

**LITTLEBOURNE PARISH COUNCIL  
MINUTES OF THE STATUTORY ANNUAL MEETING 6 MAY 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 Rebecca Marsh  
Parish Cllr Melanie Moore  
Parish Cllr Peter Fowkes (once co-opted)

Mrs Gail Hubbard, Clerk to the Council  
There were two members of public present.

**1. ELECTION OF THE CHAIRMAN FOR THE COUNCIL YEAR 2026-27**

Vice Chair Cllr Giles asked for nominations for Chair. Cllr Reid proposed Cllr Castle, this was seconded by Cllr Moore and AGREED. Cllr Castle then signed the Chairman declaration of acceptance for the year and took over the meeting.

**2. ELECTION OF THE VICE CHAIRMAN FOR THE COUNCIL YEAR 2026-27**

Cllr Castle asked for nominations for Vice Chair. Cllr Moore proposed Cllr Giles, this was seconded by Cllr Fraser and AGREED.

**3. THE CHAIRMANS OPENING REMARKS AND APOLOGIES FOR ABSENCE**

The Chairman began by thanking the outgoing Chairman, Peter Farrow who has now stood down from the Parish Council. Peter was Chairman for seven years and did an excellent job of leading the council through a difficult period of planning applications on The Hill. Cllr Castle then welcomed everyone to the meeting. There were no apologies.

A thank you card and gift to be arranged from LPC.

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

Cllr Castle declared that he is also the CCC ward Councillor.

**5. MINUTES OF THE MEETING HELD 1 APRIL 2026**

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

The Chairman then proposed an alternation to the order of agenda items allowing the co-option item to be done before the roles and responsibilities.

**6. CO-OPTION OF NEW COUNCILLOR**

Cllr Reid proposed that Peter Fowkes be co-opted onto the council, this was seconded by Cllr Hurlow and unanimously AGREED. Peter then signed his declaration of office form and joined the council for the rest of the meeting.

**7. LPC SUB COMMITTEE ROLES AND REPRESENTATION**

Cllrs were appointed to roles for 2026-27, see Appendix 1 for full details.

**8. ANNUAL SUBSCRIPTIONS**

Proposed by Cllr Reid, seconded by Cllr Moore and AGREED the following subscriptions be renewed for the year 2026:

(a) Kent Association of Local Councils;

- (b) Society of Local Council Clerks;
- (c) Campaign for the Protection of Rural England;
- (d) Kent Playing Fields Association

## **9. POLICING AND NEIGHBOURHOOD WATCH**

Roger Lithgow has returned to Littlebourne as Community Warden and will be in our ward on Tuesdays and Thursdays and alternate Fridays. No specific incidents to report.

The Police engagement van will be in the LWMH carpark on Sunday 17<sup>th</sup> May from 10-11am.

One member of the public arrived at 7.35pm.

## **10. ADJOURNMENT**

There were a couple of queries from members of the public, one asked for an update on the Swanton Lane enforcement cases, which Cllr Castle advised the enforcement is in the hands of the appeal now and this been deferred till July so nothing further to report. The other query related to the start of works on the phonebox, Cllr Moore advised she was co-ordinating and would be in touch with volunteers.

## **11. COUNTY COUNCILLOR**

Cllr Mike Sole's report had not yet been received for this month.

## **12. CITY COUNCILLOR**

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

This month I have been busy dealing with casework across all the villages. The slight delay in my monthly report is due to today's decision by the Liberal Democrats in Canterbury to leave the coalition, which means the council is now being run by Labour without overall control.

As a Cabinet Member over the past year, this brings mixed feelings. I am disappointed not to be able to complete all the projects I have been working on. However, I was deeply concerned by the expectation from the Labour leadership that our councillors should vote in a particular way on planning matters. I was elected to represent the views of residents, and being directed by another party is not in the best interests of our communities. Many residents may not notice immediate changes, but over the coming weeks the way the council operates may look different as it adjusts to having no overall control.

