

**LITTLEBOURNE PARISH COUNCIL
MINUTES OF THE MEETING ON 23 JUNE 2021 HELD AT 7PM IN THE LWMH
LOUNGE**

Present: Parish Cllr Peter Farrow (Chairman)
Parish Cllr Mick Giles
Parish Cllr Ken Shaw
Parish Cllr Cate Reid
Parish Cllr Brian Hurlow
Parish Cllr Melanie Moore
Parish Cllr Lee Castle
County Cllr Mike Sole
City Cllr Louise Jones-Roberts (arrived at 7.55pm)

Mrs Gail Hubbard, Clerk to the Council
There was one member of the public, Hilary Scott from Ickham.

21. THE CHAIRMANS OPENING REMARKS AND APOLOGIES FOR ABSENCE

The Chairman then welcomed everyone back to face to face meetings. No apologies had been received.

22. DECLARATIONS OF CLLRS INTERESTS AND REQUESTS FOR DISPENSATION

There were none.

23. MINUTES OF THE MEETING HELD 5 MAY 2021

The minutes from the previous meeting were proposed by Cllr Reid, seconded by Cllr Moore and AGREED by all and signed by the Chairman.

24. POLICING AND NEIGHBOURHOOD WATCH

There was none.

25. ADJOURNMENT

There was none.

26. COUNTY COUNCILLOR

Cllr Mike Sole had previously circulated a report to Clerks which had be forwarded to Cllrs. Cllr Sole confirmed receipt of LPC's letter regarding the potential Hill development and encouraged us to complete the online consultation for the local plan. This can be accessed via the following link <https://localplan.canterbury.gov.uk/>

Cllr Sole reminded Cllrs he has a £6000 Covid Recovery fund, to which community groups can apply for grants. Poster displayed on noticeboard giving further details.

Cllr Sole asked if LPC can consider a possible location for a memorial tree for Brian Staley, this would be accompanied by a small plaque.

Cllr Sole departed at 7.10pm.

27. PLANNING/TREES

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

28. HIGHWAYS

Cllr Giles explained that he had been approached by Hilary Scott from Ickham about the possibility of Wickhambreaux and Ickham joining forces with Littlebourne in requesting a 20mph scheme. He is to attend a Zoom meeting with the two parishes and the KCC scheme leader later in July.

Cllr Giles said he would like to call a traffic committee meeting soon and invite along the new KCC Highways representative.

29. FINANCE

i. AUTHORISATION OF ACCOUNTS FOR PAYMENT

There were receipts totalling £14,519.27 NOTED for this month. The expenditure list previously circulated to Cllrs as Appendix 3 totalling £6440.47 together with Appendix 3a presented at the meeting totalling £197.91 was proposed by Cllr Hurlow and seconded by Cllr Reid, this was unanimously AGREED. So it was RESOLVED that the payments set out be authorised – attached at end of minutes

ii. INTERNAL AUDITORS REPORT (Appendix 3b)

The internal auditors report that had previously been circulated to Cllrs was RECEIVED, this was proposed by Cllr Reid and seconded by Cllr Moore, AGREED by all.

iii. REVIEWED THE LPC FINANCIAL REGULATIONS (Appendix 3c)

These had been circulated to Cllrs with one amendment to the reference to a separate cash book for salary payments being removed as this is not done. Proposed by Cllr Moore and seconded by Cllr Hurlow, AGREED by all.

iv. RENEWED DIRECT DEBIT APPROVAL

This was proposed by Cllr Reid and seconded by Cllr Castle, AGREED by all.

v. RENEWED THE BACS APPROVAL

This was proposed by Cllr Shaw, seconded by Cllr Giles and AGREED by all.

vi. REVIEWED LPC STANDING ORDERS (Appendix 3d)

These had been circulated to Cllrs and no changes were recommended to be made.

vii. REVIEWED LPC RISK ASSESSMENT (appendix 3e)

This was proposed by Cllr Castle and seconded by Cllr Hurlow, AGREED by all.

viii. REVIEWED THE LPC FIXED ASSET REGISTER (Appendix 3f)

This was proposed by Cllr Reid and seconded by Cllr Castle, AGREED by all.

ix. REVIEWED THE LPC STATEMENT OF INTERNAL CONTROL (Appendix 3g)

This was proposed by Cllr Moore, seconded by Cllr Reid and AGREED by all.

x. REVIEWED THE STATEMENT OF ACCOUNTING POLICIES (Appendix 3h)

This was proposed by Cllr Castle, seconded by Cllr Shaw and AGREED by all.

xi. RECEIVED, CONSIDERED AND APPROVED THE AGAR FOR YEAR ENDING 31ST MARCH 2021, COMPRISING OF;

LPC ACCOUNTS YEAR ENDING 31ST MARCH 2021

The accounts were proposed by Cllr Shaw, seconded by Cllr Hurlow and unanimously AGREED.

