

**LITTLEBOURNE PARISH COUNCIL
MINUTES OF THE STATUTORY ANNUAL MEETING ON 5 MAY 2021 HELD AT 7PM
REMOTELY VIA ZOOM**

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 Jessica Phillips
City Cllr Louise Jones-Roberts

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

1. ELECTION OF CHAIRMAN FOR YEAR 2021-22

Cllr Giles opened the meeting by asking for any nominations for Chairman, Cllr Reid nominated Cllr Farrow, this was seconded by Cllr Moore and AGREED by all. Cllr Farrow was duly elected as Chairman for the year 2021-22.

2. ELECTION OF VICE CHAIR FOR YEAR 2021-22

Cllr Farrow then took over the meeting and asked for nominations for Vice Chair, Cllr Giles was proposed by Cllr Reid and seconded by Cllr Moore and AGREED by all. Cllr Giles was duly elected as Vice Chair for the year 2021-22.

3. THE CHAIRMANS OPENING REMARKS AND APOLOGIES FOR ABSENCE

The Chairman then welcomed everyone to the Zoom meeting. Apologies received from Cllr Castle (working) and County Cllr Michael Northey (election duties).

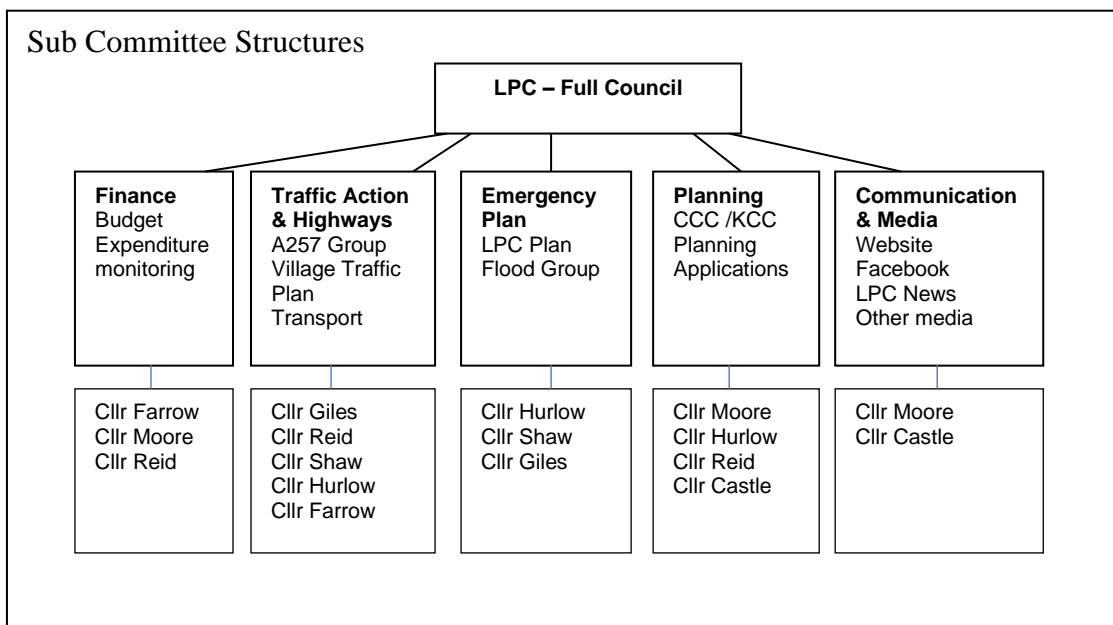
4. DECLARATIONS OF CLLRS INTERESTS AND REQUESTS FOR DISPENSATION

There were none.

5. MINUTES OF THE MEETING HELD 7 APRIL 2021

The minutes from the previous meeting to include the updated wording relating to the replacement of the artificial surface (to read the whole length replaced) were proposed by Cllr Giles, seconded by Cllr Shaw and AGREED by all; they will be signed by the Chairman at the next available opportunity.

