



BEKESBOURNE-WITH-PATRIXBOURNE PARISH COUNCIL

Minutes of the meeting held on Monday 8th September 2025
at 7:30pm Bekesbourne Pavillion.

Minutes to be formally agreed at the next meeting.

1. Those Present

Parish Cllr D.Sladden (Chair)	Parish Cllr Christine Sladden (Vice Chair)
Parish Cllr Andrea Nicholson	Parish Cllr Christine Ash
Parish Cllr Joanne Watt	Parish Cllr Caroline Tuffey

Mrs N. Purcell (Clerk/Finance Officer to the council)

There was 1 Member of the public present: KCC Community Warden
Roger Lithgow.

2. Apologies for Absence

Parish Cllr Mark Rhodes

3. Declarations of councillor interests relevant to this agenda

Cllr C. Tuffey is an allotment tenant.

19:32 The meeting was suspended for up to 15 minutes to allow discussion with members of the electorate of the parish of Bekesbourne with Patrixbourne present at the meeting.

4. Public representation

See Appendix A

5. External Reports

5.1 County Councillor Reports

Cllr Sole's monthly report was received and circulated to councillors ahead of the meeting.

5.2 City Councillor Reports

Cllr Castle's monthly report was received and circulated to councillors ahead of the meeting. Cllr Castle sent his apologies, due to work commitments.

19:43 Parish Council meeting resumes

6. To Confirm minutes of the previous meeting

Deferred until January.

7. To report any matters arising (from the previous meeting not covered elsewhere on the agenda)

None

8. Any s101 Delegated Authority items to be noted by council.

Following the drafted response being circulated to councillors, it was agreed that the drafted version was submitted to Canterbury City Council.

9. Any updates from representatives from external groups (if any)

9.1 Recreation Ground Management Committee

No update.

9.2 Village Hall Management Committee

No update.

9.3 The River Group

The AGM is due to be held in December.

9.4 KALC

KALC autumn newsletter received and circulated to councillors.

9.5 A257 Traffic Management Group

Lots of concerns over the number of crashes on this road. Next meeting date to be confirmed.

10. Highways Matters

10.1 20mph limit at Patrixbourne

The Officer at KCC dealing with this has moved on, it is being reassigned to a new officer.

10.2 Any new matters to raise

Concerns raised over further planned road closures of School Lane.

11 To note November payment schedule s approve any new payments.

Payments Made Since the last meeting as per financial Regulation 6.8 iii.

	Payment	Amount
15/10	Hugo Fox Ltd Website fee	£23.99
20/10	Bekesbourne Village Hall- hire fees for 25-26	£112.00
20/10	Bank Charges (account fees)	£4.25
30/10	N.Purcell October Salary	As per salary sheet
5/11	Bekesbourne Recreation Ground- Hire fees 25-26	£70.00

Payments Due for Approval:

Recipient	Detail	Amount
N. Purcell	October & Nov Phone Bill	£10.00
N. Purcell	November HP Ink Subscription	£9.99

Resolved: It was proposed by C. Tuffey and seconded by C. Ash to approve the September Payment Schedule.

Outcome: All in favour, motion carried.

11.2 Q2 Accounts July – September 2025

Council noted the following in relation to the accounts:

- Lloyds Bank has implemented a monthly service charge of £4.25 for the Council's Community Account (formerly referred to as the Treasurer's Account). Following discussions with the bank, it has been confirmed that this represents the most favourable terms available for this category of account. It is understood that the introduction of such charges is now standard practice across community and similar banking accounts.
- The Lloyds Instant Access Saver Account currently holds a balance of £1.09 to maintain the account's active status. This account previously

held the ring-fenced funds from the sale of land at Aspinall Close, which were separated to ensure compliance with the maximum Financial Services Compensation Scheme (FSCS) protection limit — currently £85,000 per financial institution, per account holder.

- The Council's current balance stands at £82,556.86, which is just below the FSCS protection threshold. With the imminent receipt of Section 106 funds, Members are asked to consider whether a transfer of funds should be made to ensure the account balance does not exceed the £85,000 protection limit.
- Council is further requested to consider whether to retain or close the Instant Access Saver Account. If retained, it could be used to hold earmarked reserves. The account currently offers an interest rate of **0.60%**.

