

**LITTLEBOURNE PARISH COUNCIL
MINUTES OF THE MEETING 6 MARCH 2024 HELD AT 7PM IN THE LWMH
MEETING ROOM**

Present: Parish Cllr Peter Farrow (Chairman)
Parish Cllr Mick Giles
Parish Cllr Cate Reid
Parish Cllr John Sullivan
Parish Cllr Lee Castle
Parish Cllr Melanie Moore

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

145. THE CHAIRMANS OPENING REMARKS AND APOLOGIES FOR ABSENCE

The Chairman welcomed everyone to the meeting. Apologies had been received from Cllr Fraser(hols), Cllr Hurlow (hols) and Cllr Posener (family commitments).

146. DECLARATIONS OF CLLRS INTERESTS AND REQUESTS FOR DISPENSATION

There were none.

147. MINUTES OF THE MEETING HELD 7 FEBRUARY 2024

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

148. POLICING AND NEIGHBOURHOOD WATCH/COMMUNITY WARDEN

There were no reports received.

149. ADJOURNMENT

There was none.

150. COUNTY COUNCILLOR

Cllr Mike Sole was not in attendance but he had circulated his monthly report, the main KCC points below:

- At KCC I attended the Scrutiny meeting to speak against the changes to the Community Warden scheme, and I was also at the KCC budget meeting where significant cuts were being made.
- This month I attended a meeting with Canterbury NFU to discuss issues affecting the farming community. I was also a guest on KMTV Politics Show discussing a range of Kent issues.

151. CITY COUNCILLOR

Cllr Lee Castle added to the below that anyone who has previously been signed up to the garden waste scheme will receive through details on renewal for the coming year.

Cllr Castle has also circulated his monthly report, the main points below:

- The Big news right at the end of February was the release of the new Canterbury Draft local plan. Some key elements are:
 - Cooting Farm Development Adisham– GONE
 - Development on the A257 at the end of Bekesbourne Lane North, three quite large sites. (not be confused with the Gladman application in Littlebourne which is still with the planning department)
 - Canterbury City Centre Zones – GONE

- Eastern Bypass – GONE

There are also some excellent detailed documents on net biodiversity gain set at 20%, not the national target of 10% and also a very detailed transport strategy.

- There was a full Council meeting where the new annual budget was agreed, which included matters such as, the reopening of Sturry Park and Ride, amendments to parking for residents with a new discounted parking rate, 3 hours free for Blue Badge holders and the reopening and rejuvenation of Canterbury market.
- There was a busy weekend with Southern water issues at Wingham treatment works. I managed to help some residents who were missed off the vulnerable water distribution list, and in the coming weeks will be engaging with Parish Councils and City Council to make sure more residents are aware of the utility companies priority service lists, which are for all ages and cover a wide scope to help people in times of need.
- A reminder about garden collections, if you paid for last year, collections will begin in March and for any new subscribers it will begin in April (information on how to sign up for 2024 will be released in the coming weeks).

152. PLANNING

There were no new applications received this month. Notifications attached in Appendix 2 at the end of the minutes.

Local Plan

Cllr Castle spoke on this and reported that both of the Littlebourne sites are still within the newly drafted Local Plan; this is the Gladman site on The Hill for 300 homes and the site to the rear of the Doctors surgery on Court Hill for 50 homes. Cllr Castle also advised that due to the proximity of this second site to his home he had been advised he would be unable to vote when the Local Plan goes to CCC for approval.

He reminded Cllrs that this is still a draft plan at this stage so sites could still be removed or added.

The Draft Local Plan will go out for consultation on 11th March for 12 weeks.

LPC to encourage residents to again put forward their objections to sites; this will need to be done via the consultation document online or in hard copy. Further details will be made available once the consultation goes live.

153. HIGHWAYS

20mph survey

The survey has now gone out to residents as the back page of the March LPC News. To be able to pursue the scheme with KCC Highways LPC need to demonstrate support from residents. A number of responses have been received back already and hopefully by the APM there will be an idea of whether there is sufficient support.

