

CHILHAM PARISH COUNCIL

Minutes of the Council Meeting held at Chilham Village Hall on 3rd April, 2008 at 7.45pm

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

Apologies: Cllrs J.Adams

In Attendance: Mr G Dear (Clerk), 1 member of the public

Open Forum: Prior to the meeting Peter Wead (the current postmaster) explained the options for the immediate future of Chilham Post Office and asked for support from the Parish Council in deciding which course of action should be taken.

The council agreed to provide support by:

- 1) raising the awareness within our parish of the impending closure if no action is taken
- 2) providing support to recruit part-time paid/unpaid helpers so that the retiring postmaster can continue on a part-time basis
- 3) providing support to marketing the services offered by the post office to the parish, the benefits it provides and highlighting what the impact would be if it were to close

The first step would be a meeting between Cllr R Taylor, the clerk, Peter Wead, Peter Higgs, Sean Carter (Rural Business Advisor), Caroline Hoare (Post Office).

4/1 Minutes of the meeting held on 6th March 2008

The minutes were signed as a true record.

4/2 Matters arising from the Minutes

(3/2) OpenForum-Mains Drainage

The clerk had emailed Southern Water to raise the issue and had been informed an application form had been sent to Doffy Milner. Doffy forwarded this to the Parish Council to complete. A paper copy had also been sent via Cllr Marsh.

Cllr Marsh asked that the clerk take this issue over from him and this was agreed.

The clerk was asked to contact Southern Water and ask how extending the provision of mains drainage in the parish could best be achieved.

(3/2) RoSPA – Play Area Safety Inspection Report

Cllr Marsh would resolve the outstanding issues raised in the report.

(3/2) Repairs required to Felborough Close Bus Shelter

The clerk had given the go ahead for the repairs which were expected to be carried out in the next month.

(3/2) Latin Field fence

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

The clerk was asked to raise this issue again after the basketball meeting had been held

(3/2) PACT

Cllr Ralph had reminded local organisations / business of the meeting and had arranged refreshments for the meeting.

(3/2) Train Service

Cllr Sansom had arranged for distribution of the posters around the parish.

(3/2) 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.

(3/5) Finance

The clerk had confirmed the acceptability of the approach used for managing ring-fenced funds with KALC.

(3/6) Hedges & Verges Committee

A short piece explaining landowners responsibilities for maintaining their hedges and verges had been submitted for inclusion in the April Parish News and KG village news.

Cllr White had drafted a standard letter that would be sent to landowners who did not meet their responsibilities. The clerk had checked with KALC regarding the viability of the proposed process.

(3/6) Shottenden Litter Bin

The clerk had confirmed that ABC were responsible for emptying this litter bin.

(3/6) Footpaths

The clerk had chased Kent Highways again regarding the footpath on Church Hill and the footpath along the A252. Works have been scheduled for a drainage scheme at this location to stop water etc. going onto the footpath. However, these works won't take place until the new financial year.

(3/6) Flooding

The clerk had raised with Kent Highways the issue of the blocked drain on the A252 opposite the junction with Bagham Lane which often caused flooding right across the A252 and the gully had been cleared.

(3/7) Newsletter

The draft newsletter would be distributed at the Annual Parish Meeting before becoming the centrefold of the May Parish News.

The clerk was also asked to make the necessary arrangements.

(3/8) Parish Spring Clean

Saturday 29th March was agreed for this but this had been changed to 12th April.

The clerk had arranged for this to be publicised via Parish News and KG village news.

Cllr Ralph had liaised with Cllr White regarding detailed arrangements.

(3/9) Meetings

Annual Parish Meeting

Thursday 24th April at 730pm in Chilham Village Hall was agreed for this.

The clerk had arranged for this to be publicised via Parish News and KM village news, advised local organisations, invited our borough councillor and county councillor, and confirmed the village hall booking.

(3/11) Kent Air Ambulance Trust – Strategic Review – request for feedback

The clerk had completed the questionnaire.

(3/11) KALC–Parish News–January edition–notification of Free Home Fire Safety Check

The clerk had requested more leaflets so they could be displayed on noticeboards, distributed around the parish and advertised in Parish News, KM village news.

(3/11) CPRE – Membership renewal reminder – required by end March

The clerk had prepared a cheque for approval at the April meeting.

(3/11) ABC – request to provide views on the future plans for Ashford

The clerk had completed the questionnaire.

(3/11) Environment Agency – vacancies on committees – request to advertise

The clerk had passed details to CEPS.

(3/11) KCC – North Downs Way Information Panel – request for help re siting of panel

The clerk had suggested that the panel is placed next to the noticeboard.

4/3 Declarations of Interest

Cllrs Barbrook and E Taylor declared an interest in planning application 08/00046/AS.

4/4 Planning.

