

LITTLEBOURNE PARISH COUNCIL
MINUTES OF THE MEETING 2 JULY 2025 HELD AT 7PM IN THE LWMH MEETING ROOM

Present: Parish Cllr Peter Farrow (Chairman)
Parish Cllr Cate Reid
Parish Cllr Andy Fraser
Parish Cllr Melanie Moore
Parish Cllr John Sullivan
Parish Cllr Brian Hurlow
Parish Cllr Rebecca Marsh
Parish & City Cllr Lee Castle

Mrs Gail Hubbard, Clerk to the Council
There were three members of public present for part of the meeting.

31. THE CHAIRMANS OPENING REMARKS AND APOLOGIES FOR ABSENCE

The Chairman welcomed everyone to the meeting. Apologies were received and accepted from Cllr Giles.

32. DECLARATIONS OF CLLRS INTERESTS AND REQUESTS FOR DISPENSATION

There were none.

33. MINUTES OF THE MEETING HELD 4 JUNE 2025

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

34. POLICING AND NEIGHBOURHOOD WATCH

No reports had been received for this month.

35. COUNTY COUNCILLOR

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

- The new administration at KCC continued to cancel and postponed meetings throughout June, but hopefully things will now be back on scheduled and I look forward to attending meetings soon with meetings for Growth, Economic Development & Communities, as well as Flood Risk Management and Kent & Medway Fire & Rescue Authority, all due to take place in early July.
- At the JTB (Joint Transport Board) where both KCC & CCC councillors meet, we were updated on local highway projects. As a new highway steward has recently been recruited, I look forward to my long-awaited tour of local roads when I shall be pointing out many significantly maintenance issues that require attention.
- This month I have also been involved in issues with school transport appeals, planning permission, council tax, road safety, traffic lights, flooding, missed bins, block public rights of way, grants, blue badges, potholes, council housing, road sign replacement and public waste bins.

36. CITY COUNCILLOR

Cllr Lee Castle had sent a written report which had been previously circulated to Cllrs:

- Early in the month, I participated in the East Kent Speed Watch Day. It was encouraging to have the police present at both sessions, and I'm pleased to report that the Littlebourne group continues to serve as an effective roadside deterrent to speeding.
- I also attended the Kent Speed Watch Conference at Police Headquarters in Maidstone, which proved to be both informative and engaging.
- Throughout the month, I took part in several briefings concerning local government reorganisation. I also attended a well-attended KALC (Kent Association of Local Councils) meeting in Maidstone, where a number of parishes, leaders, and representatives from Kent councils were present and actively engaged.
- In my new cabinet role, I have been particularly active. Several property-related projects are progressing through the system, including the regeneration of Beach Street and ongoing discussions about council-owned sites. I continue to work closely with officers to support the development and improvement of our district. I attended my first Cabinet meeting, during which we discussed key policies relating to open spaces and climate change.
- Road closures are causing chaos in the city. KCC highways agree planned works and emergency works can be done by utilities without notice. Although not under the remit of the district council I have been liaising with my colleague Mike Sole to once again raise the issue with the relevant highways cabinet member.
- Please note that on **Tuesday, 8th July**, the Gladman planning application for 300 homes is returning to committee—much sooner than expected and with minimal notice. Your attendance is strongly encouraged, as the high turnout at the previous meeting made a meaningful impact on the committee.

37. ADJOURNMENT

Alan Legge presented the 6-month report on behalf of Cherry Orchard Nature Reserve.

Ecological sites identified, fixed assets listed.

Details on visitor numbers provided:

Uniformed groups 100 children ranging from 4-17yrs

Wickhambreaux school visit

March event 62 visitors

April event 65 visitors

May event 54 visitors

June event 35 visitors (very hot day so lower numbers)

Volunteer numbers now at 25

Funding – are now able to be self-funding, so no call on village precept. Over £500 in account.

Trees being monitored annually by retired tree surgeon.

Grants being applied for – 4VPO/Beerling Foundation/CCC Biodiversity grant

Risk assessments have been carried out for all activities on offer.

Future plans:

Two open mornings planned in August.

Working in conjunction with Four Villages Eco Group, seeking more volunteers.

More publicity within the villages

Annual reports to be submitted to LPC, following AGM in September.

A Facebook page is being setup and linked to an Instagram account to encourage more interaction.

