LITTLEBOURNE PARISH COUNCIL
MINUTES OF THE MEETING ON 3 JUNE 2026 HELD AT 7PM IN THE LWMH MEETING ROOM

Present: Parish Cllr Lee Castle (Chairman)
Parish Cllr Mick Giles (Vice Chairman)
Parish Cllr Cate Reid
Parish Cllr Andy Fraser
Parish Cllr Brian Hurlow
Parish Cllr Melanie Moore
Parish Cllr Peter Fowkes

Mrs Gail Hubbard, Clerk to the Council
There was one member of the public present.

18. THE CHAIRMANS OPENING REMARKS AND APOLOGIES FOR ABSENCE
The Chairman welcomed everyone to the meeting. There were apologies from Cllr Marsh.

19. DECLARATIONS OF CLLRS INTERESTS AND REQUESTS FOR DISPENSATION
Noted Cllr Castle is also the CCC ward Councillor.

20. MINUTES OF THE MEETING HELD 6 MAY 2026
The minutes from the previous meeting were proposed by Cllr Reid, seconded by Cllr Giles and AGREED as a true record of the meeting. They were duly signed by the Chairman.

21. POLICING AND COMMUNITY WARDEN
The clerk reported that Roger Lithgow, KCC warden had been present in the village, using the parish office and investigating some incidents of antisocial behaviour on Littlebourne recreation ground, the Police are also involved in this.

22. ADJOURNMENT
There was none.

Cllr Moore arrived at 7.04pm.

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

At KCC I attended a meeting of the Policy & Resources Committee and also the full council meeting you may have seen some of the headlines from this meeting, including that the Reform administration have changed the constitution so that Council meetings start with the Lord's Prayer and end with the singing of The National Anthem. I spoke against both of these changes, as whilst there is a time and place for both, I do not believe that place is the council chamber.

Changes to KCC travel assistance for those aged 16+ with Special Educational Needs and Disabilities are a worry many families. There seems to have been an increase in miss bins and bins left in the wrong place recently – get in touch if I can help with these issues.

KCC, the police and National Highways have met to discuss safety improvements at the A2 slip road following further accidents on Bifrons Hill – I've been pushing for changes and will provide further updates when known.

24. CITY COUNCILLOR
Cllr Lee Castle said his written report would follow. But main items to report:

- RISE grants now available to local non-profit groups for up to £10,000

- He is back on the Licensing Committee at CCC
- He has met with our rural PC, Kevn Beatty at the engagement event in the LWMH carpark

25. PLANNING/TREES

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

26. HIGHWAYS

Cllr Hurlow updated Cllrs on the 20mph survey for the High St, the Clerk has drafted a short consultation note to be delivered to all properties on The High Street to see if they would support our continued fight for a 20mph on The High Street alone. KCC Highways have told us we cannot have any changes on the Hill due to the likely road layout chase with the development now approved. Cllrs happy with wording so Clerk to deliver these out.

Cllr Reid reported back on her enquiry regarding the off-road footway idea for Bekesbourne Lane (The Green to Garrington entrance gates). Cllr Reid agreed to speak to Robert Spencer, the landowner of this field to see if this was possibly something he would agree to. Unfortunately, due to a previous issue with a previous Cllr trying to claim an unrecorded PROW on the same road, this would not be something he would be willing to consider. The Chairman thanked Cllr Reid for asking.

The issue of vehicles continually parking on the double yellow lines at the end of Jubilee Rd/High Street was raised. Cllr Castle reported the parking wardens had been out and ticketed a vehicle on two occasions, but the parking continues. Letter to be written from LPC and placed on the windscreen of any offending vehicles when spotted in this location.

Cllr Giles mentioned the state of the High Street with various potholes, that have been reported and not repaired. Also lack of drains being cleansed as per programme of works previously set out by Highways. This seems to be an ongoing issue with neglect of both the drains and roads. Lack of road sweeping suggested as a contributing factor to the blocked drains, this is a CCC service carried out by Canenco. Suggested Clerk writes to Canenco to ask for their road sweeping schedule for the rural areas.

27. RIVER

An enquiry had been received from a resident to be trained up as a flood warden for the village. The Council are keen to engage younger volunteers. Clerk to ask resident to speak directly with Cllr Giles.

28. FINANCE

AUTHORISATION OF ACCOUNTS FOR PAYMENT

There were no receipts NOTED for the month. The expenditure list previously circulated to Cllrs as Appendix 3 totalling £323.55 and Appendix 3a totalling £3,863.33 were proposed by Cllr Reid, seconded by Cllr Hurlow and AGREED by all. So it was RESOLVED that the payments set out be authorised – attached at end of minutes.

29. CLERKS REPORT

CORRESPONDENCE

A. Emails from attendee at Guildhall Gladman hearing

Two emails were received from a south Canterbury resident informing LPC that after attending the hearing she has made a formal complaint concerning the professional conduct of expert witness Director Colin Whittingham to his employer, RSK. She also hopes to complain about the Planning Inspector shortly. She has also made a detailed complaint about the illegality and lack of soundness of the Canterbury local plan, which includes the Littlebourne 300 house development.

