

**LITTLEBOURNE PARISH COUNCIL  
MINUTES OF THE MEETING 4 JUNE 2025 HELD AT 7PM IN THE LWMH MEETING  
ROOM**

**Present:** Parish Cllr Mick Giles (Vice Chairman)  
Parish Cllr Cate Reid  
Parish Cllr Andy Fraser  
Parish Cllr Melanie Moore

Mrs Gail Hubbard, Clerk to the Council  
Community Warden Roger Lithgow (left at 7.15pm)  
There was one member of public present for part of the meeting. Mr Legge.

**18. THE VICE CHAIRMANS OPENING REMARKS AND APOLOGIES FOR ABSENCE**

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

**19. DECLARATIONS OF CLLRS INTERESTS AND REQUESTS FOR DISPENSATION**

There were none.

**20. MINUTES OF THE MEETING HELD 7 MAY 2025**

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

**21. POLICING AND NEIGHBOURHOOD WATCH**

Roger introduced himself to Cllrs and explained how he was working two and a half days a week in the Little Stour ward and the other half of the week in Sturry ward.

He had also provided a report as follows:

**KCC Community Warden Report for June**

I have been continually mentoring the new Nailbourne KCC Community Warden, for most of May 2025, this has recently ended. She has met all the KCC Community Warden Service requirements and permitted to do lone-working on her areas. I am now concentrating on working my two wards: Sturry Ward on Mondays and Wednesdays and Little Stour Ward Tuesdays and Thursdays. Fridays I alternate between the two wards. I have been conducting extensive Visible Presence in my two Wards and Nailbourne Ward throughout this month.

The Nailbourne KCC Community Warden and I met with KCC Cllr Mike Sole and CCC Cllr Lee Castle at Barham Village Hall, where we talked about community issues and opportunities to support local residents within the Little Stour Ward and Nailbourne Wards.

I have arranged a meeting to chat with the local PSCO from Kent Police's Rural Task Force as an introduction, and to see whether there can be any collaborative working in the future.

I visited Bokesbourne Village Hall and found a Choir Group, singing inside. I spoke to them after their session about the Community Warden Service as an introduction. I was invited to join as they are looking for more male singers. I respectfully declined their generous offer.

Chalk Pit Farm, Bekesbourne - I visited and spoke to several people there while showing a visible presence in the area.

I have emailed one of KCC 's Rural Partnership Manager's who works in the rural parts of East Kent area in particular with farming communities. I am waiting to hear back from him to see if there is any collaborative work we can do. I have arranged a meeting to chat with the local PSCO from Kent Police's Rural Task Force as an introduction, and to see whether there can be any collaborative working in the future.

Roger left the meeting at 7.15pm

## **22. COUNTY COUNCILLOR**

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

- Firstly, I was delighted to be re-elected to KCC with an increased vote share and larger majority. Thank you for your support. There has been a significant change in the administration at KCC and the Liberal Democrat group that I belong to is now the official opposition with 12 councillors. There are also 5 Green, 5 Conservative and 2 Labour councillors, but with 57 councillors Reform are now running the council.
- The only KCC meeting that has taken place so far was the AGM where the new leadership was appointed. At this meeting I challenged the new administration on their decision to no longer fly the Ukrainian flag or Pride flag during Pride month, but it was confirmed that neither will be flown again. In an unusual move many KCC meetings due to take place in June have been cancelled and we are still awaiting confirmation on some committees, but I hope to serve on the Growth, Economic & Communities Committee, Kent & Medway Fire & Rescue and the Flood Risk Management Committee.
- I held a very good councillor surgery in Barham with the KCC Community Warden and Kent Police. It was good to see so many people and I am following up on the issues raised with me. I also had a separate meeting with Cllr Lee Castle and the KCC community wardens that cover both Nailbourne and Little Stour & Adisham. Unfortunately, the other areas of my KCC division are still without wardens.

