

**LITTLEBOURNE PARISH COUNCIL
MINUTES OF THE MEETING 6 DECEMBER 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 (left at 7.30pm due to CCC meeting)
Parish Cllr Melanie Moore
Parish Cllr Andy Fraser
Parish Cllr John Sullivan

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

98. THE CHAIRMANS OPENING REMARKS AND APOLOGIES FOR ABSENCE

The Chairman welcomed everyone to the meeting. There had been apologies received from Cllr Giles (unwell) and Cllr Posener (unwell).

99. DECLARATIONS OF CLLRS INTERESTS AND REQUESTS FOR DISPENSATION

There were none.

100. MINUTES OF THE MEETING HELD 7 NOVEMBER 2023

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

101. POLICING AND NEIGHBOURHOOD WATCH/COMMUNITY WARDEN

There were no reports received.

102. ADJOURNMENT

There was none.

103. CITY COUNCILLOR

Cllr Lee Castle gave a verbal update to Cllrs on several items:

RIVER UPDATE

Cllr Castle and Cllr Sole have both been invited to attend a meeting about the Nailbourne next week.

Cllr Hurlow shared with the Council the latest update from the LS&NRMG:

If the spell of slightly drier conditions that we have seen over the last week and that is predicted to continue over the next one or two weeks is being followed by heavy rainfall, then it is probable for groundwater and low lying land flooding to occur towards the end of next month or thereafter. This may also result in the winter bournes, such as the Nailbourne starting to flow or flow more extensively.

The EA team are currently completing maintenance activities along the length of the Nailbourne, this is done late in the year to reduce the amount of regrowth that occurs after weed cut. They are also starting the routine inspection of the watercourse and removing fencing and other obstructions in preparation for flow.

The Clerk reported that the Flood plan had also been updated this week with assistance from the engineer at CCC. The Emergency Plan could now also be updated in line with these new contact numbers.

POWER CUTS

Cllr Castle had also been approached regarding this matter as a number of residents had complained about the quantity of power cuts in the village, often during the night (causing disruption especially to elderly and disabled residents). Cllr Castle has drafted a letter on CCC headed paper to UK Power Networks to try and resolve this issue.

He had sent round his written report below:

- In Littlebourne I received several communications from concerned residents regarding the planning application for the Swanton Lane landfill site. This is currently with the planning department. Littlebourne has also been troubled with power outages over the course of this year, increasing heavily over the last few months. With helpful data received from a local resident, I have written to UK Power Networks to get an understanding of what is going on.
- The Nailbourne is expected to start flowing and I will be attending a briefing with colleague Mike Sole to make sure all measures are in place and relevant parties are fully informed.
- I attended a City Council Scrutiny Sub Committee meeting, which laid out performance figures for many council departments. I raised the issue of how quickly planning applications are processed and more importantly the time taken to resolve planning enforcement issues regarding anyone not working within the recognised rules. This will be fed back to Cabinet.
- At the same meeting I also spoke around the performance of fly tipping and the data being shared to included sites which fall under private responsibility and data on locations, so mapping is simpler compared to manually checking the website for each reported location.
- Residents should start to have had a new leaflet to help with what can and cannot be recycled and from January the council will be working to reduce contamination of bins which then have to go to landfill.

104. COUNTY COUNCILLOR

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

- I had a catch up with the KCC Highways Improvement team about the works that are being considered in the 16 parish councils in my KCC division. By working with the parishes I hope that over the next year will make significant progress towards delivering a 30mph in Woolage Green (like the one in Woolage Village) and 20mph limits in parts of Littlebourne, Barham, Petham and Ickham. A project is also being drawn up to improve crossing from the bus stop at the end of Coldharbour Lane towards Frog Lane in Bishopsbourne/Bekesbourne parishes, although this requires outside funding to progress. Some other things to look forward to will be a "Not Suitable for Large Lorries" in Bridge at the Union Road & High Street junction, as well as a "Pedestrians in Road" sign in Union Road, "Horse Warning" signs in Covet Lane, Kingston, and a review of speed limits on The Downs in Chartham.
- At KCC council I raised the issue of lack of communication and extended works by utility companies on the road network and highlighted the gas repair works in Bridge.
- The Nailbourne is expected to start flowing soon and I have a meeting scheduled with the City council to ensure that everything is in place to reduce the impact of this.
- I have also met up with PC Dominic Taylor in Littlebourne, who with his colleague PC Jake Angell are our new local police constables covering my KCC division.

