

# NORTHBOURNE PARISH COUNCIL

## MINUTES

Meeting held on Thursday 11<sup>th</sup> September 2025 at 7pm  
At Northbourne Parish Hall

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**1. PRESENT AND APOLOGIES**

In attendance: Cllrs Steve Morgan (Chair), Eileen Rowbotham and Mark Pays. Cllr Steve Manion (DDC)

Clerk: Steph Woods

Apologies: Cllr Michaela Hubble, brian and Cllr Kenton (DCC)

Not present: None

x Members of the public

**2. DECLARATIONS OF INTEREST:**

There were none.

**3. PRESENTATION FROM CASCADE COMMUNICATIONS – PLANNING APPLICATION 25/00976**  
X

**4. PUBLIC CONTRIBUTION TIME** – limited to items on the agenda, maximum of 15 minutes in total.

None.

**5. MINUTES OF THE PREVIOUS MEETING**

To approve the minutes of the ordinary meeting held on 11<sup>th</sup> September 2025

It was agreed that the minutes were an accurate representation of the meeting, proposed by Cllr x, seconded by Cllr x. ALL AGREED.

**6. PLANNING**

- a. To consider any applications received by the date of this meeting.  
None.

**7. FINANCE**

- a). Payments and receipts

The balance as of 11<sup>th</sup> September 2025 is £26,464.74.

Payments:

Hugo Fox – Monthly Website Costs (October 2025) - £11.99

Stephanie Woods – Salary (October 2025)

Unity Trust – Monthly Service Fee (October 2025) - £6.00

EDF – Inv KI-59F12358-0017 - Pavilion Electricity Charges - £48.82

Northbourne Parish Hall – Inv 930 – Hall Hire (11 September 2025) - £12.00

Stephanie Woods – Mileage to 11 September 2025 - £24.75

The above payments were approved, proposed by Cllr Rowbotham, seconded by Cllr Morgan. AGREED BY ALL.

b. 2025/26 Financial Review and 2026/27 Precept

Clerk informed the meeting that the six-monthly financial review would be carried out in beginning of October and circulated to all Councillors with a decision on the precept to be made at the November meeting.

**8. PARISH COUNCIL/COMMUNITY MATTERS**

a. Parish Neighbourhood Plan

Cllr Rowbotham recently went to a meeting at Langdon PC where they presented their plan. LPC explained they had received government funding to start plan and employ a planning consultant so there were minimal cost implications for the PC. Clerk to investigate if this funding is still available as it was agreed by the group that the PC would not be able to afford to produce a plan without funding.

b. Parish Council Records/Data Retention Policy/Storage

All PC records are currently stored in Almond House and there are four filing cabinets. Clerk advised that to comply with GDPR they should be secure and it was unclear if this is currently the case. It was agreed that in the long term they will need to be archived or destroyed. Historical older documents can be given to KCC Archives and documents needed by the PC should be stored in a proper archive venue like Canterbury Cathedral. Cllr Pays asked where the keys for the pavilion were and it was unsure of their location. Clerk to investigate to see if they can be located. Clerk to progress this with Cllr Morgan.

c. Local Government Reorganisation

Cllr Manion explained the two options currently being consulted on for the reorganisation. This is being led by some consultants with a deadline of 28<sup>th</sup> November. Cllr Rowbotham attended KALC area committee where this was discussed and some concerns were raised.

d. Parking on The Meadow

This was discussed following the request at the last meeting. Cllr Rowbotham strongly objected to allowing parking again and requested an environmental impact assessment be carried out should it be explored again. Cllr Pays explained that last time this was discussed it was discovered that there is a covenant on land for solely recreation usage so parking is not an option. Cllr Morgan and Cllr Pays to review.

e. Play Equipment, Betteshanger Skate Park and RoSPA Reports

Email received from Redrow confirming they are to remove the Betteshanger Skate Park due to it being dangerous and too costly to repair. Clerk to speak to DDC Planning to see if the planning conditions allow for permanent removal and follow up with Redrow to see if they have plans to replace the site. Removal of exercise equipment was discussed with a thought to turn the existing area into picnic area for families. It was agreed this will need to

go out to public consultation with a decision beginning of 2026 once PC has consulted with parishioners.

f. Councillor Responsibilities

It was agreed by all members present that this was not required at present.

**9. ITEMS FOR FUTURE DISCUSSION**

The public footpath from school was raised with concerns expressed from the school regarding the safety of users especially pupils as it is part of the school's evacuation route. It is overgrown and tree roots have lifted tarmac. Clerk to write to KCC PROW to report and resolve and will copy in Cllr Porter (KCC).

Roadworks in the parish was raised and discussed. It was agreed to review the HIP with KCC so Clerk will contact KCC to ask for a review.

**10. CLOSE**

**There being no further business, the meeting closed at 20:08.**

**Date of Next Meeting – Thursday 9<sup>th</sup> October 2025 at 7pm**