Volunteers have updated the constitution and mission statement and created a site management plan. Copy provided to LPC to takeaway and review.

The Chairman thanked Alan for this report.

Karen Bennett, who is a new volunteer on the site, involved with children's activities and helping with the art works also spoke supporting the site.

The Chairman thanked Karen for her report and asked the Cllrs to now consider what they wanted to do going forward.

38. CHERRY ORCHARD

LPC had agreed to the unrestricted opening of the Cherry Orchard site at the April meeting but this has not been actioned by the volunteers, following further discussions at the June meeting this had ended in a deferral until this July meeting where the 6-month report would be received. Following some discussion on the content of the above reports, the following proposal was made:

Cllr Moore proposed the deferring of the opening of the Cherry Orchard gate until after their AGM in September, this would also be on the proviso of:

1. Current contact details to be displayed on the gate for access
2. Following the AGM LPC be provided with an annual report, log of visitors (not individuals just numbers and type of visitors), details of finances and a list of volunteers.

This was seconded by Cllr Sullivan and unanimously AGREED.

This would come back to the LPC October meeting.

Three residents departed the meeting at 7.40pm.

39. PLANNING

There were no new applications to discuss this month, no Appendix 2.

40. HIGHWAYS

Cllr Hurlow reported that Cllr Giles had asked him to raise his concerns over the use of chippings when resurfacing in built up areas. Like the works currently being carried out on the A257 between Littlebourne and Bramling. There are no works currently scheduled to continue this resurfacing through the village, but should this be scheduled these chippings should not be used; damage to parked vehicles, chippings end up in drains and cause blockages, chippings end up all over pavements. It was suggested that Cllr Hurlow and the clerk compile a letter to highways to remind them to please not use chippings in Littlebourne.

Consider the reviewing of HIP, Clerk to check when this was last reviewed by Traffic Action & Highways subcommittee.

41. FINANCE

AUTHORISATION OF ACCOUNTS FOR PAYMENT

There were receipts totalling £77.79 NOTED for the month. The expenditure list previously circulated to Cllrs as Appendix 3 totalling £563.94 and Appendix 3a totalling £3402.61 were proposed by Cllr Hurlow, seconded by Cllr Fraser and AGREED by all. So it was RESOLVED that the payments set out be authorised – attached at end of minutes.

FIRST QUARTER BUDGET EXPENDITURE REPORT

The budget expenditure report to the end of the first quarter **30 JUNE 2025** as previously circulated to Cllrs was received.

42. CLERKS REPORT

CORRESPONDENCE

A. CCC – Notice under 45 of the LGA (Miscellaneous Provisions) Act 1976

Formal notice from CCC sent to all parishes. The notice states the intention of CCC's to pass a resolution that the provisions of Part II of the above act (apart from section 45) are to apply throughout the area of the council. Part II of this Act contain the provisions relating to Hackney Carriages and Private Hire Vehicles. Clerk has written to confirm safe receipt of notice.

B. Government to support use of remote meetings

Details of the outcome of the Government consultation on remote meetings and proxy voting:

86% of those responding were in favour of remote meetings

On the question – should there be limitations on remote attendance

56% said no

33% said at least 2/3 of members should be physically present

33% said Cllrs should only be able to attend remotely exceptional circumstances

The analysis of free text responses identified three key themes in response to this question: digital limitations, the risk of bias and inclusion in local democracy.

Overall, the conclusions

On remote attendance, they plan to permit local authorities to develop their own locally appropriate policies, if they decide to hold remote meetings.

On proxy voting, they plan to require principal (unitary, upper and second-tier) councils to implement proxy voting schemes, to provide consistency for members who are absent when they become a new parent, or for serious or long-term illness. We plan for this requirement to apply to meetings of full council. For all other meetings, proxy voting may be used but will not be required, and substitute or pairing schemes may be more appropriate. We plan for other local authorities not listed above to be enabled but not required to implement proxy voting schemes, for any of their meetings, in the context of member absences for serious or long-term illness or becoming a new parent.

Government plan to work collaboratively with the sector to develop clear and supportive guidance in relation to both remote attendance and proxy voting policies.

C. Email from The Barn Committee – requesting a meeting with LPC

Chairman suggested clerk invite them to the September LPC meeting, this has been done.