Bank reconciliation –2025 Q2

Name of smaller authority: Bekesbourne with Patrixbourne Parish Council

County area (local councils and parish meetings only): Kent County Council

Financial year ending 31 March 2025

Prepared by (Name and Role): Nicola Purcell- Parish Clerk & RFO

Date: 30.09.2025

Balance per bank statements as at 30.09.25

Lloyds Community Account	£	83,534.23
Lloyds Instant Access Savers Account	£	1.09

	£	83,535.32
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Petty cash float (if applicable)		n/a
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Less: any unpresented cheques	£	-
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Add: any unbanked cheques	£	-
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Add: any un-banked cash	£	-
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Net balances as at: 30.09.25	£	<u>83,535.32</u>
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Bekesbourne with Patrixbourne Parish Council
Quarter 2 Accounts 2025/26 (1st July-30th September)

[illegible]

Total Receipts	£	-
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Payments			
Date cleared	Reference:	Details	£
15/07/2025	DD	HugoFox Ltd -Website	£ 23.99
18/07/2025	PAY	Lloyds Bank Service Charge	£ 4.25
30/07/2025	SO	N.Purcell Staff Salary	£ 867.53
15/08/2025	DD	HugoFox Ltd -Website	£ 23.99
18/08/2025	PAY	Lloyds Bank Service Charge	£ 4.25
01/09/2025	SO	N.Purcell Staff Salary	£ 867.53
16/09/2025	PAY	Lloyds Bank Service Charge	£ 4.25
30/09/2025	SO	N.Purcell Staff Salary	£ 867.53
Total Payments			£ 2,663.32

Resolved: It was proposed by C. Tuffey and seconded by A. Nicholson to move a suitable amount across to the Savings account.

Outcome: All in favour, motion carried.

Resolved: It was proposed by C. Ash and seconded by C. Sladden to approve the Q2 Accounts.

Outcome: All in favour, motion carried.

11.3 S106 Funding (Updates)

After formally raising concerns, with the assistance of Cllr Castle, the CCC officer has since been in touch- the invoiced submitted have been approved, and we are now awaiting the money for the playground works and the pavilion works to reach our account.

There is still money to be spent - Council to discuss suggestions moving forward.

11.4 Budget 2026/27

The following information was presented:

Parish councils are required under the Local Government Act 1992 (Sections 41–50) to set an annual budget before determining the precept. The budget establishes the council's planned income and expenditure for the financial year and ensures the precept demand is lawful and based on identified needs.

Review of Reserves and Forecasts

In preparing this draft budget, time has been spent reviewing the council's current reserves and updating figures in line with anticipated commitments and predicted expenditure up to 31 March 2026.

This review ensures that earmarked and general reserves remain at appropriate levels to meet ongoing projects, maintenance responsibilities, and potential contingencies.

Summary of Draft Budget

The draft budget for 2026–27 has been prepared to maintain essential services, meet inflationary pressures, and ensure continued support for local facilities and community priorities.

- Total Expenditure: £24,522.00
- Total Income (excluding precept): £243.40
- Resulting Precept Requirement: £24,278.60
- Proposed Precept Increase: 3.81%

This increase reflects modest rises in staff and insurance costs, introduction of pension contributions, and provision for maintenance and statutory services.

Reserve Figures and Predictions.

Earmarked Reserves

Money Raised for Accessible Roundabout	£	1,812.00
Ringfenced Neighbourhood Watch money	£	225.00
Defib Funds	£	1,000.00
Highways Matters	£	6,000.00
Office Equipment	£	1,000.00
Concurrent Functions Loss Reserve	£	12,000.00
S137 Grants	£	6,751.00
Assett Repair	£	3,500.00
Other grants	£	2,000.00
Allotment Contingencies	£	1,000.00
Playground Maintenance & Repair	£	9,000.00
Church Grants (unspent)	£	700.00
5 years payroll costs	£	1,560.00

*this may need to be re allocated following the installaiton of equipment using s106 money

General Reserves

3 months running costs minimum	£	3,000.00
Total Allocated Reserves as of 6/11/25:	£	49,548.00

Predictions

Balance as of 6/11/25	£	82,557.95
Predicted expenditure until 31/03/26	£	6,778.00
Predicted balance at 31/03/26	£	75,779.95
Total balance, less reserves = total unallocated reserves for 2026/27	£	26,231.95

The Clerk noted the following amendment:

In the reserves is an additional **£52.50** in Allotment Key deposits. Taking the total allocated reserves to **£49,600.50**

