

CHILHAM PARISH COUNCIL

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

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

Apologies: Cllr M.Barbrook

In Attendance: Mr G Dear (Clerk), Boro Cllr J Marriott, KCC Community Karen Peck, 5 members of the public

11/1 Minutes of the meeting held on 1st October 2009

The minutes were signed as a true record.

11/2 Matters arising from the Minutes

(10/2) Playsafety Limited – RoSPA report for OWL Play Areas

Cllr Marsh had met with Cllr R Taylor and agreed a list of maintenance tasks to be undertaken for the OWL Green Play Area.

The clerk had received an estimate of £552.50+VAT from Playdale and was asked to give them the go ahead to proceed with the repairs.

There is an agenda item to discuss the Latin Field Play Area.

(10/5) OWL Green – fencing repairs

The clerk had received a quote for repairing the fencing on the boundary between the green and the village hall car park and had been asked for a further quote from a local business. The other business suggested by Cllr Marsh was too busy to take on the work.

The clerk was asked to find a third business prepared to quote for the work and ask that they meet Cllr R Taylor to ensure their quote was consistent with those already obtained.

(10/6) Next step after Jacobs Report

Cllr Ralph was asked to draw up a one page survey form that could be issued to property owners in the Square, The Street, Church Hill, Taylors Hill and School Hill to assess community views on the scheme.

There is an agenda item to approve plans for the proposed survey.

(10/7) Shalmsford Road

The clerk had complained to KHS regarding the quality of the repairs to the potholes between Pamphletts Green and Pilgrims Lane, the work had been inspected and KHS were content with the quality.

(10/8) Police and Parish Forum - Cllr White reported on a recent meeting.

The clerk emailed Cllr White that no explanation of the delayed police response to the HGV event in Chilham Square had been received within a week of the last meeting.

(10/9) Chilham

The clerk had emailed Alan Willett thanking him for organising the repair to the wall behind the seat in the Street.

(10/9) Old Wives Lees

The clerk had emailed the OWL village hall committee congratulating them on the success of their fete.

(10/10) ABC – Notification of intention to review LDF Statement of Community Involvement

Cllr R Taylor had not been able to respond.

(10/10) KCC – Community Grant Monitoring Request Form – request to provide details of the Wealden Wheels project

The finance committee had agreed on the response required at the finance meeting and the clerk had submitted this to KCC

(10/10) Diana Holbrook – painting old buildings in the Square – suggestion that more copies of the village design statement should be made available to parishioners

The clerk had emailed ABC and asked for their view on the matter (ABC had replied that unless the building was listed planning consent was not required when painting old buildings) and placed an item in Parish News and our website advising that the village design statement could be downloaded from our website or obtained from the clerk.

(10/10) Sean and Michelle Sinclair from Shellys Tea Rooms – request for further information regarding regulations for outside advertisements ...

The clerk had replied stating the parish council supports local businesses and their use of appropriate advertising and that removing illegal signs is a matter for Kent Highways and the parish council has no powers to remove signs itself and did not intend to give this impression.

11/3 Declarations of Interest

None.

11/4 Planning.

Decisions received from Ashford

Application No. 09/00107/AS

Badgers Hill House, New Cut Road, Chilham

Replacement garage and store, with garage, store and room above for games room/study/storage

CONSENT RE CONDITION 2

Application No. 09/00251/AS

Boar Run Byre, Godmersham Park, Canterbury Road, Godmersham

Conversion of redundant agricultural building into studio / workshop

GRANTED

Application No. 09/01005/AS

Dane Cottage, Dane Street, Chilham

Alteration of the existing access and the construction of a triple garage and associated works

GRANTED

Applications Considered

The planning committee had reviewed each application prior to the meeting and presented their recommendations to the meeting. The resulting decisions are listed below.

