

## CHILHAM PARISH COUNCIL

### Minutes of the Council Meeting held at Chilham Village Hall on 1st November, 2007 at 7.30pm

**Present:** Cllrs M.Barbrook, D.Kennett, R.Marsh, A.Ralph, M.Sansom, E.Taylor(Chairman), R.Taylor(Vice Chairman), Y.White

**Apologies:** Cllrs J.Adams, Borough Cllr J.Marriott

**In Attendance:** Mr G Dear (Clerk), Mr M Fleming (Ashford CAB)

Prior to the meeting Mick Fleming from Ashford CAB explained the outreach service to Parish Councillors so they understood what they will be contributing towards and also gave them the opportunity to ask questions. The main points were:

1. Ashford CAB know they have 'customers' in the parish and that travel to their Ashford offices is difficult
2. A service in Chilham will take 12-18 months to get established
3. The Parish News will be used to promote the service
4. Donations cover travel costs
5. CAB are cheaper than Social Services because of the extensive use of volunteers
6. It is expected that there will be a 1 or 2hr session in Chilham once a week

It was agreed that 50% of the proposed £50 donation should fund free use of the village halls.

#### **11/1 Minutes of the meeting held on 4th October 2007**

The minutes were signed as a true record.

#### **11/2 Matters arising from the Minutes**

(10/2) OWL Play Area – repair to wetpour area

The clerk had sent an email of complaint and received a reply apologising for the delay.

(10/2) Litter Picker

The clerk had contacted the Litter Cleaner and reminded him to wear his high-vis jacket at all times.

*The clerk was asked to investigate whether we could get an increased grant from ABC if we spent more on street cleaning.*

*The clerk was asked to warn the litter picker that councillors were concerned about increased sightings of litter on his route.*

*The clerk was asked to distribute copies of the litter pickers contract (including details of his route) with the minutes.*

*Cllrs agreed to keep a watchful eye on the situation and report any issues to the clerk.*

(10/2) Open Forum

The first open forum would be at the December meeting.

(10/2) Reserving part of each noticeboard for parish council use

*The clerk has produced a laminated notice which will be fixed to noticeboards in the coming week.*

(10/2) RoSPA – Play Area Safety Inspection Report

*Proposal on required action required from Cllrs Marsh and Sansom at December meeting*

(10/2) Govt office for the south-east – The South East Plan – Publication of Panel Report

Cllr Ralph to review and report back

*Update required from Cllr Ralph at December meeting*

(10/5) Code of Practice

Clerk had notified the ABC monitoring officer that the parish council had adopted his revised code and displayed a notice to this effect on village noticeboards.

10/8 ABC State of the Borough debate

The Clerk had arranged with ABC for our police representative (Mr P Wead) to accompany the chairman to this debate.

(10/10) OWL Village Hall

Cllr R Taylor had raised the issue of repairing the fencing around the mission hall with to OWL VH committee..

(10/11) Chilham – Yew tree at Denmark House

Clerk had emailed EDF and asked them to explain their actions. EDF visited the site on 31st October and a proposal for remedial work on the tree agreed with Tree Warden Rachel Brett and Pete Vogel. EDF will keep the clerk informed regarding next steps.

(10/12) ABC – LDF Core Strategy Document – Community Workshops – briefing note.

This workshop would be held on 29th November – the planning committee is drawing up a representative list of parishioners to be invited.

(10/ 12) KAPC - KCC Post Office Campaign – notification of online petition and questionnaire

Cllr White had completed on behalf of parish council

Cllr Adams had arranged for notices in Parish Mag / KM / noticeboards encouraging parishioners to participate

(10/ 12) Environment Agency – Southern Region – River Basin Planning – newsletter and ‘Get Involved’ leaflet

Cllr Kennett had reviewed this to decide if we need to ‘get involved’. He reported that the Parish Council had nothing to contribute.

### **11/3 Minutes of PACT meeting on 18<sup>th</sup> October**

The minutes were signed as a true record.

### **11/4 Declarations of Interest**

None.

## **11/5 Planning.**

### **Decisions received from Ashford:-**

Application No. 07/00158

Beech House, Hambrook Lane, Chilham

To fell 3 x Conifers (T1-T3) and prune 1 x Flowering Cherry

**NO OBJECTIONS**

Application No. 07/01618/AS

2 Cork Farm Cottages, Long Hill, Chilham

Change of use of 8m wide strip of land from agricultural to residential cartilage, construction of a timber framed garage and store and a garden room

**GRANTED WITH CONDITIONS**

### **Applications Considered:-**

Application No. 07/01793/AS

St Marys CofE Primary School, School Hill, Chilham

To demolish a derelict and redundant outdoor toilet block, formerly an air raid shelter and construct a new single storey multi-purpose building for staff, and relay tarmac paving.