B. Ministry of Housing, Communities and Local Government
A letter confirming what Cllr Castle advised us of last meeting, that as of 11th May 2026, Local Planning Authorities cannot refuse applications for housing developments of 150 dwellings or more, without having first consulted with the Secretary of State.

C. A257 Group petition
The petition calling for road safety improvements on the A257 has now gone live. Clerk has added to Facebook, noticeboard and shared via the village distribution list.

All other correspondence was noted.

CLERK REPORT

PARISH ENGAGEMENT EVENT AT GUILDHALL
Cllr Castle, Cllr Marsh and the Clerk attended this event on 19th May, slides have been circulated to all, the main outcome of the meeting is to ensure LPC respond to the CGR consultation.

TRAINING
The clerk has booked Cllr Fowkes on the Nuts and Bolts of Parish Councils training course on 6th October.

EV CHARGE BAYS
Rubber car stoppers still awaiting repair from Connected Kerb.

SPEED RADAR GUN SERVICE
Currently awaiting the go ahead to send this off for service.

GRAFFITI ON SCHOOL PATHWAY LAMPS
Reported via a resident, clerk has cleared off 4 x lamps.

PHOTOS FOR THE BARN HERITAGE WEEKEND
Clerk has found a couple of photos from the heritage archives that the Barn were after, scanned and sent over to the committee. Clerk flagged up some of the content of the heritage material – some material within this archive could bring into question data protection and GDPR due to the personal data involved. Clerk to begin reviewing data held in heritage archive, several Cllrs also keen to help with this.

MILLENNIUM HONOURS BOARD AND CHAIRMAN BOARD
The clerk has taken down both boards ready to go to the signwriter to be updated.

NAMEPLATE AND BADGE FOR CLLR FOWKES
A nameplate and name badge have been ordered for Cllr Fowkes.

PLAY AREA CARGO NET
Clerk has tightened some screws on the climbing frame cargo net that were coming loose, highlighted on a regular playcheck.

FLAGPOLE SERVICE
LPC Community Fund enquiry made for costing to service and replace/repaint gold finial. Was last done in 2022.

30. COMMUNITY GOVERNANCE REVIEW (CGR)
LPC discussed this process which is aimed to review how residents are represented across the district. As part of this LPC need to consider the following:

- Councillor numbers – Are the current 9 seats the right amount for the size of the village?
- Boundaries – Are the current parish boundaries right with adjoining parishes? If a Canterbury Town Council is setup Littlebourne would border them, are these boundaries in the right place?
- Parish mergers – Are LPC interested in merging with other neighbouring parishes?
- Creation of new parishes – Do LPC support the creation of new parishes for Herne Bay, Whitstable and Canterbury?
- Are we happy with things as they are – LPC need to say if that is the case

General view is of support for new parishes to be created and boundaries and councillor numbers to remain as they are for Littlebourne. Clerk to draft a response from LPC that can be agreed at the next meeting. Deadline is 5 July so just after the meeting.

This review is open to everyone to take part, CCC want to hear from residents, not just parishes.

31. LWMH CARPARK

USE OF CARPARK FOR NON-HALL/REC GROUND/SHOP RELATED ACTIVITIES
Following the recent advertisement of 'free parking' at the hall/rec complex by several social media channels, that were promoting the elephant walk through Howletts, the car park has been busier than usual with non-users of the hall/rec/shop at weekends.

The Cllrs discussed this matter and the outcome being no action to be taken on this, but to continue to monitor usage as likely to die down, initial posting had been in early May. It was felt that to draw attention to this might create bad publicity towards Littlebourne, the shop etc. It is quite likely that visitors also used the shop and the toilet while onsite.

POTHOLE REPAIR
Prices quoted for this works had been high and it was felt that a more temporary repair could be done and take it from there. Cllr Moore proposed the expenditure of up to £200 on ultracrete pothole repair, this was seconded by Cllr Fraser and AGREED. Cllr Castle and Cllr Fraser would look at carrying out this repair.

BIN REPLACEMENT
A resident had reported to the clerk that the bottom had fallen out of the dog waste bin by the footpath crossroads on the recreation ground and that one of the bins in the carpark is broken beyond repair. Clerk has priced up bins for replacement, also suggested that the second carpark bin be replaced to match as this is not in great condition either.
Cllr Fraser proposed the expenditure of the remaining CIL funds (£995.62) on the purchase and installation of two replacement carpark bins and one replacement dog waste bin on the recreation ground, this was seconded by Cllr Moore and AGREED.