Predicting that the total balance, less reserves = total unallocated reserves for 2026/27 should read **£26,179.45**

The council discussed the following proposed budget:

Bekesbourne with Patribourne PC DRAFT Budget 2026-27

CONCURRENT FUNCTION FUNDING	2025-26	2026-27	Clerk/RFO Notes.
INCOME	Agreed Budget	Draft Budget	
AWARDED FOR AMOUNT	£ 4,288.00	£ 4,288.00	this amount is fixed. This funding is for maintenance of rec grounds and play areas
CONCURRENT FUNCTION FUNDING EXPENDITURE			
Amount given to RGMC	£ 4,193.00	£ 4,188.00	
Play area annual inspection		£ 100.00	ROSPA £83.00 plus VAT. There is a fee of £4.00 plus VAT per extra item for each additional play items over 5
EXPENDITURE			
Clerk's salary	£ 10,800.00	£ 11,124.00	to allow for annual increase from NALC estimated 3% based on previous years
Pension Contributions	£ -	£ 1,320	following registration with LGPS assuming 12% employer contribution
NS&I	£ 120.00	£ 200.00	Staff salary crosses threshold for NSI contributions
Burial grounds - St Mary's Patribourne	£ 200.00	£ -	added to reserves from this year as not requested in 2025/26 so available in 26/27
Burial grounds - St Peter's Bekesbourne	£ 500.00	£ -	added to reserves from this year as not requested in 2025/26 so available in 26/27
Parish Council insurance	£ 1,700.00	£ 2,000.00	Expecting slight increase & potential new equipment to be added
Admin - clerks expenses	£ 77.00	£ 80.00	HP Instant Ink Subscription
slcc membership	£ 200.00	£ 200.00	valuable tool
Training	£ 300.00	£ -	none of last years budget used
KALC subscription	£ 400.00	£ 420.00	valuable tool, legal advice, resources- assume inflation costs
Subscription to LS&NRMG	£ -	£ -	have an amount in reserves unspent to use if requested
Internal audit fee	£ 105.00	£ 140.00	estimate 2 hrs at £70 ph
External audit fee	£ 760.00	£ 210.00	Correct fee. Clerk querying previous years fee
Elections	£ -	£800	Main election during 2027 but to be prepared in case the current vacancy is contested
Water for allotments	£ 90.00	£ 90.00	this amount has been adequate
Play Area Maintenance/repair	£ -	£ -	Nothing spent last year- see earmarked reserves, no need to add extra
Website hosting	£ 300.00	£ 320.00	Hugo Fox
email accounts	£ 251.76	£ -	Unused.
Domain Name	£ 20.00	£ 22.00	a requirement
Clerk Phone Contract	£ 60.00	£ 65.00	
Hall Fees for meetings	£ 180.00	£ 200.00	
s137 expenditure	£ 6,571.20	£ 6,778	£11.45 per elector (based on forecast RPI increase from 2025-26 figure of £11.10)
Bank Charges		£ 53	

newprojects: highways	£ 1,000.00	£ 500.00
TOTAL EXPENDITURE	£ 23,634.96	£ 24,522.00

we still have 6000 assigned, but it may be wise to obtain extra for additional projects from the HIP

INCOME		
Bank interest	£ 3.00	
VAT Reclaim		
Allotment Rentals	£ 243.40	£ 243.40
TOTAL INCOME	£ 246.40	£ 243.40

Unable to predict - until UK Central Gov Budget is announced/Bank of England

Unable to Predict

Assuming all allotments allocated

PRECEPT CALCULATION S		
Total expenditure	£ 23,634.96	£ 24,522.00
Total income	£ 246.40	£ 243.40
Total expenditure(expenditure - income)	£ 23,388.56	£ 24,278.60
PRECEPT	£ 23,388.56	£ 24,278.60

Resolved: It was proposed by C. Ash and seconded by J. watt to agree the above proposed budget.

Outcome: All in favour, motion carried.

Council was then asked to consider the precept request for 2026/27:

Resolved: It was proposed by C. Sladden and seconded by C. Ash to set the precept at £24,279.00 for 2026/27.

Outcome: All in favour, motion carried.

12 Planning

Application ref: CA/23/00484 (Land At The Hill)

Description: Outline planning application for up to 300 residential dwellings (including affordable housing and older person accommodation), a new community hub, introduction of structural planting and landscaping, informal public open space and children's play area and surface water flood mitigation and attenuation. All matters reserved.

