

**LITTLEBOURNE PARISH COUNCIL  
MINUTES OF THE MEETING 3 APRIL 2024 HELD AT 7PM IN THE LWMH MEETING  
ROOM**

**Present:** Parish Cllr Peter Farrow (Chairman)  
Parish Cllr Cate Reid  
Parish Cllr Lee Castle  
Parish Cllr Melanie Moore  
Parish Cllr Andy Fraser

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

**162. THE CHAIRMANS OPENING REMARKS AND APOLOGIES FOR ABSENCE**

The Chairman welcomed everyone to the meeting. Apologies had been received from Cllr Giles, Cllr Sullivan, Cllr Posener and Cllr Hurlow.

**163. DECLARATIONS OF CLLRS INTERESTS AND REQUESTS FOR DISPENSATION**

Cllr Castle declared a pecuniary interest in the CCC draft Local Plan as his property backs onto Policy site R8 Land north of Court Hill, Littlebourne.

**164. MINUTES OF THE MEETING HELD 6 MARCH 2024**

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

**165. POLICING AND NEIGHBOURHOOD WATCH/COMMUNITY WARDEN**

There were no reports received.

**166. ADJOURNMENT**

There was none.

**167. COUNTY COUNCILLOR**

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

- As a KCC councillor I have access to a Combined Members Grant of £3,600 a year. This primarily goes on Highway Improvement Programmes (HIP) to support parish councils. I recently met with KCC to discuss progress on all HIPs. As there are KCC elections in 2025, any applications for grants must be applied for by 30 September 2024 or they will not be processed and this grant money, together with an amount that I have been able to carry forward from last year, will be returned to central funds. If parish councils have any projects that need grant support, or community groups need some funding for projects, please let me know soon.
- I spent a very pleasant time at St Anslem's school taking part in a workshop on campaigning for highway safety improvements.
- At KCC I have attended meetings of Full Council, Joint Transportation Board and Growth & Economic Development Cabinet Committee.

**168. CITY COUNCILLOR**

Cllr Lee Castle was present and mentioned he had been speaking with our PC Dominic Taylor who would be keeping an eye on antisocial behaviour in the village; there had been some vandalism of fruit trees in Turners Orchard.

Cllr Castle had also been chasing CCC Officers regarding the Gladman application on The Hill and when this might be determined. Some further documents have now been added to this application with regard to the removal of the onsite treatment works and the use of nutrient credits to overcome the Stodmarsh issue.

The Sturry Road Park and Ride is now re-open for use.

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

- At the start of the month, I met with 'Care' in Adisham to discuss the draft local plan and the next steps to keep the large site out the plan in its new form. Other sites have stayed in, which is disappointing. Please do make sure to have your say on the new draft.
- I also attended the Rivergroup AGM which was very well attended. It was great to hear of all the excellent efforts by those involved in keeping on the EA and Southern Water's case regarding issues with the Little Stour, Nailbourne and ground water levels. They will meet again before the winter to discuss issues with the EA and Southern Water to make sure the risk to properties continues to be monitored and actioned.
- The recent electric car event in Littlebourne which was organised by a local resident, was very popular and has raised more interest in other green events and information schemes. I am meeting with the resident in April to see how I can help support their enthusiasm. (keep an eye out for thermal Home surveys information)
- In Littlebourne, residents are fund raising for another defibrillator project at the Evenhill end of the village and as projects get completed it really galvanises other keen residents to drive forward with their own schemes.
- I met with several residents this month to discuss the local plan, fly tipping and bin collections. If anyone would like help with a project or scheme, please do get in touch.
- The council cyber-attack is not quite fully resolved, and I am aware that there are various matters on my list that the council's repair and housing teams haven't addressed. I've made contact on all the issues that are outstanding but if you haven't heard back from me or think something has been missed, please do get in touch.

