

CHILHAM PARISH COUNCIL

Minutes of the Meeting held at Chilham Village Hall on 1st September, 2011 at 7.30pm

Present: Cllrs A Brown, B Glancy, D Kennett, A Millar, A Ralph (Chairman), G Swan

Apologies: Cllrs M Norton, H Tharp, PC Matt King, Community Warden Peter Willows

In Attendance: Mr G Dear (Clerk), Boro Cllr D Marriott, 4 members of the public

Prior to the meeting Cllr Ralph advised the meeting that he had received a letter of resignation from Cllr Taylor.

The clerk was asked to write a letter of thanks for Cllr Taylors involvement as a parish councillor for over 8 years.

9/1 Minutes of Meeting held on 4th August 2011

The minutes were signed as a true record with the following amendment.

8/1 Cllr Swan voted against accepting the CFDB cash payment.

*Cllr Ralph was asked to get **written** confirmation from KALC regarding the legality of passing the £1575 cash payment from an undisclosed source to CFDB at a parish council meeting.*

9/2 Matters arising from the Minutes

(8/3) Big Talk filming in Chilham:

The clerk had added Cllr Ralph as Filming Contact on the list of parish council representatives.

Cllr Ralph was asked to produce a Film Production Bible for Chilham that could be used for future approached by film companies. There had already been further approaches from BBC Top Gear.

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

(8/3) Gas main roadworks in the Square:

The clerk had received details via KHS of planned roadworks (lasting around 4 weeks) with a request to identify the most suitable time to carry them out. It had been agreed that the works would be cause a problem during school drop off / pickup period and school holidays had been suggested as a suitable time.

Following concerns raised by CTRG after the meeting this issue has been passed to the R&T committee to resolve following consultation with the school, the church and traders in the Square and the clerk advised KHS accordingly.

The clerk had advised Kent Highways of the action being taken.

The R&T committee agreed to liaise with KHS (Kevin Dash) and the School to agree a suitable date for the work outside the tourist season.

The R&T committee agreed to meet Kevin Dash and the headmaster.

The clerk was asked to obtain suitable dates from Kevin Dash.

The clerk was asked to obtain an update on the outstanding mismatched tarmac issues in the Square and the feeder streets.

(8/3) Investigation into CFDB payments

Cllr Brown had circulated a report into payments made in respect of the CFDB project. She explained that the suggested next steps regarding the outstanding VAT had been provided by CFDB.

Cllr Ralph informed the meeting that 2 un-named parishioners had provided him funds to be given to CFDB to clear the VAT debt.

Cllr Brown agreed to write to CFDB formally advising them of this fact.

Update required from cllr Brown.

(8/3) Old Wives Lees

The clerk had received a report of antisocial behaviour involving fruit throwing. He had alerted PC Matt King who had spoken sternly to the youths involved.

The parishioner making the report had suggested that the parish council remove the fruit trees from the Green from which the youths had obtained the fruit.

Cllr Norton had looked into the matter further and reported that 2 branches overhanging the footpath at the junction of Cherry Orchard with Cobbs Hill needed trimming back.

The clerk had contacted Colin Gray regarding the work and he had suggested removing 2 boughs as well as ivy that is also overhanging the footpath. This approach was also recommended by Cllr Norton.

Colin Gray has been instructed to go ahead with the work.

(8/3) ABC - Ashford Housing Strategy Consultation

Cllr Kennett had provided the clerk with parish council feedback for the consultation and this had been forwarded to ABC.

(8/3) KALC - Vision for Kent 2011-2021 is now out for formal consultation

Cllr Ralph agreed to provide the clerk with parish council feedback for the consultation

Update required from cllr Ralph

(8/7) Kent Film Office - Reality Tv Location Request for details of remote family home for up to 15 people

The clerk had posted this request on the PC website and forwarded to Elisabeth for inclusion in her weekly column.

(8/7) KCC - Core Purpose of Sure Start Children's Centre - New Government Proposals – request for feedback

The clerk had forwarded to all cllrs.

Cllr Millar agreed to produce a proposal for the parish and keep the parish council informed on this initiative in the parish.

(8/7) KALC - Queens Diamond Jubilee & Sport England Inspired Facilities

The clerk had registered the beacon on the Mound in Old Wives Lees so it could be included in the celebrations and placed an item on the agenda for the September meeting to discuss this further.

(8/7) Kent Highways - Parish Seminar Presentations

The clerk had forwarded to all cllrs.

(8/7) Open Spaces Society – Two new consultations on greens and green spaces

The clerk had forwarded to cllr Glancy.

