

**LITTLEBOURNE PARISH COUNCIL
MINUTES OF THE MEETING 3 SEPTEMBER 2025 HELD AT 7PM IN THE LWMH MEETING
ROOM**

Present: Parish Cllr Peter Farrow (Chairman)
Parish Cllr Cate Reid
Parish Cllr Melanie Moore
Parish Cllr Mick Giles

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

48. THE CHAIRMANS OPENING REMARKS AND APOLOGIES FOR ABSENCE

The Chairman welcomed everyone to the meeting. Apologies were received and accepted from Cllr Castle, Cllr Hurlow, Cllr Marsh and Cllr Fraser.

49. DECLARATIONS OF CLLRS INTERESTS AND REQUESTS FOR DISPENSATION

There were none.

50. MINUTES OF THE MEETING HELD 2 JULY 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.

51. POLICING, COMMUNITY WARDEN AND NEIGHBOURHOOD WATCH

A report from Community Warden Roger Lithgow had been received, main points as follows:

I have been undertaking extensive Visible Presence across Sturry and Little Stour Wards including Adisham throughout August.

I attended Monthly Coffee Morning in Bokesbourne Village Hall - spoke to hosts and residents and arranged to have a Scam Awareness Talk in the village hall on 2nd October at 1:30pm-2:15pm - Myself and KCC Trading Standards will talk and there will be a questions and answers at the end. All are welcome. The flyer/poster have been sent to the parish councils for circulation.

From next week I will be the Deputy Team Leader for Canterbury and Thanet Community Warden team.

The Clerk reminded Cllrs that Kent Police will be in the LWMH carpark in the engagement van between 8-10am on Wednesday 10th September and again on Wednesday 8th October.

52. LITTLEBOURNE BARN

Four members of The Barn Committee plus the CCC officer responsible for The Barn had attended the meeting to discuss with LPC ideas for generating funds and suggestions for increasing the committee membership.

There are currently positions vacant on the committee for Chair and Treasurer, the present Vice-Chair Graham Duplock is acting as Chair on a temporary basis.

The CCC officer, Ian Barnes explained that CCC bought The Barn over forty years ago to protect the building, English Heritage also own share. The Committee have a licence agreement in place with CCC. As part of the local government review CCC are looking at all the buildings they own with a desire to hand over a legacy of buildings in a fit state. If the decision came to

sell in the future then CCC would certainly reach out to heritage organisations such as English Heritage but they are not at this point at present.

The main income source had been through the hire of The Barn for weddings but due to noise complaints locally they stopped allowing weddings. There used to be a max limit of 6 per year anyway. There are no longer enough committee members with the energy to steward and police the weddings.

The Committee were asking LPC for:

- Help attracting more committee members
- Help engaging with heritage organisations
- Help with income generating ideas

Chairman to mention The Barn in his report in the next LPC News and the clerk to advise on the noticeboard and website for additional members. Cllr Moore would add something to the LPC Facebook page.

The Chairman thanked the Committee members for attending and asked them to keep LPC updated.

The five members of the public left at 7.25pm.

53. ADJOURNMENT

There was none.

54. COUNTY COUNCILLOR

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

The major issue this month is that Canterbury City Council have published details of changes to the draft Local Plan and new sites that are included will now be going to further public consultation in September.

The City Council have recently contacted parish councils about the capital grants scheme.

55. CITY COUNCILLOR

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

Back on 8th July, we saw a great success for Littlebourne Parish Council, their action group, and residents across the wider district when the planning committee refused the proposed development on the Hill in Littlebourne. While the developer may still appeal, for now this oversized expansion into open countryside has been stopped.

Looking ahead, the next consultation on changes to the draft Local Plan will be presented to Cabinet next week. There are no changes proposed for Little Stour and Adisham. However, new sites have been identified along the A257 and at the top end of Bekesbourne Lane (sites N4, N5, and N6). This represents a large set of developments connecting westward to the agreed Mountfield site. Once the consultation goes live, I will share details so that residents can give their views.