In terms of casework, I have been involved in a range of issues across the villages.

In Littlebourne, I was saddened to see the resignation of the Parish Council Chair, Cllr Peter Farrow, who has worked tirelessly in recent years, particularly in opposing large-scale development in the village.

In Adisham, Parish Council Chair Cllr Liz Collins sadly also stepped down after many years of service.

I would like to thank both Chairs for their dedication to their communities and for the support they have given me in my role. I am confident both parish councils will continue their good work, and I would encourage anyone interested in getting involved to contact their local parish clerk, as parish councils are regularly looking for new members.

## **13. PLANNING/TREES**

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

### ***LOCAL PLAN REGULATION 19 CONSULTATION***

The Clerk had circulated a draft response to this consultation, it was proposed by Cllr Fraser that this document be sent as the formal response from LPC if no one came back with any amendments in the next week, this was seconded by Cllr Moore and AGREED. Clerk to forward to Cllr Fowkes to read.

## **14. FINANCE**

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

There were receipts totalling £50,395.00 NOTED for the month. The expenditure list previously circulated to Cllrs as Appendix 3 totalling £4661.53 and Appendix 3a totalling £4,969.20 were proposed by Cllr Moore, seconded by Cllr Reid and AGREED by all. So it was RESOLVED that the payments set out be authorised – attached at end of minutes.

### **CIL REPORT**

As highlighted under Appendix 3a the CIL report had been submitted to CCC and they had advised that any remaining monies would need to be returned after 1<sup>st</sup> October 2026.

Some suggestions were made for possible expenditure; another picnic bench in the play area down by the toddler equipment; replacement bins for the carpark; replacement dog waste bin.

### **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 Reid and AGREED.

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

The internal auditors report that had previously been circulated to Cllrs was RECEIVED and the recommendation to amend the signature of the Chairman on the bank statements to an alternative Councillor will be actioned for the year 2026-27.

- i. REVIEWED LPC FINANCIAL REGULATIONS (appendix 3c)*  
*There were no changes recommended*
- ii. REVIEWED LPC STANDING ORDERS (appendix 3d)*  
*There were no changes recommended*
- iii. REVIEWED LPC RISK ASSESSMENT (appendix 3e)*  
*There were no changes recommended for the year end.*
- iv. REVIEWED THE LPC FIXED ASSET REGISTER (Appendix 3f)*  
*This has been updated to reflect purchases made during the year.*
- v. REVIEWED THE LPC STATEMENT OF INTERNAL CONTROL (Appendix 3g)*
- vi. REVIEWED THE STATEMENT OF ACCOUNTING POLICIES (Appendix 3h)*
- vii. REVIEWED THE LPC EAR MARKED RESERVES at 31<sup>st</sup> March 2026 (Appendix 3i)*

The above Policies and documents were proposed en-bloc by Cllr Reid, seconded by Cllr Giles and AGREED.

- viii. RECEIVED, CONSIDERED AND APPROVED THE AGAR FOR YEAR ENDING 31<sup>ST</sup> MARCH 2026, COMPRISING OF:*

### **LPC ACCOUNTS YEAR ENDING 31<sup>ST</sup> MARCH 2026**

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

### **AGAR 2025-26**

- 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 AGAR was proposed by Cllr Moore, seconded by Cllr Marsh and AGREED.

## **15. CLERKS REPORT NOTED CORRESPONDENCE**

**A. KSS Air Ambulance Charity**

Request for donation of £400 towards their running. In past years they have made an application to our grant funding process, this year they didn't and have just written to ask for a donation. Add to June agenda to consider request.

**B. CCC- Parish Engagement event invitation**

Invite for 3 representatives from each PC to attend the Guildhall at 6pm on Tuesday 19<sup>th</sup> May. Agenda items:

- Q&A on Community Governance Review
- Update on Local Plan
- Update on Local Government Reorganisation
- Update on Neighbourhood plans

Clerk, Cllr Reid and Cllr Marsh to attend. Clerk to RSVP.