## **23. CITY COUNCILLOR**

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

- In May, the major focus was the Gladman application for The Hill site, which went before the planning committee. I attended alongside the Parish Chairs of Littlebourne and Bekesbourne, as well as two experts from the action group, to deliver a strong critique of the proposal. The meeting was very well attended by local residents—thank you to everyone who came. The committee deferred its decision, pending further information from the applicants. On reflection, this was a positive outcome, as I suspect Gladman will make minimal changes to the application. Please stay alert for updates when it returns to committee.
- May also saw the annual mayor-making ceremony. Congratulations to Keji Moses, our new Lord Mayor, and to Steph Jupp, who has been appointed Sheriff.
- I'm honoured to have been promoted to the Cabinet at Canterbury City Council, taking on the portfolio for Property and IT. I'm excited to serve the wider district in this role.
- I recently met with Roger Lithgow, our new Community Warden for Little Stour and Adisham (also covering Sturry Ward). He has been very active locally. We discussed

support pathways for vulnerable and isolated residents, as well as upcoming community events to raise awareness of his role.

- In Littlebourne, I've reported faded road markings near bus stops. I've also flagged several signage issues across all the villages—thank you to County Councillor Mike Sole for helping escalate these to KCC Highways. Please continue to use the KCC website to report local concerns.

## **24. PLANNING/TREES**

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

Resident Mr Alan Legge arrived at 7.25pm

## **25. ADJOURNMENT**

Mr Legge spoke on the Cherry Orchard item on the agenda.

Mr Legge described the current assets on the site and the specific labelled ecological sites within the Cherry Orchard. He also explained the current users and activities they have been taking part in: pond dipping, wildlife demonstrations, grass sweeping and art lessons.

The annual costs were set out as:

Grass cutting: by volunteers

Meadow cutting: £80 per year

Yellow rattle seed: £100 per year

Tree hedge maintenance: free assistance from local farmers for hedge cutting

Tree maintenance: now have a qualified volunteer

Access path to the 4 Cherry Orchard properties (owned by LPC as developers did not allow for one) stated they would expect LPC to still be responsible for cutting this.

Funding

With the initial amount used for the establishment they wish to go self-funding, so there will be no future call upon village precept funds. They currently have £500 in their account and will seek funding opportunities.

They are seeking more volunteers with the assistance of the 4 Villages Eco Group.

They have not actioned the opening of the gate as requested by LPC following the April meeting, they are concerned over risk assessments and possible vandalism to the site.

Mr Legge will attend the July meeting to bring the 6 month report to the Council.

The Chairman then brought forward the Agenda item on Cherry Orchard.

## **26. CHERRY ORCHARD**

The Cherry Orchard volunteers had written to LPC and invited the Cllrs to attend site for a tour and discussion.

The clerk had previously circulated two further reports supporting the work at the Cherry Orchard; one from 1<sup>st</sup> Littlebourne Scout Group and one from a volunteer that has been helping out with children's activities at the open days.

The Cllrs were disappointed that the request to open the gate had still not been actioned as this had been unanimously agreed by the Cllrs.

Cllrs were keen to hear that the Cherry Orchard want to become self-funding as the use of precept money to fund a closed space was a big concern to the council. Some formal arrangement for this along with regular contact/inspections would need to be considered.

Cllr Moore proposed that the Cllrs take up the invitation to visit Cherry Orchard prior to the July meeting and that LPC would not insist on the opening of the gate until the July meeting (not a change of decision but delay/pause opening until after the July meeting). This was seconded by Cllr Reid and AGREED.

Resident Mr Legge departed the meeting at 7.40pm

## **27. FINANCE**

### ***AUTHORISATION OF ACCOUNTS FOR PAYMENT***

There were receipts totalling £14,507.00 NOTED for the month. The expenditure list previously circulated to Cllrs as Appendix 3 totalling £4,088.32 and Appendix 3a totalling £4,796.71 were proposed by Cllr Moore, seconded by Cllr Fraser and AGREED by all. So it was RESOLVED that the payments set out be authorised – attached at end of minutes.

### ***BUDGET EXPENDITURE REPORT***

The budget expenditure report TO 31<sup>st</sup> May 2025 as previously circulated to Cllrs was received.

### ***DD PAYMENTS***

**RENEWED** the use of Direct Debit payments for the following: BT, NEST, IONOS, ICO, UNITY BANK, LLOYDS BANK. Proposed by Cllr Moore, seconded by Cllr Fraser and AGREED.

### ***INTERNAL AUDITORS REPORT (Appendix 3b)***

The internal auditors report that had previously been circulated to Cllrs was RECEIVED.

***i. REVIEWED LPC RISK ASSESSMENT (appendix 3c)***

There were no changes recommended for the year end.

