

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

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

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

76. THE CHAIRMANS OPENING REMARKS AND APOLOGIES FOR ABSENCE

The Chairman welcomed everyone to the meeting. There were apologies received from Cllr Marsh and Cllr Reid.

77. DECLARATIONS OF CLLRS INTERESTS AND REQUESTS FOR DISPENSATION

Noted Cllr Castle is also the CCC ward Councillor.

78. MINUTES OF THE MEETING HELD 2 SEPTEMBER 2026

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

79. POLICING AND COMMUNITY WARDEN

There were no official reports received but PC Kevin Beatty had reported to the clerk a distraction crime that had recently taken place in Jubilee Road.

80. ADJOURNMENT

There was none.

81. COUNTY COUNCILLOR

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

- Well, the government dropped a very unexpected bombshell on Local Government Reorganisation last month by putting the whole process on pause. So, whilst we were expecting elections next year to a new East Kent Unitary Council, and for KCC and Canterbury City Council to be abolished in 2028, we don't know what will happen now. Whilst the best guess is probably a pause (rather than cancellation) and then a later announcement to push it all back a year, we just don't know. As a result of this pause, the one thing that we do know, is that Canterbury City Council elections will now take place next year. It has all been very frustrating and this chaos and uncertainty is not helpful to anyone working in local government and delivering services to residents.
- We are very fortunate to have rare chalk streams in our area. I attended the Little Stour River Day talk in Wickhambreaux to hear about the work that is being done to monitor the health of the local rivers.
- Cllr Lee Castle and I held a councillor surgery at the Ivy Barn in Littlebourne and discussed a number of issues with residents and the KCC Community Warden.

- I've been following up a number of highway issues with KCC that were reported months ago without action. With the nights drawing in it is essential that we get many of these safety critical repairs fixed

82. CITY COUNCILLOR

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

- At the beginning of the month, I attended Littlebourne Parish Council, where we discussed a number of local matters, including planning and planning enforcement. Councillor Mike Sole and I also held a drop-in surgery in Littlebourne, which was very well attended. Residents raised a wide range of issues, including licensing, highways and other local concerns. These surgeries are a useful opportunity to hear directly from residents, discuss problems and work out how best to take them forward.
- In Littlebourne, I have dealt with casework around planning permission rules and was pleased to resolve a couple of long-standing green bin collection issues by liaising with contacts at Canenco.
- Towards the end of the month, I attended the Little Stour River Day talk in Wickhambreaux, as part of the wider district Stour Valley Riverfest. It was an interesting evening, although also concerning to hear again about the condition of our local chalk streams and the pressures they continue to face. These are important environmental assets, and it is vital that their condition continues to receive the attention they deserve.
- Although highways are the responsibility of Kent County Council, I am always happy to help raise and chase local issues. If you have a pothole or other highway problem, please send it to me with the location, ideally using What3Words. I keep a spreadsheet of reported issues and regularly check progress. Recently, some items have been removed from the reporting system, so issues sometimes need to be reported again.

Cllr Castle also provided an update on Swanton Lane case from CCC planning, the injunction served on the site means that all the caravans must be removed by July 2027 and in the meantime no further caravans can be added. There is also progression on the caravan on Court Hill situation, where various agencies are working towards a solution.

Cllr Castle has again chased the lack of road sweeping with CANENCO, he has finally been supplied with some details, the rural areas have no schedule, the roads are inspected every 4-6 weeks and if there are no issues they move on to other roads. A sweeper visit to Littlebourne and Wickhambreaux had been promised.

83. COMMUNITY GOVERNANCE REVIEW STAGE TWO

The CGR process has now moved to the stage two consultation process, LPC submitted a response to stage one requesting no change to Littlebourne and supporting the creation of new parishes.

Stage two response to be submitted: LPC would still support the creation of the new parish/town councils in unparished areas. However as no changes are proposed that would effect the parish of Littlebourne ultimately the local residents in those affected areas should decide.

84. CONSULTATION ON THE DEFERRING OF PARISH COUNCIL ELECTIONS

CCC are consulting on the proposal to defer the parish council elections from May 2027 to May 2028, with the current CGR process running there will not be time to implement any changes to parishes by the May 2027 elections, so they are proposing to defer the elections and are now consulting on this. Response to be submitted from LPC: That LPC understand the need to delay for the process for CGR, however normally we wouldn't like to delay elections but if this is what is needed then it should be left to run its course.

85. PLANNING/TREES

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

GLADMAN COMMUNICATION

As agreed at the September meeting the clerk had written to Gladman asking for an update and a response had been received saying that the site was currently being marketed with no preferred developer at this stage. They will provide an update when they can.

86. HIGHWAYS

Cllr Fowkes explained that unfortunately the speedwatch volunteers are experiencing an increased amount of abuse from drivers and for their safety the use of body cameras is advised. Cllr Fowkes proposed the purchase of two body cameras for the speedwatch volunteers to wear at a cost of £166 to include the SD cards. This was seconded by Cllr Fraser and AGREED.