6. LPC SUB COMMITTEE STRUCTURES AND REPRESENTATIONS ON OTHER BODIES



Action Roles	'Action roles': Where direct membership of an external organisation is required or activities require oversight of, or enactment by, a LPC councillor	
	Councillor 1	Councillor 2/3
KALC member (x2)	Cllr Farrow	Cllr Reid
Street Scene (CCC) group member	Cllr Shaw	Cllr Moore
River Group member LS&NRMG	Cllr Giles (voting member)	Cllr Shaw Cllr Hurlow
Charity accounts administration (Sloyden & Durrant)	Cllr Giles	Cllr Shaw
LPC Community Fund administration	Cllr Giles	Cllr Shaw Cllr Reid
Littlebourne Housing list	Cllr Giles	
CCTV	Confidential	Confidential
Link Councillor(s)	'Links' provide: <ul style="list-style-type: none"> • Ready access for important organisations to LPC. • Enable good knowledge of important independent village organisations to make better LPC decisions. Safeguard LPC head-landlord assets (where applicable).	
LWMH link	Cllr Reid	
4VPO link	Cllr Farrow	Cllr Reid
Allotments link	Cllr Hurlow	
Recreation Club link	Cllr Moore	
Turner's Orchard	Cllr Hurlow	
Nature Reserve link	Cllr Hurlow	
School link	TBA	
Church link	Cllr Castle	
4V Conservation Society link	Cllr Farrow	
Littlebourne Barn link	Cllr Moore	
Local Business liaison	Cllr Moore	
Twinning	Cllr Reid	
Kerbside Planters	Cllr Shaw	

The Above was AGREED for 2021-22. Cllr Phillips advised Cllrs that she would be moving away from the area in July so her last meeting would be either the June or July one, she thanked the council for the opportunity to be involved with LPC and she said it had been interesting to learn about this level of local government and hopes to pick it up again in the future.

Cllr Louise Jones-Roberts arrived at 7.20pm.

7. ANNUAL SUBSCRIPTIONS

It was AGREED to continue with all these subscriptions for the year 2021-22

- Kent Association of Local Councils
- Society of Local Council Clerks
- Campaign for the Protection of Rural England
- Action with Communities in Rural Kent

(e) Kent Playing Fields Association

8. POLICING AND NEIGHBOURHOOD WATCH

There was none.

9. ADJOURNMENT

There was none.

10. CITY COUNCILLOR

Cllr Jones-Roberts reported that CCC were having problems with Electric scooters being driven too fast in the city in pedestrian areas. The CCC 'Bird' trial scooters are limited to 14mph, but the illegal ones are not.

Cllr Farrow asked if there was anymore update on the local plan and when we might hear more information on the call for sites, sites. Cllr Jones-Roberts said that CCC are still working on this and does not yet have any confirmed dates for release of information.

11. PLANNING/TREES

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

12. HIGHWAYS

Road Sweeping meeting with CANENCO

Cllr Giles and Cllr Shaw had met with a representative from CANENCO and the Serco Contracts Manager Chris Paine, who has agreed that the high street was not in a satisfactory condition. They had assured Cllr Giles they would send out a crew to either hose or use air blowers on the gutters before the sweeper runs along to clear up. Once CANENCO catch up with the workload they will sweep Littlebourne every two weeks. Cllr Giles will continue to monitor this.

13. FINANCE

AUTHORISATION OF ACCOUNTS

There were receipts totalling £39,814.00 NOTED for this month. The expenditure list previously circulated to Cllrs as Appendix 3 totalling £151.27 together with Appendix 3a presented at the meeting totalling £2465.50 was proposed by Cllr Reid and seconded by Cllr Shaw, this was unanimously AGREED. So it was RESOLVED that the payments set out be authorised – attached at end of minutes.

