

CHILHAM PARISH COUNCIL

Minutes of the Meeting held at Chilham Village Hall on 5th February, 2009 at 7.30pm

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

Apologies: Boro Cllr Marriott

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

Prior to the meeting Marc Sluder our new KCC Community Warden introduced himself to parish councillors. He intended a close working relationship with the parish council and one of his priorities would be establishing a rapport with youth in the parish.

2/1 Minutes of the meeting held on 8th January 2008

With the addition of some correspondence items that had been missing from the copy issued following the meeting, the minutes were signed as a true record.

2/2 Matters arising from the Minutes

(1/2) Litter

Cllr Ralph was asked to raise the question of what support is available to prevent fly-tipping (for example from Environment Agency or ABC Environmental Control) at the next KAPC Ashford Area meeting on 25Mar.

(1/2) Alan Baker – Community Volunteer Responder Scheme

The clerk had obtained further details of the scheme and passed these to Cllr R Taylor. Cllr R Taylor had sent in his application form and would find out whether more responders were needed in the area.

(1/2) ABC – Changes to permitted development rights – notification of significant changes to legislation governing householder developments and the need for planning permission

Planning Committee to review – passed to Cllr Barbrook

Update required from Planning Committee

(1/4) Community Workshop on 15th January

The clerk had provided Cllr R Taylor with a list of previous attendees and to contact regard attendance.

(1/5) Concurrent Functions Grant

The clerk had produced cheques for payment at this meeting.

(1/7) Website

The clerk provided an update on progress and Cllrs with internet access were asked to feedback their comments on the website to the clerk.

Cllr R Taylor had provided feedback.

(1/8) KCC Passenger Services bus using Branch Road

The clerk had complained to KCC regarding the unsuitable use of Branch Lane by a KCC school bus during w/c 5Jan and the aggressive attitude taken by the driver to oncoming vehicles.

A full apology had been received and the driver concerned had been reprimanded. Further more, they have instructed all of their drivers that the lanes in and around Chilham village, or other such villages, are not to be used unless they form a necessary and integral part of the route.

(1/8) Iced footpaths

The clerk had arranged for notices on noticeboards and pieces in Parish News and KG village news reminding parishioners that they can use the grit in the salt bins to de-ice pathways in the village together with a suggestion that neighbours of elderly or less able bodied residents should offer to help with their pathways. Contact details were also provided for the Handy Van Scheme that could also provide assistance.

(1/8) Parish Council representatives

The clerk and Cllr R Taylor had drawn up brief terms of reference for parish council representation of village committees covering the fact that cllrs are representatives and not voting members so this could be circulated to village organisations. This proposal would be considered later in the meeting.

(1/10) Dog fouling

The clerk had contacted the dog warden and arranged for a reminder to dog owners to be printed in KG village news and Parish News re dog bins and the availability of dog litter bags from the Post Office.

(1/11) Information Commissioners Office – Freedom of Information – Fulfilling your obligation to disclose information – template to complete

The clerk had completed the template and had circulated to cllrs. The template and schedule of charges would be reviewed later in the meeting.

(1/11) ACR Kent – Rural News December 2008 including request to complete communications survey

The clerk had completed the survey

(1/11) Communities and Local Government – Real People, Real Power – Consultation on local authority publicity

The clerk had answered the questions and passed to Cllrs R Taylor, E Taylor and Y White to review before submitting.

Feedback outstanding from Cllr E Taylor

(1/11) ABC – Parish Precepts and Community Grants 2009-2010 – Request for details of precept and concurrent grant requirement by 26th January

The clerk had completed and returned

(1/11) ABC – Shrimpton Close – confirmation that ABC are aware that we want the s106 agreement to be consistent

The clerk had passed a copy to Cllr R Taylor

(1/11) Smarden PC – Smarden Good Neighbour Scheme
Cllr Kennett agreed to review this in relation to the Older Persons Project.
Cllr Kennett advised that this issue would be addressed by the Rural Older Peoples Project.

(1/11) Jill Brown – Wellbeing at Home Poster – request that this is included in our next newsletter
Clerk had forwarded to Elisabeth Arter

(1/11) Anthony Perrett – Sewers – information about responsibility for private sewers being transferred to local water companies
Clerk has raised the issue with Southern Water who had confirmed that this only applied to private sewers connected to mains drainage.

2/3 Declarations of Interest

Cllr E Taylor declared a prejudicial interest in planning application 09/00009/AS.
Cllrs Barbrook, Marsh and Ralph declared a prejudicial interest in the request to fund Xmas Tree expenses from the concurrent functions grant.

2/4 Planning.