BOLLARD REPLACEMENT
The replacement of the 40 wooden bollards had been priced back in 2024 but the works not pursued. Yet another post has been knocked out the ground, rotten and the increased incidences of unauthorised vehicles parking on the grass has prompted this to be revisited. Clerk to obtain a revised quotation for the next meeting with the hope of getting this works agreed. This would include the re attaching of the metal chain across the top of the carpark, that could be padlocked if deemed necessary.

32. TURNERS ORCHARD
LPC had received a request from Turners Orchard Committee to fund a tree inspection of all the trees in the orchard. Back in 2022 LPC had funded an inspection and subsequent works to the row of Ash trees in Turners Orchard that overhang the recreation ground footpath. LPC do pass £600 of

concurrent funding to Turners Orchard for works each year. The full in depth tree inspection LPC had carried out last year by Landscape Services had cost £340 plus VAT.

Cllr Reid proposed that LPC pay 50% of the cost of the tree inspection (using Landscape Services), this was seconded by Cllr Giles and AGREED.

33. AIR AMBULANCE GRANT REQUEST

A request had been received for a £400 donation towards the KSS Air Ambulance Charity. Cllr Moore proposed we grant £300 as last year's donation, this was seconded by Cllr Reid and AGREED.

34. PERMISSION FOR FOOD TRUCK IN CARPARK

Denne Joinery had requested permission to park a food truck in the carpark on 17th July from midday till 4pm, they have hired the Recreation club for their summer event, as they did last year. Cllrs AGREED for permission to be granted, ideally the truck should be parked in the long carpark, but if not to be gone by the time the fish and chip van arrives.

35. GIFT FOR PREVIOUS CHAIRMAN

Various options were considered for gifts and after some discussion Cllr Reid proposed a voucher for The Dog at Wingham to the value of £100 and a bottle of champagne, this was seconded by Cllr Fowkes and AGREED. Clerk to arrange.

36. AOB FOR INFORMATION ONLY

Cllr Giles reported that a resident had informed him that the PROW round the weir (CB173) was overgrown with brambles. This needs to be reported, Cllr Fowkes said he would look at it firstly to see how bad.

The doctors alley footpath (CB143) was also flagged up as bad, Cllr Castle had already reported this through to KCC PROW. Cllr Castle to email Living City (Laurels estate management) regarding the brambles growing from their open space over the footpath.

Also School path (CB155) had been reported to the clerk as needed clearing, clerk to walk and see any letters required to adjoining neighbours and report to KCC PROW.

Thanks to Beers Garden Services for clearing the footpath alongside the school, this is now much more passable for everyone.

The meeting closed at 9.01pm.

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

Dates of future meetings: 1 July, 2 September, 7 October, 4 November, 2 December 2026.

Signed……. (Chairman)

Date……...

LITTLEBOURNE PARISH COUNCIL
PLANNING REPORT 3 JUNE 2026 **APPENDIX 2**

Applications since last meeting

FL-019/1517/2026	Felling License application Iffin & Pine Woods, Canterbury Road, Littlebourne	Both woodlands have same WMP 881203 (valid till 2030) but FL019/19/2021 attached to it was only approved for 5 years (expires 3/6/26) LPC did not object to license in 2019 so no reason to object now To raise query over distance from edge of woodland that coppicing begins.

Notifications

CA/26/00436	Single Storey rear and porch extension following demolition of existing conservatory. 54 Bekesbourne Lane, Litttlebourne CT3 1UY	GRANTED

Enforcement

Trees works

LITTLEBOURNE PARISH COUNCIL **APPENDIX 3 & 3a**
FINANCIAL REPORT FOR MEETING 3 JUNE 2026

(A) FINANCIAL MATTERS

(a) **RECEIVED** the bank statements for April 2026 and RESOLVED the signature of a finance Councillor thereon.

(B) RECEIPTS

None	
TOTALS	**£0.00**

(C) DIRECT DEBITS

GPC	Unity	Account monthly charge	7.00
GPC	Lloyds	Account monthly charge	4.25
		TOTALS	**£11.25**

(D) AUTHORISATION OF ACCOUNTS

GPC	BACS	Brunel Engraving – name badge and name plate for new Cllr	34.05
GPC	BACS	Handylabels – new council email address stickers to stick over old details on LPC signage	20.94

GPC	BACS	KALC – new councillor training – Nuts and Bolts of Councils	60.00
GPC	BACS	SLCC – clerks annual membership (split 66/34 with WPC)	208.56
GPC	BACS	Mrs Clayson – litterpicking/sweeping May	546.00
GPC	BACS	Salary payments June	1905.70
GPC	BACS	SMS CIS & Payroll Solutions – 1st QTR payroll	360.00
GPC	BACS	New Build Landscapes – Laurels open space maintenance contract May	174.00
GPC	BACS	Mustang Washrooms – sanitary waste provision in public toilet annual charge	54.00
GPC	BACS	Vineyard Garden Centre – Fifth Trust Services 3 x visits in May	643.63
GPC	BACS	Auto mechanical Engineering – call out to fix toilet door	180.00
		TOTALS	**£4,186.88**