

**LITTLEBOURNE PARISH COUNCIL
MINUTES OF THE STATUTORY ANNUAL MEETING 15 MAY 2024 HELD AT 7PM IN
THE LWMH MEETING ROOM**

Present: Parish Cllr Peter Farrow (Chairman)
Parish Cllr Mick Giles (Vice Chairman)
Parish Cllr Cate Reid
Parish Cllr Andy Fraser
Parish Cllr Melanie Moore
Parish Cllr John Sullivan
Parish Cllr Nick Posener

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

1. ELECTION OF THE CHAIRMAN FOR THE COUNCIL YEAR 2024-25

Cllr Giles asked for nominations for the position of Chairman for the coming year. Cllr Sullivan proposed Cllr Farrow, this was seconded by Cllr Moore and AGREED. Cllr Farrow then signed the Chairman declaration for the year. Cllr Giles thanked Cllr Farrow for his work on the Local Plan response.

2. ELECTION OF THE VICE CHAIRMAN FOR THE COUNCIL YEAR 2024-25

Cllr Farrow then asked for nominations for Vice Chair. Cllr Moore proposed Cllr Giles, this was seconded by Cllr Fraser and AGREED by 6 Cllrs.

3. THE CHAIRMANS OPENING REMARKS AND APOLOGIES FOR ABSENCE

The Chairman welcomed everyone to the meeting. Apologies had been received from Cllr Castle (CCC meeting), Cllr Hurlow (holiday) and Cllr Sole (CCC meeting).

4. DECLARATIONS OF CLLRS INTERESTS AND REQUESTS FOR DISPENSATION

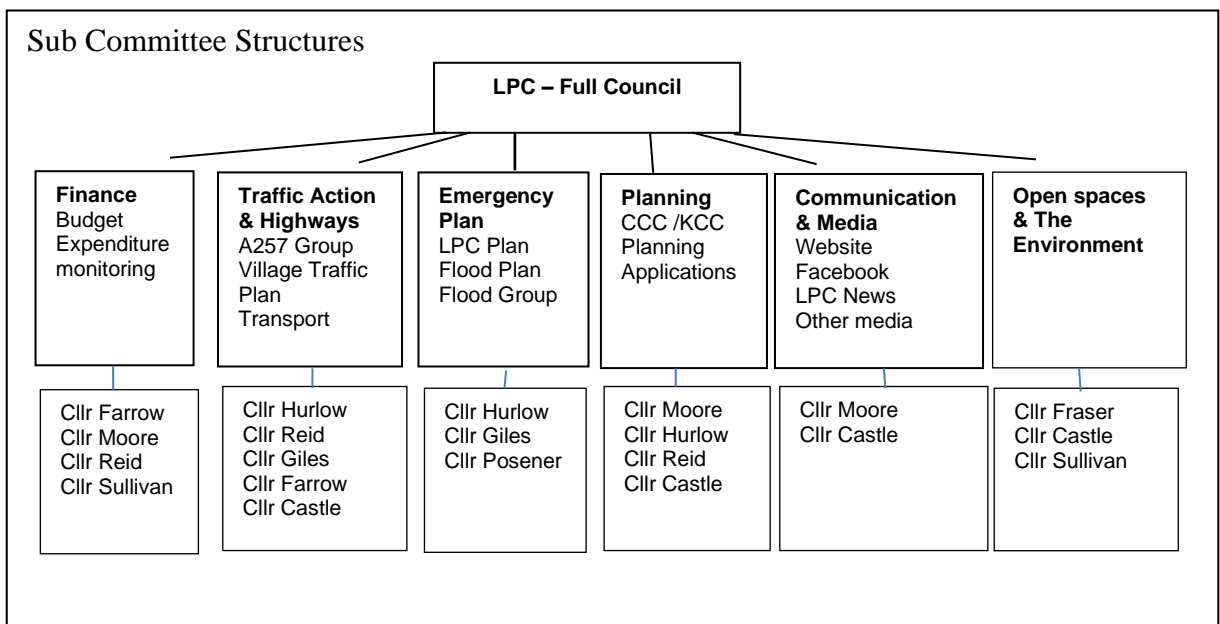
There were none.

5. MINUTES OF THE MEETING HELD 3 APRIL 2024

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

6. LPC SUB COMMITTEE STRUCTURE AND RESPRESENTATION

It was AGREED unanimously that the responsibilities and structure of committees would remain unchanged for the year. This is detailed below:



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

The Chairman thanked the various sub-committees for their works over the last twelve months.

7. ANNUAL SUBSCRIPTIONS

It was AGREED the following subscriptions be renewed for the year 2024-25:

- (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

8. POLICING AND NEIGHBOURHOOD WATCH

No official reports received.

9. ADJOURNMENT

There was none.