Decisions received from Ashford

Application No. 08/00165/TC

Elephant House, School Hill, Chilham

T1 Lime - reduce crown by 40%, T2 Horse Chestnut - fell, T3 Lime - thin by maximum of 20%, T4 Sycamore - reduce by maximum of 40%

GRANTED

Application No. 08/01582/AS (Listed Building Consent)

The Woolpack Inn, The Street, Chilham

Installation of internal partition screening in restaurant, enlargement of existing serving hatch new yorkstone fireplace hearth and log burning stove

GRANTED

Application No. 08/01703/AS

Land adjacent to Chequers Farm, Denne Manor Lane, Shottenden

Erection of two field shelters including change of use of the land for the keeping of horses and lamas

GRANTED WITH CONDITIONS

Application No. 08/01735/AS

2 Garden Cottages, Lower Lees Road, Old Wives Lees

Demolition of ground floor extensions and the erection of a two storey extension – revised scheme to refused application 08/01254/AS

GRANTED

Application No. 08/01737/AS

Application No. 08/01738/AS (Listed Building Consent)

3 Garden Cottages, Lower Lees Road, Old Wives Lees

Erection of a two storey rear extension

GRANTED

Applications Considered

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

Application No. 08/00180/AS/TP

West side of Ashford Road & Woodland adjacent to East Stour Farm, Ashford Road, Chilham

Crown lift to 5 metres to allow access to equipment into fields adjacent to the A28 of 1 Alder (T1) and 1 Sycamore (T2)

SUPPORT

Application No. 09/00009/AS

Michaelmas Cottage, Pilgrims Lane, Chilham

Conservatory to rear of property

SUPPORT but only if the side of the conservatory facing neighbouring properties is glazed with opaque glass to respect the privacy of neighbours and prevent overlooking.

Cllr E Taylor did not vote.

Application No. 09/00056/AS

Land to south and east of Shrimpton Close, Old Wives Lees

Affordable housing comprising 6 two bedroom house; 3 three bedroom house; 2 one bedroom flat and 20 car parking spaces

SUPPORT

The clerk was asked to confirm (from a planning application point of view) that there is no problem with the 2 bedroom bungalow being described as a 2 bedroom house.

Enforcement notices received

Enforcement Notices EN07/17 and EN/08/473

Land east of Long Hill, Old Wives Lees

Breach of planning control – without planning permission for:

- 1) the placing on the land of a structure comprising a storage container being operational development, and
- 2) the use of the land for storage and repair of vehicles.

Other

Pleached limes in front of Cumberland House, Chilham

An email had been received from ABC advising of tree surgery where no requirement to make a formal Conservation Area notification as trees dying/decayed.

2/5 Finance

The clerk also presented the accounts for 2008/9 and they were approved by the meeting. The following payments were also approved:

From the General Fund:

1070	OWL Village Hall	Hall hire	56.00
1071	G Dear	Clerk to 31-01-09	735.21
1072	G Dear - Expenses	Expenses - Jan 2009	86.01
1073	K Jeffery	Cleaner to 05-02-09	160.20

From Ringfenced Funds:

1079	M Barbrook	CF Grant (Xmas Tree)	96.86
1074	Chilham Seniors	CF Grant	200.00
1078	Wealden Wheels	KCC Community Grant	675.00
Tba	See below	CF Grant	1763.84

Total Payments 3,773.12

Cllrs Barbrook and Marsh advised that there was a further expense of £50 regarding the Xmas Tree in the square.

It was agreed that the clerk should allocate the remaining concurrent functions grant for 2008/9 of £1763.84 after taking this into account and seek approval from the finance committee before making the required payments.

Cllrs Barbrook, Marsh and Ralph did not vote.

A transfer of £3500.00 from the instant access deposit account was approved.

Allocation of Recycling Credits

The clerk was asked to order the dog bin for Felborough Close.

The clerk was asked to contact all other outstanding bids and confirm their status. Any bid not able to confirm by 31st March 2009 that their project is going ahead as described in their application will be asked to reapply next year.

2/6 Freedom of Information Act

The clerk had issued a Parish Council Information Guide that explained how the parish council would fulfil its obligations to disclose information.

It was agreed that initially there would be no charge for providing this information to the public and that this decision would be reviewed each year when setting next years budget.

2/7 Website

The clerk provided an update on progress and explained that much of the work during the last month and the coming month was directed at fulfilling the obligations to disclose information through the website.

2/8 Highways

Kent Highways Liaison Meeting - 30Jan09

The clerk had distributed a report of this meeting with the agenda.

The clerk was asked to confirm the dates of the traffic surveys needed to produce the draft report.