Application No. 09/01090/AS

April Tarry, Lower Lees Road, Old Wives Lees

Conversion of garage into living accommodation, erection of garage and separate utility room

SUPPORT

Application No. 09/01108/AS

Hazlemere, Canterbury Road, Chilham

Conversion of one dwelling into two dwellings

SUPPORT

11/5 Finance

The clerk presented the accounts for 2009/10 and they were approved by the meeting.

Recycling Fund Bids

The clerk referred to a schedule that had been distributed with the agenda listing the bids that had been received (see Annex A). The finance committees proposed that all bids were approved but suggested that the bid from Stour Valley Flower Arrangers should be reduced to £160 as many of the members came from outside the parish. Following discussion it was agreed that the full bid for £320 was approved.

Payments

The following payments were approved:

From the General Fund:

| | | | |
|------|-----------------|--------------------------|--------|
| 1169 | G Dear | Clerk to 31-10-09 | 625.29 |
| 1170 | G Dear | Expenses - Oct 2009 | 117.17 |
| 1171 | K Jeffery | Cleaner to 05-11-09 | 201.72 |
| 1172 | A R Groombridge | OWL grass cutting – Sept | 174.80 |
| 1173 | M Sansom | Expense | 4.75 |
| 1174 | Crown Print | Newsletter printing | 30.00 |
| 1179 | Trevor Ward | OWL Green Maintenance | 340.00 |

From Ringfenced Funds:

| | | | |
|------|-----------------------|------------------------------|----------|
| 1175 | Chilham Village Hall | Recycling Fund Grant (09/10) | 432.00 |
| 1176 | St Marys School | Recycling Fund Grant (09/10) | 300.00 |
| 1177 | M Marsh | Recycling Fund Grant (09/10) | 50.00 |
| 1178 | Stour Flower Arr'gers | Recycling Fund Grant (09/10) | 160.00 |
| 1180 | Stour Flower Arr'gers | Recycling Fund Grant (09/10) | 160.00 |
| 1181 | OWL Village Hall | Recycling Fund Grant (09/10) | 1,000.00 |

Total Payments 3,920.73

Chilham Seniors

The clerk had received a late bid for a recycling fund grant from Chilham Seniors. They requested £300 to fund their annual trip and would be using Wealden Wheels for transport. This bid was also approved.

Budget and Precept for 2009/10

The clerk summarised the finance committee budget proposal for 2010/11 and highlighted the major items. This included continuing membership of Wealden Wheels for another year. The meeting approved the proposal unanimously and set the precept for 2010/11 at £16,996.

Concurrent Functions Grant

The clerk summarised the finance committee CF grant allocation proposal for 2009/10, ie

1. OWL Xmas lights - £350 (already approved)
2. Chilham Xmas tree and lights in the Square - £300 (already earmarked)
3. Chilham Seniors – £200
4. The remaining £1256 apportioned between Chilham Village Hall, Old Wives Lees Village Hall and Chilham Recreation Ground based upon the insurance premium they paid during the parish councils 2009/10 financial year.

The meeting approved the proposal unanimously.

The clerk was asked to obtain details of insurance premiums so this could be achieved.

OWL Small Games Shelter

The clerk summarised the finance committee proposal that the preferred estimate of £3500 for the shelter plus £1500 for the concrete base obtained by Cllr White for 2010/11 was accepted. The meeting approved the proposal unanimously.

Cllr White was asked to proceed on this basis.

11/6 Chilham Square

Report from CFDB:

A decision from Kent Downs and Marshes Leader programme on funding for the next phase – Community Engagement – is expected very soon. An open meeting will then be arranged to:

- a) explain to the community what CFDB are trying to achieve and why
- b) get feedback on this approach and the sticking points / competing interests CFDB have identified during a survey conducted earlier this year
- c) take these views into account during the community engagement exercise

The Village SOS bid had failed – mainly because CFDB were applying for funding to develop assets they did not own.

The clerk was following up the implications of this with KCC Cllr A Wickham and Boro Cllr J Marriott.

Members Highway fund application:

The application form only required a statement of the problem.

