

**LITTLEBOURNE PARISH COUNCIL
MINUTES OF THE MEETING 4 OCTOBER 2023 HELD AT 7PM IN THE LWMH
MEETING ROOM**

Present: Parish Cllr Peter Farrow (Chairman)
Parish Cllr Brian Hurlow
Parish Cllr Cate Reid
Parish Cllr Lee Castle
Parish Cllr Andy Fraser
Parish Cllr Nick Posener
Parish Cllr John Sullivan

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

68. THE CHAIRMANS OPENING REMARKS AND APOLOGIES FOR ABSENCE

The Chairman welcomed everyone to the meeting. Apologies had been received Cllr Moore (holiday) and Cllr Giles (personal circumstances).

69. DECLARATIONS OF CLLRS INTERESTS AND REQUESTS FOR DISPENSATION

There were none.

70. MINUTES OF THE MEETING HELD 6 SEPTEMBER 2023

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

71. POLICING AND NEIGHBOURHOOD WATCH/COMMUNITY WARDEN

There were no reports.

72. ADJOURNMENT

Several residents from Jubilee Road were in attendance following the recent posts on the village social media about possible additional yellow lines in Jubilee road. The Chairman explained that the addition of yellow lines in Jubilee was not to be discussed or agreed at this meeting but instead there is a proposal to employ a traffic specialist to look at all of the village.

The residents that spoke expressed the following views;
Parking is a premium, especially for the cottages at the High street end of Jubilee and they would not want to see further yellow lines reducing this
99% of the time there are no problems on Jubilee road
Residents must be engaged with
Current zig zag parking slows down the vehicles using the road
Large events at the hall/Rec create a problem with overflow parking in Jubilee
Access has to be maintained for the farmers

73. CITY COUNCILLOR

Cllr Lee Castle had sent round his written report, and also raised the following points below:

- Parking enforcement
Not enough officers at present but Cllr Castle has asked them to visit during school drop/collection time
- Local Plan
Working party currently working on the review and it should be out for statutory 6 week consultation by February 2024

- Bins
Still some ongoing issues even though strike is over. Please report problems via the CCC website.
- Levelling Up consultation – City centre based currently out for consultation
- Gladman application for 300 homes on The Hill
Further documents now added to the online portal. Gladman have now confirmed they would provide a puffin crossing across the A257.

Cllr Farrow raised concerns over the cancellation of a number of the no 43 buses through the village, the service has already been cut from three to two buses an hour and he would not like to see the service reduced further. Clerk to write to Stagecoach to express concerns over these cancellations.

74. COUNTY COUNCILLOR

Cllr Mike Sole had sent round his monthly report, the main points below:

- He had attended the A257 Group meeting
- He had been working hard to solve bus issues following the return to school, especially issues with the 17 and 89b
- He proposed a motion at KCC to place bins in mens toilets in support of Prostate Cancer UK campaign highlighting incontinence and raised questions about delays to bus stop improvements for wheelchair users.

75. FINANCE

AUTHORISATION OF ACCOUNTS FOR PAYMENT

There were no receipts NOTED this month. The expenditure list previously circulated to Cllrs as Appendix 3 totalling £2,870.76 and Appendix 3a totalling £2,502.71 were proposed by Cllr Hurlow, seconded by Cllr Fraser and AGREED. So it was RESOLVED that the payments set out be authorised – attached at end of minutes

END OF QUARTER BUDGET EXPENDITURE

The end of 2nd Quarter 2023-24 budget expenditure sheet as previously circulated to Cllrs was RECEIVED.

COMPLETION OF THE AGAR 2022-23

The external auditors, Mazars LLP report on the 2022-23 AGAR was CONSIDERED and ACCEPTED by all Cllrs. There were no matters brought to their attention so no further action to be taken. The clerk had displayed the necessary paperwork for the conclusion of the audit on the website and noticeboard.

76. PLANNING

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

THE LAURELS

The Chairman, Clerk and Cllr Sullivan had met with Jenners onsite to discuss the handover of the LPC open space. The majority of the herras fencing has been removed, the last sections will now be removed from site, this will open the top link of the pathway by the gate at the top of the field. The post and mesh fence along the border of the list track will be left in place to allow the hedgerow to establish. The grassed area will be cut one final time by Jenners then left for LPC to arrange maintenance. The wilder area the otherside of the pathway is to be left in its more natural state.

The footpath from the Evenhill estate is now fully open.

The children's playtrail will now be added to the fixed assets, LPC insurance policy and form part of the regular playcheck carried out by the clerk.