10. COUNTY COUNCILLOR

Cllr Mike Sole had sent a written report, which had been previously circulated to Cllrs, relevant points below;

- As it's the time of year when parish councils hold their annual parish meetings its always good to attend, talk to residents and hear about everything that community groups and the parish council have been up to in the last year.
- With five new parish councillors in place in Womenswold, I look forward to passing over the reins in May, and the interim parish councillors appointed by the city council will step down, leaving things in the very capable hands of the new council.
- On the City Council I have attended meetings of Council, Cabinet and Governance. I also attended the very well attended parish council engagement meeting and local plan consultation meeting in The Guildhall, Canterbury. Due to the popularity of the latter, I am asking for another session to be run.

11. CITY COUNCILLOR

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

- During April I have been dealing with various issues including a long running housing matter which seems to be on the home straight thanks to the hard work of the officers at the council.
- I have met with residents to discuss planning applications and also issues around littering and dog fouling. I have spoken to the enforcement team, and they are due to visit the affected areas.
- It's been good to hear so many people are responding to the new draft local plan, please continue to do so the deadline is 3rd June.
- I've been chasing my old list of trees and ground works reported to me, that are already in the system, in order to get updates for residents and parish councils.
- There is a known problem with the new residents permit account setup for some addresses, blue badge and residents' rates, please email the parking team or give them a call they are working hard to resolve all the issues.
- May marks a full year since my election and I want to thank residents, parish councils, officers and fellow councillors for all of your support over the last year.
- Moving forward I will continue to work hard to represent, help and support the residents of Little Stour and Adisham.

12. PLANNING/TREES

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

The CCC draft Local Plan to 2040

The LPC response had been circulated to Cllrs earlier in the week by the Chairman, it was AGREED that the clerk should send this as our official response to the consultation. The response concentrated on the two developments in Littlebourne, R7 & R8.

Following the delivery of the Local Plan leaflets, reminding residents to make a response, the clerk had received a good number of written responses to collate and send directly to CCC.

13. HIGHWAYS

Cllr Giles reported he would be attending the next A257 group meeting, this Saturday.

20mph scheme

Following the support of this scheme from the large majority of residents that responded our survey, the next stage is the formal TRO (Traffic regulation Order) which is done by KCC Highways. The cost of this is £3000.00, which has already been budgeted for.

It was proposed that this £3000.00 comes from CIL money that LPC received from the new properties built in The Anchor carpark. This was AGREED unanimously.

14. FINANCE

AUTHORISATION OF ACCOUNTS FOR PAYMENT

There were receipts totalling £47,541.80 NOTED for the month. The expenditure list previously circulated to Cllrs as Appendix 3 totalling £10,287.14 and Appendix 3a totalling £3,046.50 were proposed by Cllr Moore, seconded by Cllr Giles and AGREED by all. So it was RESOLVED that the payments set out be authorised – attached at end of minutes.

INTERNAL AUDITORS REPORT (Appendix 3b)

The internal auditors report that had previously been circulated to Cllrs was RECEIVED, the comments regarding lines in the budget showing movements in reserves was NOTED.

i. REVIEWED THE LPC FINANCIAL REGULATIONS (Appendix 3c)

These had been circulated to Cllrs with no changes recommended to be made.

ii. REVIEWED LPC STANDING ORDERS (Appendix 3d)

These had been circulated to Cllrs and no changes were recommended to be made.

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 had been updated to reflect purchases made during the year. This was AGREED by all.

v. REVIEWED THE LPC STATEMENT OF INTERNAL CONTROL (Appendix 3g)

This was AGREED by all.

vi. REVIEWED THE STATEMENT OF ACCOUNTING POLICIES (Appendix 3h)

This was AGREED by all.

vii. RECEIVED, CONSIDERED AND APPROVED THE AGAR FOR YEAR ENDING 31ST MARCH 2024, COMPRISING OF:

LPC ACCOUNTS YEAR ENDING 31ST MARCH 2024

The accounts were unanimously AGREED.

AGAR 2023-24

The Annual Governance Statement was completed and APPROVED by the Council, this was then signed by the Chairman

The Accounting Statements were then APPROVED. This was then signed by the Chairman.

15. CLERKS REPORT

A. Kent Air Ambulance

Letter of thanks for our grant of £300 awarded from this years budget.

B. CCC Consultation – Community Governance review

Canterbury City Council has considered the consultation responses from Stage 1 of the Community Governance Review and has published its draft recommendations. The majority of those who responded did not support the creation of a town council in Whitstable. The findings were considered at a meeting of the General Purposes Committee on 16 April and at Full Council on 25 April 2024. A copy of the report can be found on the council’s website. Based on the findings of the consultation, the council has not recommended a town council covering the ‘petitioned’ boundary, nor has it recommended an alternative boundary for a smaller town council covering the areas in support, for the reasons outlined in the report.