AGAR 2021

The Annual Governance Statement was completed, proposed by Cllr Giles, seconded by Cllr Reid and thus APPROVED by the Council, this was then signed by the Chairman. The Accounting Statements were then proposed by Cllr Moore, seconded by Cllr Shaw and thus APPROVED by all. This was then signed by the Chairman.

30. CLERKS REPORT CORRESPONDENCE

A. CCC - Local Plan Draft Vision and Options Consultation

Using the comments from the survey last year CCC have now used this feedback to create a draft vision. They now want to know what we think about these options, including:

- Where and how should new housing and business growth take place?
- What infrastructure do we need to support it?
- How should we tackle congestion and improve air quality?
- Should all new homes be zero-carbon?
- How should we enhance and preserve our historic and natural environment?

They will use this to prepare a new draft Local Plan. They will then ask the public for its views on that draft in spring next year. <https://localplan.canterbury.gov.uk/>
The consultation will be open until 5pm on Friday 30 July 2021.

B. Boundary Review consultation

2023 Review of Parliamentary constituencies

The Boundary Commission for England (BCE) published its initial proposals for new Parliamentary constituency boundaries. The proposals include increasing the number of parliamentary constituencies in Kent from 17 to 18. Littlebourne will remain unchanged within Canterbury constituency.

<https://boundarycommissionforengland.independent.gov.uk/2023-review/>

Consultation closes 2nd August.

C. Government Call for Evidence on Remote Meetings

This is the Government's Call for Evidence on remote meetings which can be accessed via the following link - call for evidence. The deadline is 11.45pm on 17 June. Clerk has responded on behalf of LPC giving our experience of remote meetings during lockdown.

D. Emails from a few residents regarding Gladman development

Clerk has responded to explaining the current situation with the call for sites and the CCC consultation. Promised an update in LPC News magazine.

E. Email from residents regarding the Coffee Van in Jubilee road

Clerk pointed them in the direction of CCC enforcement (giving our ENF number to strengthen the case) and reminded PCSO and Community Warden of the issues there.

All other correspondence was noted.

CLERK REPORT

DOG WASTE BIN COURT HILL

Now fitted on wooden post on verge outside allotments.

BUS SHELTER – END OF ROSE ACRE

Repairs to side panel now complete

ROADWORKS SIGNAGE IN CARPARK

Roadwork sign left behind grit bin in carpark. Clerk asked for this to be collected by highways, this has now been done.

SANDBAG STORAGE BIN KEYS

Keys have now been received from CCC. Cllr Giles, Shaw and Hurlow all have keys and spares are held in the LPC office.

LPC NEWS SUMMER EDITION

Ready to go off to print on Monday 28th June, Clerk will then collect and arrange delivery around the parish.

SCHOOL PATHWAY LIGHTS

Cllr Moore reported that 3 or 4 lights are out along this pathway. Clerk has contacted the electrician to check and replace lamps as needed.

THE LIST VERGE

Landcare have been asked to carry out the usual trim/mow of the RHS verge from Jubilee Rd up to the St Vincents access path.

31. COVID 19 RISK ASSESSMENT FOR MEETINGS

This was proposed for adoption by Cllr Moore, seconded by Cllr Castle and AGREED by all. It was noted there was no QR code supplied in this side of the hall.

City Cllr Louise Jones-Roberts arrived at 7.55pm.

32. LHS GRANT APPLICATION

LHS had submitted a grant application for £972 for the resurfacing of the vehicle entrance into the allotments, off the list track. The latest LHS accounts had been circulated to Cllrs and it was noted that they seemed to have a healthy balance at present. LPC had paid for the repositioning/new gates to the allotments only 18 months ago which had cost over £3000. It was AGREED to decline the grant application. Clerk to advise LHS of decision.

33. LOCAL PLAN CALL FOR SITES AND GLADMAN SURVEY

Gladman had delivered their survey to properties in the village last month, however they were only showing a section of the site, not as per the call for sites submission which showed a much larger area for development.