154. THE RIVER

Cllr Giles reported that all of the boards have now been removed from the alleviation channel allowing the water to freely flow into the field, thus allowing the river level to drop. The water level on The Green has also now dropped (this is ground water rather than the river bursting its banks). Cllr Giles expressed his and residents' frustrations over the EA's timing of opening the alleviation channel, he felt they were being reactive rather than proactive.

The LS&NRG AGM is to be held on Saturday 9th March, Cllr Giles and Cllr Castle will both be in attendance.

155. FINANCE

AUTHORISATION OF ACCOUNTS FOR PAYMENT

There were receipts totalling £40.00 NOTED this month. The expenditure list previously circulated to Cllrs as Appendix 3 totalling £1,377.87 was proposed by Cllr Giles, seconded by Cllr Castle and AGREED and Appendix 3a totalling £2,519.49 was proposed by Cllr Castle, seconded by Cllr Moore and AGREED. So it was RESOLVED that the payments set out be authorised – attached at end of minutes

156. CLERKS REPORT CORRESPONDENCE

A. NALC – Portrait of His Majesty The King

Free framed Portrait of His Majesty The King for Town, Parish and Community Councils and extended deadline for all authorities. To celebrate the new reign of His Majesty The King, the Cabinet Office announced a government funded voluntary scheme throughout the United Kingdom to allow public authorities to apply for a free, framed portrait. The second phase of the scheme will be open from Monday 12th February for applications from Town, Parish and Community councils and MoD sponsored cadet forces. Closing date for applications 28th March 2024. Would Littlebourne like one to hang in the hall. Clerk to ask hall if they would like to hang one in hall, if so to go ahead and order.

B. Parish Engagement Meeting Thursday 18 April 7pm

Invitation to this in person meeting circulated to Cllrs. Clerk and Chairman to attend, all Cllrs welcome. Topics for discussion: Local Plan, Q&A session, update on Parish Charter.

C. The Local Boundary Commission

Canterbury Ward Boundary Review is now live until 6th May. There are no proposed changes to the Little Stour and Adisham Ward, it will remain with one City Cllr with no boundaries to change. Circulated to Cllrs.

Proposals can be seen following the below link:

<https://www.lgbce.org.uk/all-reviews/canterbury>

D. Community Governance Review

CCC are undertaking a Community Governance Review of Westbere and Hersden's boundaries and want to hear your views.

This is following the receipt of a petition proposing a change to the Westbere Parish Council boundary to incorporate a piece of land (known as the Bread and Cheese Field), which is currently part of Hersden Parish Council's boundary.

You can see the proposed new boundary and find out more information on the consultation process [here](#). You can respond to the consultation by:

- [completing the survey](#) on our website
- emailing your comments to consultations@canterbury.gov.uk, or

E. ICO – Data Protection Concern

A concern was raised to the ICO about LHS, relating to the security of personal data processed by LHS in particular concern over use of personal devices and email accounts by committee members when carrying out their LHS roles. In this case the ICO did not deem it necessary to take any further action but they have written to make us aware of the situation.

All other correspondence was noted.

CLERK REPORT

LPC NEWS SPRING

Clerk collected, sorted and delivered to the back of the church ready for delivering with the C&V. 20mph survey is on the back page, residents encouraged to return to postbox at LPC office, email or complete online using the form created by Cllr Moore which is linked from the website.

REPLACEMENT OFFICE DOOR

Awaiting further quotations on this.

FIFTH TRUST

Have been out for the first visit of the year and weeded around the carpark and hall. They have also tidied up the yucca type plants in the wooden planters to the side of the shop.

PUBLIC TOILET

Quinns have had an electrician out to replace the light with one that is permanently on for now. Once roof repairs are completed they will address the mold and replace the light with a sensor one again. Unfortunately, toilet out of order again now due to electronic door being nonfunctioning, awaiting repair.

WEBSITE & EMAILS

Clerk is still working on this. Attending a free online session 'The Parish Council Domains helper service' on 8th March on .gov.uk domains, this is organised through SLCC.

