

CHILHAM PARISH COUNCIL

Minutes of the Meeting held at Old Wives Lees Village Hall on 2nd June, 2011 at 7.30pm

Present: Cllrs A Brown, B Glancy, A Millar, M Norton, A Ralph (Chairman), G Swan, E Taylor, H Tharp

Apologies: Cllr D Kennett

In Attendance: Mr P Wead (Acting clerk), Boro Cllr D Marriott. 2 members of the public

6/1 Minutes of Annual Parish Meeting held on 21st April 2011

The minutes were signed as a true record.

6/2 Minutes of meeting held on 12th May 2011

The minutes were signed as a true record.

6/3 Matters arising from the Minutes

(5/6) Potholes:

The clerk had sent a letter to the KCC cabinet member including an account prepared by Cllr White, this had been acknowledged and a reply had been received.

The meeting agreed it was disappointed in the reply as it did not attempt to resolve any of the concerns raised in the original letter.

The clerk had acknowledged receipt and registered this disappointment. As a result a meeting was held with a representative from the KCC cabinet member on 26th April.

Cllr White provided a written report of this meeting and a follow up response had been received and forwarded to the Roads and Transport committee.

(5/6) Tourist Information Board:

Cllr Kennett was asked to liaise with Chilham Tourism and Traders Group regarding the internal repairs required.

Update required from Cllr Kennett

(5/6) 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.

Update required from Cllr Ralph

(5/6) Refurbished noticeboard:

The clerk had contacted ABC regarding installing the old Shottenden noticeboard in Taylors Hill car park but had not received a response.

Cllr White had obtained an estimate for using the refurbished noticeboard to replace the existing one in Shottenden.

The meeting agreed that the refurbished noticeboard should be installed at Shottenden and that a further noticeboard should be installed at Taylors Hill car park.

Cllr Kennett was asked to liaise with Cllr White regarding estimates already received.

Update required from Cllr Kennett

(5/6) ABC – Planning Training for Parish Councils

It was agreed that Cllr Kennett should attend.

The clerk had booked a place for 6th July.

(5/6) Andrew Wickham - Community Payback work available

Cllrs were asked to advise the clerk of any suggestions.

Cllr Swan was asked to liaise with the Payback Scheme regarding ground clearance work at the back of 40 to 48 Felborough Close (land owned by ABC and a local farmer).

The clerk had agreed to contact the Payback Scheme and advise them of the suggestion.

Update required from Cllr Swan on liaison with Payback Scheme

(5/11) Meeting Procedures

It was agreed that a special council meeting should be held in July to discuss more focussed parish council meetings and clearer parish council priorities.

All cllrs were asked to canvas opinion and produce a shortlist comprising a brief description of each issue and a proposal to address it.

The shortlists should be received by the clerk before the July meeting. Some suggestions had been received from Cllr Kennett

It was decided that the meeting would be held on Thursday 21st July in Chilham Village Hall.

The clerk was asked to book the hall.

Update required from clerk

(5/12) 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.

The meeting agreed that the works would be cause a problem during school drop off / pickup period and suggested the school holidays 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.

Update required from R&T committee

(5/12) Reinstatement of Central White Line along Bagham Road:

The clerk had chased this with KHS and been advised that the work was expected to be carried out within 8 to 12 weeks.

(5/14) St Marys Churchyard:

The clerk had received a request for a grant towards ground maintenance work required in the churchyard.

The clerk had replied suggesting bidding for a grant from the recycling fund and also making use of the community payback scheme.

(5/14) Wealden Wheels:

The clerk had received an invitation for a guest and partner to attend a barbeque the following Tuesday.

The clerk had replied explaining that no-one was available to attend.

6/4 Declarations of Interest

Cllrs Glancy and Taylor declared an interest in the agenda item on Chilham Square.

6/5 Planning.

Decisions received from Ashford

Application No. 11/00300/AS

Small Steps, 2 Stable Court, Chilham Castle Estate

Installation of velux conservation roof windows to rear elevation, ground floor single sloped roof. Installation of a satellite dish antenna (single) to be fitted to chimney stack.

PERMIT

Application No. 11/00349/AS

Leaside, Selling Road, OWL

Extensions to front & rear of bungalow & conversion of garage to bathrooms.

PERMIT

Applications Considered

Application No. 11/00063/TC

Chrisholme, The Square, Chilham

T1 - Yew (*Taxus Baccata*) - reduce by 30%

SUPPORT

6/6 Finance

In the absence of the clerk, Cllr E Taylor presented the accounts for 2011/12 and they were approved by the meeting.