**C. KALC Canterbury Area Committee – AGM**

Invite to the next meeting which is Friday 22<sup>nd</sup> May 6.30pm at Chartham Village Hall

Agenda items include: AGM elections etc, Community Governance and Dog fouling. Cllr Castle to attend.

**D. Enquiry via LPC website**

Some of the parents in the village asking how they could upgrade some of the park equipment. Clerk has responded suggesting they write in with details of what they are proposing. Awaiting to hear further/nothing to date.

**E. Biodiversity Strategy & consultation**

Poster displayed on noticeboard advertising various events across the district.

The draft document can be viewed [here](#). Consultation via this [survey](#) by 9am on Wednesday 6 May 2026. Alternatively email comments to [consultations@canterbury.gov.uk](mailto:consultations@canterbury.gov.uk)

**F. CCC - Revocation of Historic supplementary planning documents**

List of documents that CCC are now no longer using, some documents have been retained including the Littlebourne Village Design Statement (December 2005). Circulated to Cllrs.

**G. CCC – Capital Grants**

CCC have advised that LPC has been successful in their application on behalf of LWMH for the work on the internal doors in the hall. The full amount requested of £5641 will be paid into our account later this month.

**H. KALC Dog fouling update**

Following on from the information LPC previously provided parishes are now being asked to identify locations that might benefit from additional dog fouling signage. Ideally CCC land or parish owned locations. Suggested LPC put forward St Vincents alleyway, Laurels open space (LPC owned) and The List by the allotment gate.

All other correspondence was noted.

**CLERK REPORT**

**POTHOLES IN CARPARK**

The large one has reopened up over the winter. An initial quotation received from UK Potholes who carried out a site visit and marked up various sections of the carpark with blue markings. Further quotations to be sought due to expense of works. Suggested a temporary fill be made, Cllr Fraser and Cllr Castle to look at possibilities.

### **WELFARE UNIT IN LONG CARPARK**

Permission given to Telenet to place welfare unit in top corner of long carpark. They are working as a contractor for Highways to refurbish the pedestrian crossing outside the hall complex. Works to start week 11<sup>th</sup> May for 9 days.

### **EV CHARGE BAYS**

Rubber car stoppers still awaiting repair from Connected Kerb.

### **PUBLIC TOILET**

Door alarm set off twice since last meeting (no apparent problems). Toilet now back out of action as door malfunctioning again. Cllr Moore has been looking at some other options for the door, to provide info to the clerk.

### **THE BARN FRESHERS DAY**

Sunday 10<sup>th</sup> May 10-2pm The Barn Clerk and Cllr Reid to attend, with a stand for LPC, 20mph bin stickers and window stickers to distribute. Cllr Castle to call in.

### **ROAD SAFETY & ACTIVE TRAVEL GROUP SEMINAR**

Clerk attended this annual event at Betteshanger Park on Thursday 30<sup>th</sup> April, the speedwatch Team spoke and gave some interesting figures. There were other speakers on parish HIP's and other road safety schemes.

### **STREET NAMEPLATES**

High street nameplate by grit bin reported to CCC as rather faded and poor looking – raised by Cllr Reid. CCC have responded and said a replacement one has been ordered.

## **16. SPEEDWATCH EQUIPMENT**

LPC had been approached by Wickhambreaux and Ickham speedwatch team to borrow as a trial the LPC owned handheld device. Cllr Castle proposed this was allowed subject to the necessary insurance coverage in place, this was seconded by Cllr Fraser and AGREED.

The Clerk had investigated the service and testing of the hand held device as some of the volunteers had raised concern it might not be picking up vehicle speed as quickly as it had previously. The company that the equipment was purchased from offer an annual certification testing service for £115 plus VAT, as a general repair of existing equipment this was AGREED to be carried out. Clerk to liaise with volunteers regarding the equipment being sent away.

