

LITTLEBOURNE PARISH COUNCIL

MINUTES OF THE MEETING ON 2 SEPTEMBER 2026 HELD AT 7PM IN THE LWMH MEETING ROOM

Present: Parish Cllr Lee Castle (Chairman)

Parish Cllr Cate Reid

Parish Cllr Brian Hurlow

Parish Cllr Melanie Moore

Parish Cllr Peter Fowkes

Parish Cllr Edmund Arcadian

There was one member of the public for part of the meeting (7.30pm onwards)

Mrs Gail Hubbard, Clerk to the Council

55. THE CHAIRMANS OPENING REMARKS AND APOLOGIES FOR ABSENCE

The Chairman welcomed everyone to the meeting. There were apologies received from Cllr Giles, Cllr Fraser and County Cllr Mike Sole.

56. DECLARATIONS OF CLLRS INTERESTS AND REQUESTS FOR DISPENSATION

Noted Cllr Castle is also the CCC ward Councillor.

57. MINUTES OF THE MEETING HELD 1 JULY 2026

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

58. POLICING AND COMMUNITY WARDEN

Community Warden Roger Lithgow had sent his recent report which had been circulated to Cllrs. He has been busy in the Little Stour ward and Nailbourne ward (which he is presently covering). Roger is to hold a weekly Community warden drop in 'chill out and chat' session on Thursdays 2-3.30pm in the Ivy Barn, Court Hill.

LPC wanted to record their thanks to Roger for being out and about in the village and available to assist residents.

59. ADJOURNMENT

There was none.

60. COUNTY COUNCILLOR

Cllr Mike Sole's monthly written report had been circulated to Cllrs, main points below:

- I'm pleased that KCC have performed a U-turn when it comes to repairing the kerb stones and white lines alongside the Little Stour in Nargate Street between Littlebourne & Wickhambreaux. They had initially refused to take action, but after I asked that they reconsider, they visited and have agreed that the work is safety critical and will be done once they have permission from the Environment Agency to work near the river.
- Cllr Lee Castle and I are holding a surgery at the Ivy Barn, Littlebourne 10:00 – 11:30 on Thursday 3rd September.

61. CITY COUNCILLOR

Cllr Lee Castle's monthly report had been circulated, main points below:

- In Littlebourne, damage to the Elders play park has left some equipment beyond repair. The play park team is currently reviewing the available options and costs for a practical solution to allow the space to reopen for residents
- Speedwatch sessions have continued across the villages, with additional roads in Littlebourne now added to the system. Groups in Littlebourne, Ickham, Wickhambreaux remain active and are continuing to recruit volunteers. If you would like to get involved and help monitor speeding in your village, please do get in touch.
- Highways defects remain a concern, with a number of reported faults still awaiting repair by Kent County Council. Residents are encouraged to continue reporting issues and to share details with me so that they can be pursued with KCC where appropriate.
- Parking has also been raised in Littlebourne, Ickham and Adisham and I will liaise with the parish councils to discuss any new ideas or communications.

62. LOCAL GOVERNMENT REORGANISATION (LGR)

The Chairman gave a brief update to Cllrs on the LGR announcement for Kent which will see Kent split into four Unitary Councils, this will put Canterbury with Dover and Thanet as East Kent. Shadow elections will take place 6 May 2027 for East Kent Cllrs, who will work alongside current KCC and CCC Cllrs for one year. On 1st April 2028 Kent County Council and the districts will cease to exist, and East Kent will take over.

The Clerk had attended an online session on LGR in July, after the announcement had been made by the Government, the notes had been shared to Cllrs. There had also been a session on the transfer of assets that the clerk had attended.

The Clerk then read out a letter received today from Electoral Registration Officer at CCC explaining that CCC have recommended to the Secretary of State that the planned Parish Council elections for May 2027 be postponed to May 2028, this would mean serving parish Cllrs would serve a five-year term rather than the current four. The reasons for this recommendation are to align with the new unitary elections (five-year term) and presently the 2027 elections give no time for new parishes to hold elections, so these would be 2028 and out of sync with other parishes. This is only a recommendation so we will await what is decided.

Parish engagement meeting for Cllrs to be held 7 October, which clashes with our next LPC meeting.

63. PLANNING/TREES

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

GLADMAN COMMUNICATION

Discussion regarding contacting Gladman to establish the latest position with regard to the site on The Hill and possibly open some further opportunities to engage constructively. Cllr Reid proposed that a letter be sent to Gladman, this was seconded by Cllr Fowkes and AGREED.

The Clerk reported that LPC have been copied into various communications from a resident of south Canterbury with regard to the appeal process for the Gladman site and some legal avenues she is pursuing relating to the site and its permission. Clerk to share these communications with all the Cllrs. These are provided for our information only at present.

One member of the public arrived at 7.30pm.

