

CHILHAM PARISH COUNCIL

Minutes of the Annual General Meeting held at Chilham Village Hall on 1st May, 2008 at 7.30pm

Present: Cllrs J.Adams , M.Barbrook, D.Kennett (Vice-chairman), A.Ralph, R.Marsh,
E.Taylor, R.Taylor(Chairman), Y.White

Apologies: Cllr M.Sansom, Boro Cllr J Marriott

In Attendance: Mr G Dear (Clerk), 2 members of the public

5/1 Election of Chairman

Cllr R Taylor was re-elected un-opposed.

5/2 Election of Vice-chairman

Cllr D Kennett was re-elected un-opposed.

5/3 Minutes of the meeting held on 3rd April 2008

The minutes were signed as a true record.

5/4 Matters arising from the Minutes

(4/2) OpenForum-Mains Drainage

The clerk had contacted Southern Water and been advised that there were 2 options for extending the provision of mains drainage in the parish:

- 1) Householders or PC instruct SW to install mains drainage and fund the cost of the work themselves at estimated cost of between £35,000 and £40,000 per property
- 2) Householders or PC prove environmental damage and then SW fund the work but there is a lateral connection cost of c£5000 per property

The clerk had asked for more detail on the estimated costs.

Cllr Marsh would be meeting Doffy Milner and would report back at the June meeting.

(4/2) RoSPA – Play Area Safety Inspection Report

Cllr Marsh reported that the outstanding issues were in hand.

(4/2) Latin Field fence

Cllr White had contacted Jimmy Stewart and obtained an estimate to repair the fence.

The clerk was asked to give Jimmy Stewart the go ahead to carry out the repairs.

(4/2) Chilham Guide

The clerk had found out that the costs from Plus Publishing would be reduced if the distribution of the guide was not included - £1,950 for 10,000 copies and £2,450 for 25,000 copies

Cllr Ralph was asked to follow up support for the guide again with the Traders Group at their next meeting.

(4/2) Finance

The clerk had arranged a finance committee meeting to discuss insurance quotes and allocation of recycling grant.

No suggestions were received from cllrs before the meeting.

(4/2) Newsletter

The clerk had made the necessary arrangements for the draft newsletter to be distributed at the Annual Parish Meeting and become the centrefold of the May Parish News.

(4/6) Felborough Close street lighting and dropped curb

The clerk had followed this up with Kent Highways.

(4/6) Unfinished EDF cable repairs at Shalmsford Cottage

The clerk had chased EDF to get the repair completed.

(4/6) Mismatched tarmac in School Hill

The clerk had followed up this concern with Kent Highways

(4/6) Flooding at the Nook

The clerk had chased this issue again.

(4/8) Parish Spring Clean

The clerk had asked for the final arrangements to be publicised again via KG village news.

(4/9) Chilham Square

The clerk had sent the proposals to Kent Highways and asked for guidance on next steps.

(4/10) PACT Panel – 1st April

The clerk had provided Cllr White with a formal reply to the queries raised

(4/12) Inspector Andrew Judd - Kent Police – letter of thanks re PACT meeting

Clerk had forwarded this to the PACT panel.

(4/12) The Woodland Trust - Denge and Pennypot Wood – notification that draft management plan is available for review

Clerk had obtained a copy of the draft plan for review

(4/12) John Robson - Researching the past – request for verify a connection between the Spong family and Chilham or Chilham castle in the 30s and 40s

Clerk had Mr Robson in contact with Michael Peters

(4/12) Kent Highways – Potholes – request to participate in a new scheme for pothole notification and repair by advising parishioners

Clerk had arranged for items in Parish News, KG village news

(4/12) Kent Police – Kent Key Link – information about a new customised police callout procedure

Clerk had passed details to CEPS, Neighbourhood Watch, Peter Wead and PACT Panel

(4/12) Action with Communities in Rural Kent – membership renewal notification

Clerk had raised cheque for approval later in the meeting.

