

**LITTLEBOURNE PARISH COUNCIL
MINUTES OF THE MEETING 4 SEPTEMBER 2024 HELD AT 7PM IN THE LWMH
MEETING ROOM**

Present: Parish Cllr Mick Giles (Vice Chairman)
Parish Cllr Brian Hurlow
Parish Cllr Cate Reid
Parish & CCC Cllr Lee Castle
Parish Cllr Andy Fraser
Parish Cllr John Sullivan
Parish Cllr Melanie Moore

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

46. THE VICE CHAIRMANS OPENING REMARKS AND APOLOGIES FOR ABSENCE

The Vice Chairman welcomed everyone to the meeting and began by saying a few words of respect to former Chairman of the Parish Council, Viv Spratt.

LPC on behalf of the village gratefully acknowledge all that Viv achieved to improve village life during the thirteen years she served on LPC, ten of which were as Chair.

Apologies were received from Cllr Farrow and Cllr Posener.

47. DECLARATIONS OF CLLRS INTERESTS AND REQUESTS FOR DISPENSATION

There were none.

48. MINUTES OF THE MEETING HELD 3 JULY 2024

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

49. POLICING AND NEIGHBOURHOOD WATCH

No official reports received. Cllr Castle had attended the Police drop in at The Ivy Barn on 3rd September and learned that we have a new officer that will be covering the rural areas. Contact details will be provided when known. The Police are aware of the caravan sited on the piece of land at the top of Court Hill. If any residents have concerns they should report through 101 or 999 only in an emergency.

50. ADJOURNMENT

There was none.

51. COUNTY COUNCILLOR

Cllr Mike Sole had sent a written report, which had been circulated to Cllrs, relevant points below:

This month I caught up with KCC on the progress of highway improvements across the parishes. Where there are parish councils, they are usually the starting point for improvements. KCC then look at what can be done within both financial and legal restraints. I am often able to help get these projects over the line with grant support. Just a few of the improvements in the pipeline are:

Ickham – additional SLOW markings near Cherville Lane and work on the Drill Lane ford
Littlebourne – 20mph limits along Jubilee Road, Church Lane, Nargate Street and part of

Bekesbourne Lane

Patixbourne – 20mph limit and village gateway

Upper Hardres – HGV signage and subject to agreement on location, village gateway

Barham – 20mph limits in parts of village and outside school

Womenswold – 30mph limit in Woolage Green

Thanington – 30mph limit repeaters in New House Lane

Waltham – village gateway

Bridge – HGV signage in Union Road and works to slow traffic on Bridge Hill

52. CITY COUNCILLOR

Cllr Lee Castle had sent a written report which had been circulated to Cllrs, relevant items below:

It was great to see the press release by the City Council regarding the action on bins, I have been chasing this issue relentlessly, with several residents having weeks of bin collection problems, including my own road. The changes to rounds, working practices, more engagement from management and the IT support team have seen big improvements across the district. As always please do report any issues online or call 01227 947860.

In Littlebourne it was fantastic to see progress from KCC and various agencies with regards to a court order to stop waste dumping along Swanton Lane.

There has been an uptick in flytipping in mostly rural and remote roads over the summer, so please do reports any items you witness online.

Cllr Castle updated the Cllrs on the Swanton Lane site; the enforcement case and planning appeal are ongoing. The site has been blocked to prevent any further waste dumping.

He also added that there is a new Headteacher at Littlebourne School, Mr Hillier who he hopes to make contact with shortly.

53. PLANNING/TREES

- I. Cllrs received a report back from the Action group meeting held on 28 August which included several action points to be pursued by members of the group. One of which involved the creation of some posters to display showing flooding/tankers in Littlebourne, Cllr Giles had made up some examples to show the Cllrs. Cllrs felt these were a good idea and should be used.
- II. Cllr Castle proposed the upper limit expenditure of £5000.00 to seek technical advice with regard to CA/23/00484, this was seconded by Cllr Moore and AGREED.

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

54. HIGHWAYS

The Local Transport Plan: Striking the balance had been circulated to Cllrs and after discussion of the content, in which the A257 is not mentioned, it was felt that no specific LPC response was necessary.