All other correspondence was noted.

CLERK REPORT

PUBLIC TOILET

Following the vandalism to the door mechanism the toilet is currently out of order. The doorman is due back on Monday to carry out the necessary repairs to the electronic door.

BLOCK PAVING WORKS

Have now been completed removing the muddy puddle that forms to the side of the shop and the hole in the carpark entrance.

CARPARK LINE PAINTING & ST VINCENTS BAY REMARKING

Cllr Castle has arranged this to be done Wed 29th May. Notes to be delivered to St Vincents properties asking for vehicles not to be parked in those spaces that day. Also carpark to be coned off that morning so vehicles have to use the long carpark. Shop and hall to be informed of date of works.

16. BOLLARD REPLACEMENT

It was AGREED to accept the quotation received for the replacement of the wooden bollards outside the shop/hall with galvanised steel Manchester bollards at a cost of £5427 plus VAT. A capital grant of £2427 had a been received from CCC and £1000 from the 4VPO with LPC paying the remaining £2000.

The meeting closed at 8.05pm.

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

Dates of future meetings: 5 June, 3 July, 4 September, 2 October, 6 November, 4 December 2024.

Signed..... (Chairman)

Date.....

Applications since last meeting

CA/24/00255	Conversion of garage to living accommodation together with changes to fenestration. 7 Willow Drive, Littlebourne CT3 1FX	No objection from LPC
CA/24/00354	Two-storey side extension and alterations to existing porch 25 St Vincent's Close, Littlebourne CT3 1TY	No objection from LPC

Notifications

CA/24/00250	Removal of hedgerow. 30 Jubilee Road Littlebourne Kent CT3 1TP	Application Withdrawn
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Enforcement

APP/J2210/C/24/3343204	Appeal lodged against the enforcement notice issued by CCC Alleged breach: without planning permission The use of the land for the storage of caravan(s). Land on the North West side of Swanton Lane, Littlebourne	Appeal start date 02/05/24
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Trees works

CA/24/00637	T1 - Pine tree to be reduced by approximately 50% (2nd Crown height) and reshape all round. T2 - Elderberry tree to be reduced by 50% and reshape all round T3 - Apple tree -fell White Cottage 51 Nargate Street Littlebourne Kent CT3 1UJ	No concerns raised by LPC
CA/24/00322	T1 Small Laurel to be dismantled to ground level. T2 Holly tree to be reduced in height by 20% and crown lifted to 1.8m. T3 Bay Tree to be reduced in height by 25% Mill House Nargate Street Littlebourne Kent CT3 1QJ	

(A) FINANCIAL MATTERS

- (a) **RECEIVED** the bank statements for March & April 2024, and **RESOLVED** the signature of the Chairman thereon.
- (b) **RECEIVED** the LPC Community Fund Bank statements and reconciliation for the year end and **RESOLVED** the signature of the Chairman thereon.
- (c) **NOTED** the Clerk has completed and signed the two Capital Grant Agreements for CCC for the grants we have been awarded for 2023-24 and raised invoices for the two amounts for payment.

(B) RECEIPTS

CCC – Precept 2024-25	45,552.00
LWMH – ground rent	5.00
M Twyman – Court Hill Field rental	150.00
Zurich insurance – planter claim settlement	1244.00
HMRC – VAT reclaim 4 th QTR	590.80
TOTALS	47,541.80

(C) DIRECT DEBITS

BT	Quarterly office phone and broadband	187.68
1 x 1 Ionos	Quarterly domain and web charge	38.40
1x1 Ionos	Website monthly charge May	19.20
NEST	Pension payments May	110.72
TOTALS		£356.00

(D) AUTHORISATION OF ACCOUNTS

BACS	KALC - annual subscription	680.74
BACS	Zurich Insurance – Annual LPC insurance renewal	1994.70
BACS	New Build Landscapes Ltd – maintenance of the Laurels LPC area March & April	348.00
BACS	The Vineyard Garden Centre – Fifth Trust services April	444.00
BACS	Expense payments	56.30
BACS	C&V Magazine – Annual donation to including printing and delivery of LPC News	1500.00
BACS	UK Office Direct – Printer ink for local plan leaflet printing	151.83
BACS	Mrs Clayson – litterpicking and sweeping April	546.00
BACS	Lionel Robbins – Internal Audit for 2023-24	140.00
BACS	Bourne to Garden – Contract mowing April	660.00
BACS	Salary payments	1632.07
BACS	Polo Contractors – block paving works outside the shop/hall	2180.00
BACS	KCC Highways – TRO for 20mph scheme	3000.00
TOTALS		£13,333.64