105. PLANNING

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

ASH TREE IN CHERRY ORCHARD

LPC had been approached by a resident asking for support to save one of the Ash trees in the road from being felled. First Port the estate management company had scheduled to felling of two Ash trees for January 2024, one of these trees had now been damaged in the storm and the other had been originally identified as having ADB. The residents had a further independent tree survey that disputed this saying ADB was not present in the tree and felling was unnecessary. It was agreed that LPC would write to First Port giving our support to the residents and asking for the works to be reconsidered with regard to this one Ash tree.

Cllr Castle left the meeting at this point.

106. HIGHWAYS

HIGHWAYS SEMINAR

The Clerk had attended the annual online seminar on 29th November where there had been speakers on HIP's, Highways and planning, Vision Zero, EV charge point scheme and the planting on trees on the highway. A report had been circulated to Cllrs on the main points.

SPEEDWATCH EQUIPMENT HIRE

LPC had been approached by Bekesbourne-with-Patrixbourne PC enquiring if they could hire our Speedwatch equipment as they are hoping to setup their scheme but do not have their own equipment. Cllr Moore proposed that we agree to lend the equipment to BWP PC without charge, this was seconded and AGREED. The equipment would need to be covered under the BWP insurance when on loan. Arrangements for collection and return would be dealt with via the clerk.

TRAFFIC SURVEYS

The speed surveys had been carried out on The High Street and Nargate Street. It had not been possible to lay the survey strips in Jubilee Road due to parked vehicles, KCC Highways would however share the HADM's data for this road with LPC. An online HIP meeting has been setup for the New Year to discuss the data and progressing the scheme.

107. FINANCE

AUTHORISATION OF ACCOUNTS FOR PAYMENT

There were receipts totalling £102.50 NOTED this month. The expenditure list previously circulated to Cllrs as Appendix 3 totalling £1306.25 was proposed by Cllr Sullivan and seconded by Cllr Fraser and AGREED and Appendix 3a totalling £720.00 was proposed by Cllr Moore, seconded by Cllr Hurlow and AGREED. So it was RESOLVED that the payments set out be authorised – attached at end of minutes

2024-25 BUDGET & PRECEPT

CONSIDERED and AGREED the finance sub-committees budget precept figures for 2024-25 as previously circulated to Cllrs as Appendix 3b & 3c. It was AGREED that the precept is set at a figure of £47,611.00, although an increase on last year's figure, it should only show a small percentage increase due to the increased number of properties in the parish since this time last year. Clerk to advise CCC of the requirement by 20th December.

108. CLERKS REPORT CORRESPONDENCE

A. Local Flood Risk Management Strategy 2024-34 consultation

KCC as Lead Local Flood Authority (LLFA) has an overview role for local flood, which is flooding that arises from surface runoff, ordinary

watercourses, and groundwater. The consultation will open on the 22nd November 2023 and run until the 30th January 2024. The consultation can be found at www.kent.gov.uk/localfloodrisk

B. Household Support Fund

Canterbury City Council's **Household Support Fund** is still open for applications. The Household Support Fund is a scheme funded by the government to help low-income households. Poster displayed on noticeboard.