14. CLERKS REPORT

CORRESPONDENCE

- A. **Email with a request** for a dog waste bin to be considered for the entrance into Garrington farm, there is a bush just as you go over the cattle grid that has many poo bags hanging in it. It was suggested as there is a bin sited on The Green that a small sign be made to ask dog owners to carry their waste and use this bin. Two additional dog waste bins have been purchased in the last year and CCC will not add more onto their collection list so it means Mrs Clayson has to empty them.
- B. **Email from resident** concerned over increased number of tipper trucks using Jubilee road and Court Hill recently. This was discussed but it appears the trucks have now stopped. Unfortunately, it is not illegal for these lorries to use Jubilee Road.
- C. **Waking up from Covid** – email from St Vincent's Church to arrange a Zoom session to think about planning a community event for the

neighbouring parishes (Littlebourne/Wingham/Wickhambreaux/Ickham). Circulated to Cllrs. Cllr Farrow and Cllr Moore to both attend this meeting on behalf of LPC.

- D. **Town and Country Planning (Consultation) (England) Direction 2021** which came into effect on 21 April. The Direction requires local planning authorities in England to consult the Secretary of State for Housing, Communities and Local Government before granting planning permission for certain types of development. The Town and Country Planning (Consultation)(England) Direction 2021 states:

This Direction shall apply in relation to any application for planning permission which –

(a) is for Green Belt development, development outside town centres, World Heritage Site development, playing field development, flood risk area development or commemorative object development; and
(b) is received by a planning authority on or after 21 April 2021.

Circulated to Cllrs along with full Directive.

- E. **Letter via KALC from MHCLG Minister** responding to their Dec letter regarding funding for Parish/Town Councils following Covid-19 impact/loss of income etc. Gov does not have the power to pay parish and town councils directly but the Secretary of State has written to principal authorities to urge them to discuss appropriate funding support for parish councils from within the support they have provided them. Gov is providing £670m new funding for 2021/22 in recognition of increased cost of providing local council tax support(due to high unemployment). We will wait and see if any of this is passed down from CCC to the parishes. Full letter circulated to Cllrs.

All other correspondence was noted.

CLERK REPORT

SOLAR FARM

Clerk has written to The Solar Farm asking them to carry out a litterpick on the site –it was reported through by a resident that plastic sleeves from the trees planted there are littering the area.

BT PHONE BOX – HIGH STREET

Reported broken handset to BT following report from resident that it was out of order. BT have been out and carried out the repairs.

DOG WASTE BIN COURT HILL

No suitable posts to mount it so this is to be installed on a new post located on the verge outside the allotments. Works being scheduled.

BUS SHELTER – END OF ROSE ACRE

End glass panel has been pushed out, doesn't seem damaged but needs taking apart and putting back together. Works being scheduled.

NHW SIGNS

Clerk has put up the two new NHW signs that were supplied via the NHW scheme (paid for by Community Fund). One on the A257 entering the village before the river and one at the top of Court Hill.

INTERNAL AUDIT

This is booked with our internal auditor for 24th May.

INSURANCE RENEWAL

Clerk has added the additional items to the renewal as per the fixed asset register. Including the sandbag containers. Awaiting revised figures.

15. THE LIST TRIM TRAIL

Following LPC's enquiry with CCC regarding the possibility of amending the current plan which includes a play trail; we have been informed that it may be possible for revised details to be submitted for consideration, but these would need to be provided via a new submission of details by the developer. Before we can go back to Leath Park LPC need to agree exactly what we would like to see on this piece of land.

Current approved Play trail is not what village asked for initially. Concerns raised over ongoing maintenance/insurance of play trail or trim trail.

Cllr Hurlow to further research trim trail options and prices.

Cllr Farrow proposed we request for the trim trail to be removed completely and instead negotiate to receive the money direct to LPC so we can then, if we decide install a more basic log style adult trim trail (which is more in keeping with what had been suggested originally) onto the site at a later date. This was unanimously AGREED.