In July, I attended parish meetings in Ickham & Well, Littlebourne, and Adisham. I also joined the Canterbury BID (Business Improvement District) AGM, which was an excellent opportunity to meet local business owners and stakeholders, celebrate positives about the city, and discuss ongoing concerns.

Across the ward, I have been supporting residents on a variety of issues:

- Littlebourne: social housing matters, fly-tipping, and pathway clearing.

56. PLANNING

The current applications were discussed – see Appendix 2 (at the end of the minutes)

ACTION GROUP

The Chairman thanked Cllr Moore, Tim Bostock, Richard Andrews, Henry Fitch and Cllr Castle for speaking at the planning committee meeting on 8th July when CA/23/00484 was refused permission by CCC.

He also gave an update on the recent group discussions particularly regarding the removal of site R7 from the draft local plan, now the site has been refused permission. LPC have written to CCC planners asking for its removal.

CA/23/00484 The Hill

Gladman have a six-month period in which to submit an appeal against the refusal of this application and the action group have been discussing the options for LPC for if and when this happens. What plans do LPC need in place to take this fight to the next level.

57. HIGHWAYS

Cllr Giles reported that Cllr Hurlow had attended the recent A257 Group meeting in Wingham.

Cllr Giles added that the white lines had been redone along the Littlebourne stretch of the A257 over the past two nights and raised concerns over the safety of the practice of using their machinery so close to parked vehicles. There had been no notes asking residents to move their vehicles in advance of the works.

The clerk reported that KCC Highways are piloting a new fault reporting tool for potholes initially, this is not available to the public yet.

58. FINANCE

AUTHORISATION OF ACCOUNTS FOR PAYMENT

There were receipts totalling £4,893.84 NOTED for the month. The expenditure list previously circulated to Cllrs as Appendix 3 totalling £5,429.02 and Appendix 3a totalling £3,460.61 were proposed by Cllr Moore, seconded by Cllr Giles and AGREED by all. So it was RESOLVED that the payments set out be authorised – attached at end of minutes.

ADDITIONAL BANK SIGNATORY

It was proposed by Cllr Farrow that Cllr Marsh and Cllr Fraser be added to the Unity bank account to act as signatories for the online banking, this was seconded by Cllr Moore and AGREED. Clerk to ask they are happy to be signatories as they are not present this evening.

59. CLERKS REPORT

CORRESPONDENCE

A. CCC Consultation

CCC are seeking comments on their Draft Consultation and Engagement Strategy
Link to full details Consultation and Engagement Strategy - Canterbury Newsroom

B. CCC Consultation

CCC are seeking comments on their draft Tenant Engagement Strategy
Link with full details Tenant Engagement Strategy - Canterbury Newsroom

C. CCC Consultation

CCC are seeking comments on their Draft Net zero Action Plan
Link with full details Net Zero Action Plan - Canterbury Newsroom

D. CCC information on postal voting changes

Under the Elections Act 2022, postal votes are valid for three years (not five years).

Anyone who applied for a postal vote prior to 30 January 2024 might need to reapply. This can be done online or a printable form can be downloaded from this same website. Anyone who does not reapply will need to vote in person at a polling station for future elections. CCC are writing to electors whose postal votes are due to expire.

<http://gov.uk/apply-postal-vote>

All other correspondence was noted.

CLERK REPORT

BIN FOR LAURELS OPEN SPACE

Bin was installed on 1st August and Mrs Clayson will empty as part of her routine works.

ADULT GYM EQUIPMENT

Redundant double cross trainer has now been removed, the surface made good and seeded.

POTHoles IN CARPARK

This work has now been completed.

ABANDONED VEHICLE IN NARGATE STREET LAYBY

Brought to Clerks attention by resident, van with no MOT, currently has brambles growing over the bonnet. Reported on Kent Police website as having no MOT. Also reported to Community Warden.

EV CHARGE BAYS

The rubber car stoppers have come loose, and one is totally loose. Reported to KCC EV scheme and direct to Connected Kerb. Awaiting repairs.

KCC FAULTS REPORTED

Streetlight on Bekesbourne Lane continually on.
Wooden bollard at the end of Jubilee Road hit and damaged.