Several of the Cllrs had attended an online stakeholder briefing this afternoon with Canterbury City Council regarding the Local Plan review. There is a further session next week which is also to be attended.

Cllr Jones explained that only enough sites had been put forward in the call for sites to cover the Governments stipulation of 9000 homes, and some of these sites are less than ideal. This is why the call for sites has been extended until 9th July.

The Chairman explained that letters have now gone out from LPC to Kent MP's, Councillors, various organisations and the press to gain support in objecting to this development.

Cllr Jones suggested we should engage with the developers further at this point.

An update is to go in the Summer LPC news and encourage residents to complete the Local Plan consultation.

34. LEATH PARK MEETING

The Chairman and Clerk had met with Leath to discuss the possible amendment of the permission, to remove the children's playarea from the top piece of open space. CCC might not go with a complete removal, they may insist we have something in which case we said LPC would want to see a very basic style adult trim trail (wooden logs). Leath will advise CCC it is what the Parish want and press that we have adequate children's play equipment here on the rec. We await to hear the outcome from Leath.

35. WOODEN PLANTERS ON THE HILL

Cllr Shaw had obtained a price for the planters to be tidied up (new compost, plants that don't require too much water) This would be around £117 per planter x 3 planters. It was proposed by Cllr Moore and seconded by Cllr Giles, AGREED by all that we spend up to £400 on this.

36. CARPARK SMARTENING SCHEME

Cllr Castle and Cllr Moore had met with representatives from the hall and the 4VPO, they had had a walk round and discussed some easy wins at little cost and some other ideas that need money spent. Some ideas discussed were;

- A dedicated Bin storage area – to combine all bins into one area and fence off in the corner of the carpark
- Re locate the disabled parking spaces – to under the kitchen window (on better surface and near where the toilet will be)
- Painting all railings/bollards the same colour (Cllr Castle asked Cllrs to consider a colour theme as matching railing and posts colourwise would look a lot smarter)

Cllr Moore to compile a full report for the next LPC meeting.

37. MANHOLES COVERS

When there had been a problem with the drains from the hall into the carpark back in 2019, the hall had a survey of the drains/manholes carried out. It identified an issue with the way the covers were fitted. This work was not deemed essential and has not be carried out to date. It was decided a rough idea of cost would be sought to see if this was something that should also be done now. The carpark works need not be delayed as this would not impact. This works would be a shared cost split 4 ways; LPC/LWMH/4VPO/Rec club.

38. EV CHARGING POINT

The Clerk reported back on a Zoom meeting she had attended on a scheme being offered via KCC to provide EV charging points to village halls. The main points of the scheme;

- KCC have funding to install charge points (Although if you contribute towards the scheme you will score more points and your scheme will be prioritised)
- Two chargers ideally to be installed but possible for one if not many spaces in carpark

- 7kwh chargers (fast charger) standard ones
- Provided by Connected Kerb (who KCC have contracted/Dover DC are also using them)
- Either supply taken from existing hall supply (if so KCC will pay hall for this electric) Or via a new supply in from the grid (this seems to be the case in most situations so far – KCC then pay bill direct)
- KCC will own and maintain/insure the chargers
- Majority of unit is underground – only small unit on a post
- Can be put in any hall/community carpark/sports ground/religious setting – ideally carpark needs to be available 24/7 so residents could charge overnight
- 30% profit share comes back to the landowner for community benefit – however this is not really a money-making venture, profit if any is likely to be minimal
- There would be no financial risk to LPC or LWMH.
- It would be an asset to residents that have no off-street parking and might want to have an EV.
- Forward thinking provision that we are unlikely to obtain otherwise.
- Asset to hall users/rec users with an EV who might want to charge up whilst attending and event.

It was AGREED this could be a good scheme and to pursue this further with the next step Clerk to approach the LWMH, Shop and Rec Club with details.

39. LITTLEBOURNE SURGERY

Cllr Reid reported that she had received a number of complaints from residents that have been unable to get through to the surgery on the phone and to make an appointment. Since the remote reception service begun it has become much harder to get through. In the last 4 weeks approx. 8 people have complained regarding this. Cllr Reid to write to the surgery on behalf of LPC to say we are getting an number of complaints.

The meeting closed at 9.10pm.

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

Signed..... (Chairman)

Date.....