64. HIGHWAYS

The clerk gave the following updates:

The order has been raised by KCC Highways for the timber bollard to be installed outside The Maltings bus stop and this will be done within 90 days, dated 14 July.

The additional gateway on the A257 cannot be sited on the opposite side of the road to the existing, KCC are proposing they are moved back to the original site. This needs to be further discussed by the Traffic Action and Highways subcommittee.

Cllr Hurlow reported early morning vehicles using Jubilee Road, abusing the 20mph limit. It was suggested an early speedwatch session could be tried at this location.

65. RIVER

There were no updates to receive.

66. FOOTPATHS

Cllr Fowkes updated the Cllrs that his contact at KCC PROW had unfortunately not been back in touch regarding the paths he has reported, he will continue to raise reports via the PROW portal.

Cllr Hurlow reported that CB143 (Known locally as Dr's alley) had been cleared by KCC, however the brambles encroaching from The Laurels lower open space area still remain and will continue to encroach. The Laurels open space that borders the LPC footpath up The List is also very overgrown and brambles/nettles encroach onto the LPC owned area. Cllr Hurlow proposed LPC write to the management company Living City about the state of these two areas under their ownership, including photos, this was seconded by Cllr Fowkes and AGREED.

Cllr Reid reported that some of the properties on The Hill had received letters from KCC Highways requesting them to cut back their hedges that were overhanging the footway up The Hill. This has been actioned.

67. FINANCE

AUTHORISATION OF ACCOUNTS FOR PAYMENT

There were receipts totalling £6,369.23 plus £3,988.00 into the Community Fund NOTED for the month. The expenditure list previously circulated to Cllrs as Appendix 3 totalling £5,363.20 and Appendix 3a totalling £8,760.15 were proposed by Cllr Hurlow, seconded by Cllr Fowkes and AGREED by all. So it was RESOLVED that the payments set out be authorised – attached at end of minutes.

COMPLETION OF THE 2025-26 AGAR

The external auditors, Mazars LLP report on the 2025-26 AGAR was CONSIDERED and ACCEPTED by all Cllrs. There were no matters brought to their attention and no minor scope for improvement thus no further action to be taken. The clerk has displayed the necessary paperwork for the conclusion of the audit on the website and noticeboard. The Clerk was asked to record the Cllrs thanks for her work on the year end accounts and AGAR.

HMRC MILEAGE RATES

The expense forms for the clerk and Cllrs had been updated to reflect the new HMRC mileage rates that came into effect for 2026-27 onwards. These were proposed by Cllr Moore, seconded by Cllr Reid and AGREED so will be used going forward.

68. LPC COMMUNITY FUND

GRANT AWARDED

LPC NOTED the award that had been made to Littlebourne Cricket Club for £1200.00, cheque awaiting collection.

FLAGPOLE MAINTENANCE

The clerk had sought quotations for the service and inspection of the flagpole to include the replacement of the gold finial. The last time this was carried out it was funded by the Community Fund. It was AGREED that the Community Fund could again fund this flagpole maintenance. The quotation from Piggotts at a cost of £657.29 plus VAT would be accepted by the Community Fund.

69. CLERKS REPORT

CORRESPONDENCE

A. KSS Air Ambulance

Thank you letter for the £300 donation we made for 2026-27.

B. Playarea swings

Communications received from a resident commenting that our swings don't swing much compared to other parks. Asking if we would consider replacing them.

ROSPA report as separate agenda items highlights dry bearings that should be oiled/greased (added this to quotation for remedial works) Budget would not allow replacement at present.

C. Bekesbourne Lane/A257 Junction

Email received from resident of Bekesbourne Lane regarding structural traffic failures, property damage and safety hazards. Full response to be considered by Traffic Action and Highways subcommittee, items for consideration under next HIP review.

D. Invitation to Peoples emergency briefing screening (threats to British life from ongoing damage to nature and our climate)

Event hosted by the Four Villages Eco Group, all Cllrs have received an individual invite and will reply accordingly.

All other correspondence was noted.

CLERK REPORT

SLCC AUTUMN CONFERENCE

Clerk to attend.

POTHoles IN CARPARK

Cllr Castle and Cllr Fraser have now filled the pothole in the carpark and it is holding up well.

TURNERS ORCHARD TREES

Awaiting the inspection to be carried out.

EV CHARGE BAYS

Rubber car stoppers have finally been secured back into position by Connected Kerb.

MILLENNIUM HONOURS BOARD AND CHAIRMAN BOARD

Millennium board completed and collected by clerk, just awaiting Chairman board to be finished.

REPLACEMENT BINS

Cllr Castle, Cllr Fraser and the clerk removed the two old bins from the carpark and put the new ones into position. Canenco have removed the two old broken ones.