D. Enquiry from resident of Cherry Orchard – enquiring about purchasing land at Cherry Orchard from LPC.

LPC confirmed that they are not planning on selling any land at present. Clerk to respond to enquiry.

All other correspondence was noted.

CLERK REPORT

KALC EGM 19 JUNE 2-4PM

Clerk attended this event at Ashford International hotel with Cllr Farrow and Cllr Castle. It was well attended with representatives from most of the Kent districts, there was a presentation for half of the session then questions from the floor for the other half.

KALC LOCAL GOVERNMENT REORGANISATION SURVEY

Clerk has circulated to Cllrs and will compile a response online including any comments from Cllrs.

BIN FOR LAURELS OPEN SPACE

Bin has been delivered and is awaiting installation. Clerk has added to fixed asset register.

ADULT GYM EQUIPMENT

Clerk has given the go ahead for the removal of the double cross trainer that is beyond repair. Clerk will ensure this is removed from the fixed asset register.

EV CHARGE BAYS

One of the rubber car stoppers has come completely loose. Clerk has reported this to KCC Connected Kerb as these are there to protect their charging units.

JULY LPC NEWS

Latest edition went to print on 15th June so should be delivered out in the village very soon.

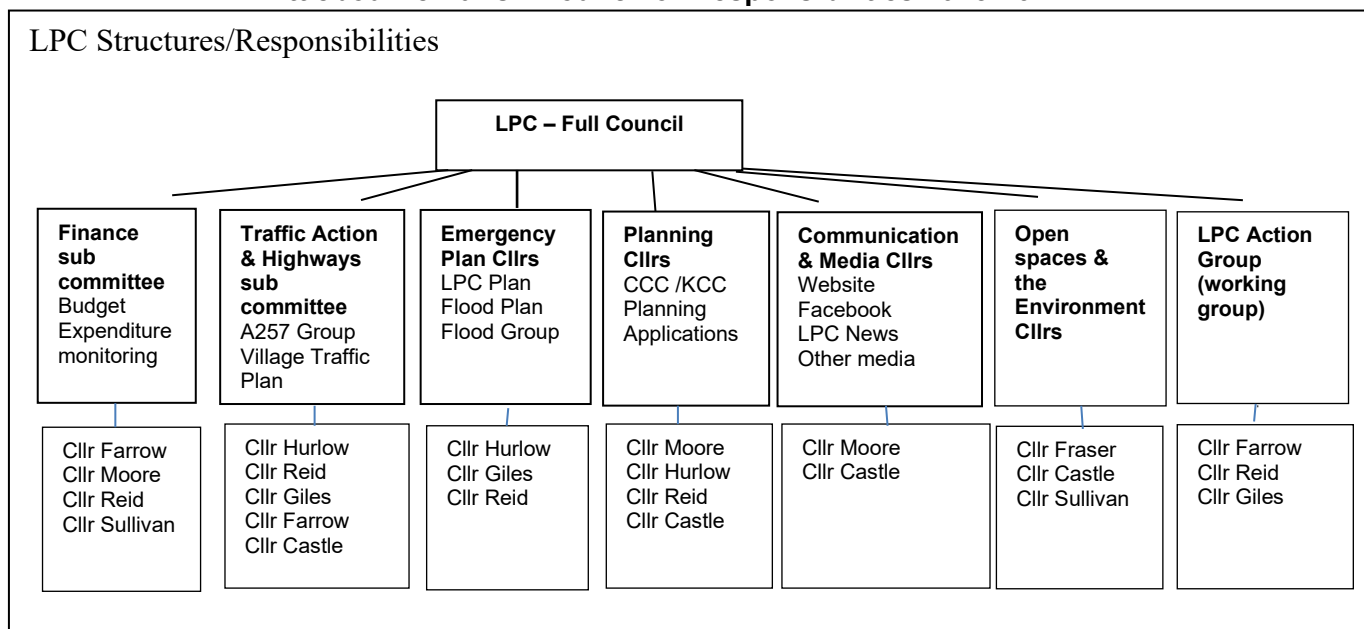
BT PHONE BOX

It was noted that the phone equipment has now been removed from the box and the red box remains in situ. Clerk awaiting response from BT over future of actual red box.

43. LPC RESPONSIBILITIES FOR 2025-26 AND TERMS OF REFERENCE

The following structure listing was AGREED for the remainder of the year 2025-26.

