LITTLEBOURNE PARISH COUNCIL
MINUTES OF THE MEETING ON 4 NOVEMBER 2026 HELD AT 7PM IN THE LWMH MEETING ROOM

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

There were no members of the public present.
Mrs Gail Hubbard, Clerk to the Council

96. THE CHAIRMANS OPENING REMARKS AND APOLOGIES FOR ABSENCE
The Chairman welcomed everyone to the meeting. There were no apologies for this meeting.

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

98. MINUTES OF THE MEETING HELD 7 OCTOBER 2026
The minutes from the previous meeting were proposed by Cllr Moore, seconded by Cllr Marsh and AGREED as a true record of the meeting. They were duly signed by the Chairman.

99. POLICING AND COMMUNITY WARDEN
There were no official reports received. To note the next Coffee with a Cop event will be held at The Ivy Barn on 3rd December at 10am, where residents can speak directly to PC Beatty about local matters.

100. ADJOURNMENT
There was none.

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

- Well, it looks like we now have a bit more certainty from Government about Local Government Reorganisation but mixed in with a bit more uncertainty. We know we now have elections to Canterbury City Council (CCC) next year, and that we are very likely to have elections to a new unitary council in 2028, with CCC and KCC ceasing in 2029. But the geographical areas of the new unitary councils are being looked at again!
- I attended a KCC organised Water Resilience Partnership meeting where water companies set out the challenges that they face and the solutions that they have planned. With significant additional housing planned for Kent, there is real concern about how water will be supplied and waste removed without polluting our seas and rivers.
- I have asked for an update on the replacement of the Grove Ferry Bridge. Whilst there is still no date for this and am assured that the project is progressing.
- I was very pleased to hear at the Joint Transportation Board, that of 12 roads in the Canterbury District planned for resurfacing in 2026/27, 8 are in my KCC division, including roads in Upper Hardres, Barham, Bekesbourne, Adisham, Waltham, Chartham, Petham, Patrixbourne & Ickham. I am always lobbying for improvements to our rural roads, so this is good news.

102. CITY COUNCILLOR

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

- In Littlebourne, I have been dealing with casework relating to planning enforcement, missed green and waste bin collections, footpaths and various highways issues. I have referred the highways matters to the new KCC highways steward for the area to help ensure they receive the appropriate attention.
- At Canterbury City Council, I attended an online pre budget meeting ahead of next year's budget, as well as the latest Full Council meeting. During Full Council, a motion relating to a river charter motion was discussed but agreed with an amendment proposed by Cllr Mike Sole and seconded by me. The amendment sought to ensure that flood protection for residents and the associated risks were included, recognising the importance of protecting our communities from flooding and its consequences.
- In Littlebourne, I also attended a presentation on the climate emergency briefing. It was a very interesting session, and it was encouraging to see so many people attending and taking an interest in this important subject.
- Canterbury City Council currently has a number of public consultations underway. I would encourage residents to keep an eye on the council's website for updates and opportunities to have their say.

103. PLANNING/TREES

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

104. HIGHWAYS

The Chairman and Clerk had met the new KCC Highways Steward, who seemed very experienced and helpful, contact details issued to local clerks. Continue to log all faults as previous but any particular concerns or faults not fixed we can contact him direct.

105. HOUSING

The Clerk advised Cllrs that paperwork had been received from Sanctuary Housing requesting information be completed in regard to a transfer of the leasehold of two properties in Court Meadows. Further information has been requested from the housing association as the legal implications need to be looked into, starting with the lease agreement.

106. FINANCE

AUTHORISATION OF ACCOUNTS FOR PAYMENT

There were receipts totalling £15,170.00 NOTED for the month. The expenditure list previously circulated to Cllrs as Appendix 3 totalling £834.95 and Appendix 3a totalling £3,933.32 plus Direct debits were proposed by Cllr Hurlow, seconded by Cllr Moore and AGREED by all. So it was RESOLVED that the payments set out be authorised – attached at end of minutes.

BUDGET SUGGESTIONS

Cllrs had been asked for suggestions to be considered for inclusion within the budget for 2027-28, the following items were put forward for further discussion at the coming finance subcommittee meeting:

- An inclusive picnic bench for the playarea
- A disabled swing for the playarea
- A playpark strategy
- A maintenance tool shed/groundsman idea
- Zip wire as part of a CCC Capital grant application

COPIES OF ACCOUNTS RECEIVED AND NOTED

LPC NOTED receipt of the following organisations accounts for 2025-26:

- Littlebourne War memorial Hall (LWMH)

- Recreation Club
- Cherry Orchard Nature Reserve
- Littlebourne Horticultural Society (LHS)

107. LPC COMMUNITY FUND

GRANT AWARDED
LPC NOTED the award that had been made to the Tea and Tots Group for the restarting of the toddler group at the Chapel in Nargate Street. Equipment has been purchased and the hire of the chapel will be paid direct, award totalling £502.31.