Appellant's name: Gladman Developments

Appeal ref: 3373183

The planning application concerns land known locally as *The Hill, Littlebourne*, near Canterbury. The proposal — brought forward by Gladman Developments — seeks outline permission for up to 300 new homes, along with a community hub, open spaces, landscaping, and associated works.

Canterbury City Council refused the application in 2025, citing key concerns including environmental impact, traffic, drainage, and the scale of development relative to the existing village. Gladman subsequently lodged an appeal with the national Planning Inspectorate, which is expected to hold a Public Inquiry in February 2026.

The official appeal reference is 3373183, though formal details have not yet been published on the Planning Inspectorate's online register at the time of writing.

Update after meeting with Cllr Castle:

Littlebourne Parish Council has been heavily involved in opposing the application. The council has:

- Publicly stated its objections to the development and CCC's original decision notice.
- Launched a GoFundMe campaign to raise money for professional planning and legal advice ahead of the appeal.

Rule 6 Party Status

LPC initially intended to take part in the inquiry as a Rule 6 party.

A Rule 6 party is a recognised main participant in a planning inquiry, alongside the appellant (developer) and the local planning authority. Rule 6 status gives a group the right to:

- Present evidence and call witnesses,
- Receive and exchange documents with the other main parties, and In short, Rule 6 status allows the parish council to act as a full legal participant, not just an objector. However, it also carries significant obligations and potential cost risks, since parties must prepare professional evidence and representation.

LPC initially sought Rule 6 status and began fundraising to cover solicitor and barrister fees. However, after considering the likely legal costs and the financial risks of potential cost liability, the parish council has since decided to withdraw its Rule 6 participation.

While costs are not automatically awarded against a losing Rule 6 party, there is a risk of being held liable if a party is deemed to have acted *unreasonably* or contributed to unnecessary expense during the inquiry. Even without an award of costs, the outlay for legal representation and expert reports can be substantial.

LPC therefore intends to continue representing local opinion and engaging with the process through written submissions and public participation, rather than as a formal Rule 6 party.

What Can Bekesbourne with Patrixbourne PC do at this stage?

Because this is now a Planning Inspectorate appeal, the Parish Council's earlier objections to Canterbury City Council are automatically forwarded to the Inspectorate, but we can submit further written representations directly to the appeal.

The PC's updated statement can:

- Re-emphasise original objections (e.g., transport impact on Bekesbourne Lane, sewage and flooding risk, loss of countryside setting).
- Add any new evidence or local data since the CCC decision

Council noted the update.

12.1 To Discuss any new applications

No new applications received.

12.2 Outbuildings

As circulated via email: Planning officer visited the properties in Aspinall Close and Bifrons- and advised that there is not a breach of planning.

12.3 Draft Canterbury District Local Plan - Focused consultation (Reg 18)

The Parish Council response was submitted accordingly

13. Allotments

13.1 Any Updates

None

13.2 Any New Matters to Report

None

14. Correspondence

None

15. Kent Devolution and Local Government Reorganisation(*any updates*)

KALC

No updates available on their website.

Kent County Council

No updates available on their website.

Kent Leaders Website

Public Survey Report “More than 2,000 people across Kent and Medway took part in our survey as part of local government reorganisation engagement exercise. Key stakeholders gave us their views too.

16. Staff Matters *Confidential to be held under the Public Bodies (admission to meetings) Act 1960*

The meeting entered a closed session at 20:23

Outcome:

- Council noted the salary back pay owed to the Clerk from the NALC Pay Award.
- The council noted the resignation of the Clerk.
- Council agreed the publication of the job vacancy, offering SCP 25-29. Closing date for applications: 25th November with the interviews to be held week commencing 1st December 2025.
- Interview Panel to consist of outgoing Clerk, Cllr D. Sladden and Cllr C. Sladden.

Closed session ended 20:45

17. Next meeting Date

12th January 2025 (at the village hall)

Meeting Closed 20:46

November 2025 Appendices

Appendix A

KCC Community Warden Roger Lithgow.

- Currently covers Little Stour & Sturry.
- Due to budget cuts the number of wardens is reducing from 70 to 32.
- From 1st December the Parish's community Warden is set to be Keeley Taylor.

End of appendices.

It was agreed that these minutes are a TRUE and ACCURATE record:

Signed.....(Chairperson)

Date.....