

CHILHAM PARISH COUNCIL

Minutes of the Meeting held at Old Wives Lees Village Hall on 1st December, 2011 at 7.30pm

Present: Cllrs A Brown, D Kennett, A Millar, M Norton, A Ralph (Chairman), G Swan, H Tharp

Apologies: None

In Attendance: Mr G Dear (Clerk), Boro Cllr D Marriott, Community Warden Peter Willows, 3 members of the public

12/1 Minutes of Meeting held on 3rd November 2011

The minutes were signed as a true record.

12/2 Matters arising from the Minutes

(11/2) Minutes of Meeting held on 4th August 2011

Cllr Ralph had provided written confirmation that he had received advice from KALC before the 7th July meeting

Cllr. Ralph had forwarded to all cllrs the emails from KALC & ABC that he issued at the meeting

Cllr Ralph brought the original copy of the letter to the meeting.

Cllr Norton had checked the copy provided and agreed it corresponded with the photocopy circulated at the October meeting.

Cllr Ralph was asked to arrange for an independent individual to hold the code associated with the letter.

Cllr Ralph agreed to contact Chris Duncan and a church warden.

(11/2) Big Talk filming in Chilham:

Cllr Ralph was asked to produce a Film Production Bible for Chilham that could be used for future approaches by film companies.

Cllrs Ralph, Brown and Glancy agreed to move this forward by meeting Kent Film Office and local professionals in the film industry.

Cllr Ralph agreed to arrange a meeting with a filming contact from Shottenden.

Update required from cllr Ralph at January meeting.

(11/2) Email policy

Cllr Ralph had contacted ABC monitoring to get a view on the validity of the policy and the alternative of considering it as a guideline.

Cllr Ralph advised that he would be proposing a guideline to be included in Standing Orders.

Update required from cllr Ralph at January meeting.

(11/2) Highways

Cllr Swan was asked to get prices for replacing the **missing** mirror in The Street for discussion at the October meeting.

Cllr Swan reported that he had obtained prices in the region of £50 - £80 to replace the mirror.

Cllr Swan advised he was still investigating options to replace the mirror and had placed an item in Parish News asking for information about the missing mirror.

Update required from cllr Swan at January meeting.

(11/2) Finance

Cllr Millar asked the clerk to circulate the email originally sent to the internal auditor in April requesting the audit and the clerk had done this.

Cllr Millar advised that he had not received the email.

The clerk had resent the email.

(11/6) KALC Ashford Area – notice of AGM on 12th November

The clerk had completed an attendance form for Cllr Swan and passed him copies of agenda and annual report.

(11/6) KCC - Kent Low Carbon Community case study request

The clerk had forwarded to the school in case they wanted to respond

(11/6) ABC - Community Infrastructure Levy: Consultation on detailed proposals and draft regulations for reform

The clerk had forwarded to the planning committee to consider and it had been decided not to comment.

(11/6) Richard Taylor – emails regarding Recycling Grants and Concurrent Function Grants

The clerk had responded explaining that:

1. the parish council assesses each recycling bid on its individual merits
2. the grant for new lights for the xmas tree in the square was approved on the basis that this is popular and important community event that should be supported, there would be no further bids for lights from the xmas tree committee and the new lights would last for many years and be available for other community events

(11/8) Parish Council Vacancy

The council confirmed that the procedure used by the previous council to select candidates for co-option would be followed.

The following change was agreed to the list of interview questions circulated by the clerk prior to the meeting:

Q5 was amended to read “What can you offer the community in being a parish councillor?”

It was agreed that Cllrs Ralph and Kennett would arrange interview with the candidates and report their findings to the council at the December meeting so that a decision could be taken on who to co-opt.

Interviews had been arranged for 6th December.

Update required from cllrs Ralph and Kennett at January meeting.

(11/9) Parish Council Priorities

Cllrs were reminded to provide the clerk with their list of top 6 priorities taken from the 13 priorities listed at the 21st July meeting.

Cllrs who had not submitted their top 6 to the clerk were reminded to do so.

The clerk was asked to collate the feedback so it could be considered at the December meeting.

Feedback had been received from all except Cllrs Glancy and Swan and this would be covered under an agenda item later in the meeting.

(11/12) Village Reports

Cllr Kennett reported on the success of the Halloween event organised by Sue Fowler

The clerk had written a letter of congratulation acknowledging the good work that had been put into organising the event.

12/3 Declarations of Interest

The clerk declared an interest in Chilham’s Future Delivery Board in so far as he had acted as volunteer project manager during the engagement exercise and had confirmed with KALC that this was not inappropriate.

In response to a question raised by Cllr Swan, the clerk confirmed he was no longer acting as project manager for CFDB.

12/4 Planning.