LITTLEBOURNE PARISH COUNCIL PLANNING REPORT 23 JUNE 2021

APPENDIX 2

Applications since last meeting

CA/21/01496	New tiled roof over conservatory to provide accommodation with rear dormer, together with alterations to ground floor front windows. 38 Jubilee Road, Littlebourne CT3 1TP	No objection from LPC
CA/21/01400 & CA/21/01401 Listed Building consent	Erection of fencing, pedestrian and driveway gate to front elevation and replacement rear driveway gate to side elevation. 1 The Green, Littlebourne, Canterbury, Kent	Application proposes fencing off section of grass verge that is not owned by property, but KCC highways. Concerns raised over visibility at junction if privet hedge is

	CT3 1UU	planted. LPC to raise objection on these grounds.
CA/21/01343	Application for lawful development certificate for proposed first floor extension. Dawn Chorus, 76 Bekesbourne Lane, Littlebourne CT4 1UZ	LPC not consulted as not full planning application.
CA/21/01213	Conservatory to rear 23 Nargate Street, Littlebourne CT3 1UH	No objection logged from LPC
CA/21/01044	Single-storey front and rear extension together with rear dormer. 43 Nargate Street Littlebourne Canterbury Kent CT3 1UH	No objection logged from LPC
CA/20/02880	Erection of 1 no holiday let with associated access and parking. Little Stour Farm, Nargate Street, Littlebourne CT3 1QJ	No objection logged from LPC

Notifications

CA/21/00543 & CA/21/00544 Listed Building consent	Single storey rear extension following demolition of existing extension. Littlebourne Court, Church Road, Littlebourne CT3 1TU	GRANTED 04/06/21
CA/21/00664	Summer House in rear garden 54 Bekesbourne Lane, Littlebourne CT3 1UY	GRANTED 28/05/21
CA/21/00666	Single storey car port and storage outbuilding 54 Bekesbourne Lane, Littlebourne CT3 1UY	GRANTED 28/05/21
KCC/CA/0042/2021	Replacement of the current wall system to all elevations of the property encompassing the replacement of all timber doors with aluminium. Littlebourne CEP School, Church Road, Littlebourne CT3 1XS	GRANTED 18/05/21
CA/21/00618	Change of use of ground floor from Doctors Surgery to residential accommodation. Removal of porch, hanging sign & air conditioning unit and enlarge a window opening to form a patio door. The Corn Stores 12 Nargate Street Littlebourne Canterbury Kent CT3 1UH	GRANTED 6/5/21
CA/21/00622	Application for listed building consent for installation of external wall mounted electricity cabinet to front elevation. 48-50 High Street, Littlebourne CT3 1 ST	GRANTED 6/5/21

LITTLEBOURNE PARISH COUNCIL FINANCIAL REPORT FOR MEETING 23 JUNE 2021

APPENDIX 3

(A) FINANCIAL MATTERS

- (a) RECEIVED the bank statements for April and May 2021 and RESOLVED the signature of the Chairman thereon.

(b) NOTED receipts from CCC – Precept and Concurrent have both been paid directly into the Lloyds account so a cheque written to transfer the money into the Unity account. CHQ4045 for £52,926.00 written out to be signed this evening.

(B) RECEIPTS

M Twyman – Court Hill field rental	150.00
HMRC – VAT reclaim 2 nd Qtr 2020-21	692.70
HMRC – VAT reclaim 4 th Qtr 2020-21	468.57
CCC – Concurrent funding 2021-22	13,188.00
G Price – New LPC advertiser	20.00
TOTALS	£14,519.27

(C) DIRECT DEBITS

1x1 Ionos	Website monthly charge June	18.00
Unity	Bank charges	26.40
Nest	Clerks pension June	147.58
TOTALS		£191.98

(D) AUTHORISATION OF ACCOUNTS

BACS	The Vineyard Garden Centre – Fifth Trust Garden services	247.66
BACS	Brooke Security – replacement CCTV camera	507.48
BACS	FS Property maintenance –bus shelter repairs/fitting waste bin	220.00
BACS	Zurich Insurance – LPC insurance renewal	1558.54
BACS	Expense payments	186.09
BACS	SLCC subscription 2021-22	208.00
BACS	Mrs Clayson – litterpicking and sweeping/strimming	440.00
BACS	Dynamix – payroll services for qtr ending June 21	23.40
BACS	UK Office Direct – office supplies	223.72
BACS	Bourne to garden – contract mowing May	480.00
BACS	Lionel Robbins – internal audit service 2020-21	120.00
BACS	Staffing payments	2213.09
BACS	Glassfibre Flagpoles Ltd – Bespoke Littlebourne flag	210.40
TOTALS		£6638.38