108. CLERKS REPORT
CORRESPONDENCE

A. **Email from Specialist Community Safety Officer at CCC**
Introduction email, offering to attend one of our PC meetings if relevant. They are keen to strengthen engagement with parishes. Email circulated to Cllrs. Clerk to ask if he would speak at APM.

B. KALC – AGM
Invite to this years AGM to be held at Ditton Community Centre in West Malling on Wed 25th November. LPC is entitled to send two voting representatives. Chairman already booked to attend. Details circulated.

C. Inner Wheel Club of Canterbury
Thank you letter for our donation for an enhanced bleed kit for Littlebourne School

D. Four Village Eco group
Letter about the Peoples Emergency Briefing that was shown in the LWMH on 17th October and further opportunities to watch at other locations in the district.

All other correspondence was noted.

CLERK REPORT

CCC – PLANNING ENFORCEMENT TEAMS SESSION
The Clerk attended this online event run CCC Planning. They gave a brief history on how planning restrictions came about in the UK, then a list of things that are not planning breaches things like; flytipping, waste dumping, wildlife crime and H&S issues. They are working on a new reporting tool for the website that will lead you through the relevant questions when reporting a potential breach (they currently receive lots of enquiries with half the information). CCC do have a Planning Enforcement Plan which is reviewed every 4 years, this sets out how they prioritise cases and how they investigate. They are also working on better communication with parishes, to provide updates when enforcement notices have been served.

BIN IN PLAYAREA
Bin currently out of action until replacement liner sourced.

TRAFFIC GROUP BANNER AND POSTERS ORDERED
The Clerk has ordered one banner and 8 x A3 posters to display on the High Street for the 20mph campaign. These have arrived and are ready to be put up.

EMERGENCY TREE WORKS
A small Maple tree behind the BMX track has split and half has fallen, left lying across the BMX track fencing. Whole tree needed to be removed on H&S grounds. Clerk has given notice to CCC due to conservation area status but also arranged for it to be removed asap.

ASBESTOS
Clerk ordered a sealable bag as discussed and this will now be removed to the KCC tip.

CHERRY TREE SUCKERS

Resident Mr Legge contacted LPC offering to cut them right down and remove, they are too thick for strimming. This has now been done. The Councillors expressed their thanks to Mr Legge for carrying out this work.

109. METAL BENCH ON THE GREEN

The metal bench on the far side of The Green is badly corroded and needs to be removed, replacement was discussed at the last meeting and a quotation for a recycled plastic bench (like those at the bus stops) be sought.

Cllr Moore proposed that the quotation of £964 plus VAT from Safeplay be accepted, this was seconded by Cllr Reid and AGREED.

110. KENT FAMILY HUB COMMUNICATION BOARD

LPC have been approached by KALC with regard to a Kent Family Hub scheme where they are installing communication boards in playareas across Kent. These boards use pictures, symbols and words to help children communicate while they play, designed to support early language and communication and can be particularly useful for children with speech and language needs. LPC have been asked to express an interest to be included in the project, this does not commit us at this stage and does not guarantee a board will be allocated. Councillors are keen and the expression of interest has been submitted and we will wait and see if LPC is selected.

111. WETPOUR REPAIRS FOR INCLUSIVE ROUNDABOUT SURFACE

Unfortunately, the wetpour surface around the inclusive roundabout is breaking up, this has been previously repaired and is going to need doing again. Clerk hoped to have quotations for this meeting but they have not yet been received. Add to December agenda.

112. FOR INFORMATION ONLY

Cllr Marsh asked if the bleed kit was now available for use, the clerk confirmed it is in the defib box and registered on the bleed kit network. It was suggested it should be made known by something on Facebook and the noticeboard so people know its there to use. Clerk to action.

The meeting closed at 8.14pm.

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

Dates of future meetings: 2 December 2026, 6 January, 10 February, 3 March, 17 March APM, 14 April, 13 May (Thursday), 2 June, 7 July, 1 September, 6 October, 3 November, 1 December 2027.