An application was submitted with the following problem statement:

Poor signage and road layout is resulting in HGVs entering the Square and the feeder streets and visitors parking in the Square rather than our FREE car park at the bottom of Taylors Hill

KHS have responded to KCC Cllr Andrew Wickham asking him to approve expenditure on the following proposed course of action:

A number of investigations have already been undertaken by KCC, Chilham Parish Council and others regarding the development of Chilham Village Centre and how to encourage the development of the villages' economy. A review of previously undertaken investigations will be required to evaluate the various proposals, shortlist the alternatives that are possible under the Member Highway Fund and to produce a schedule of proposals.

An email had been received from David Hayes raising a number of queries regarding this application.

It was agreed that copies of the email should be circulated to cllrs so they can appraise themselves of its contents.

Cllr R Taylor and the clerk were asked to compose a reply and circulate it to all cllrs for their comments and approval before it is sent.

Plans for a survey of local residents views on Jacobs report

The Roads and Traffic committee had drawn up a survey form (see AnnexB).

The plan was to deliver it to residents and businesses of the Square and the four feeder streets and ask for it to be returned by the end of November in a sealed envelope to the clerk.

The feedback obtained will enable the parish council to decide whether to pursue the Jacobs proposals any further.

The plans were approved.

Cllr Ralph was asked to proceed with the survey on this basis.

11/7 Highways

KHS Online Portal

The clerk reported that the public could now log and track highway faults via the internet instead of calling 08458 247 800. Two potholes had already been logged successfully and a parish report could be downloaded listing the current status of reported faults.

Proposal to include details of reported faults on the parish council website

Issue - KHS have now implemented an online portal for highway faults making it possible for the parish council website to display the status of faults that have been raised by the parish council and highlight the work we are doing on their behalf.

Proposal - In line with making information available about what we do, the parish council consider authorising the clerk to spend an extra 35hrs (approx cost £350) to design the web pages, build the database of KHS faults, build the pages to display the status of faults and then promote them to the website.

The meeting authorised the clerk to proceed with the work described.

11/8 Meetings

Enjoy Chilham - A report from Cllr Ralph had been circulated prior to the meeting.

KALC Ashford Area Committee - A report from Cllr Ralph had been circulated prior to the meeting.

The clerk was asked to circulate minutes to cllrs in future

Kent Police Reassurance Patrol - A report from Cllr Ralph had been circulated prior to the meeting.

PACT - A report from Cllr White had been circulated prior to the meeting.

Attendance at forthcoming meetings

Tue 24-Nov PACT Meeting (Cllr White)
Wed 02-Dec KAPC Ashford Area Committee (Cllrs Adams and Ralph)
Wed 09-Dec North Weald Parish Forum (Cllr White)

11/9 Village Reports

Latin Field Swings

Following a recent RoSPA inspection it was decided that the swings had become too costly to maintain and they should be removed. It was noted there were swings in the play area at OWL Green.

Chilham

The clerk was asked to contact Anthony Perrett so that a parish councillor could attend his meeting with Liz Woodward of KCC regarding footpaths and cycle paths in the parish.

Old Wives Lees

Cllr R Taylor had followed up incidents of anti-social behaviour with KCC Community Wardens and Kent Police to ensure appropriate action was taken by the authorities.

The clerk was asked to contact BT regarding repairs required to the telephone kiosk in the village hall car park.

11/10 Correspondence

11/1 ABC – OK to Play Signage Scheme – notification that we have qualified to have OK to Play signage erected and request for details to allow signs to be erected

The clerk was asked to supply the required details

11/5 F Sharman – letter of thanks from residents on the green in Felborough Close for the two flower tubs

Action taken: letter acknowledged by the clerk

11/8 ABC – Housing Newsletter – Autumn 2009

Action taken: forwarded to Cllr Kennett

Cllr Kennett to return to clerk at next meeting

11/9 KALC – Notice of AGM on 14th November and annual report

Decided not to attend

11/14 ABC – State of the Borough Debate – 20th November – details of how to submit questions

Decided not to attend

11/15 Victim Support – request for a donation

Decided to donate £50.