## 169. PLANNING

### ***Draft Local Plan to 2040***

The two Littlebourne sites remain in the revised draft:

Policy site R7 The Hill, Littlebourne – 300 homes

Policy site R8 Land north of Court Hill – 50 homes

Other sites such as Cooting Farm Adisham, sites on Bekesbourne Lane nearer to Polo Farm, the zoned ring road, the southern bypass have all been removed from this version. Other sites in Whitstable and Blean have been added.

This is not the final version so sites can still be added or removed.

Need to encourage residents to again put their objections to the Littlebourne sites in via the consultation. It was AGREED to create a leaflet to deliver to all the houses in Littlebourne to give some direction to what objections they might want to consider putting forward (similar to what was created previously but updated to reflect the revised draft).

For details of recent applications see Appendix 2 at the end of the minutes.

## **170. HIGHWAYS**

### ***20mph survey***

The survey has now ended and of the responses received 76% were in support of the 20mph scheme for the identified roads, the remaining 24% were not in support. Clerk to present the findings of the survey to KCC Highways to move forward to the next stage.

## **171. THE RIVER**

The River Group AGM had been held on the 9<sup>th</sup> March and following pressure from Cllr Giles a meeting will be set earlier in the year before the winter of 2024.

## **172. FINANCE**

### ***AUTHORISATION OF ACCOUNTS FOR PAYMENT***

There were receipts totalling £272.25 NOTED this month. The expenditure list previously circulated to Cllrs as Appendix 3 totalling £3,621.07 was proposed by Cllr Moore, seconded by Cllr Fraser and AGREED and Appendix 3a totalling £3,929.07 was proposed by Cllr Moore, seconded by Cllr Castle and AGREED. So it was RESOLVED that the payments set out be authorised – attached at end of minutes

### ***BUDGET EXPENDITURE SHEET 4TH QUARTER 2023-2024***

The figures set out in Appendix 3b were previously circulated to Cllrs and represented the expenditure of precept and concurrent for the 4<sup>th</sup> quarter/year end of 23-24. Total expenditure for the year is £63,218.08 (precept and concurrent expenditure-) plus Community fund grants of £2,394.61.

### ***EAR MARKED RESERVES***

The figures laid out in Appendix 3c & 3d were previously circulated to Cllrs and showed the EMR at year end as £124,244.53 and the start of the new financial year 2024-25 with £126,671.53 reflecting grants received for the new year.

## **173. REVIEW OF LPC POLICIES**

The Following policies were REVIEWED by the Cllrs and proposed by the Chairman, seconded by Cllr Fraser and AGREED.

LPC Freedom of Information Act 2000 Publication Scheme – updated to reflect ICO contact details.

LPC Records Management Policy – updated to reflect current practises.

LPC Data Breach Policy – no changes made.

LPC Subject Access Request Policy – no changes made.

Thanks was recorded to the clerk for her work on the policy updates.

## **174. CLERKS REPORT**

### **CORRESPONDENCE**

#### **A. CCC Draft Air Quality Action Plan**

Canterbury City Council has launched its public consultation on its Draft Air Quality Action Plan, in accordance with The Environment Act 1995, as amended by the Environment Act 2021.

#### **B. CCC Capital Grant award**

The Cabinet resolved to fund Littlebourne Parish Council Capital grant that you applied for of £2,427.00 for bollard replacements and also £6,425.00 for replacement doors and windows for Littlebourne Village Hall.

#### **C. CCC Concurrent funding**

The Council budget for 24/25 went through Cabinet on 22nd February and it was agreed that Concurrent funding will remain the same as the previous year. This means Littlebourne Parish will receive your annual CFF Payments of £14,507 in April 2024.

All other correspondence was noted.

## **CLERK REPORT**

### **PUBLIC TOILET**

A deadlock was fitted to the door on 15th March so it can be locked when it is out of order. It is currently out of order due to vandalism to the door opening mechanism, it is awaiting a replacement part.

### **POST AND RAIL FENCE IN CARPARK**

The bollard holding one end of the rail fence by the crossing has been hit and damaged. Awaiting repair.

### **BOTTLE FILLER**

Has been cleaned and water supply turned back on for the spring.