Signed……. (Chairman)

Date……...

LITTLEBOURNE PARISH COUNCIL
PLANNING REPORT 4 NOVEMBER 2026 **APPENDIX 2 & 2a**

Applications since last meeting

CA/26/00283	Retrospective application for change of use of land to Gypsy/Traveller site comprising 3 pitches including 1 mobile home and 1 touring caravan per pitch. Land On The North-West Side Of Swanton Lane, Littlebourne, Canterbury Kent	Objection from LPC to be submitted: Site unsuitable (old landfill – contamination concerns), not accessible by transport links, no services to connect, not allocated in Local Plan, inconsistency in application, PROW adjacent to site.
CA/26/01422	Retrospective application for change of use of land to Gypsy/Traveller site comprising 4 pitches including 2 mobile home and 2 touring caravan per pitch. Land On The North-west Side Of Swanton Lane, Littlebourne, Canterbury Kent	Objection from LPC submitted: Site unsuitable (old landfill – contamination concerns), not accessible by transport links, no services to connect, not allocated in Local Plan, inconsistency in application, PROW adjacent to site.

Notifications

CA/26/01250	Construction of a new elephant house with associated landscaping, drainage and access. Howletts Wild Animal Park Bekesbourne Lane East Of Bekesbourne Hill Bekesbourne Kent CT4 5EL	GRANTED 14/10/26
CA/26/01526	Application for lawful development certificate for a proposed single storey extension to rear of property. 42 Bekesbourne Lane, Littlebourne CT3 1UY	Would be lawful

Trees works

CA/26/01698	T1 Beech - crown raise to 20ft. T2 Holly - remove to ground level. T3 Oak - overhanging from neighbouring property, cut in line with fence. T4 Magnolia - overhanging from neighbouring property, cut in line with fence. T5 Beech - crown raise to 20ft. Christmas Tree Cottage 22 Bekesbourne Lane Littlebourne Kent CT3 1UY	
CA/26/01798	(T1) Small Maple tree - has split in half due to storm. Fell remaining section of tree and remove all from site Tree sited adjacent to BMX track on Recreation ground. Littlebourne Recreation Ground, High Street Littlebourne Kent CT3 1ST	LPC application. Tree already felled as dangerous.

LITTLEBOURNE PARISH COUNCIL **APPENDIX 3 & 3a**
FINANCIAL REPORT FOR MEETING 4 NOVEMBER 2026

(A) FINANCIAL MATTERS

(a) **RECEIVED** the bank statements for September 2026, and RESOLVED the signature of a finance Councillor thereon.
(b) **NOTED** the clerk has prepared the VAT reclaim for the 2nd quarter to 30th September 2026 and submitted an online request totalling £996.62
(c) **NOTED** the clerk has completed an updated signature form for Nationwide bank and **RESOLVED** the signature of two Councillors thereon

(B) RECEIPTS

Refund for bin liner purchased (incorrect size)	53.32
HMRC – 2nd QTR VAT reclaim	996.62
Cash – Toilet income	50.00
CCC – Concurrent funding 2026-27	15,058.00
TOTALS	**£15,170.00**

(C) DIRECT DEBITS

GPC	Unity	Account monthly charges	7.00
GPC	Lloyds	Account monthly charges	5.04
GPC	Lloyds	Account monthly charges (Community fund a/c)	4.25
GPC	BT	Office phone and broadband	68.33
GPC	Nest	Pension payments	157.61
		TOTALS	**£242.23**

(D) AUTHORISATION OF ACCOUNTS TO BE PAID

GPC	BACS	Reimbursement/expense payments	382.37
GPC	BACS	Brunel Engraving – new Cllr nameplate and badge (already paid)	34.05
GPC	BACS	Kent County Playing Fields Association – annual membership	20.00
GPC	BACS	St Andrews Unity reform Church – hire of chapel for Tea & Tots toddler group (Community Fund funding)	80.00
GPC	BACS	Inner Wheel Canterbury – grant for enhanced bleed kit provision	145.00
GPC	BACS	UK Office Direct – office stationary	98.13
GPC	BACS	Bourne to Garden – contract mowing October	690.00
GPC	BACS	New Build Landscapes – Laurels open space October	174.00
GPC	BACS	Mrs Clayson – litterpicking October	533.00
GPC	BACS	Wage payments November	2436.72
GPC	BACS	Sian White – toilet cleaning end Sept/October	175.00
		TOTALS	**£4,768.27**