Potholes

Cllrs were asked to report potholes to the clerk so the required action could be taken by KHS.

2/9 Meetings

Chilham Nursing Association – Cllr Kennett provided a copy of the statement of accounts for 2007 with a reminder that parishioners can apply for support to meet nursing costs.

Rural Older Persons Project - Cllr Barbrook reported that the main aim was to find a site for sheltered housing. ABC would be providing guidance on next steps and this would probably involve a survey to assess the need in our parish.

The clerk was asked to distributed details of this project with the minutes.

Community Events Committee – Cllr Adams reported that a Harvest Fair was planned for a weekend in September.

KALC Ashford Area Committee – Cllr Ralph reported that changes to permitted development rights (currently being reviewed by the planning committee) and the Parish SLA had been discussed.

Enjoy Chilham – a report from Cllr Ralph had been circulated with the agenda

Parish Forum – a report from Cllr Ralph had been circulated with the agenda

OWL Village Hall – Cllr Sansom reported on the maintenance work that had been undertaken.

OCS Youth Club AGM - Cllr R Taylor had attended.

Attendance at forthcoming meetings

23 Feb – Southeastern Stakeholder Forum – Cllr Sansom

26 Feb – Community Events – Cllrs Adams, Barbrook, Ralph, E Taylor

25 Mar – OWL Village Hall – Cllr Sansom

Annual Parish Meeting

This would be held at 730pm on 16th April in Chilham Village Hall.

The clerk was asked to book the small village hall.

The Communications Committee were asked to draw up a brief questionnaire to collect feedback on parish council performance from attendees.

The clerk was asked to invite all village organisations and publicise in Parish News etc.

The clerk was asked to contact Boro Cllr Marriot to suggest a guest speaker.

Cllr Barbrook agreed to organise refreshments.

Terms of reference for representatives on village committees

The clerk was asked to circulate the draft agreed with Cllr R Taylor with the minutes so this could be reviewed and terms of reference agreed at the March meeting.

2/10 Village Reports

Salt bins

It was decided there was no special need for a salt bin in Cherry Orchard.

The Roads and Transport committee was asked to carry out a review of salt bin provision in the parish so that all bins and their condition could be listed and potential locations for new bins identified and prioritised.

Parish Spring Clean

This would be held on 18th April.

Cllr White agreed to organise this event and liaise directly with ABC.

Shottenden

Cllr Ralph is investigating potential venues so that PC meetings can be held in Shottenden as well as Chilham and Old Wives Lees

Chilham

BBC Filming of Emma in the Square

The clerk was asked to liaise with BBC to ensure best use was made of local facilities and the parish gained as much benefit as possible from the project.

The clerk was asked to forward details to the Community Events Committee

Police

The clerk summarised the monthly report received from PC Barney.

2/11 Correspondence

2/1 ABC – Precepts and Concurrent Grants 2009-2010 – request to provide precept and concurrent grant information

Action taken: form returned

2/2 ABC Standards Committee – 12th and 22nd December 2008 – agenda and reports

Action taken: passed to Cllr R Taylor

2/3 Kent Police Authority – Policing Kent 2009/10 Survey – request to respond on budget and policing plan by 29Jan09

Action taken: the clerk had consulted with Cllr R Taylor and responded

2/4 ACR Kent – Invitation to drop-in sessions re Parish Plans and other community projects

Cllr White agreed to attend session at Wye on 7th Feb

2/5 ACR Kent – Membership renewal reminder

Clerk to renew

2/6 ACR Kent – Kent Village of the Year

Clerk to pass details to CEPS

2/8 Ashford Gateway – Mobile Gateway Project – request for advise in setting up this mobile service in Chilham

The clerk was asked to invite them to the Annual Parish Meeting

2/10 ACR Kent – Parish Planning for Climate Change –invitation to event in Lenham Community Centre on 14th March

The clerk was asked to book Cllr Sansom on this event

2/17 Independent Memorial Inspection – flyer re memorial inspection services

Clerk to pass details to Vicar

2/22 Jane Marriot – Project to set up community transport to Wye Farmers Market

Decided not to participate.

2/29 ABC – Parish Service Level Agreement – request for feedback on draft SLA by 14th March

Cllrs Adams and Ralph to review and provide feedback to clerk

2/31 Kent Highways – invitation to ‘My Kent Highways Online’ Roadshow

Clerk to attend

2/37 ACR Kent – Questionnaire on reluctance to produce parish plans

Clerk to pass to Cllr White to complete

2/12 Date of next meeting

5th March, 2009 in Old Wives Lees 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.