Cllr Giles updated Cllrs on the response the A257 Group had received from the Department of Transport regarding KCC's interpretation of DoT legislation. This confirmed certain sections could be used at the discretion of the Local Council: there is flexibility within the minimum distance for a stretch of speed limit and the yellow backed signs

(originally in place at the top of The Hill) could be used in sites with a crash history, which this location is.

The next A257 Group meeting is to be held on 21 September.

55. FINANCE

AUTHORISATION OF ACCOUNTS FOR PAYMENT

There were receipts totalling £917.05 NOTED for the month. There was also Community Fund receipts totalling £3, 874.58. The expenditure list previously circulated to Cllrs as Appendix 3 totalling £8,526.04 and Appendix 3a totalling £2,889.07 were proposed by Cllr Sullivan, seconded by Cllr Reid and AGREED by all. So it was RESOLVED that the payments set out be authorised – attached at end of minutes.

COMPLETION OF THE AGAR 2023-24

The external auditors, Mazars LLP report on the 2023-24 AGAR was CONSIDERED and ACCEPTED by all Cllrs. There were no matters brought to their attention so no further action to be taken. The Minor scope for improvement 24-25 matters were NOTED. The clerk has displayed the necessary paperwork for the conclusion of the audit on the website and noticeboard. Thanks was given to the Clerk for her work on the year end.

56. CLERKS REPORT

CORRESPONDENCE

A. Email from 4VPO

Advising that the 4VPO have agreed a rent increase for Littlebourne shop of 2% this year starting August 2024, this will amount to a £23 increase per month.

B. Canterbury Ward Boundary Review

The final recommendations have now been published, as recommended no changes to the Little Stour and Adisham Ward. The recommendation is to increase the current number of City Cllrs across the district from 39 to 40.

C. Email from resident of Nargate Street

Expressing concerns over the stretch of national speed limit road between Littlebourne and Wickhambreaux especially on the sharp bends by the cottages where he lives. (circulated to Cllrs) At the next HIP review this should be reconsidered as one of the priorities, KCC Highways had removed the original request for the whole stretch between Littlebourne and Wickhambreaux to be reduced to 40pmh. Perhaps consider the stretch where the properties are on the bends.

All other correspondence was noted.

CLERK REPORT

PUBLIC TOILET

Was repaired and put back in action on 8th July.

MANCHESTER STYLE BOLLARD REPLACEMENT

Awaiting date for works for the new bollards outside the shop area.

VILLAGE GATEWAY INSTALLATION

JAGS have advised install will be end September/beginning of October. They are just awaiting a permit from KCC Highways.

MILLENNIUM AWARD HONOURS BOARD

Has now been collected from the signwriters and rehung in the main hall. The 2024 winners names are now displayed.

VILLAGE SIGN REFURBISHMENT

Mr Lonergan is willing to refurb the sign on The Green, this will need to be taken down to be done, as it is already coming apart at the sides. He will start this in the autumn.

HERITAGE GROUP AND GREEN ROOM

Awaiting meeting with Mr Gallagher.

COMMUNITY OWNERSHIP FUND

EOI closed due to the election period so we cannot currently make an application. Unclear if and when the funding window might reopen. Clerk has made some initial enquiries regarding MUGA's and obtaining quotes anyway as we would be in a better position to apply with this leg work done in advance. KOMPAN have been out to look at possibilities of a MUGA and will provide a quotation in due course.

OVERGROWN VEGETATION

Clerk has written to several residents in the village regarding overhanging hedges onto pavements. The majority of these have now been cut back. Thanks to residents for their co-operation on this.

WATER BOTTLE FILLER

The flexihose taking away the wastewater had perished. Clerk arranged for this to be replaced.

POST AND RAIL FENCE BY CROSSING

The damaged section has now been reinstated to tie in with the revised parking bays marked in this corner section. Unfortunately, over the summer another section of this has been knocked down, Clerk to sort repairs.

2 x DISABLED SIGNS IN LONG CARPARK

These have now been removed as the marked out disabled bay is now in the main carpark on the surface that is much easier to walk on and closer to the shop.