Decisions received from Ashford

Application No. 10/01364/AS & 10/01365/AS

2 Church Hill, Chilham, Canterbury

Proposed extension & alteration to construct single storey dining room

PERMIT / GRANT CONSENT

Application No. 11/01063/AS

Denne Manor, Denne Manor Lane, Shottenden

Removal of modern door surround and replacement with portico

GRANT CONSENT

Application No. 11/01146/AS

Church Hill Cottage, 8 Church Hill, Chilham

Demolition of existing rear conservatory. Erection of single storey rear extension and 2 storey side extension to rear of existing house

PERMIT

Application No. 11/01202/AS

Badgers Hill House, New Cut Road, Chilham

New porch

PERMIT

Applications Considered

Application No. 11/00213/TC

5 Hambrook Close, Chilham

To fell three x Cypress (T1,T2 & T4)); to clip sides and reshape Cypress (T3); to fell one x Amelanchier (T5) and coppice one x Hazel (T6)

SUPPORT

Application No. 11/01295/AS

Badgers Hill House, New Cut Road, Chilham

Replacement garage and log store (revised scheme to that approved under ref: 09/00107/AS)

SUPPORT

Application No. 11/01351/AS

Denmark House, Bagham Lane, Chilham

Conversion of former care home into 2 dwellings including internal and external alterations to a Grade II listed building

SUPPORT with concern regarding provision of adequate offroad parking in vie of the fact the dwellings will contain 6 bedrooms.

12/5 Finance

The clerk presented the accounts for 2011/12 and they were approved by the meeting.

He reported that the Audit Commission had confirmed its work on the 2010/11 audit has been completed.

However it cannot close the audit as it had received two letters from electors about the relationship between the Parish Council and CFDB. The commission's initial view is that the matters raised are outside of its responsibilities and would be more appropriately addressed by the Borough Council's Standards Committee. The commission also pointed out that electors can object to a Council's accounts if

they believe money has been spent unlawfully or if there is something in the accounts that the auditor should report in the public interest. Both electors were being given an opportunity to object but the commission will complete the audit if it does not receive anything from them by 16 December.

Payments:

The following payments were approved:

From the General Fund:

1440	KALC	AGM expenses – G Swan	10.00
1441	G Dear	November salary	508.17
1442	G Dear	November expenses	38.04
1443	K Jeffery	November litter picking	218.48
1444	Crown Print	PC Tips	30.00
1447	Kent BTCV	Donation	100.00
1448	Victim Support	Donation	25.00
1449	Kantara	Website/email hosting	340.80
1450	Wealden Wheels	Annual subscription	500.00

From Ringfenced Funds:

1445	Playdale	OWL Play Area repairs	465.71
1446	CM Thomas Gray	OWL Green - November	60.00
1451	CTRG	Recycling Grant	690.00
1452	M O'Shea	Recycling Grant	350.00
1453	CPRGT	Recycling Grant	300.00

Total Payments 3636.20

It was agreed that the clerk should raise cheques for the Xmas tree in the Square project to cover the grants that had been approved from the recycling fund and the concurrent functions grant, and subject to approval of proof of expenditure by Cllrs Ralph and Kennett issue these cheques as soon as possible after the meeting.

2012/13 Budget

The clerk had circulated a draft budget with the agenda pointing out that Wealden Wheels had recently advised that their subscription charge for 2013 would increase from £500 to £1000.

It was agreed that the parish council should continue to support this community transport scheme and pay the increased subscription but reduce its discretionary spend so that the budget for 2012/13 remained at the 2011/12 level.

The precept for 2012/13 would therefore be £16996, the same as for 2011/12.

Recycling Fund Bids

The clerk explained that a bid from OCS Youth Club should have been considered at the November meeting.

Following consideration, the bid for £250 towards new equipment was accepted.

The clerk was asked to obtain details of how the grant would be spent before making payment.

12/6 Correspondence

(12/3) KCC – Grounds Maintenance and related works – request to quote from Landscape services

Decided not to respond

(12/7) Wealden Wheels – notification of increased annual subscription of £1000

Decided to accept the increase – see 2012/13 Budget above.

(12/9) MOAT – details of Drop In session re affordable housing

Action taken: posted on noticeboards where room

(12/12) Kent Highways – Highways and Transportation Tracker Survey 2011 – request for feedback by 20th December

Cllr Swan agreed to complete this on behalf of the parish council

(12/16) Charlton Athletic Community Trust – details of what is on offer

Action taken: forwarded to Recreation Ground, School, OCS Youth Club and cllrs

(12/19) Ashford Leisure Trust - Stour Centre Open Day 4th December 2011

Action taken: forwarded to cllrs

(12/20) ACR Kent - Rural News 109

Action taken: forwarded to cllrs

(12/21) Sure Start - Invite to attend the Official Opening of Wye Children's Centre

Action taken: forwarded to cllrs Ralph and Swan

(12/22) Hi Kent – details of fund raising event and poster

Action taken: posted on noticeboards where room

(12/25) ABC – latest edition of Ashford Voice now online plus Win a trip to Lille Christmas market this month