### **SCHOOL PATHWAY LIGHTS**

Lights had tripped out again over the weekend, resident had left a message so the switch has now been reset. This is likely to have happened with water ingress into lamps as previously.

### **HIGH STREET PLANTER**

The replacement has been put in place this week and the insurance claim has been agreed by our insurers, awaiting settlement.

## **175. REPLACEMENT OFFICE DOOR**

Quotations had been sought to replace the LPC office door with a new UPVC style door, which would be more secure and retain the heat in the office better. Cllr Moore proposed the quotation for £1100 plus VAT From Channel Windows be accepted, this was seconded by Cllr Castle and AGREED.

## **176. REQUEST TO USE THE REC ON 19 JULY**

A request had been received to bring a catering vehicle onto the recreation ground on Friday 19<sup>th</sup> July for a private event being held at the Recreation Club. This was AGREED with the usual Recreation ground Rules to be followed. Clerk to forward to hirer.

## **177. REVISED C&V PROPOSAL FOR LPC NEWS**

Following the discussions last month the clerk had asked the editor if the LPC News could just be folded inside the C&V rather than stapled inside and also if the clerk could still remain in control of the content and just forward the prepared newsletter for printing. The editor had confirmed this would work.

It was therefore proposed by the Chairman that LPC make an annual contribution of £1500 to C&V for the printing, sorting and distribution of 4 editions of the LPC News per year. This was seconded by Cllr Castle and AGREED.

The meeting closed at 8.10pm.

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

Dates of future meetings: 1 May, 5 June, 3 July, 4 September, 2 October, 6 November, 4 December 2024.

Signed..... (Chairman)

Date.....

**LITTLEBOURNE PARISH COUNCIL  
PLANNING REPORT 3 APRIL 2024**

**APPENDIX 2**

**Applications since last meeting**

CA/24/00250	Removal of hedgerow  30 Jubilee Road, Littlebourne CT3 1TP	LPC would not have disagreed with the removal of the hedge but would have ideally liked to have seen procedure followed. Good that neighbours had been engaged with prior to works.
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**Notifications**

None		
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**Trees works**

None		
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**LITTLEBOURNE PARISH COUNCIL  
FINANCIAL REPORT FOR MEETING 3 APRIL 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 prepared the 4<sup>th</sup> QTR VAT reclaim totalling £ 590.80 ready to be submitted online.
- (c) **NOTED** the clerk has prepared the annual ground rent invoice for LWMH of £5.00.
- (d) **NOTED** the clerk has prepared the annual invoice to Mr Twyman for the Court Hill field rental of £150.00.

**(B) RECEIPTS**

LWMH – 4 way split of CCTV annual maintenance	90.75
Rec Club – 4 way split of CCTV annual maintenance	90.75
4VPO – 4 way split of CCTV annual maintenance	90.75

**TOTALS      £272.25**

**(C) DIRECT DEBITS**

1x1 Ionos	Website monthly charge April	19.20
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**TOTALS      £19.20**

**(D) AUTHORISATION OF ACCOUNTS**

**PAYMENTS RELATING TO YEAR ENDING 31<sup>ST</sup> MARCH 2024 (already paid)**

BACS	LWMH – annual electric & water usage (toilet, bottle filler, school pathway lights, rec ground lighting)	745.50
BACS	Locksmith – deadlock to toilet	150.57

**TOTALS £896.07**

**PAYMENTS REALTING TO YEAR ENDING 31<sup>ST</sup> MARCH 2025**

CHQ104	Air Ambulance – grant awarded for 2024-25	300.00
BACS	St Vincents Church – grant awarded for 2024-25	1050.00
BACS	Expenses payments	125.00
BACS	LWMH – annual grant for usage of LPC office and meeting rooms	1250.00
BACS	Mrs Clayson – litterpicking and sweeping March	533.00
BACS	Salary payments April	1632.07
BACS	Meadow Grange Nursery - Replacement planter for High Street (filled and planted)	1080.00
BACS	Bourne to Garden - contract mowing March	660.00
BACS	Dynamix – payroll year end services	24.00

**TOTALS      £6,654.07**