



LITTLEBOURNE PARISH COUNCIL

Clerk: Gail Hubbard, 7 Bifrons Road, Bekesbourne, Canterbury CT4 5DE

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Website: www.littlebourne-parish-council.co.uk

Chairman: Cllr Peter Farrow

TO: ALL MEMBERS OF LITTLEBOURNE PARISH COUNCIL

Councillors are hereby summoned to attend a meeting of the Littlebourne Parish Council on **WEDNESDAY 23 JUNE 2021** at **7.00pm** in the LWMH Lounge for the transaction of the business described in the following Agenda.

G HUBBARD, CLERK TO THE COUNCIL

COVID-19

A Covid-19 risk assessment has been carried out for this meeting and is available on request, we will also be adhering to LWMH regulations.

Due to social distancing rules in place for the meeting please can any member of the public wishing to attend advise the Clerk by 12noon on the day of the meeting so seating can be arranged accordingly, and the room capacity not exceeded.

Please remember if you are attending:

Do not attend the meeting if you are feeling unwell or showing any symptoms of Covid-19

Face coverings must be worn

Please use sanitizer provided when entering the building

Remain socially distanced at all times

A G E N D A

1. The Chairman's welcome and apologies for absence.
2. Declarations of Cllrs' Interest & any requests for dispensations
3. Minutes of the last meeting held **5 MAY 2021**
4. Policing, NHW and KCC Community Warden

The meeting will be adjourned for parishioners' questions and comments on agenda items only

5. TO RECEIVE City and County Cllrs Reports/comments
6. Planning/Trees Report (Appendix 2).
7. Highways matters
8. Financial matters, including Precept, Concurrent, bank statements and authorisation of accounts (Appendix 3)

TO RECEIVE the Internal Auditor's report and any recommendations thereon (Appendix 3b)

Financial policies for review or adoption:

- i) The review of Littlebourne Parish Council's Financial Regulations, previously circulated via email to all Cllrs (Appendix 3c)
- ii) To renew the approval in place for the use of variable Direct Debits for regular payments (Nest, BT, Ionos)
- iii) To renew the approval in place for the use of BACS payments
- iv) The review of Littlebourne Parish Council's Standing Orders, previously circulated to all Cllrs (Appendix 3d)
- v) Review of the LPC Risk Assessment (Appendix 3e)
- vi) Review of the Council's Register of fixed Assets (Appendix 3f)

- vii) Review of the Council's Statement of Internal Control for year 2021- 22(Appendix 3g)
- viii) Review of the Council's Statement of Accounting Policies year ending 31 March 2021(App 3h)

TO RECEIVE, CONSIDER AND APPROVE the AGAR for the financial year ended 31 March 2021 for submission to the Audit Commission, comprising:

- Income and Expenditure Accounts
- The Annual Governance and Accountability Return for consideration by Cllrs and signing by Chairman,
Comprising of the;
 - I. Annual Governance Statement
 - II. Accounting Statements

- 9. Correspondence and Clerk Report (Appendix 4)
- 10. To AGREE and ADOPT the Covid-19 Meeting Risk Assessment (Appendix 5)
- 11. To DISCUSS the LHS Grant application for resurfacing the vehicle entrance onto the allotments
- 12. To DISCUSS The Local Plan Call for sites and Gladman resident survey
- 13. To RECEIVE report back from meeting with Leath Park regarding the play trail/trim trail
- 14. To DISCUSS options for tidying up the wooden planters on the A257
- 15. To RECEIVE report back from the meeting re schemes for smartening up the hall/shop/carpark complex
 - i) To DISCUSS Manhole cover replacement
- 16. To DISCUSS whether to pursue further the installation of an EV charging point in the WMH carpark
- 17. To DISCUSS complaints received over contacting Littlebourne surgery

Dates of future meetings: 21 July, 1 September, 6 October, 3 November, 1 December 2021.