(4/12) Trading Standards Office - Alert messages from Trading Standards - 3 messages

Clerk had passed details for inclusion in KG village news

(4/12) Hi Kent – request to put posters advertising Sign Language courses on noticeboards.
Clerk had posted on noticeboards

5/5 Declarations of Interest

None.

5/6 Planning.

Decisions received from Ashford:-

Application No. 07/02231/AS

St Marys CofE Controlled Primary School, School Hill, Chilham

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

GRANTED (LISTED BUILDING CONSENT)

Application No. 08/00291/AS

Hawley Cottage, Selling Road, Old Wives Lees

Replacement dwelling with detached garage

GRANTED

Applications Considered:-

The planning committee had reviewed each application prior to the meeting. All their decisions were endorsed by the council and they are listed below.

Application No. 07/02165/AS

Sunnybank Garage, Canterbury Road, Chilham

Erection of three PIR controlled lights on steel posts (one of which is already erected) to illuminate the west forecourt and one DLS controlled light on steel post to illuminate the east forecourt, making a total of four lights

SUPPORT

Application No. 08/00057/AS

Cheyney House, 8 Stable Court, Chilham Castle Estate, Chilham

T1-T6 Yew – Crown Lift; T7 Yew – Fell; T10 Sycamore – Fell & T11 Yew – Remove overhanging limb

SUPPORT

Application No. 08/00061/AS

Cheyney House, 8 Stable Court, Chilham Castle Estate, Chilham

T1 Yew HEDGE (on Chilham Castle boundary) – reduce height by approx 2-3 feet; T2 Group of Hollies (on Chilham Castle boundary) - reduce in height by 2 metres

SUPPORT

Application No. 08/00174/AS

The Smallholding, Long Hill, Old Wives Lees

Continued stationing of mobile home for 4 years for occupation by Mr Jason May

SUPPORT

Application No. 08/00478/AS
Redthorn, Branch Road, Chilham
Erection of boundary fencing and creation of new vehicular access to Bagham Road including installation of new gates
OPPOSE - on grounds of safety re change of access - there are serious safety concerns regarding the proposed new access near to a busy road junction

Application No. 08/00550/AS
Charltons, Selling Road, Old Wives Lees
Single storey front extension
SUPPORT

5/7 Finance

The clerk presented the accounts for 2007/8 and pointed out they were not yet final as there were 2 items outstanding and followed this with the 2008/9 accounts.

The following payments were agreed:

Accounts for year ending 31st March 2008:

980	Chilham Village Hall	Hall hire	30.00
981	KALC	Expenses – KALC AGM	7.50
982	HMRC	Tax/NI contributions	617.76
983	CM Thomas-Gray	OWL Green Maintenance	75.00
Total Payments			730.26

A transfer of £750.00 from the instant access deposit account was approved.

Accounts for year ending 31st March 2009:

984	G Dear	Clerk to 31-03-08	432.12
985	G Dear	Expenses - Mar 2008	61.48
986	K Jeffery	Cleaner to 01-05-08	34.80
987	Royal Mail	PO Box	60.15
988	Royal Mail	Mail to Clerk	60.15
989	ACR Kent	Subscription	35.00
990	KALC	Subscription	530.56
991	St Marys Parish News	Newsletter	8.00
992	M Barbrook	Chairmans expenses - APM	63.28
993	CM Thomas-Gray	OWL Green Maintenance	75.00
Total Payments			1507.26

A transfer of £1500.00 from the instant access deposit account was approved.

Renewing Insurance Contract

The clerk had obtained 3 quotes for the insurance contract (from Allianz Cornhill, Norwich Union and Zurich Municipal).

Following consideration of each quote, the finance committee recommended the Norwich Union quote and taking up the Long Term Undertaking (LTU) option which gives a 5% discount provided we stay with Norwich for 3 years. Although the excess is £250 rather than £125, the cover is greater than the others and the premium cheaper by £250.

The meeting endorsed this recommendation.

