

## CHILHAM PARISH COUNCIL

### Minutes of the Council Meeting held at Chilham Village Hall on 6th March, 2008 at 7.30pm

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

**Apologies:** Cllrs M.Barbrook, Y.White

**In Attendance:** Mr G Dear (Clerk), Borough Cllr J.Marriott, 2 members of the public

#### **3/1 Minutes of the meeting held on 7th February 2008**

The minutes were signed as a true record.

#### **3/2 Matters arising from the Minutes**

(2/OpenForum-Mains Drainage)

*The clerk was asked to email Southern Water to raise the issue.*

*Cllr Marsh had been given responsibility to progress this issue. An update was required for the next meeting.*

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

The clerk had obtained replacement parts from Playdale.

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

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

An estimate from a local firm was approved.

*The clerk was asked to give the go ahead for the repairs.*

(2/6) Latin Field seat

Cllr White had given John Russell the go ahead to do the work.

(2/6) Latin Field. swings

Cllr White had given John Russell the go ahead to do the work.

(2/6) 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.*

(2/7) PACT

The clerk had obtained 500 meeting notices from PC Alison Barney and provided 480 to the Parish News for inclusion as a centrefold in the March edition – the remaining 20 were either being displayed on noticeboards or distributed to local organisations / businesses.

*Cllr Ralph was asked to remind local organisations / business of the meeting.*

*Cllrs Ralph / Barbrook were asked to arrange refreshments for the meeting.*

(2/8) Train Service

Cllr Sansom had agreed wording on the posters with Cllr R Taylor .

*Cllr Sansom was asked to arrange for distribution around the parish.*

(2/8) Chilham Guide

*The clerk was asked to find out whether the costs from Plus Publishing would be reduced if the distribution of the guide was not included.*

*Cllr Ralph was asked to follow up support for the guide again with the Traders Group.*

(2/12) OWL Play Area edging

Cllr Marsh reported that the edging around the play equipment had been strimmed by Capability Gray as part of his monthly visit.

(2/13) Action with Rural Communities in Kent – Kent Village of the Year 2008 – Application Pack

The clerk had passed this to the traders group and CEPS with a view to an entry next year.

(2/13) Action with Rural Communities in Kent – Rural Community Retailer of 2008 – Application Pack – request to pass pack to local shop for completion

The clerk had passed this to the traders group and CEPS with a view to an entry next year.

(2/13) Scott Poleykett – Scottys Circus Workshop – request to keep this in mind when organising events

The clerk had forwarded this information to OWL Youth Club and OWL Fete committees.

(2/13) Came & Company – New Norwich Union Parish Council Insurance Scheme – details for consideration when renewing

The clerk will consider this scheme when requesting insurance renewal quotes.

(2/13) Friends of Kings Wood – request for a stall at our local fete

The clerk had passed this onto the OWL fete committee

(2/13) Kent Police – Neighbourhood Watch / Country Eye – form to register to receive crime and information messages about our area via a system called Kent Community Messaging

The clerk had registered with this scheme

(2/13) Kent BTCV – Ashford Borough Veteran Tree Project – project update and request to advertise in Parish News and noticeboards for volunteers

The clerk had advertised for volunteers on noticeboards, requested pieces in KM village news and the Parish News and notified CEPS.

### **3/3 Declarations of Interest**

Cllr E Taylor declared an interest in planning applications 08/00125/AS and 08/00167/AS and correspondence item 3/13 re ATS Services and did not vote on any of these items.

### **3/4 Planning.**

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

Application No. 07/02313/AS

Avalon, North Court Oast, OWL

Proposed single storey side extension

**GRANTED WITH CONDITIONS**

Application No. 08/00004/AS

Redthorn, Branch Road, Chilham

To remove overhang over parking areas by 0.5m and reduce height to 2.5m, Leylandii hedge (T1); to remove approx 75% Leylandii hedge (T2); to fell 5 x Elder (T3,4,6,8,10), 1 x Yew (T7) & 1 x Ash (T9); to prune lower branches 1 x Holly (T5); to crown lift to provide 5.3m clearance to highway, 2 x Holly (T1 & T12) & 1 x Yew (T13)

**NO OBJECTIONS**

Application No. 08/00105/AS

Chilham Pumping Station, Mill Lane, Chilham

Extension to existing Motor Control Centre building component area

**GRANTED WITH CONDITIONS**

**Applications Considered:-**

Application No. 07/02279/AS

Bagham Cross House, Bagham Lane, Chilham

Erection of a 3 bay timber framed garage (amended plans)

**SUPPORT**

Application No. 08/00024/AS

Deepwell House, Chilham Castle Estate, Chilham

T1 Leyland Conifer; T2 Prunus Cherry & T3 Leyland Conifer – Fell

**SUPPORT**

Application No. 08/00030/AS

Old Vicarage, Church Hill, Chilham

T1-T10 Yews – Crown reduce all Yew trees by at least 4 metres; T11 Ash – section fell