Decisions received from Ashford:-

Application No. 07/02159/AS

Chilham Pumping Station, Mill Lane, Chilham

Installation of new potable water pipeline from Howfield Pumping Station to a connection point at Stile Farm Chilham (Subject to Environmental Impact Assessment)

GRANTED WITH CONDITIONS

Application No. 07/02287/AS

Rosecroft, Selling Road Old Wives Lees

Erection of a two storey side extension

GRANTED WITH CONDITIONS

Application No. 07/02279/AS

Bagham Cross House, Bagham Lane, Chilham

Erection of 3 bay timber framed garage

GRANTED WITH CONDITIONS

Application No. 08/00024/AS
Deepwell, Chilham Castle Estate, Chilham
T1 Leyland Conifer, T2 Prunus Cherry & T3 Leyland Conifer - Fell
NO OBJECTIONS

Application No. 08/00030/AS
Old Vicarage, Church Hill, Chilham
T1-T10 Yews – Crown reduce all Yew trees by at least 4m, T11 Ash – Section fell
NO OBJECTIONS

Application No. 08/00064/AS
Application No. 08/00066/AS (Listed Building Consent)
Ensdon Oast, Lower Ensdon Farm, Lower Ensdon Road, Chilham
Conversion of redundant oast house into two dwellings
GRANTED WITH CONDITIONS

Application No. 07/02227/AS
The Moorings, Pilgrims Lane, Chilham
Replacement dwelling
REFUSE

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. 08/00046/AS
The Bothy, Church Hill, Chilham
(1) To provide highway clearance of up to 5.3m above road (A252) to 30-40 mature ash trees
(2) To fell 2xAsh trees growing at dangerous angle
(3) To reduce approx 35-45 medium / large sycamores by 30% in height
(4) To fell one sycamore out of a group of four
(5) To reduce one twin-stem sycamore by 40%
(6) To fell 1xmedium apple tree
(7) To fell 1xsmall apple and 1xsmall pear tree
(8) To fell 1xlarge ash tree

OPPOSE with following comments:

1. The work does not appear to be to British Standards
2. There is a need for further consultation with ABC to explain the reasons behind the proposed work (The landowner - not a Tree Surgeon - should provide justification/transparency. A significant amount of work is being proposed and as such it is considered only appropriate and reasonable that this should be required. This will prevent unnecessary speculation and provide clarity regardless of personal or professional opinions.)
3. Is there a need for this scale of work and is it appropriate in view of the fact it is in a conservation area

Cllrs Barbrook and E Taylor did not vote on this item.

Application No. 08/00382/AS
Forestry Yard, Canterbury Road, Chilham
Extension to existing open bay store to form machinery shed
SUPPORT

Application No. 08/00386/AS
Mervyn Crest, Canterbury Road, Chilham
Division of existing dwelling to form 2 dwellings
SUPPORT

Application No. 08/00394/AS
8 Cobbs Hill, Old Wives Lees
Erection of a single storey rear extension
SUPPORT

Application No. 08/00388/AS
Martens Oast, Lower Ensden Farm, Old Wives Lees
Erection of carports, stores and oil tanks and change of use of agricultural to residential (part retrospective)
SUPPORT

Application No. 08/00512/AS
Home Farm, Chilham Castle Estate, Chilham
New sunroom to dwelling
SUPPORT

4/5 Finance

The clerk gave the financial report that included an update on expenditure vs the 2007/8 budget. There was a projected overspend of £1147.

The clerk reminded the council that a decision was required on the allocation of the £4015 in the recycling fund.

The clerk was asked to arrange a finance committee meeting to discuss this.

Cllrs were asked to submit any suggestions they might have to the clerk as soon as possible after the meeting.

The following payments were agreed:

968	G Dear	Clerk to 31-03-08	432.12
969	G Dear	Expenses - Mar 2008	61.48
970	J Turner	Cleaner to 13-03-08	34.80
971	K Jeffery	Cleaner to 03-04-08	110.20
972	ABC	Latin Field Rent	6.25
973	KALC	Meeting Notices	13.22
974	J Russell	Latin Field - Swings/Seat	673.80
975	J Russell	Latin Field – Seat	99.88
976	J Russell	OWL Play Area repairs	72.26
977	OWL Village Hall	Hall hire	57.00
978	M Sanson	Rail expenses	11.10
979	CPRE	Subscription	28.00
Total Payments			1599.51

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

Renewing Contracts

The clerk had obtained 2 tenders for the OWL Green maintenance contract.

The meeting voted to renew the contract with Capability Gray.

Quotations were still outstanding for the insurance contract.

The clerk was asked to arrange a finance committee meeting to review these and propose which one should be selected.

Concurrent Functions Grant

The remaining grant was allocated to the following village organisations based upon their insurance premiums:

£503 to CVH (insurance premium £1572)

£225 to Old Wives Lees VH (insurance premium £700)

£645 to Recreation Ground (insurance premium £2015)

4/6 Highways

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.

It was agreed a letter should be 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 was asked to get approval on the wording from Cllr R Taylor and the clerk before the letter was sent

Felborough Close street lighting and dropped curb

Cllr Kennett had had a site meeting with the Kent Highways engineer who had agreed to liaise with ABC who had joint responsibility to ensure the work was carried out.