77. HIGHWAYS

TRAFFIC EXPERT REVIEW

The Chairman proposed LPC engage the services of a traffic and parking expert to carry out a review of the village, they would look at the traffic flow, speed and parking. This was seconded by Cllr Sullivan and AGREED. Once quotations have been obtained this will be brought back to the council to agree expenditure.

It was asked if the results of the report could be made available to the residents, it was confirmed that the information would be shared with the village.

The six members of the public left the meeting at this point.

DELIVERY MOTORCYCLES

Concern had been raised by a resident of St Vincents that delivery motorbikes are cutting through from The Laurels via the public footpath to St Vincents to deliver food orders. Unfortunately, the addition of some sort of barrier on this footpath would prevent the use of mobility scooters and make it awkward for pushchairs. This is an issue to monitor and possibly complain direct to the delivery companies if the problem persists.

VILLAGE GATEWAY

Cllr Hurlow reported that the new village gateway is now in position at the top end of the village, in line with the previously moved 30mph signs.

78. CLERKS REPORT

CORRESPONDENCE

A. CCC PSPO Dog Control consultation

The current PSPO has been in place since 2021 and sets out a standard of behaviour that all dog owners are required to follow. It enables the council to take enforcement action against those who don't. This includes issuing a current fixed penalty fine of £100 or prosecution.

You can respond to the consultation by completing the survey on the following link: [completing the survey](#)

Littlebourne wise the only change they are proposing is to remove The Maltings Play area from the dog ban listing – this playarea is no longer in existence so not relevant. Dogs remain banned from The Elders Playarea and the Littlebourne Rec playarea (fenced area).

B. Email from resident

Regarding the current overgrown state of the river and the trees overhanging. Cllr Giles has since spoken to the resident.

C. CCC & Boundary Commission

Has published its decision on the number of Cllrs for Canterbury – 39 councillors, so the same number as now.

D. Boundary Commission consultation

10 week consultation started on ward boundaries, closes 4 December 2023

They seek to;

- Make sure, within each authority, each Cllr represents a similar number of electors
- Create boundaries that are appropriate, and reflect community ties and identities
- Deliver reviews informed by local needs, views and circumstances

www.lgbce.org/all-reviews/canterbury views can be submitted through site or email reviews@lgbce.org.uk

E. Slow Ways

A crowd sourced national walking network that connects Britain's towns, cities and National parks. Supported by the National Lottery Community Fund, the mission is to make life easier for people to walk and wheel between places. Having a network of recommended and trusted routes is key to unlocking this. People have already drafted 9,000 routes now these routes need checking on the ground to make sure they are good enough for people to follow. Mention this in the next LPC News to see if any residents want to get involved.

F. Email from resident of 1 The Green

Asking for LPC to consider cutting back the large tree that is overhanging their garden considerably and getting close to their barn. The Green is owned by Mounts but maintained by LPC. Responsibility unclear, further investigation needed. Any works to this tree would need 6 weeks' notice to CCC as it is within a Conservation area.

G. Thank you card from Ken Shaw

Thanking LPC for his Freedom of Littlebourne.
All other correspondence was noted.

CLERK REPORT

EV CHARGE POINTS

Main installation now carried out, and actual charge units fitted now just awaiting the marking of bays themselves, date TBA.

CAPITAL GRANTS

Clerk has completed two applications and submitted by deadline, 29th September.

LWMH replacement doors and windows to the lounge – application made for £6425.
Manchester style bollards around the front of the hall and shop – application made for £2427.

GRASS PITCH FUNDING

Clerk has approached both the Saturday and Sunday football teams to ask if this is something they would be interested in LPC pursuing on their behalf and if they would be able to make a contribution towards the year 3 onwards costs. No response as yet.

THE LIST

Clerk wrote and delivered notes to the 16 properties in St Vincents that back onto the section we are to have cleared. Clearance works was carried out on Friday 15th September.

HOUSING

Several properties have become available within List and Court Meadows during the past few months, nominations have been put forward by LPC to fill these.

TOILET LIGHT

Tony Funnell has now replaced the light and sensor in the toilet, all working properly now.

79. VILLAGE SURVEY

Cllr Castle put forward the suggestion of a village survey to be conducted by a mix of door knocking/online and paper surveys. Cllr Castle felt we needed a remit for what the villagers considered their top priorities. The Chairman suggested this should potentially be done in the Spring time. Clerk to look out the survey we did previously in 2018 and start compiling some questions for further consideration.