THE LAURELS OPEN SPACE

It was AGREED to accept the quotation from New Build Landscapes who would cut the grass and wildflower area alongside the rest of the open spaces on the estate for March – November 2024.

157. C&V MAGAZINE

C&V editor has put together a proposal for the printing and delivery of the LPC News and C&V magazine going forward. Some queries were raised regarding the proposals, so clerk liaise with editor and bring back to council for further discussion.

158. LITTLEBOURNE VILLAGE SIGNS

Cllr Sullivan had suggested that the two village signs were looking rather dull and could do with being refurbished. Clerk has sought two firms that would carry out a refurbishment, one quote had been received but would involve taking down the signs and sending them off to be refurbished. The second quote was yet to be received. Cllr Sullivan mentioned the actual posts themselves might also need looking at. Might there be someone more local would refresh the paintwork if we took the them down. Chairman and Clerk to look at possibilities of taking down the signs from the posts in the first instance.

159. ARTS & CRAFT FAIR USE OF REC

The use of the recreation ground for the Arts and Crafts Fair on Sunday 28th April was AGREED. Clerk to send the usual terms and conditions to the organisers. The hall has been booked for this event and the rec will be used for additional stalls.

160. APM ARRANGEMENTS

The following reports were confirmed so far for the APM on 20th March:

- Chairman
- Highways

- Charities
- LHS
- LWMH
- City Cllr

Refreshments will be provided by Clerk and served from 7pm onwards.

161. AOB FOR INFORMATION SHARING ONLY

Cllr Giles mentioned the Charity, Food Friends who are looking for volunteers in the Littlebourne area. Poster to be displayed in the noticeboard and shared on social media.

The meeting closed at 8.35pm

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

Dates of future meetings: 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 MARCH 2024**

APPENDIX 2

Applications since last meeting

None		
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Notifications

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	GRANTED 9/2/24
CA/23/01824	Single storey rear link extension to outbuilding following demolition of existing garage. 57 Nargate Street, Littlebourne CT3 1UJ	GRANTED 9/2/24
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	GRANTED 5/2/24
CA/23/1302	Installation of first floor side windows and rooflights 1 The Green, Littlebourne CT3 1UU	GRANTED 5/2/24

Trees works

None		
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LITTLEBOURNE PARISH COUNCIL FINANCIAL REPORT FOR MEETING 6 MARCH 2024

APPENDIX 3

(A) FINANCIAL MATTERS

- (a) **RECEIVED** the bank statements for February 2024, and **RESOLVED** the signature of the Chairman thereon.
- (b) **NOTED** the clerk has submitted an insurance claim to LPC's insurer Zurich for the damaged planter, the claim submitted totals £1164.00. Claim now settled and replacement planter on order.

(B) RECEIPTS

LPC News new advertiser	20.00
LPC News renewal	20.00
TOTALS	£40.00

(C) DIRECT DEBITS

1x1 Ionos	Website monthly charge Mar	19.20
NEST	Feb pension payments	110.72
TOTALS	£129.92	

(D) AUTHORISATION OF ACCOUNTS

CHQ103	Millennium Award Winner 2024 – ready for APM	100.00
BACS	Parish Online annual renewal	96.00
BACS	UK Office direct – toilet supplies	66.88
BACS	Mickle Creative – printing of LPC News Spring 2024	289.00
BACS	Expense payments Feb	64.49
BACS	E Scape Computing – laptop health check and Norton Security subscription for year	65.50
BACS	Dynamix – payroll services for 4 th QTR	36.00
BACS	Bourne to Garden – Contract mowing & maintenance	660.00
BACS	Mrs Clayson -litterpicking and sweeping Feb	533.00
BACS	Salary payments March	1637.49
BACS	AHA Property Services – toilet cleaning Feb	157.00
BACS	The Vineyard Garden Centre – Fifth Trust gardening services Feb	192.00
TOTALS	£3,897.36	