***ii. REVIEWED THE LPC FIXED ASSET REGISTER (Appendix 3d)***

This had been updated to reflect purchases made during the year. This was AGREED by all.

***iii. REVIEWED THE LPC STATEMENT OF INTERNAL CONTROL (Appendix 3e)***

This was AGREED by all.

***iv. REVIEWED THE STATEMENT OF ACCOUNTING POLICIES (Appendix 3f)***

This was AGREED by all.

***v. REVIEWED THE LPC EAR MARKED RESERVES at 31<sup>st</sup> March 2025 (Appendix 3g)***

***vi. RECEIVED, CONSIDERED AND APPROVED THE AGAR FOR YEAR ENDING 31<sup>ST</sup> MARCH 2025, COMPRISING OF:***

The above were proposed enbloc by Cllr Moore, seconded by Cllr Reid and AGREED.

### ***LPC ACCOUNTS YEAR ENDING 31<sup>ST</sup> MARCH 2025***

The accounts were proposed by Cllr Reid, seconded by Cllr Moore and unanimously AGREED.

### **AGAR 2024-25**

- 1) The Annual Governance Statement was completed and APPROVED by the Council, this was then signed by the Chairman
- 2) The Accounting Statements were then APPROVED. This was then signed by the Chairman.

The above were proposed by Cllr Moore, seconded by Cllr Reid and AGREED.

Cllr Moore wanted to record the LPC's thanks to the clerk for all her work with the year end accounts and AGAR.

## **28. CLERKS REPORT**

### **CORRESPONDENCE**

#### **A. Email from resident**

Wanting to turn the BT phone box into a library. Item now on agenda.

#### **B. Email from resident**

Proposing the BMX track is changed to a MUGA, clerk has responded to explain that LPC had already started exploring this idea last year but the funding stream we were applying for ended due to a change in Government. It is a very expensive scheme and without a huge pot of funding not something LPC can pursue at the moment.

All other correspondence was noted.

### **CLERK REPORT**

#### **BOTTLE FILLER PIPEWORK**

The pipework repair has now been carried out and the unit is back in operation.

#### **CARPARK POTHOLE**

Clerk has one quotation so far, further quotes being sought.

#### **BIN FOR LAURELS OPEN SPACE**

Awaiting delivery of the bin then it can be installed.

#### **CHERRY TREE WORKS**

Works carried out to both trees in playarea and dead tree by BMX track removed at the same time.

#### **HOLES ON REC**

Clerk has used some of the earth from the beds near the BMX track to fill in the ruts made by vehicles driving on the grass at the end of the long carpark. Clerk has also added signs saying do not drive or park on the grass on the end posts. Chain to be reinstated between the two posts.

#### **ADULT CROSS TRAINER**

The footplate on one side of this unit is now badly corroded and beyond repair, clerk has taped up and put item out of order. The otherside of the unit is already almost unusable and only remained in place as it is part of a double unit. As this is a health and safety matter this will be removed from site asap.

## **29. BT PAYPHONE ON HIGH STREET**

The clerk explained that she had received an enquiry asking to create a library in the phone box, clerk visited box to double check status, as currently has a working pay phone within it. However signage inside the phonebox highlighted a consultation with CCC over

the removal of the telephone equipment, further investigation showed that CCC had not responded to the consultation and the equipment was due for removal. The clerk had contacted BT to find out the exact details as to whether this will include the removal of the red box too (it is sited within a Conservation area). Parish councils are usually able to adopt these boxes once equipment has been removed, but this would mean LPC would be liable for ongoing maintenance costs (which can be costly for these old boxes). Once a response was received from BT on the exact plans this could be discussed further.

### 30. JULY LPC NEWS

The clerk asked for any items for this edition by next Friday. The Chairman is writing his usual report. Cllr Reid suggested an item on scammers, which the Clerk has included. An article on Speedwatch would be good timing due to National Speedwatch Day being this Friday, 6<sup>th</sup> June.

The meeting closed at 8.05pm.

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

*Dates of future meetings: 2 July, 3 September, 1 October, 27 October, 3 December 2025.*

Signed..... (Chairman)

Date.....