Action taken: forwarded to cllrs

(12/26) CASE Kent - Community Projects Advisor leaflet

Action taken: posted on noticeboards where room

(12/27) KALC - Learning and Development Update November 2011

Action taken: forwarded to cllrs

(12/29) Kent Fire & Rescue - Towards 2020 – invitation to complete questionnaire

Cllr Kennett agreed to complete this on behalf of the parish council

(12/33) ABC – National Directory of Parish Magazines – request to participate

Action taken: forwarded to Elisabeth Arter

(12/35) Kent Highways - Costs for Salt Bins

Action taken: forwarded to R&T committee

(12/36) John Rivers - KALC Meeting on Saturday 12th November

Action taken: forwarded to cllr Swan by cllr Ralph

(12/40) ABC - Ashford Borough Citizens Advice Bureau Official Opening of our New Premises

Action taken: forwarded to cllrs

(12/46) PACT – minutes of meeting on 8th November

Action taken: forwarded to cllrs

(12/47) ACR Kent – Digital Switchover Outreach programme

Action taken: forwarded to cllrs

(12/49) Age UK - Free Information & Advice Service

The clerk was asked to forward to all parish organisations and obtain leaflets for display at Chilham Shop and Post Office and the Lunch Club.

(12/50) KALC - Learning and Development Programme: Update (REVISED) November 2011
Action taken: forwarded to cllrs

(12/54) KALC - Localism Act 2011 – details of policy briefings
Action taken: forwarded to cllrs

(12/55) KALC - KCC Community Emergency Planning update
The clerk was asked to obtain details of any workshops/events planned in our area

(12/56) KCC - Student support for community projects – request to complete survey
Cllr Tharp agreed to complete this on behalf of the parish council

(12/59) ACR Kent – Digital Switchover Outreach programme – request for volunteers
Action taken: forwarded to cllrs
*The clerk was asked to advertise for volunteers in Parish News, local press, noticeboards and website.
The clerk was asked to suggest the following as ‘trusted voices’ – Peter Higgs, Chris Duncan, Mike Norton, Graham Swan and ask contacts in Shottenden and Old Wives Lees for further suggestions*

(12/60) KALC - Link to CLG Plain English Guide to the Localism Act
Action taken: forwarded to cllrs

(12/62) Ringmaster emails:- Forced entry in Godmersham, increase in crime in Chilham area, attacks on Keysafes and ATMs in Ashford, rogue caller claiming to be from NatWest bank
Action taken: forwarded to cllrs

(12/63) Trading Standard alerts:- Product recalls, fireworks advice, attacks on Keysafes, tax rebate scam, Yahoo cash prize scam, Digital switchover help, loft insulation scam, expensive lifeline systems, National Consumer Week 21-25 Nov, rogue cards offering care services, illegal vodka
Action taken: forwarded to cllrs

(12/64) Elgin Roadworks alerts:- A28 Canterbury Road, Chilham
Action taken: forwarded to cllrs

12/7 Chilham Square

It was agreed that Cllrs Kennett, Brown, Norton and Tharp would propose a way forward at the January meeting.

12/8 Parish Council Vacancy

Interviews would be taking place on 6th December.

Cllrs Ralph and Kennett would report findings at the January meeting.

12/9 Parish Council Priorities

The feedback from cllrs is provided in AnnexA- Parish Council Priority Selection.

The six most popular priorities were:

1. Identifying the need for supported housing and/or a warden to allow parishioners to stay in their homes wherever possible when they become older or ill (4 votes)
2. Ensuring the Sawmills development provides benefits to the parish and addresses local concerns regarding danger to motorists at Bagham junction (4 votes)
3. Promoting the improvement of mother and toddler facilities in Chilham (4votes)
4. Addressing the Branch Road rat run (3 votes)
5. Making Taylors Hill car park more attractive by screening the recycling centre (3 votes)
6. Extending recycling facilities provided in the parish to include doorstep collection of materials (eg scrap metals) not currently collected by ABC weekly refuse collection and the recycling centre (3 votes)

Cllrs were asked to contact the clerk volunteering to take responsibility for these priorities

12/10 Community Broadband

Cllr Millar was thanked for the time and effort put in to organise the recent meeting.

Cllr Millar agreed to produce a plan to collect opinion regarding the 3 vendor options and organise carrying out this plan with other cllrs.

12/11 Highways

The R&T committee had met with residents, Kent Highways and construction engineers regarding the planned gas main works in the Square.

12/12 Meetings

Cllr Swan had met with KCC regarding replacing footpath signs near Dane Street.

Cllr Swan had attended the KALC AGM.

Cllr Tharp had attended a Chilham Village Hall meeting and advised that a new chairman had been elected.

Cllr Swan suggested a meeting to discuss jubille celebrations.

12/13 Village Reports

Prior to the meeting Community Warden Peter Willows provided a brief activity report covering speed patrols on the main roads, dog fouling patrols in Old Wives Lees and attending the Road Safety Week at Chilham School.

The clerk advised that estimates had been requested to repair a part of the fencing around OWL Green.

It was agreed that the clerk could give the go ahead for the work once approval had been obtained from Cllrs Ralph, Kennett and Norton regarding which estimate to accept.

A decision was taken to send a letter of congratulation to Malcolm Smith and Roger Hopkins for their service to local football.

The clerk was asked to establish details before drafting a letter for agreement by cllrs.

The meeting closed at 9:45pm.

12/14 Date of next meeting

5th January, 2012 in Chilham 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.

