December 2024

The meeting closed at 8.50pm.

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

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

Signed..... (Chairman)

Date.....

**LITTLEBOURNE PARISH COUNCIL
 PLANNING REPORT 6 SEPTEMBER 2023**

APPENDIX 2

Applications since last meeting

CA/23/01422	Use of garage as living accommodation. 13 Hazel Lane, Littlebourne CT3 1SP	No objections from LPC
CA/23/01303	Application for listed building consent for external and internal alterations including the installation of doors, windows, rooflights, cladding and horizontal timber shutters. 1 The Green, Littlebourne CT3 1UU	No comments
CA/23/1302	Installation of first floor side windows and rooflights	No comments

	1 The Green, Littlebourne CT3 1UU	
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Trees works

CA/23/01164	<p>T1. Holly tree at the front of the property - dismantle to ground level. T2. Ash tree at the front of the property Overhanging the main road, lift the canopy by approximately 1 metre and to reduce the limb by approximately 3 metres. T3-T6 Holly trees along the driveway - reduce by approximately 2.5 metres. T7. Beech tree along the driveway - dismantle the tree down to ground level. T8. Mature red Oak tree located at the end of the driveway (house side) - reduce the entire tree by approximately 4 metres and deadwood the canopy. T9. Lime tree at the front of the property, reduce the limb by approximately 2.5 metres H1. Remove a section of mixed variety hedge located along the road side - This part of the hedge line will be completely re-planted with a English native hedge line 3 metres back from the existing hedge line.</p> <p>Little Acres The Hill Littlebourne Canterbury Kent CT3 1TB</p>	No comments to be added
CA/23/01621	<p>Leylandii (T1, T2, T3 on sketch map) - fell because of storm damage, Yew Tree (T4 on sketch map) - fell due to roots near water hydrant, replace with English native species in suitable location.</p> <p>Reynolds Place Nargate Street Littlebourne Canterbury Kent CT3 1QJ</p>	No comments to be added

LITTLEBOURNE PARISH COUNCIL FINANCIAL REPORT FOR MEETING 6 SEPT 2023

APPENDIX 3

(A) FINANCIAL MATTERS

- RECEIVED** the bank statements for June & July 2023, and **RESOLVED** the signature of the Chairman thereon.
- NOTED** the Clerk has confirmed the LPC eligibility for the FSCS compensation scheme via Unity Trust (this is done on an annual basis)
- NOTED** 1x1 Ionos have increased their prices, our website will now be £16.00 plus VAT and our emails £12 plus VAT per month. An increase of a £1.00 on each.
- NOTED** the clerk has invoiced the Community Fund for the cost of the flagpole service at £375.00.
- RESOLVED** two signatures on the DD form for the ICO annual renewal at £35.00 per year (£40 if paid by cheque as previous years/no facility for BACS payment)

(B) RECEIPTS

CCC – Concurrent funding	14,507.00
HMRC – 1 st Qtr VAT reclaim	1,423.90
Toilet usage income July	17.80

Toilet usage income August	31.40
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TOTALS £15,980.10

(C) RECEIPTS INTO COMMUNITY FUND

4VPO – Annual rent	3825.00
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TOTALS £3825.00

(D) DIRECT DEBITS

1x1 Ionos	Website monthly charge Aug & Sept	36.00
1x1 Ionos	Website quarterly domain charge	28.76
NEST	Pension payment August & Sept	209.30

TOTALS £274.06

(D) AUTHORISATION OF ACCOUNTS AUGUST & SEPTEMBER

BACS	The Vineyard Garden Centre – Fifth Trust Services June	552.00
BACS	Landcare – clearance of verge up The list to St Vincents path & hedge trim by BMX track/Jubilee Rd	550.00
BACS	The Flag Consultancy Ltd – service and inspection of flagpole	450.00
BACS	Mrs Clayson – litterpicking, strimming & sweeping July & August	1001.00
CHQ99	Gary Wells – signwriting Millennium Board	55.00
BACS	Clerks & Councils direct – Freedom Scroll	108.66
BACS	ROSPA – Annual play inspection	161.40
BACS	KCC – return of underspend of grant	90.00
BACS	Bourne to Garden – contract mowing July & August	960.00
BACS	AHA Property Services – toilet cleaning July & August	308.00
BACS	Dynamix payroll services	61.20
BACS	The Vineyard Garden Centre – Fifth Trust Services July	342.00
BACS	Salary/HMRC payments August/September	3114.47
BACS	T Ward & Sons – Cherry orchard Nature Reserve mowing	147.00
BACS	LWMH – Turners Orchard Concurrent funding award	600.00
BACS	CCC - Parish election expenses – uncontested	140.24
BACS	Expenses/reimbursement payments	206.81
BACS	Defib Warehouse – replacement pads for defib (replacement spare set)	77.94
BACS	UK Office Direct – printer ink	224.83
BACS	Landcare – Tree works in playarea	300.00
BACS	Brook Security – replacement PTZ camera for carpark	492.00

TOTALS 9,942.55