Dog waste bin – clerk has arranged install awaiting fitting

Spare metal framed bin now placed outside club on rear patio.

TRAINING

Clerk has booked Cllr Arcadian onto the Nuts and Bolts of Parish Councils. Cllr Fowkes is also booked onto this session.

BLEED KIT

As agreed at our July meeting the Clerk has sourced a suitable bleed kit. This can actually be fitted into the existing defib cabinet negating the need for a separate box/box attached on the side of the cabinet. Will be registered on national database of bleed kits and maintained by LPC.

LHS

Two warning letters have been sent by the clerk, as requested by LHS to tenants that have not been cultivating their plots.

70. PLAYAREA ANNUAL ROSPA INSPECTION

The annual playarea inspection at the recreation ground playarea and the Laurels wooden trail had been carried out on 16th July 2026 and the full reports submitted to LPC. The clerk had summarised the required works in a report and circulated to Cllrs, she had also sought a quotation from Safeplay to cover these works.

REQUIRED WORKS

- Adjust gate(far corner out to Jubilee/High St)
- Remove double chest press unit
- Service bearings on roundabout
- Oil and grease bearings on swings
- Loosen shackles on toddler swings
- Replace hand grips on hippo rocker
- Repair play panel so ball no longer jammed
- Work to see saw springer
- Replace various missing caps on items
- Smooth and stain timber on climber

Cllr Hurlow proposed that we accept the quotation from Safeplay for the above works at a total of £1,680.50 plus VAT, this was seconded by Cllr Reid and AGREED.

71. LONG CARPARK BOLLARD REPLACEMENT

The Cllrs considered the quotations received to replace the wooden bollards around the long carpark and resecure the opening to the rec to prevent vehicles driving and parking on the grass. Cllr Reid proposed that LPC accept the quotation from Landcare at a cost of £3735.00, this was seconded by Cllr Arcadian and AGREED.

The Clerk was asked to write to 4VPO and LWMH to ask for a contribution towards this work.

72. THE LAURELS OPEN SPACE WOODLAND AREA

The Chairman and clerk had met with some residents up on the Laurels open space to discuss various management/maintenance matters. The wooded area has been flagged as an area that needs attention/proper inspection/advice for management going forward.

The clerk had subsequently sought some advice and quotations for the provision of woodland management and inspections from companies that specialise in this field. Cllr Moore proposed that the quotation from SWS Countryside Ltd for a ground-based safety survey of all significant trees at a cost of £720 be accepted, this was seconded by Cllr Reid and AGREED. Advice would then be provided on the management of this area going forward.

73. KCC MATURE DRIVERS AND PASSENGERS COURSE

LPC had been approached by the KCC Safer Road User Team exploring the possibility of running a Mature Drivers & Passenger course at LWMH. The clerk had liaised with the hall and provisionally booked the lounge for Tuesday 10th November. LPC are happy to support this event and the hall had confirmed there would be no charge for this use of the lounge. Clerk to continue to liaise and advertise the event with the Safer Road Team.

74. EV CAR SHOW IN LONG CARPARK

Cllr Castle proposed permission be granted to the Four Villages Eco Group to hold their EV car show in the long carpark again on Saturday 19th September 10-12 noon, this was seconded by Cllr Moore and AGREED.

75. OCTOBER EDITION OF LPC NEWS

A list of items for the next edition was compiled to include:

Chairmans report

LGR piece

Speeding in Jubilee

LPC community fund

KCC mature drivers course

Fault reporting tools reminder

The meeting closed at 9.05pm.

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

Dates of future meetings: 7 October, 4 November, 2 December 2026.

Signed..... (Chairman)

Date.....

LITTLEBOURNE PARISH COUNCIL PLANNING REPORT 2 SEPTEMBER 2026

APPENDIX 2

Applications since last meeting

CA/26/01250	Construction of a new elephant house with associated landscaping, drainage and access Howletts Wild Animal Park, Bekesbourne Lane, Bekesbourne CT4 5EL	No objection submitted
CA/26/01163	Single storey rear extensions 10 Cherry Orchard, Littlebourne CT3 1QG	No objection submitted