PUBLIC TOILET

Rain affected the door mechanism this week and the emergency door alarm was going off on Thursday, door acting erratically so clerk put out of action over the weekend. Now seems to be working OK so reopened Monday.

60. ROSPA ANNUAL INSPECTION

REQUIRED WORKS

It was AGREED the following work be carried out as highlighted in the report:

- The branches of the cherry tree be trimmed back from above the seesaw springer (to be done with other tree works in autumn)
- The branches of the Oak tree overhanging the BMX track be trimmed back (to be done with other tree works in autumn)
- The cycle rack with a section missing be removed from the playarea (there is no demand for two)
- The shrinkage around the safety surfaces under the two sets of swings and the team swing to be filled with wetpour (CCC capital grant obtained for 40% of the cost of this)
- The corroding bench sited closed to the team swing be removed and replaced with a recycled plastic picnic bench (CCC capital grant obtained for 40% of the cost)

Up to date cost for safety surface repairs and replacement bench £2610.00, with a grant already received for £1250 so a cost to LPC of £1360.00.

TWISTER TEACUP

Mentioned on the above report as bearings grinding and noted by the clerk and Cllr Hurlow when inspecting over the summer, the teacup is often very stiff and barely turns. Clerk looked at previous repairs carried out on this item, which has seen the bearings replaced on two occasions since its install in 2008. Clerk wanted to check viability of further repairs so also sourced a quotation for a replacement item and a similar type of product from another supplier. The costs for a replacement item exceed £5000 in both cases. It was proposed by Cllr Moore that we have the existing teacup unit repaired again, this was seconded by Cllr Reid and agreed. Clerk to source a quote from Safeplay for this works.

61. TOILET WORKS

Over the summer there had been a number of incidents where the public have accessed the toilets in the village hall, whilst a session has been held, so people walking in during Zumba to access the toilets. After speaking with the hall Chair it was felt that some better signage for the public toilet might help in this situation, it is not that obvious to newcomers and the sign on the fingerpost at the front of the shop points in the general hall direction for the toilet. It was proposed by Cllr Moore and seconded by Cllr Reid that the clerk source and order a sign (with the logo on) that protrudes from the toilet block to make it more obvious, at a cost of up to £150.00 plus VAT this was AGREED.

The clerk had obtained a quote to remove the mold and repaint the ceiling in the toilet, it was proposed and AGREED by all that the works should be done at a cost of £150.00.

62. CUT THROUGH PATHWAY FROM LONG CARPARK TO HIGH STREET

The clerk had received a complaint from a resident about the state of this pathway. The Chairman had looked at this and felt that the main issue was a lump of old tarmac that needed to be removed. Clerk to arrange for this to be removed. Although this pathway provides a cut through from the corner of the carpark to the High Street pavement there is no need to use this route as it would be no quicker than going out through the main carpark entrance and walking up the pavement. There is a fully accessible alternative route so would not justify the expense of having it resurfaced (which might then prove slippery underfoot in icy conditions).

63. LPC 2026 DATES

The following dates were agreed for 2026. Clerk to book with the LWMH.

7th January 2026

18th February 2026

4th March 2026

18th March 2026 – Annual Parish Meeting

1st April 2026

6th May 2026

3rd June 2026

1st July 2026

(No meeting in August)

2nd September 2026

7th October 2026

4th November 2026

2nd December 2026

64. EXCLUSION OF PRESS AND PUBLIC

There was none in attendance.

65. CONFIDENTIAL ITEM – STAFFING MATTER

The Local Government Services pay agreement for 2025-26 had now been published, it was proposed by Cllr Moore, seconded by Cllr Giles and AGREED that the clerk's wages reflect this agreement backdated to 1st April 2025.

The meeting closed at 8.30pm.

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

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

Signed..... (Chairman)

Date.....