16. MOUNTS LAND DEVELOPMENT OBJECTIONS

The Chairman had drafted a letter that could be used to seek support in objecting to the development of farming land off the A257, this had been circulated to all Cllrs prior to the meeting. Cllrs were in agreement this was a well worded letter and should be sent out with all the Cllrs names at the bottom. A list of addressee's would be compiled and letters could be sent out.

17. TOILET PROJECT

Cllr Moore updated the Cllrs that the quotation received from Quinn Estates was rather higher than initially estimated. Further quotations would need to be sought. Clerk to check financial regs regarding quotations of this value and procedure that should be followed.

18. SIGNAGE REQUEST FROM THE IVY BARN

The Clerk had been approached regarding some temporary signage at the front of the long carpark advertising the new venture on Court Hill. The Chairman suggested they come back to LPC with a more specific proposal for exactly what they want signage wise.

19. JUNE MEETING FORMAT

As the remote meeting legislation expires on Thursday, the June meeting will have to be a face to face meeting. We cannot do without the June meeting as the Accounts and AGAR has to be approved before the end of June. It was DECIDED the best option would be to postpone the June meeting until after 21st June when there should be no limit on numbers to meet indoors and then move the July meeting on to later that month to spread out the meetings. This would also leave less gap before the September meeting. So the following dates are now set and the meetings will be held in the Lounge;

23 June, 21 July

20. CONFIDENTIAL ITEM

The Clerk left the meeting at this point and confidential discussion took place over salaries.

The meeting closed at 8.55pm.

Dates of future meetings: 23 June, 21 July, 1 September, 6 October, 3 November, 1 December 2021.

Signed..... (Chairman)

Date.....

**LITTLEBOURNE PARISH COUNCIL
PLANNING REPORT 5 MAY 2021**

APPENDIX 2

New Applications

None		
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Notifications

CA/20/01686	Two Storey rear extension 7 Nargate Street, Littlebourne CT3 1UH	GRANTED 01/04/2021
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Trees

CA/21/00881	G2 Group of 2 Mulberry on rear boundary - Fell trees.T3 Goat Willow in adjacent scrubland- Reduce overhanging branches by approx 2m to beyond hedge. T4 Silver Birch- Carry out an overall crown reduction by reducing height and average radial spread of tree by approximately 2m and 1m respectively to previous reduction points, taking care to prune to live secondary growth points. Maintaining an even and balanced shape appropriate to species.T5 Walnut- Carry out an overall crown reduction by reducing height and average radial spread of tree by approximately 3m and 3m respectively, taking care to prune to live secondary growth points. Reduce lowest branch by 50%. 1 The Hill Littlebourne Canterbury Kent CT3 1TA	No objections raised by LPC
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**LITTLEBOURNE PARISH COUNCIL
FINANCIAL REPORT FOR MEETING 5 MAY 2021**

APPENDIX 3

(A) FINANCIAL MATTERS

- (a) TO RECEIVE the bank statements for March 2021, and TO RESOLVE the signature of the Chairman thereon.

(B) RECEIPTS

LWMH- CCTV annual contract recharge split 4 ways	71.00
LWMH – Annual ground rent	5.00
CCC – precept for 2021-22	39,738.00

TOTALS £39,814.00

(C) DIRECT DEBITS

1x1 Ionos	Website monthly charge May	18.00
TOTALS		£18.00

(D) AUTHORISATION OF ACCOUNTS

BACS	Staffing payments	1495.21
BACS	Mrs Clayson	440.00
BACS	Dynamix - payroll services	46.80
BACS	Expense/reimbursement payments (incl replacement office printer)	216.43
CHQ85	Mower service – Cherry orchard	104.47
BACS	Bourne to Garden – contract mowing	360.00
BACS	UK Office Direct - stationary	49.57
TOTALS		£2,712.48