Cllr Glancy was asked to notify the clerk of any feedback required.

Cllr Glancy reported that no feedback was necessary.

(8/7) KALC Ashford Area Committee - Win money for a local project - NatWest CommunityForce

The clerk had publicised on PC website and forwarded to local organisations and posted a notice on noticeboards.

(8/7) Lord Mayors Charity Dinner – 1st October.

Cllrs were asked to notify the clerk if they wished to attend but none had responded.

(8/9) Highways

The clerk had chased Kent Highways for an update on the highway priorities identified for the parish earlier in the year.

(8/10) Meetings

Cllr Norton had circulated a report prior to the meeting that included a recent OWL VH committee meeting.

The clerk was asked to express parish council support to the OWL VH committee for the efforts made to promote community involvement and remind them that the Recycling Fund is available to promote what they are doing within Old Wives Lees and the wider parish and had done this.

9/3 Declarations of Interest

Cllr Glancy declared an interest in CFDB and planning application 11/00848/AS.

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

The clerk was asked to forward the email received from ABC on this subject to all cllrs.

9/4 Planning.

Decisions received from Ashford

Application No. 11/00551/AS & 11/00656/AS

Chilham Castle, Chilham Castle Estate, Chilham

Extension to existing gardeners building to provide an open sided storage shed and extension to the gardeners toilet to provide a second toilet

GRANT CONSENT

Application No. 11/00613/AS & 11/00614/AS

Cork Farm, Long Hill, OWL

To install photovoltaic panels onto the south facing roof of the annexe adjacent to Cork Farm

GRANT CONSENT

Application No. 11/00715/AS

Land opposite The Pit, New Forest Lane, Chilham

New agricultural/forestry access track with gate & crossover onto an unclassified road - retrospective PERMIT

Application No. 11/00729/AS

Copyhold, Lower Lees Road, OWL

Single storey front extension, to form integral garage, porch and master bedroom

PERMIT

Application No. 11/00746/AS

Hatfield Cottage, The Street, Chilham

Extension to first floor

PERMIT

Application No. 11/00768/AS

Minstrel Cottage, 1 Church Hill, Chilham

Repairs to roof and replacement of window to front elevation dormer

GRANT CONSENT

Application No. 11/00807/AS

Land opposite The White House 4, Church Hill, Chilham

Replacement of telegraph pole with new 11 metre high wooden pole

COUNCIL IS CONTENT

Applications Considered

Application No. 11/00848/AS

New Forest Farm, New Forest Lane, OWL

To install photovoltaic panels as south facing ground based array

SUPPORT

9/5 Finance

Following a request from Cllr Millar, the bank statement and supporting detail from parish council accounts that will be presented to our internal auditor at the end of the 2011/12 financial year that cover the £1575 payment from CFDB had been circulated to cllrs prior to the meeting.

Cllr Millar stated he was satisfied with these arrangements.

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

Payments:

The following payments were approved:

From the General Fund:

1412	G Dear	August salary	507.97
1413	G Dear	August expenses	121.65
1414	K Jeffery	August litter picking	165.72
1415	Groombridge	General Maint - OWL	243.60
1417	Crown Print	PC Tips	30.00
1418	Janets Bookkeeping Services	Internal Audit - 2010/11	90.00
1419	Y T White	OWL planters	39.39

From Ringfenced Funds:

1416	C M Thomas-Gray	OWL Green	60.00
1420	Playsafety Ltd	RoSPA inspection	151.20
1421	C M Thomas-Gray	OWL Tree	80.00

Total Payments 1489.53

The clerk reported that the charge for internal audit fee included and extra £25 in addition to the £65 agreed contract price for the audit due to extra work answering queries from cllrs regarding CFDB.

Recycling Fund Bids

The clerk also reported that he had received 6 bids for grants from the recycling fund.

OWL Small Games Area

The clerk had received a request on behalf of OCS Youth Club to use OWL Small Games Area fund to buy football nets.

The meeting approved this expenditure from the OWL Small Games Area ring-fenced fund.

9/6 Correspondence

(9/1) ABC – Lord Mayors Charity Dinner

Action taken: cllrs notified at August meeting

(9/2) KCC – Consultation on KCC Countryside Access Improvement Plan – request for feedback on Statement of Action

Cllr Ralph was asked to provide feedback

(9/3) RHS – Britain in Bloom campaign – request to get involved
The clerk was asked to advertise in Parish News and the PC website.