Notifications

CA/26/01088	Single storey rear extension 15 Nargate Street, Littlebourne CT3 1UH	GRANTED 21/08/26
CA/26/00470	Application for Listed Building Consent for internal alterations including converting first floor bedroom to ensuite bathroom. 72 The Hill Littlebourne Kent CT3 1TD	GRANTED 13/07/26
CA/26/00935	Application for Listed Building Consent for external and internal alterations including insertion of window first floor rear elevation, new door opening and window to door to ground together with single-storey rear extension. 18 Nargate Street Littlebourne Kent CT3 1UH	GRANTED 28/07/26
CA/26/00934	Insertion of window to first floor rear elevation together with single-storey rear extension. 18 Nargate Street Littlebourne Kent CT3 1UH	GRANTED 28/07/26
CA/26/00434	Replacement windows and doors from timber to metal to	WITHDRAWN

	eastern elevation Little Court, 5 Nargate Street, Littlebourne CT3 1UH	
CA/26/00435	Listed Building consent for external and internal alterations including replacement windows and doors from timber to metal to eastern elevation, vaulting of ceiling to breakfast room, replacement of modern flooring and installation of underfloor heating to kitchen and breakfast area, inset gas fire to existing fireplace, services to proposed laundry room, 2 new internal doors to breakfast room and 2 glazed panels to existing kitchen door. Little Court, 5 Nargate Street, Littlebourne CT3 1UH	WITHDRAWN

Trees works

CA/26/01046	Laurel Tree, reduce tree by 60%. Hazel/Cobb thickets debulk existing growth and remove dead material. Mulberry, Crown reduction of tree by 30%. Magnolia, Crown reduction of tree by 30%. 11 High Street Littlebourne Kent CT3 1ST	
CA/26/01159	Overgrown beech hedge, 60% reduction to maintain screening and improve visual impact. Tree located in front garden. 17 High Street Littlebourne Kent CT3 1ST	
CA/26/01325	T1 - Palm - located in the rear garden of property - to dismantle and fell to as low as possible - Reason - too close and too large to rear elevation of property. 30A Nargate Street Littlebourne Kent CT3 1UJ	

LITTLEBOURNE PARISH COUNCIL FINANCIAL REPORT FOR MEETING 2 SEPTEMBER 2026

APPENDIX 3 & 3a

(A) FINANCIAL MATTERS

- (a) **RECEIVED** the bank statements for June & July 2026, and **RESOLVED** the signature of a finance Councillor thereon.
- (b) **RESOLVED** the signature of the Chairman and Clerk on the Concurrent Funding Agreement 2026-27

(B) RECEIPTS

CCC – Capital grant for LWMH for internal doors refurbishment	5461.13
HMRC – 1 st QTR VAT reclaim	749.97
Toilet cash – banked	50.00
Unity Trust – interest on savings	108.13

TOTALS £6,369.23

COMMUNITY FUND RECEIPTS

4VPO – annual rental payment	3,988.00
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TOTALS £3,988.00

(C) DIRECT DEBITS

GPC	Unity	Account monthly charges	14.00
GPC	Lloyds	Account monthly charges	9.78
GPC	Lloyds	Account monthly charges (Community fund a/c)	8.50

GPC	IONOS	Retention of old clerk email	51.19
GPC	BT	Office phone and broadband	68.33
GPC	Nest	Pension payments	248.26
TOTALS			£400.06

(D) RATIFICATION OF ACCOUNTS ALREADY PAID FOR END JULY/AUGUST

GPC	BACS	The Vineyard Garden centre – Fifth Trust services June	90.00
GPC	BACS	Mrs Clayson litterpicking June	702.00
GPC	BACS	Jakub Holy Property – toilet cleaning May & June	154.00
GPC	BACS	KALC – Training for Cllr Arcadian	60.00
GPC	BACS	Mrs Clayson – litterpicking July	546.00
GPC	BACS	New Build Landscapes – Laurels open space maintenance	174.00
GPC	BACS	Jakub Holy Property – toilet cleaning July	119.00
GPC	BACS	Canterbury Cathedral – LPC archive storage at Cathedral	63.00
GPC	BACS	The Vineyard Garden Centre – Fifth Trust Services July visits	384.00
GPC	BACS	Bourne to Garden – contract mowing July	690.00
GPC	BACS	ROSPA Play safety – Annual playarea inspections (rec ground & Laurels)	276.00
GPC	BACS	Expenses payments	44.50
GPC	BACS	Wage payments August	1905.70
GPC	BACS	Hopkins – supply of bleed kit to go in defib case	45.00
GPC	BACS	AW Locks – replacement lock to inner office door	110.00
TOTALS			£5,363.20

AUTHORISATION OF ACCOUNTS TO BE PAID FOR SEPTEMBER

GPC	BACS	Grant to LWMH (paid to LPC by CCC)	5461.13
GPC	BACS	Uk Office Direct – supplies	51.52
GPC	BACS	Sian White – toilet cleaning Aug	140.00
GPC	BACS	Expense payment (replacement metal bin liner)	67.72
GPC	BACS	Mrs Clayson – litterpicking/sweeping Aug	234.00
GPC	BACS	Wage payments September	1905.78
GPC	BACS	SMS CIS & Payroll Solutions – 2nd QTR payroll	36.00
GPC	BACS	New Build Landscapes – Laurels open space maintenance contract Aug	174.00
GPC	BACS	Bourne to Garden – contract mowing Aug	690.00
TOTALS			£8,760.15