Littlebourne Parish Councillor Responsibilities 2025-26



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
River Group member LS&NRMG	Cllr Giles (voting member)	Cllr Hurlow
Charity accounts administration (Sloyden & Durrant)	Cllr Giles	Cllr Reid
LPC Community Fund administration	Cllr Giles	Cllr Hurlow Cllr Reid
Littlebourne Housing list	Cllr Giles	
CCTV	Confidential	Confidential
Link Councillor(s)	‘Links’ provide: • 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 Marsh	
Turner’s Orchard	Cllr Hurlow	
School & Church link	Cllr Castle	Cllr Marsh
Littlebourne Barn link	Cllr Marsh	
4V Conservation Society link	Cllr Farrow	
Local Business liaison	Cllr Moore	
Twinning	Cllr Reid	

The clerk had drawn up some Terms of References for the formal subcommittees and informal working group. These were AGREED unanimously.

44. KENT PLAN TREE PROJECT

CCC are offering some free trees to parishes as part of the Kent Plan Tree Project, these need to be planted on parish owned or managed land. It was suggested a small number of trees could be planted in the wildflower area on the LPC owned Laurels open space. There were concerns over the watering of these trees, Cllr Marsh said she could ask the contractors that water the other trees on the Laurels estate to water them or perhaps a nearby resident might kindly water them for the first year. Clerk to respond with a request for 6 trees maximum.

45. LWMH CARPARK POTHoles

The clerk had obtained two quotations for the repairs needed to the two potholes that have formed in the main carpark of LWMH, a third quotation was sought via Checkatrade but the companies declined to quote. Cllr Moore proposed that the quotation received from Polo Contractors for £240 cut out the loose tarmac and re-lay new tarmac be accepted, this was seconded by Cllr Reid and AGREED.

46. EXCLUSION OF PRESS AND PUBLIC

There was none in attendance.

47. CONFIDENTIAL ITEM – CA/23/00484 300 HOMES ON THE HILL

A discussion took place regarding the short notice return to planning committee of this application. A special planning committee meeting is being held on Tuesday 8th July at 7pm in The Guildhall to decide this application. The Chairman is unable to attend this meeting and speak on behalf of LPC so it was agreed that Cllr Melanie Moore would speak instead. Clerk to register Cllr Moore to speak. Two members of the Action Group have also registered to speak against the application. Cllr Castle would also be speaking as City Cllr.

LPC to encourage public support at the meeting as this did make a difference at the May meeting when the application had been deferred.

The meeting closed at 8.40pm.

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

Dates of future meetings: 3 September, 1 October, 27 October, 3 December 2025.

Signed..... (Chairman)

Date.....

**LITTLEBOURNE PARISH COUNCIL
FINANCIAL REPORT FOR MEETING 2 JULY 2025**

APPENDIX 3 & 3a

(A) FINANCIAL MATTERS

- (a) **RECEIVED** the bank statements for May 2025, and **RESOLVED** the signature of the Chairman thereon.
- (b) **NOTED** the clerk has prepared the 1st QTR VAT reclaim totalling £951.26 and submitted online for repayment.

(B) RECEIPTS

Unity Trust – interest on savings account	77.79
TOTALS	£77.79

(C) DIRECT DEBITS

LGA 1972 s.111 – Ancillary power	Unity	Monthly account fee June	6.00
LGA 1972 s.112 - employment of staff	Nest	Pension contributions July	117.88
TOTALS			£123.88

(D) AUTHORISATION OF ACCOUNTS

Public Health Act 1875 s.164 – open spaces	BACS	The Vineyard Garden Centre – Fifth Trust services 11 June/25 June	402.00
Public Health Act 1936 s.87 – public toilets	BACS	AHA Property services – toilet cleaning May/June	301.00
LGA 1972 s.111 – Ancillary power	BACS	Expenses reimbursed	193.94
Litter Act 1983 ss.5-6	BACS	Mrs Clayson – litterpicking and sweeping June	429.00
LGA 1972 s.112 - employment	BACS	July salary payments	1806.61
Public Health Act	BACS	Bourne to Garden – contract mowing & The	660.00

1875 s.164 - Recreation		List cutting - June	
Public Health Act 1875 s.164 - Recreation	BACS	New Build Landscapes – The Laurels open space maintenance - June	174.00
TOTALS			£3966.55