80. NEXT EDITION OF LPC NEWS

The following items would be included within the next edition of the LPC News, for November:

- Millennium Award nominations request
- Chairmans report
- Ken Shaw's Freeman presentation
- Update on several projects in village
- Slow ways information
- Housing item

81. DRAFT BUDGET REMINDER

The Chairman reminds Cllrs that any projects/planned expenditure for next year should be put forward by the next meeting as the Finance Sub Committee would be considering the 2023-25 budget in November. This would then go to full council for agreement at the December meeting.

82. LPC NOVEMBER MEETING DATE

It was AGREED the November meeting date would be changed to Tuesday 7th November.

The meeting closed at 8.45pm.

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

Dates of future meetings: 7 November, 6 December 2023, 3 January, 7 February, 6 March, 20 March (APM), 3 April, 1 May, 5 June, 4 September, 2 October, 6 November, 4 December 2024.

Signed..... (Chairman)

Date.....

LITTLEBOURNE PARISH COUNCIL PLANNING REPORT 4 OCTOBER 2023

APPENDIX 2 & 2a

Applications since last meeting

CA/23/01600	Application for listed building consent for internal and external alterations including relocation of kitchen, external extraction for bathrooms together with new soil waste stack to replace existing to external south west elevation and remove 1No. waste pipe from north west elevation. Old Vicarage 77 Nargate Street Littlebourne Canterbury Kent CT3 1UJ	LPC no objections to be raised.
CA/23/01781	Change of use of land for siting of 5 residential mobile homes. Land on the North-west side of Swanton Lane, Sturry, Canterbury Kent.	LPC objection to be raised concerns over: Contamination of site site – old tannery and household waste tip Sustainability of remote site Lack of access to services (water, waste, electric) PROW on access track School provision

CA/23/01825	Application for listed Building Consent for external and internal alterations including single storey rear extension and single storey outbuilding following demolition of existing garage. 57 Nargate Street, Littlebourne CT3 1UJ	LPC no objections to be raised.
CA/23/01824	Single storey rear link extension to outbuilding following demolition of existing garage. 57 Nargate Street, Littlebourne CT3 1UJ	LPC no objection to be raised

Notifications

CA/23/001422	Use of garage as living accommodation. 13 Hazel Lane, Littlebourne CT3 1SP	GRANTED 15/09/2023
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Trees works

CA/23/01534	T1. Acacia Tree, reduce the height by 2.5 metres in front garden. T2. Viburnum Tree, reduce in height by 1.2 metres in front garden. T3. Golden leylandii Conifer Tree reduce by 1.2 metres and re shape in front garden. 7 Newing Close Littlebourne Canterbury Kent CT3 1UX	CCC No objection issued
CA/23/01816	T1 - Beech Tree -fell located on the rear boundary. G1 - Beech Trees reduce by approximately 2 metres in height and width. 1 Cherry Orchard Littlebourne Canterbury Kent CT3 1QG	

LITTLEBOURNE PARISH COUNCIL FINANCIAL REPORT FOR MEETING 4 OCTOBER 2023

APPENDIX 3

(A) FINANCIAL MATTERS

- (a) **RECEIVED** the bank statements for August 2023, and **RESOLVED** the signature of the Chairman thereon.
- (b) **NOTED** the clerk has prepared the 2nd quarter VAT reclaim totalling £706.35 and submitted the online request for refund.

(B) RECEIPTS

None	
TOTALS £0.00	

(C) DIRECT DEBITS

1x1 Ionos	Website monthly charge Oct	18.00
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NEST	Pension payment Oct	104.65
TOTALS		£122.65

(D) AUTHORISATION OF ACCOUNTS

BACS	Safeplay – playarea repairs	433.20
BACS	1 st Aid Plumbing – Emergency water leak repairs in carpark	540.00
BACS	Brook Security - CCTV pole winch	296.40
BACS	Brunel Engraving – new Cllr name badges & table cards	81.66
CHQ/BACS	Expenses reimbursed October	120.30
BACS	Bourne to Garden – contract mowing September	480.00
BACS	Bourne to Garden clearance of top section of The List trackway	570.00
BACS	The Vineyard Garden Centre – Fifth Trust services August	372.00
BACS	Salary payments October	1536.91
BACS	Mrs Clayson – litterpicking October	546.00
BACS	Funnell Electrical services – replacement light and sensor in toilet	250.00
BACS	AHA property Services – toilet cleaning September	147.00
TOTALS		£5373.47