LITTLEBOURNE PARISH COUNCIL PLANNING REPORT 3 SEPTEMBER 2025

APPENDIX 2

Applications since last meeting

CA/25/01411	Single storey detached garage. 36 Jubilee Road, Littlebourne CT3 1TP	LPC no objections
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Notifications

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Enforcement

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Trees works

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LITTLEBOURNE PARISH COUNCIL FINANCIAL REPORT FOR MEETING 3 SEPTEMBER 2025

APPENDIX 3 & 3a

(A) FINANCIAL MATTERS

- (a) **RECEIVED** the bank statements for June & July 2025 and **RESOLVED** the signature of the Chairman thereon.
- (b) **NOTED** the clerk has completed the required tax form for Nationwide bank and **RESOLVED** the signature of two signatories thereon.

(B) RECEIPTS

HMRC – 1 st QTR VAT reclaim	951.26
TOTALS	£951.26

(C) RECEIPTS INTO COMMUNITY FUND

4VPO – share of annual rent from Four Villages Shop	3942.58
TOTALS	£3942.58

(D) DIRECT DEBITS

LGA 1972 s.111 – Ancillary power	Unity Trust	Monthly account fee July & August	12.00
LGA 1972 s.111 – Ancillary power	BT	LPC office phone and broadband supply for quarter	303.02
LGA 1972 s.111 – Ancillary power	Lloyds Bank	Monthly account fee for account (June & July)	9.22
LGA 1972 s.111 – Ancillary power	Lloyds Bank	Monthly account fee for Community Fund account (June & July)	8.50
LGA 1972 s.142 - websites	IONOS	Domain name .org – quarterly charge	38.40
LGA 1972 s.112	NEST	Pension contributions August & September	235.76
TOTALS			£606.90

(E) AUTHORISATION OF ACCOUNTS AUGUST (ALREADY PAID)

Public Health Act 1875 s.164 – open spaces	BACS	ROSPA Play safety – Annual ROSPA inspection of LPC owned playareas (recreation ground and the Laurels)	273.60
Public Health Act 1936 s.87 – public toilets	BACS	AHA Property services – toilet cleaning July	119.00
Public Health Act 1875 s.164 – open spaces	BACS	Bourne to Garden – contract mowing July	660.00
Public Health Act 1875 s.164 – open spaces	BACS	The Vineyard Garden Centre – Fifth Trust services July	372.00
Litter Act 1983 ss.5-6 – litter bins	BACS	FS Property maintenance – installation of the bin on the Laurels open space	270.00
Public Health Act 1875 s.164 – open spaces	BACS	Mrs Clayson – litterpicking and strimming July	702.00
Public Health Act 1875 s.164 – open spaces	BACS	New Build Landscapes – LPC Laurels open space maintenance July	174.00
LGA 1972 s.112	BACS	Salary payments August	1817.49
Public Health Act 1936 s.87 – public toilets	BACS	Jakub Holy Property – toilet cleaning (end July) ***change of company name hence new invoice for last few days of July***	42.00
TOTALS			£4,430.09

SEPTEMBER (TO BE PAID)

Public Health Act 1875 s.164 – open spaces	BACS	The Vineyard Garden Centre – Fifth Trust services Aug	186.00
Road traffic Regulation Act 1984	BACS	Polo Contractors – repair of potholes in the LWMH carpark	240.00

s.57(1)(b) – car parks			
LGA 1972 s.111 – Ancillary power	BACS	Expense payments	62.93
Public Health Act 1875 s.164 – open spaces	BACS	Safeplay – removal of double adult gym piece and make good surface	510.00
Litter Act 1983, ss.5-6 - litter	BACS	Mrs Clayson – litterpicking and sweeping August	598.00
LGA 1972 s.112 - employment	BACS	SMS CIS Payroll solutions – payroll services 2 nd quarter	36.00
LGA 1972 s.112 - employment	BACS	September salary payments	1806.61
Public Health Act 1875 s.164 - Recreation	BACS	Bourne to Garden – contract mowing & The List - August	660.00
Public Health Act 1875 s.164 - Recreation	BACS	New Build Landscapes – The Laurels open space maintenance - August	174.00
Public Health Act 1875 s.164 - Recreation	BACS	The Vineyard Garden Centre - Fifth Trust services – 21 Aug visit	186.00
TOTALS			£4,459.54