## **17. AOB FOR INFORMATION ONLY**

Cllr Marsh made the council aware of the Littlebourne School fete which is to be held on Saturday 6<sup>th</sup> June, this will be open to all and will include various activities including a bake off event.

Cllr Giles commented on the overloaded skip and rubbish stacked around it in the carpark, which belonged to the Four Villages Shop, this had been filled by their refurbishment but had yet to be collected.

The meeting closed at 8.45pm.

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

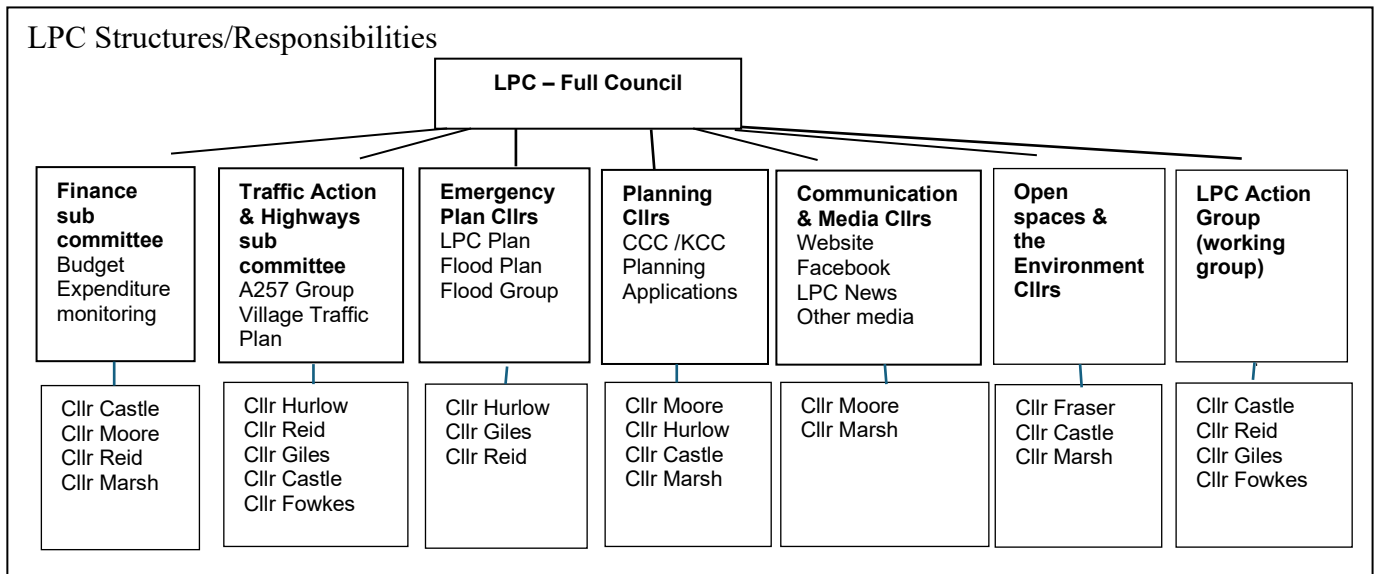
*Dates of future meetings: 3 June, 1 July, 2 September, 7 October, 4 November, 2 December 2026.*

Signed..... (Chairman)

Date.....