**SUPPORT**

Application No. 07/01830/AS

Chilham Park, Chilham Castle Estate, Chilham

Installation of floodlights on riding school

**SUPPORT**

Application No. 07/01914/AS

Windermere, Pilgrims Lane, Chilham

Erection of rear extension, open porch and side extension. Conversion of existing roof space into living accommodation with the insertion of a front and rear dormer

**SUPPORT**

*The clerk was asked to clarify whether the neighbours in Pilgrims had been consulted.*

Application Ref 8648/06113

Woolpack Inn, The Street, Chilham

Application for Tourism Signing

**SUPPORT PROVIDED SIGNAGE WAS APPROPRIATE AND NOT EXCESSIVE**

*The clerk was asked to request more details of the proposed signage.*

Application No. 07/00185/AS

Stableside, Hambrook Lane, Chilham

T1 Tulip, T2 & T3 Cypress & T4 Magnolia – Reduce height

**SUPPORT PENDING REPORT FROM TREE WARDEN**

## **11/6 Finance**

The Clerk gave the financial report which has approved.

The meeting also approved a minor revision to the Audit Return.

The following payments were agreed:

933	G Dear	Clerk to 31-10-07	694.36
934	G Dear	Expenses - Oct 2007	102.17
935	G Davies	Cleaner to 05-12-07	90.42
936	Capability Gray	OWL Maintenance-Sept	75.00
937	Groombridge	Grass cutting-Sept&Oct	507.60
938	Capability Gray	OWL Maintenance-Oct	75.00
Total Payments			1,544.55

A transfer of £1600.00 from the instant access deposit account was approved.

## **11/7 OWL Basketball - to hear proposals from Cllr White on the way forward**

A report from Cllr White proposing options for a further basketball goal was discussed and the following actions agreed.

*Cllrs White, Kennett, Marsh and R Taylor would visit Latin field to check the feasibility and community support for a suggestion from Cllr Marsh to re-site the basketball goal without moving the football goals.*

*The clerk would check the responsibility for insurance with ABC.*

## **11/8 Highways**

Hedges & Verges sub-committee

Cllr Ralph referred to the report issued prior to the meeting that described a meeting with Kent Highways and the resulting actions.

Salt bin in School Hill.

No request had been received for this so the matter was closed.

## **11/9 Meetings**

PACT – list of candidates for PACT panel.

It was decided to use the list being drawn up for the LDF community workshop as a basis for this.

*The clerk would distribute an explanatory leaflet provided by Kent Police with the minutes. Cllrs would then contact parishioners on the list to find out if they were interested in sitting on the panel and report back at the December meeting.*

Xmas Tree in Chilham Square

Cllr Barbrook updated the meeting on the progress made.

Chilham Traders

Cllr Ralph reported on a meeting attended.

### **11/10 Village Reports**

Shottenden and Chilham

Nothing to report.

Old Wives Lees

The clerk reported on anti-social behaviour from youths in Lower Lees Road and Cobbs Hill that had been brought to his attention by Community Warden MacMahan. Kent Police had visited the area as a result and had taken 5 names.

### **11/11 Correspondence**

11/1 DEFRA – Ways to tackle climate change brochure

*Clerk to forward to CEPS*

11/2 ABC – Smokefree Legislation

*Clerk to arrange for adhesive no smoking signs to be displayed in parish bus shelters*

11/3 KAPC – notice of AGM on 10th November

*Cllrs Ralph and R Taylor to attend*

11/4 ABC – Standards committee minutes from 3rd October meeting

Copy passed to Chairman

11/5 English Rural Housing Association (ERHA) – Annual Report

*Clerk to pass to planning committee for information re local needs housing*

11/7 Wicksteed Playscapes – Quotation for supply and installation of multi-sport equipment and tarmac surfacing of play area

Passed to Cllr White

11/9 Kent Police – CSU Guide & Contact Details

Circulated to cllrs at PACT meeting

11/11 Earle Ende – email raising concerns over planning application for Hawley Cottage, OWL

Forwarded to ABC planning dept

11/13 ABC – Textile recycling

As we already have a bank at Chilham Farm Shop it was agreed that another bank at Chilham Village Hall was not required.

11/14 Colin Dare – email complaining that signage at Sunnyside Garage does not have planning permission

The clerk had contacted ABC and had been advised that the ABC enforcement officer had given the applicant 14 days to take down the signs

11/15 Standards Board – Adopting the Code of Conduct for Members – request for notification that we have adopted the new code.

The clerk had emailed confirming adoption.

11/16 Kent Highways – “Understanding how we make our roads safer in winter” leaflet  
The clerk to circulate copies to cllrs with minutes

11/17 ACR Kent – Rural Housing Site Search Comments  
The clerk had passed to the Planning Committee for consideration.  
*Planning Committee to respond with comments*

11/18 Gill Scofield – request for dog fouling signs on entrances to OWL Green  
*Clerk to get estimate for signs to be placed on all entrances to OWL green plus 2 on the bollards.*

11/19 Kent & Medway Networks Ltd – Rural Erosion of Health Care – Have Your Say  
It was decided we didn’t have enough information to complete the questionnaire.

11/20 Roger Saunders – Letter re state of hedge between Ryecroft and the Old Chapel, OWL  
Passed to the Hedges and Verges sub-committee

11/21 ABC – Recreation and Open Space in Ashford Borough – request for help gathering information  
*Clerk to complete and return to ABC*

11/22 Elisabeth Arter – Estimated costs for publishing a PC newsletter  
Passed to the Communications sub-committee for consideration

**11/12 Date of next meeting**

6th December, 2007 in OWL Village Hall  
715pm for 730pm

**PLEASE NOTE:** All actions are recorded in *italics*.