Cllr Hurlow then reported back from the Traffic Action and Highways sub-committee meeting held earlier today:

- Pleased to see the wooden bollard by the Maltings bus stop now in situ to protect pedestrians on this stretch of footpath
- Highways have now informed LPC that the additional gateway on A257, that was once agreed, cannot now be fitted opposite the one on the otherside of the road and highways suggest moving them to the original location where one could be positioned either side of the road. Cllrs are not happy with this suggestion and will discuss again with highways.
- Several letters from residents had been discussed and responses would now be written by the clerk.
- Cllr Hurlow requested a budget of up to £200 be authorised from the highways budget for the purchase of a banner and eight A5 posters for use as a 20mph campaign for The High Street. Cllr Moore proposed this £200 budget, Cllr Giles seconded and it was AGREED.

87. FOOTPATHS

Cllr Fowkes reported that all the paths that he had reported had now been cleared by KCC PROW. He has now reported the handrail alongside the river by Wier Lodge as this is now wobbly and unsafe again.

88. FINANCE

AUTHORISATION OF ACCOUNTS FOR PAYMENT

There were receipts totalling £210.10 NOTED for the month. The expenditure list previously circulated to Cllrs as Appendix 3 totalling £3,849.60 and Appendix 3a totalling £3,054.17 plus Direct debits were proposed by Cllr Fraser, seconded by Cllr Giles and AGREED by all. So it was RESOLVED that the payments set out be authorised – attached at end of minutes.

2ND QUARTER BUDGET EXPENDITURE REPORT

The end of quarter budget report to 30th September was RECEIVED. It was NOTED that the concurrent funding from CCC had still not been paid into the LPC account.

CCC CAPITAL GRANTS 2027-28

CCC's Parish Capital Grant applications fund is now open for 2027-28, a maximum application of £5000 with the project being delivered between 1st April 2027 and 31st March 2028. Deadline for applications 3rd December. Cllrs were asked to consider any possible suggestions for suitable projects; a zip wire for the playarea and solar panels for the hall roof were both suggested. It was thought that the zip wire would be more suitable for this particular grant as there may be other funding available for a solar project for the hall roof. Both options to be researched further and budgets looked at for next year. Hall Committee to be approached regarding current electricity costing to get an idea of possible savings.

89. CLERKS REPORT

CORRESPONDENCE

A. Email from resident

Requesting the footpath from Littlebourne House towards the bridge be completely cleared, like the one at the top of the Hill has been. Clerk has taken a couple of photos of the surface and logged a fault with highways. KCC report has come back as risk assessed no action required.

B. Information from CCC on The Canterbury Community Awards

The Canterbury Community Awards will celebrate the individuals, organisations and initiatives that are helping to make life better in the Canterbury, Whitstable, Herne Bay and Faversham area.

[Canterburycommunityawards.org.uk](https://www.sochinkarateclub.co.uk/canterbury-community-awards/)

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All other correspondence was noted.

CLERK REPORT

KALC CANTERBURY AREA

The Clerk attended the most recent meeting on 11th September, Leader of CCC, Alan Baldock attended and spoke on LGR and CGR.

MILLENNIUM HONOURS BOARD AND CHAIRMAN BOARD

These have both now been put back up in place with the current names on.

BLEED KIT

Now ready and available in the Defib cabinet. Registered on the national bleed kit register.

Will be regularly checked along with defib on the playarea check sheet by the clerk.

LAURELS ESTATE BOUNDARIES

Clerk has written to Living City, including photos taken by Cllr Hurlow requesting maintenance to the two boundaries (Dr's alley and the List) where the brambles/vegetation is overhanging.

Response - Living City have raised this with the grounds maintenance contractors and they are going to attend and cut back the overgrowth on both boundaries. Once they have confirmation of when they plan to attend, they will let me know. They thanked us for our ongoing patience while they deal with this.

DOG WASTE BIN

Old rusted bin removed and new one installed.

BIN IN PLAYAREA

Clerk ordered a new metal liner for the bin as the bottom had rusted out the old one, unfortunately it doesn't fit so it is being sent back for a refund. Difficulty sourcing one that fits properly (its an old bin, unknown supplier) Bin currently out of action.

WORKS GIVEN THE GO AHEAD – JUST AWAITING COMPLETION

Turners Orchard tree inspection

Laurels woodland inspection/survey

Long carpark bollard replacement – likely to be beginning of November

Flagpole service and inspection

Play area remedial works – done apart from gate hasp, need to return to complete

90. TAKEAWAY FOOD TRUCK

The hall has given the waffle truck a four-week trial period in the long carpark as the vehicle is too large to fit in the same position that the fish and chip van use. Cllrs were asked to consider if the waffle truck should be allowed to continue beyond this four-week trial as the long carpark is under ownership and jurisdiction of LPC rather than the hall. There was a good level of support for the service this provided to locals and income for the hall, Cllrs were happy them to continue.