(9/4) KALC Ashford Area Committee – minutes for 27 July meeting
Action taken: forwarded to cllr Swan

(9/7) Local Works National Co-ordinator - Please help us persuade the government: re proposal to empower local councils – request to send email
The clerk was asked to send an email of support to the Department of Communities and Local Government and stress the councils concern regarding commercial developments

(9/11) KALC - Learning and Development Update (Aug) and KALC Finance Conference 2011
Action taken: forwarded to cllrs

(9/12) Kent Highways - Temporary Closure - Selling Road, Selling - 15 August 2011
Action taken: forwarded to cllrs

(9/15) CFDB – Response from ABC following request for advice re CFDB Status
(received by Cllrs Ralph and Kennett)

(9/18) Kent Highways - Overnight Northbound Closure - A251 Trinity Road, Ashford - 11 August 2011
Action taken: forwarded to cllrs

(9/19) Kent Police - Police report from PC Matt King for July
Action taken: forwarded to cllrs

(9/20) KALC - Government Consultations on Local Planning Regulations, Draft National Planning Policy Framework and Local Government Resource Review
Action taken: forwarded to cllr Ralph

(9/21) ABC - Notice Board Request - Taylors Hill Car Park Chilham – advice that ABC have no objections to request
The clerk was asked to progress this with cllr Kennett and Justin Culver

(9/22) Kent Highways - New Contact Arrangements
Action taken: forwarded to cllrs

(9/25) Yve White – Funding Alert – Village SOS
Action taken: forwarded to village hall and recreation ground committees

(9/27) ABC - Leader announcements at Cabinet 11th August 2011
Action taken: forwarded to cllr Ralph

(9/28) Hi Kent - asked by Kent Adult Education to run British Sign Language level 2 courses on their behalf – request to display poster on noticeboards
The clerk was asked to display posters as requested.

(9/32) Ashford and Tenterden Tourism Association – offer to assist in promoting tourism in our area
The clerk was asked to forward to Chilham Traders and Tourism Group

(9/34) Boro Cllr P Feacey - Prepayment Electricity Meter Fraud
Action taken: forwarded to cllrs

(9/36) KCC - Kent Low Carbon Community Partnership Update - Summer 2011

The clerk was asked to forward to all cllrs

(9/37) ACR Kent - Village Hall Conference - Spaces still available!!!

Action taken: forwarded to village hall and recreation ground committees

(9/39) ABC - Civic Service Invitation from the Mayor

Action taken: forwarded to cllrs

(9/40) ABC - Development Update - August 2011

Action taken: forwarded to cllr Ralph

(9/41) Peter Duncan - ICS & The Selling Broadband Project

Action taken: forwarded to cllrs Glancy and Millar

(9/42) Ringmaster emails:- Thieves asking for advice, Thefts of fuel, batteries and oxy-acetylene cutters, Aggressive sales techniques by a firm called SAS Fire & Security, updates on action taken by Kent Police to prevent riots, Prepayment Electricity Meter Fraud, 'cold calling' in the Dartford area

Action taken: forwarded to cllrs

(9/43) Trading Standard alerts:- bogus callers impersonating KCC staff, warnig re Zam Zam water, warnig re The Drops of Help clothing collection scam, warnig re Kettle crisps, cold callers offering gardening work and road maintenance materials and resurfacing driveways

Action taken: forwarded to cllrs

(9/44) Elgin Roadworks alerts:- A28 Canterbury Road, Chilham; Soleshill Road, Shottenden

Action taken: forwarded to cllrs

9/7 Email policy

The policy proposed by cllr Ralph was considered.

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

9/8 Parish Council Priorities

This item was deferred.

The clerk was asked to put it on the agenda for the October meeting

Clls were asked to select their top 6 in preparation.

9/9 Queens Jubilee Celebrations

Cllrs made the following suggestions:-

- 1) street parties in each village
- 2) jubilee dance in Chilham Village Hall

It was agreed that these events would be advertised in Parish News and village noticeboards and that fliers would be distributed to each household.

The clerk was asked to put a piece in Parish News asking for volunteers to help with the planning.

9/10 Highways

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

9/11 Village Reports

Old Wives Lees

A report had been circulated prior to the meeting by Cllr Norton.

9/12 Report of Meeting held with CFDB on 28th July 2011

Cllr Ralph explained that the meeting report was intended to be a record of what people said.

Cllr Brown took the meeting though the comment she had received and amendments from cllrs Glancy and Millar, boro cllr Marriott and G Dear, H Kirwan for CFDB were agreed.

Cllr Brown agreed to reissue the meeting report with the agreed amendments.

All present thanked cllr Brown in recognition of her efforts in producing the meeting report.

9/14 Date of next meeting

6th October, 2011 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.

The meeting closed at 9:55pm