**APPENDIX 1**

**Littlebourne Parish Councillor Responsibilities to review for 2026-27**



<b>Action Roles</b>	'Action roles': Where direct membership of an external organisation is required or activities require oversight of, or enactment by, a LPC councillor	
	<b>Councillor 1</b>	<b>Councillor 2/3</b>
KALC member (x2)	Cllr Castle	
River Group member LS&NRMG	Cllr Giles (voting member)	Cllr Hurlow
<b>Charity accounts administration (Sloyden &amp; Durrant)</b>	Cllr Giles	Cllr Reid
<b>LPC Community Fund administration</b>	Cllr Giles	Cllr Hurlow Cllr Reid Cllr Moore
Littlebourne Housing list	Cllr Giles	Cllr Moore
CCTV	Confidential	Confidential
<b>Link Councillor(s)</b>	'Links' provide: <ul style="list-style-type: none"> <li>• Ready access for important organisations to LPC.</li> <li>• Enable good knowledge of important independent village organisations to make better LPC decisions.</li> </ul> <a href="#">Safeguard LPC head-landlord assets (where applicable).</a>	
<a href="#">LWMH link</a>	Cllr Reid	
<a href="#">4VPO link</a>	Cllr Reid	
<a href="#">Allotments link</a>	Cllr Hurlow	
<a href="#">Recreation Club link</a>	Cllr Marsh	
<a href="#">Turner's Orchard</a>	Cllr Hurlow	
<a href="#">Cherry Orchard</a>	Cllr Marsh	
School & Church link	Cllr Castle	Cllr Marsh
Littlebourne Barn link	Cllr Marsh	Cllr Moore
4V Conservation Society link	Cllr Fraser	
Local Business liaison	Cllr Moore	
Twinning	Cllr Reid	

**LITTLEBOURNE PARISH COUNCIL  
PLANNING REPORT 6 MAY 2026**

**APPENDIX 2**

**Applications since last meeting**

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**Notifications**

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**Enforcement**

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**Trees works**

CA/26/00700	G1) felling of 4 dead and dangerous sycamore trees.  Land Adjacent To 16 Nargate Street Littlebourne Kent CT3 1UH	No concerns to raise
CA/26/00699	T1- Chestnut, fell tree adjacent to 16 Nargate Street. T2- Sycamore, Fell tree adjacent to 16 Nargate Street.  Woodland Adjacent To Number 16 Nargate Street Littlebourne Kent	No concerns to raise

**LITTLEBOURNE PARISH COUNCIL  
FINANCIAL REPORT FOR MEETING 6 MAY 2026**

**APPENDIX 3 & 3a**

**(A) FINANCIAL MATTERS**

- (a) **RECEIVED** the bank statements for March 2026 and **RESOLVED** the signature of the Chairman thereon.
- (b) **NOTED** the clerk has prepared the annual CIL report and submitted to CCC, this has also been published on the LPC website. CIL amount left at 31<sup>st</sup> March 2026 £1295.62 (CCC have notified that remaining needs to be spend by 1<sup>st</sup> October 2026 or CCC will request back)

**(B) RECEIPTS**

CCC - Precept 2026-27	50,240.00
LWMH – Ground rent 2026-27	5.00
M Twyman – Court Hill field rental	150.00
<b>TOTALS</b>	<b>£50,395.00</b>

**(C) DIRECT DEBITS**

GPC	BT	Quarterly office phone and broadband	274.79
GPC	Lloyds	Monthly account fee April	4.25
<b>TOTALS</b>			<b>£279.04</b>

**(D) AUTHORISATION OF ACCOUNTS**

GPC	BACS	KALC – Annual subscription	778.58
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GPC	BACS	Jakub Holy Property – toilet cleaning March & April	308.00
GPC	BACS	Zurich – Annual LPC insurance renewal	2,155.46
GPC	BACS	Church & Village – printing and delivery of LPC News from June 26 to May 27	1500.00
GPC	BACS	SMS CIS & Payroll solutions – year end payroll services	24.00
GPC	BACS	Expense reimbursements	49.49
GPC	BACS	Mrs Clayson – litterpicking and sweeping	611.00
GPC	BACS	Salary payments May	2738.20
GPC	BACS	Bourne to Garden – contract mowing April	690.00
GPC	BACS	New Build Landscapes – Laurels open space	174.00
GPC	BACS	Lionel Robbins – internal audit for 25-26	140.00
GPC	BACS	The Vineyard Garden Centre – Fifth Trust Garden services	462.00

**TOTALS                    £9,630.73**