### **LITTLEBOURNE PARISH COUNCIL PLANNING REPORT 4 JUNE 2025**

### **APPENDIX 2&2a**

#### **Applications since last meeting**

CA/25/00919 & CA/25/00920 Listed Building consent	Single-storey infill rear extension, replacement ground floor window and door from timber to aluminium to side elevation together with replacement door and window from timber to aluminium doors to rear elevation.  20 Bekesbourne Lane Littlebourne Kent CT3 1UY	Response due 27 June More time required to study plans, only just received. Delegated response will be submitted by clerk before deadline.
CA/25/00328	Use of garage as ancillary accommodation  9 Bluebell Avenue, Littlebourne CT3 1QH	LPC no objections
CA/25/00781	Insertion of a window to west facing second floor elevation and replacement conservatory roof to lightweight tile.  6 The Maltings, Littlebourne CT3 1SS	LPC no objections
CA/25/00718	Application for Listed Building Consent for external alterations including replacement of windows from timber to timber to first floor front elevation.  12 High Street Littlebourne Kent CT3 1ST	LPC no objections

## **Notifications**

CA/25/00618	Single storey side and rear extension with a detached single storey outbuilding.  4 Court Hill, Littlebourne CT3 1TT	GRANTED
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## **LITTLEBOURNE PARISH COUNCIL FINANCIAL REPORT FOR MEETING 4 JUNE 2025**

## **APPENDIX 3&3a**

### **(A) FINANCIAL MATTERS**

- (a) **RECEIVED** the bank statements for April 2025 and **RESOLVED** the signature of the Chairman thereon.

### **(B) RECEIPTS**

CCC - Concurrent function funding	14,507.00
F Sagina - LPC News renewal	20.00
<b>TOTALS</b>	<b>14,527.00</b>

### **(C) DIRECT DEBITS**

LGA 1972 s.111 – Ancillary power	Unity	Monthly account fee May	6.00
LGA 1972 s.112 – employment of staff	Nest	Pension contributions June	170.38
<b>TOTALS</b>			<b>£176.38</b>

### **(D) AUTHORISATION OF ACCOUNTS**

Public Health Act 1875 s.164 – open spaces	BACS	The Vineyard Garden Centre – Fifth Trust services April & May	834.00
Public Health Act 1936 s.87 – public toilets	BACS	AHA Property services – toilet cleaning April	154.00
Public Health Act 1875 s.164 – open spaces	BACS	Landcare – works to Cherry Trees in playarea and removal of dead tree next to BMX track	160.00
LGA 1972 s.111 – ancillary power	BACS	Expense payments	17.46
Public Health Act 1936 s.87 – public toilets	BACS	UK Office Direct – toilet rolls for public toilet	19.74
LGA 1972 s.111 – ancillary power	BACS	SLCC membership for 25-26 (split with WPC)	198.00
LGA 2000 s.101 - indemnities	BACS	Zurich Municipal – annual insurance renewal	2070.12
LGA 1972 s.133 – village halls	BACS	KSP Plumbing and Heating – repair of burst pipe for bottle filler	48.00
LGA 1972 s.111 – Ancillary power	BACS	Lionel Robbins – internal audit for 2024-25	140.00
LGA 1972 s.111 – Ancillary power	BACS	Dean and Chapter House – storage of LPC archives in the Cathedral archives	63.00
Public Health Act 1875 s.164 – open spaces	BACS	LWMH – Turners Orchard share of concurrent funding	600.00
Litter Act 1983 ss.5-6	BACS	Mrs Clayson – litterpicking and sweeping May	520.00

LGA 1972 s.112 - employment	BACS	Salary payments June	2639.11
Public Health Act 1875 s.164 - Recreation	BACS	Bourne to Garden – contract mowing & The List - May	660.00
Public Health Act 1875 s.164 - Recreation	BACS	New Build Landscapes – The Laurels open space maintenance - May	174.00
LGA 1972 s.112 - Employment	BACS	SMS CIS payroll solutions – payroll services for QTR to end June	36.00
Public Health Act 1936 s.234 – life saving appliances	BACS	Defib Warehouse – replacement pad for Defib unit (current pads expire July)	77.94
LGA 1972 s.111 – ancillary power	BACS	Brunel Engraving – nameplate and badge for new Cllr	32.67
Public Health Act 1936 s.87 – public toilets	BACS	Mustang Washrooms – sanitary bin provision in public toilet	54.00
Litter Act 1983 ss.5-6 – litter bins	BACS	Glasdon – Topsy bin for the Laurels open space	386.99

**TOTALS    £8,885.03**