Cllr Moore proposed that the waffle truck should be allowed to continue trading in the long carpark as per the agreement made with LWMH, providing that a contribution was being made to the hall funds for this. This was seconded by Cllr Hurlow and AGREED.

91. METAL BENCH ON THE GREEN

A resident had reported to the clerk that the green metal bench on The Green had corroded, the clerk had inspected and put a do not use sign on the bench as the main part is very corroded and needs removal. Cllrs agreed removal necessary and would like to replace the bench with a recycled plastic one, like those we installed at the bus stops and in the playarea. There is some funds left in the budget for new assets as the replacement bins were funded from the remaining CIL money, which needed to be spent by October 2026. Clerk to obtain prices for the November meeting (removal of current bench and installation of a recycled plastic one).

92. INNER WHEEL CLUB CANTERBURY

LPC had received a request from the Inner Wheel Club of Canterbury, who are raising money to fund the provision of Bleed kits into local primary and secondary schools. They are asking LPC to support this quest. The clerk confirmed funds available in the miscellaneous budget should Cllrs wish to support. Cllr Moore proposed that LPC make a donation of £145 to provide a kit into Littlebourne School, this was seconded by Cllr Fowkes and AGREED.

93. LPC 2027 MEETING DATES

The following dates were confirmed for next year:

6th January 2027

10th February 2027

3rd March 2027

17th March 2027 – Annual Parish Meeting

14th April 2027

13th May 2027 - Note change of day Thursday

2nd June 2027

7th July 2027

(No meeting in August)

1st September 2027

6th October 2027

3rd November 2027

1st December 2027

94. EXCLUSION OF PRESS AND PUBLIC

None present.

95. CONFIDENTIAL ITEM – STAFFING

The Local Government Services pay agreement for 2026-27 had now been agreed, it was proposed by Cllr Castle, seconded by Cllr Moore and AGREED that the clerk's wages reflect this agreement backdated to 1st April 2026.

The meeting closed at 8.43pm.

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

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

Signed..... (Chairman)

Date.....

**LITTLEBOURNE PARISH COUNCIL
PLANNING REPORT 7 OCTOBER 2026**

APPENDIX 2

Applications since last meeting

CA/26/01513	Single storey rear extension, flat roof to front porch area, timber shutters, replacement windows and changes to fenestration, part replacement barn-hipped gable roof along with render and cladding to external walls following demolition of existing extension. Church Cottage, Church Road, Littlebourne C3 1UA	No objection to be raised by LPC
CA/26/01526	Application for lawful development certificate for a proposed single storey extension to rear of property. 42 Bekesbourne Lane, Littlebourne CT3 1UY	No objection to be raised by LPC

Notifications

CA/26/01163	Single storey rear extensions 10 Cherry Orchard, Littlebourne CT3 1QG	GRANTED
CA/25/02210	Retrospective application for Listed Building Consent for internal alterations including steel beams to support front bay windows. 4 Nargate Street Littlebourne Kent CT3 1UH	GRANTED

Trees works

CA/26/01592	H1 Conifer located to the front of the property - 1 metre reduction. 64 The Hill Littlebourne Kent CT3 1TB	No objection from LPC
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**LITTLEBOURNE PARISH COUNCIL
FINANCIAL REPORT FOR MEETING 7 OCTOBER 2026**

APPENDIX 3 & 3a

(A) FINANCIAL MATTERS

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

(B) RECEIPTS

Unity Trust – interest on savings	150.10
Cash – toilet income	60.00

TOTALS £210.10

(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	ICO	Data protection renewal fee	47.00
GPC	BT	Office phone and broadband	68.33
GPC	Nest	Pension payments	124.13

TOTALS £255.75

(D) AUTHORISATION OF ACCOUNTS TO BE PAID

GPC	BACS	The Vineyard Garden Centre – Fifth Trust services Aug	336.00
GPC	BACS	Gary Wells – signwriting of two honours boards	125.00
GPC	BACS	FS Property Maintenance – removal of old and fitting of new dog waste bin	130.00
GPC	BACS	Safeplay – play area repairs	2016.60
GPC	BACS	Bourne to Garden – contract mowing Sept	690.00
GPC	BACS	New Build Landscapes – Laurels maintenance Sept	174.00
GPC	BACS	Forvis Mazars LLP – Annual external audit	378.00
GPC	BACS	Expense reimbursements	172.31
GPC	BACS	Sian White – toilet cleaning Sept	140.00
GPC	BACS	Mrs Clayson – litterpicking Sept	767.00
GPC	BACS	Wages October	1974.86

TOTALS £6,903.77