DEAD TREES ON REC

One of the three Silver Birch trees on the rec had died and had been removed. Currently the wooden brackets/stakes are still in position. There is also a dead tree by the BMX track, this is larger and the clerk has asked Landcare to check and remove.

FOOTBALL GOAL

Clerk has refitted the net to the goalpost on the rec, this was removed to allow the grass to regrow after the additional topsoil that was added to the area.

TEAM SWING

Over the summer the team swing has developed a large crack in the seat, this was reported by two residents via email whilst the clerk was away. Clerk has put piece out of action with tape and signage while repairs are sought.

57. ANNUAL ROSPA INSPECTION REPORTS

The annual ROSPA report had been carried out in July at the two play sites: Littlebourne Recreation ground and The laurels open space. The summary report prepared by the clerk was discussed and the following AGREED:

- Overhanging branches from Cherry Trees would be covered under works due on trees in autumn, plenty of clearance for now.
- Clerk to obtain a price for a replacement recycled plastic bench and bring back for consideration (picnic style and like for like). Clerk to tape off the rear of the bench for now.

- Clerk to seek advice on gate from playarea to Jubilee Rd/High St and report back to Cllrs.
- Vegetation to be cut back from around cycle racks in playarea
- Noncompliance items flagged on Laurels equipment to be raised with Jenners, as this was handed over to us in this state.
- Three areas of wetpour surface shrinkage to be considered as an application for capital funding from CCC for next year. Clerk to obtain quotes and make application to CCC. (Junior swings, Team swing, Toddler swings)

TEAM SWING

The clerk had obtained quotations for the replacement of the swing seat. Two prices are for a like for like replacement and the third price is for a rope basket style swing seat. The team swing seat was installed in 2015, so has lasted nine years of good usage. The Cllrs considered the options and Cllr Moore proposed LPC replace the swing seat with a like for like replacement from Safeplay at a cost of £1950.00 plus VAT, this was seconded by Cllr Reid and AGREED. The funds for this replacement could be taken from the EMR gym equipment replacement fund as it had been decided not to replace any further gym pieces at present.

58. WOODEN POSTS AROUND LONG CARPARK

Following the discussion at the last LPC meeting the clerk had obtained prices for the replacement of the damaged/all of the oak posts surrounding the long carpark. Prices had been provided for smaller wooden bollard posts and hollow recycled plastic bollards. With prices for the replacement of all or just the damaged ones.

Cllr Reid proposed we replace all 40 posts with the wooden jakcured posts that are 1.5m x 15cm in diameter at a cost of £3566.80 plus Vat on posts only. This was seconded by Cllr Sullivan and AGREED. These posts are also to be set back further into the Rec than the existing to protect them from being hit by overhanging vehicles. The funds for this project could come from the exterior complex refurbishment EMR.

59. CAPITAL PROJECTS FOR 2025-26

This item was covered under item 57. Clerk to make application for surfacing repairs. There were no other suggestions at this point.

60. AOB FOR INFORMATION ONLY

Cllr Hurlow mentioned the passing of previous LHS Chairman Alan Jones, in August. Cllr Hurlow has suggested to the LHS they plant a plum tree in his memory on the allotments. Cllr Giles mentioned that the tree in memory of Brian Staley had never been planted on the Recreation Ground by The Liberal Democrats, Clerk to ask Cllr Sole.

The meeting closed at 8.20pm.

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

Dates of future meetings: 2 October, 6 November, 4 December 2024.

Signed..... (Chairman)

Date.....

Applications since last meeting

CA/24/01328	Application for Listed Building Consent for external and internal alterations including new timber partitioning with new plumbing, removal of black shiplap board with tin roof porch structure and UPVC windows to the rear elevation, replacement porch, casement window to the new utility room, first floor four pane sliding box sash to be replaced with multi-pane vertical box sash, re-wiring throughout and removal of first floor bedroom ceiling. 4 Nargate Street, Littlebourne Kent CT3 1UH	No objection to be raised by LPC
CA/24/01352	Single storey rear extension together with roof extension and 4 rear dormers. 68 The Hill, Littlebourne CT3 1TB	No objection to be raised by LPC Cllr Reid did not take part in the vote for this application as this is her neighbour.