Clerk to raise payment at next meeting

11/16 Protect Kent – Kent Voice magazine Autumn 2009 and details of AGM on 13th November

Decided not to attend

11/17 BCTV – Kent Heritage Trees Project – request that we support the project
The clerk was asked to forward a copy to St Marys School

11/19 Kent Film Office – Locations Newsletter August 2009
Action taken: forwarded to Cllr Ralph

11/20 Kent Film Office – Kent Development fund for film and broadcasting media
Action taken: forwarded to Cllr Ralph

11/21 ABC – Rural Older Persons Project – draft questionnaire
Action taken: forwarded to Cllr Kennett
Cllrs Barbrook and Kennett to review and feedback comment to clerk

11/22 Kent Film Office – reminder of Emma on BBC1 including feature on Chilham as location of the month details
Action taken: forwarded to Cllr Ralph

11/26 Kent Highways – details of Parish Seminar on 25th November
Cllr White agreed to attend.
The clerk was asked to forward to Cllr White and advise Kent Highways

11/27 ABC – Parish Service Level Agreement – request to adopt
Decided to adopt.
The clerk was asked to follow the procedure outlined in correspondence item 43 to register the adoption.

11/32 Open Spaces Society - Marine and Coastal Access Bill needs your help! – request to contact our MP and stress importance of getting the bill passed
Action taken: obtained support from cllrs and sent email to our MP as requested and subsequently received acknowledgement

11/ 31 KCC - Innovative Projects & Blog
The clerk was asked to forward details to Elisabeth Arter for inclusion in local press.

11/ 37 ABC - Visit to Extra Care Sheltered scheme - Joseph Hadlum Court, Ashford on Tuesday 24th November at 10.00am
Cllrs Barbrook and Kennett were asked to consider whether they could attend

11/ 38 ABC - Consultation on the Draft Ashford Strategic Economic Framework
Decided not to respond

11/40 Kent Police - Policing Kent 2010/13 Survey
Action taken: passed to Cllr R Taylor to complete

11/42 Southeastern - Stakeholder newsletter – October 2009
Action taken: forwarded to Cllr Sansom

11/46 Kent Film Office - Locations Newsletter October 2009
Action taken: forwarded to Cllr Ralph

11/49 ABC - Member Training - Energy Efficiency and Renewable Technologies - Tuesday 10th November

The clerk was asked to forward details to Cllr Sansom

11/51 David Hayes - Chilham Square - KCC Members Fund Bid – request for clarification on issues related to the bid

Covered under 11/7 Chilham Square

11/ 53. Kent Police - Second edition of Policing Matters - a joint Kent Police and Kent Police Authority publication

Action taken: forwarded to Cllr R Taylor

11/ 57 Ringmaster emails:- abandoned and untaxed vehicle clean up operation, My NhW seminar, antisocial behaviour re alcohol or fireworks, neighbourhood police briefing in Chilham, Halloween message, Charlton Inclusion Programme, Community safety newsletter, Kent Police crack down on antisocial behaviour, SmartWater – a new toll in fight against flytipping of waste, details of car thefts in Cobbs Wood, Ashford, Bogus prize draws, clairvoyants, lotteries and other scam letters

Action taken: forwarded to cllrs where appropriate

11/ 58 Trading Standard alerts:- unsolicited bank phone call scam, underage sales of alcohol or fireworks, phishing emails from HMRC, BT phone scam

Action taken: forwarded to cllrs and Elisabeth Arter where appropriate

11/ 59 Elgin Roadworks alerts:- Canterbury Road, Chilham; Ashford Road, Chilham; Pilgrims Lane, Chilham; Mystole Lane, Chilham; Denne Manor Lane, Chilham; Lower Lees Road OWL

Action taken: forwarded to cllrs

11/11 Date of next meeting

3rd December, 2009 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.