**SUPPORT**

Application No. 08/00125/AS

The Bothy, Church Hill, Chilham

Erection of a 2 storey rear and side extension and extension to roof to create further living accommodation

**OBJECT – for the following reason:**

**Whilst the application is in keeping with our village design statement we feel the scale of the proposed extension is too big and are suspicious of the driving and turning area in that this may be used to open up the land adjacent to the A252 for further development. However we would support a smaller more appropriately scaled extension.**

Application No. 08/00167/AS

The Barn, The Bothy, Church Hill, Chilham

Demolition of existing barn and reconstruction as a dwelling

**SUPPORT with the following comments:**

- 1. The new building should be far enough back to allow for parking at the front.**
- 2. The large barn doors shown on the plan covering the front windows are impractical and unnecessary.**

Application No. 08/00291/AS  
Hawley Cottage, Selling Road, OWL  
Removal of existing dwelling and garage and erection of replacement dwelling with detached garage  
**SUPPORT**

### **3/5 Finance**

The clerk gave the financial report that included an explanation of the principles used for managing ring-fenced funds.

*The clerk was asked to confirm the acceptability of this approach with KAPC.*

The following payments were agreed:

960	G Dear	Clerk to 29-02-08	432.12
961	G Dear	Expenses - Feb 2008	69.63
962	J Turner	Cleaner to 06-03-08	145.00
963	OWL Youth Club	Laptop connection	210.00
964	Robert Acton Product Devts	Litter stick	25.85
965	Playdale	Play area repairs	56.64
966	Capability Gary	OWL Green	75.00
967	M Barbrook	Xmas tree in Square	511.75
Total Payments			1525.99

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

### Renewing Contracts

It was agreed to renew the contract for OWL grasscutting with A Groombridge.

Tenders were still outstanding for the OWL Green maintenance contract.

The clerk would be obtaining 3 quotes for the insurance contract.

### Concurrent Functions Grant

The allocation of this grant was deferred until the April meeting.

### **3/6 Highways**

#### Hedges & Verges Committee

It was agreed that a short piece should be included in the April Parish News explaining landowners responsibilities for maintaining their hedges and verges.

*Cllr Ralph was asked to produce a draft for review.*

*Cllr Ralph was also asked to draft a standard letter that would be sent to landowners who did not meet their responsibilities.*

#### Shottenden Litter Bin

*The clerk was asked to check the responsibility for emptying this litter bin with ABC.*

#### Footpaths

*The clerk was asked to chase Kent Highways again regarding the footpath on Church Hill and the footpath along the A252.*

### Flooding

*The clerk was asked to raise 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.*

### **3/7 Newsletter**

The draft newsletter was approved and it was agreed that this should 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 29<sup>th</sup> March was agreed for this.

*The clerk was asked to arrange for this to be publicised via Parish News and KM village news.*

*Cllr Ralph was asked to liaise with Cllr White regarding detailed arrangements*

### **3/9 Meetings**

Annual Parish Meeting

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

*The clerk was asked to arrange for this to be publicised via Parish News and KM village news, advise local organisations and confirm the village hall booking.*

OWL Village Hall Committee

Cllr Sanson reported on a recent meeting and the insurance claim for repairs to the roof.

### **3/10 Village Reports**

Chilham

Cllr R Taylor advised that councillors had been invited to look around the school.

Litter Picker

Cllr R Taylor advised that Miss Julia Turner was moving away from the village and the post had therefore been offered to and accepted by Mr K Jeffery.

### **3/11 Correspondence**

3/1 Kent Air Ambulance Trust – Strategic Review – request for feedback

*The clerk was asked to complete the questionnaire*

3/4 KAPC – Parish News – January edition – notification of Free Home Fire Safety Check

*The clerk was asked to arrange for the free fire safety check to be advertised in Parish News, KM village news and noticeboards.*

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

*The clerk was asked to renew the subscription.*

3/13 HMRC – request for confirmation that ATS Services act as our PAYE agent

It was agreed that ATS Services should be retained as our PAYE agent.

(Cllr E Taylor left the room for this item).

3/19 ABC – request to provide views on the future plans for Ashford

*The clerk was asked to complete the questionnaire*

3/22 Environment Agency – vacancies on committees – request to advertise  
*The clerk was asked to pass details to CEPS*

3/28 KCC – North Downs Way Information Panel – request for help re siting of panel  
*The clerk was asked to suggest the panel is placed next to the noticeboard.*

3/29 Pluckley Parish Council – Pluckley Annual Village Fair – request to pass date to village organisations to prevent clash of events  
It was decided that Chilham was too far away for events to clash.

**3/12 Date of next meeting**

3rd April, 2008 in Chilham Village Hall

715pm for 730pm

Cllr R Taylor asked Cllrs to provide the clerk with an update on their actions 2 weeks after the meeting

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