Notifications

CA/24/00704	Demolition of garage 72 The Hill, Littlebourne CT3 1TD	GRANTED 08/07/24
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Trees works

none		
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(A) FINANCIAL MATTERS

- (a) **RECEIVED** the bank statements for June & July 2024 and RESOLVED the signature of the Chairman thereon.
- (b) **NOTED** the clerk has completed the application form to open the Unity Trust savings account, this form was signed by two Cllrs as per our mandate. The account is now open and £30,000 will be transferred from the current account with the September payments.

(B) RECEIPTS

HMRC – 1 st QTR VAT reclaim	917.05
TOTALS	£917.05

COMMUNITY FUND RECEIPTS

4VPO – Annual share of rent payment	3874.58
TOTALS	£3874.58

(C) DIRECT DEBITS

LGA 1972 s.142	1x1 Ionos	Website monthly charge Aug & Sept	38.40
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LGA 1972 s.112	Nest	Pension contributions Aug & Sept	221.44
LGA 1972 s.112	1x1 Ionos	Website quarterly charges	38.40

TOTALS £298.24

(D) AUTHORISATION OF ACCOUNTS

PAYMENTS FOR AUGUST – already paid

LGA 1972 s.111	BACS	Channel Windows – replacement office door	1320.00
Public Health Act 1875 s.164	BACS	The Vineyard Garden Centre – Fifth Trust gardening services June & July visits	528.00
LGA 1972 s.111	BACS	Cllrs & Clerk - Expenses reclaimed	109.99
Public Health Act 1875 s.164	BACS	Playsafety Ltd – Annual ROSPA inspection 2 sites	268.80
LGA 1972 s.111	BACS	UK Office Direct – office supplies (ink, paper, USB sticks)	126.44
LGA 1972 s.137	BACS	Gary Wells – signwriting Millennium Award Board	75.00
Litter Act 1983 ss.5-6	BACS	Mrs Clayson – litterpicking & strimming July	611.00
Public Health Act 1875 s.164 & LGA 1972 s.111	BACS	FS Maintenance – replacing flexihose on bottle filler, removal of 2 signs and refitting office sign	225.00
Road Traffic Act 1984 s.57(1)(b) & Public Health Act 1875 s.164	BACS	Landcare – repairs to post & rail fence by crossing & trimming hedge by BMX track on both sides	310.00
Road Traffic Act 1984 s.57(1)(b)	BACS	HI-WAY Services Ltd – relining VH carpark and St Vincents parking bays	1260.00
LGA 1972 s.112	BACS	Salary payments August	1657.81
Public Health Act 1875 s.164	BACS	Bourne to Garden – contract mowing & cutting The List July	660.00
LGA 1972 s.112	BACS	SLCC – membership	144.00
Public Health Act 1875 s.164	BACS	New Build Landscapes – Laurels open space maintenance July	174.00
Public Health Act 1936 s.87	BACS	AHA Property services – toilet cleaning – July	115.00

TOTALS £7,585.04

PAYMENTS FOR SEPTEMBER

Public Health Act 1875	BACS	The Vineyard Garden Centre – Fifth Trust services Aug	312.00
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s.164			
Public Health Act 1875 s.164	BACS	Bourne to Garden – contract mowing and List maintenance Aug	660.00
LA Members Allowances Reg 2003 s.8	BACS	Cllrs - Subsistence payments	125.00
LGA 1972 s.112	BACS	Salary payments September	1632.07
LGA 1972 s.111	BACS	Cllrs – expenses reclaimed	42.00
Litter Act 1983 ss.5-6	BACS	Mrs Clayson – litterpicking and strimming Aug	481.00
LGA 1972 s.112	BACS	Dynamix – payroll services for 2 nd QTR	36.00
LGA 1972 s.111	BACS	Forvis Mazars – external audit and AGAR 23-24	378.00
Public Health Act 1875 s.164	BACS	New Build Landscapes – Laurels open space maintenance August	174.00

TOTALS £3,840.07