The clerk was asked to follow this up with Kent Highways.

Unfinished EDF cable repairs at Shalmsford Cottage

Cllr E Taylor reported that a temporary job had been done to make safe a dangerous cable and that after several weeks the permanent repair had not been completed.

The clerk was asked to chase EDF to get the repair completed.

Mismatched tarmac in School Hill

Cllr Ralph reported that it appeared the wrong tarmac had been used for a repair in School Hill.

The clerk was asked to follow up this concern with Kent Highways

Flooding at the Nook

Cllr Marsh complained that it was taking too long for this problem to be resolved.

The clerk advised that he was regularly chasing Kent Highways – there was a problem with the underground drainage pipes that required a major repair – the work had been submitted to the appropriate team but would need to be assessed and prioritise together with other major repairs.

The clerk agreed to keep chasing this issue.

4/7 Train Service

Cllr Sansom reported on the recent Stakeholder meeting and the new petition that was now directed at preserving the peak service – over 300 names had been collected so far. Councillors were urged to write letters to Department for Transport and SouthEastern Railways – a leaflet had been produced giving addresses and suggesting the points to be made.

4/8 Parish Spring Clean

Cllr White reported on the final arrangements.

The clerk was asked to arrange for these to be publicised again via KG village news.

4/9 Chilham Square

Cllr Ralph passed round a list of the proposed alterations to road signs and explained the proposed layout for the Square to restrict parking, improve pedestrian safety and improve traffic calming.

The proposals were endorsed by the meeting.

The clerk was asked to send these proposals to Kent Highways and ask for guidance on next steps.

4/10 Meetings

KALC – Ashford Area Committee

Cllr Ralph referred to a report he had issued prior to the meeting and highlighted the main points.

PACT Open Meeting - 13th March

A report was issued prior to the meeting by the clerk. This had also been submitted for inclusion in Parish News and KG village news.

PACT Panel – 1st April

Cllr White referred to a report she had issued prior to the meeting and asked for clarification on 8 parish council related queries.

The clerk was agreed to provide Cllr White with a formal reply to these queries

It was agreed that Cllr White should play a liaison role at the PACT panel aimed at avoiding duplicate of effort between the PACT committee and the parish council.

North Weald Police Forum

Cllr R Taylor and Mr P Wead attended.

4/11 Village Reports

Police

A monthly incident report had been received from PC Alison Barney. This included an account of the action taken following the vandalism to the seat in Latin Field.

4/12 Correspondence

4/1 Kevin Jeffery – letter re litter picker selection process

Cllr R Taylor had replied and explained the process followed.

4/2 Lyle Noble – letter re Shottenden litter bin

The clerk had replied explaining ABC were responsible.

4/3 Kent Highways – PIPKIN Guidance document – notification of availability at KCC website or hardcopy on request
Copy downloaded for future reference by clerk

4/5 ABC – Monthly alterations to Register of Electors
Made available to cllrs at meeting

4/7 KALC – Ashford Area Committee – agenda for 2nd April meeting and nomination form for chairman
Passed to Cllrs Ralph and R Taylor

4/8 KALC – membership renewal notice
Clerk to renew the subscription.

4/10 Kent Highways – Draft Permit Scheme Consultation (Phase2) – request to complete questionnaire
Decided not to complete questionnaire

4/12 Inspector Andrew Judd - Kent Police – letter of thanks re PACT meeting
Clerk to forward this to the PACT panel.

4/14 ABC - Forward Plan of Key Decisions - April to July 2008
Passed to Cllr R Taylor

4/15 The Woodland Trust - Denge and Pennypot Wood – notification that draft management plan is available for review
Clerk to obtain a copy of the draft plan for review.

4/16 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 to put Mr Robson in contact with Michael Peters

4/17 Kent Highways – Potholes – request to participate in a new scheme for pothole notification and repair by advising parishioners
Clerk to arrange for notices in Parish News, KG village news and noticeboards when more details available

4/18 KCC - Ashford Youth Advisory Group Minutes 07 Feb
Passed to OCS youth club

4/19 Kent Police Authority - rural conference invite - 8April at Ashford International Hotel
Passed to Cllr R Taylor)

4/20 KALC - Parish Forum 9th April 2008 – Agenda
Passed to Cllrs Ralph and R Taylor

4/22 Kent Police – Kent Key Link – information about a new customised police callout procedure

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

4/23 Action with Communities in Rural Kent – membership renewal notification

Clerk to renew the subscription.

4/25 Trading Standards Office - Alert messages from Trading Standards - 3 messages

Clerk to pass details for inclusion in KG village news

4/28. Hi Kent – request to put posters advertising Sign Language courses on noticeboards.

Clerk to post on noticeboards

4/12 Date of next meeting

1st May, 2008 in Chilham Village Hall

715pm for 730pm

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