The clerk was asked to renew the contract with Norwich Union.

Allocation of Recycling Grant

The finance committee recommended that:-

- 1) The grant is allocated on a points scoring basis. Suggestions to be scored between 1 and 5 by Finance committee on each of the following criteria: Community Benefit / Match Funding / Youth benefit / Seniors Benefit / Environmental benefit
- 2) We use June Parish News to ask for suggestions from parishioners - deadline for suggestions end June
- 3) The Finance committee make a proposal for allocation of recycling fund based upon this assessment at the July meeting

The meeting endorsed these recommendations.

The clerk was asked to request suggestions via Parish News.

5/8 OWL Basketball

Cllr White reported on the open meeting in OWL village hall and that Lisa McBride from OCS Youth Club was looking into grants to extend the current facility to include 2 goals.

The meeting agreed to support this initiative and suggested that any request for funds should be considered from the recycling fund.

5/9 Election of Committees and representatives

In order to share workload more evenly, Cllr R Taylor proposed that new projects be allocated in rotation to sub-committees of 3 councillors.

The meeting approved this proposal.

Elections were completed for all committees and representatives – see Annex to minutes.

5/10 Roads and Transport

Hedges & Verges Committee

Cllr White reported on progress made to ensure the verges in Lower Lees Road were properly reinstated following works by the Gas board and the letters sent to residents in the area asking for co-operation by not parking on the verge until they had been properly re-established.

Cllr White also reported that 2 residents had not taken any action regarding their overgrown hedges.

The clerk was asked to send the standard 'offenders' letter to each resident asking for the situation to be remedied or the matter would be escalated to Kent Highways.

Dropped Curb at Felborough Close Bus Stop

The clerk was asked to contact ABC and ask that this been handled together with the outstanding Felborough Close street lighting / dropped curb issue.

5/11 Meetings

Kent Police Authority - Rural Conference - 8 April at Ashford International Hotel

Cllr R Taylor reported on the key points from the conference.

5/12 Village Reports

Parish Spring Clean

Cllr White thanked cllrs for their support – in addition 12 residents had helped in OWL, 6 in Shottenden and 6 in Chilham.

5/13 Correspondence

5/4 South East Regional Housing Needs Board – Regional Housing Strategy 2008-11

Passed to Planning committee to review

5/5 Audit Commission – Notice of the annual audit for year ending 31 March 2008

Clerk to complete by 27 May 2008

5/6 Open Spaces Society – membership renewal notification

Clerk asked to renew

5/7 ABC – Draft Homelessness Strategy – request for comments

Decided not to comment

5/8 ABC – Allotment sites within your parish – request for details

Clerk had replied no sites in parish

5/12 Open Spaces Society – Green Alert campaign – request for donation

Decided not to donate

5/15 Southeastern Trains – Stakeholder newsletter

Clerk had forwarded to Cllrs R Taylor, Sansom Boro Cllr and CEPS

5/17 Kent Police – Mobile Police Station Schedule

Clerk had forwarded to Elisabeth Arter

5/18 Kent Community Messaging – reminder of Neighbourhood Watch / Neighbourhood

Policing Seminar on 26th April

Clerk had forwarded to Cllr R Taylor

5/20 Freds Flying Circus – flyer promoting circus shows and workshops

Clerk had passed to OCS youth club

5/27 ABC – Rural Housing Update

Passed to planning committee for information

5/28 KALC- Planning Portal eConsultation hub – request to complete questionnaire on ePlanning

Clerk was asked to complete questionnaire

5/29 ABC – Update on Local Needs Housing

Planning committee to comment on site 8

5/32 Chilham Seniors – request for donation from concurrent functions grant

Clerk to ensure this request is considered when allocating the grant

5/14 Date of next meeting

5th June, 2008 in OWL Village Hall
715pm for 730pm

PLEASE NOTE: All actions are recorded in *italics*. Please provide the clerk with an update 2 weeks after the meeting.