Residents of the Canterbury district can apply for:

- **£100** towards help with food costs
- **£100** towards help with energy and water costs
- **£100** towards help with essential items (e.g., period products, clothes, broadband)
- Up to **£500** for help with rent or Council Tax arrears
- Up to **£2,500** for repairing or replacing a boiler or one white goods item

To apply for a payment, an applicant must:

- Live in the Canterbury district and be 16 or over
- Have a total household income of £30,000 or less - this includes any money from employment or benefit
- Not have access to any money to support their situation

More information as well as the application form can be found on our website: <https://www.canterbury.gov.uk/benefits-and-support/apply-household-support-fund-payment>

All other correspondence was noted.

CLERK REPORT

LHS

Working with the LHS Chairman the clerk has updated the leavers and new plot holders at 1st November and ensured all agreements in order.

GRAFFITI

Clerk has reported through two lots of graffiti, one on the fence right by the school gate and the other on the rear of Ellen Court's fence by the footpath. Both have been removed by CCC.

CHRISTMAS TREE

Is now in position and lights are set on a timer. Many thanks to Polo Contractors for putting up the tree again this year and to Caroline Rees for assisting the clerk with hanging the lights on the tree. Clerk has booked a collection for January with Pilgrims Trust who will collect the tree the first week of January.

PUBLIC TOILET

Electronic door working fine again now after contractors visit. There is now a large patch of mold on the ceiling and the floor in breaking up, Clerk has contacted Quinns who have said there is a warranty and they will contact the contractors. Light not working again now either – assume water ingress again.

109. RIVER UPDATE

This item had already been covered under item 103.

110. VILLAGE POWER CUTS

This had already been covered under item 103.

111. LITTLEBOURNE FLAG

Cllr Reid made a proposal that the Littlebourne flag (that had been designed and made specially) should be flown at all times (when the Union Jack or Lest We Forget Flags are not flying), this was seconded by Cllr Fraser and AGREED.

112. EXCLUSION OF PRESS AND PUBLIC

There were none present.
The clerk left the meeting room at this point.

113. CONFIDENTIAL ITEM

A staffing matter was then discussed by the Cllrs.

The Clerk returned and the meeting closed at 8.15pm.

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

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

Signed..... (Chairman)

Date.....

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

APPENDIX 2

Applications since last meeting

None		
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Notifications

None		
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Trees works

CA/23/02163	T1- Beech tree with deep woodpecker hole in main trunk, approximately 80% of diameter of the stem. To reduce compromised stem by 5 metres, to reduce risk of failure. 2 Cherry Orchard Littlebourne Kent CT3 1QG	No concerns to be raised by LPC
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**LITTLEBOURNE PARISH COUNCIL
FINANCIAL REPORT FOR MEETING 6 DECEMBER 2023**

APPENDIX 3

(A) FINANCIAL MATTERS

- (a) **RECEIVED** the bank statements for October 2023, and **RESOLVED** the signature of the Chairman thereon.
- (b) **NOTED** the clerk has prepared the annual invoice for £5.00 peppercorn rent to Mr & Mrs Thompson for land on Court Hill

(B) RECEIPTS

Littlebourne Rec Club – share of CCTV works	102.50
TOTALS	£102.50

(C) DIRECT DEBITS

1x1 Ionos	Website monthly charge Dec	19.20
Unity	Banking charges for Qtr	18.00
Nest	Pension payments Dec	TBA
TOTALS		£37.20

(D) AUTHORISATION OF ACCOUNTS

BACS	Funnell Electrical – replacement of lamps on school pathway	105.00
BACS	Expenses/reimbursements	36.45
CHQ102	Mrs Clayson – Christmas bonus	150.00
BACS	Landcare – removal of post and bench railing by BMX track and make good end.	125.00
BACS	T Ward & Sons – grass cutting at Cherry Orchard	105.00
BACS	EJ Clough – Christmas Tree	268.80
BACS	Bourne to Garden – contract mowing November	480.00
BACS	Dynamix – payroll services for quarter to 31 st Dec	36.00
BACS	Salary payments December	TBA
BACS	Mrs Clayson – litterpicking and sweeping November	676.00
BACS	Cusden Electrical – Office PAT test	44.00
TOTALS		£2026.25