Payments:

The following payments were approved:

From the General Fund:

1389	G Dear	May salary	628.97
1390	G Dear	May expenses	297.22
1391	K Jeffery	May litter picking	165.72
1392	KALC	Local Council Admin v8	63.00
1394	Broker Network Ltd	Insurance	941.76

From Ringfenced Funds:

1393	CM Thomas Gray	OWL maintenance	60.00
------	----------------	-----------------	-------

Total Payments 2156.67

The clerk was asked to arrange for a new bank mandate to update the list of signatories on the parish council bank account.

6/7 Community Broadband

The meeting adjourned to allow members of the public to express their views before the meeting considered next steps for this initiative.

The meeting reconvened and it was decided to form a Broadband subcommittee including cllrs Glancy and Millar.

The meeting also decided the parish should be included in the KCC tendering process for 2011.

The clerk was asked to notify KCC of this decision.

6/8 Communication

Following discussion the meeting decided that:

- 1) there should be a 6 month trial during which selected notices would be summarised to inform parishioners via village noticeboards, school noticeboard, the lunch club, seniors club, bus shelters and the surgery.
- 2) Cllr Millar agreed to draft an A4 size notice for review at the July meeting.

6/9 Chilham's Delivery Board project

Cllr Taylor did not participate in the discussion.

Cllr Swan expressed concern regarding payments made in respect of the CFDB project and the legality of the organisation.

It was agreed that Cllr Brown should contact the parish council internal auditor with regard to these concerns.

6/10 Sawmills Workshop

Cllr Swan presented his proposal that another workshop involving officers from Ashford Borough Council and Kent Highways should be organised in the evening so that more parishioners could attend.

Following discussion, Cllr Swan agreed to withdraw his proposal until details were received from ABC regarding the next stage for the proposed development.

6/11 Highways

A report from the Roads and Transport committee had been circulated prior to the meeting.

6/12 Meetings

Cllr Swan reported on the Link lunch for Wye area childrens centre, countryside footpaths and grass cutting, maintenance of tress in Felborough Close.

Cllr Norton reported on a recent OWL village hall meeting.

Cllr Millar reported on a recent PACT meeting and a funding request for a pamphlet.

Cllr Ralph reported on a recent KALC Ashford Area committee meeting.

Attendance at forthcoming meetings:

Tue 21-June PACT meeting (Cllrs Norton and Millar)

6/13 Village Reports

No issues were reported.

6/14 Correspondence

(6/2) Open Spaces Society – request for donation to support ‘fighting sorrows’ appeal defending open spaces and footpaths

The request was not considered.

(6/8) Kent Highways - Overnight Closures - Drovers Roundabout - from 11 May 2011

Action taken: forwarded to cllrs

(6/11) ABC – Borough Council Election Result

Action taken: posted on noticeboards

(6/12) Kent Highways - Temporary Motorway Closure - M20 Ashford - from 6.00 pm 14 May

Action taken: forwarded to cllrs

(6/16) ABC - Planning Training for Parish Councils

Action taken: forwarded to cllrs Ralph and Kennett

(6/17) KCC - Invitation to Link Lunch for New Children's Centre

Action taken: forwarded to cllr Ralph – cllr Swan attended

(6/23) Kent Highways - Overnight Closures - Drovers Roundabout - from 18 May 2011

Action taken: forwarded to cllrs

(6/24) ABC - Declaration of Acceptance of Office Forms

Action required: clerk to arrange for cllrs to sign correct form at July meeting

(6/27) Kent Highways - Grass And Wead - District Schedule

(6/28) ABC - A new lottery fund has been launched to help protect and improve playing fields across the country

Action taken: forwarded to Recreation Ground

(6/29) KALC Ashford Area - Terms of Reference

Action taken: forwarded to cllrs Ralph and Swan

(6/32) OCS Youth Club – Recycling Fund bid to pay for insurance

The clerk was asked to advise that a bid to the recycling fund would be considered.

(6/33) Kent Highways - Parish Visit - Pothole Repairs – feedback from meeting held on 26th April

Action taken: forwarded to R&T committee

Update required from R&T committee

(6/34) Kent Police - KPA Stakeholder Newsletter - May 2011

Action taken: forwarded to cllr Ralph and PACT chairman

(6/36) Kent Highways – Invitation to Parish Seminar on 11July
Action taken: forwarded to R&T committee
Update required from R&T committee

(6/37) Kent Highways – Repairs around Drainage Gullies and Manhole Covers
Action taken: forwarded to R&T committee
Update required from R&T committee

(6/38) Kent Highways - Temporary 50 mph Limits - Various Roads, East Kent - 2 June 2011
Action taken: forwarded to cllrs

(6/39) Kent Highways – Winter Maintenance - Gritting Routes and Salt Bins
Action taken: forwarded to R&T committee
Update required from R&T committee

(6/41) ABC - Government's proposals for local public audit - post abolition of the Audit Commission
Action taken: forwarded to cllr Ralph
The clerk was asked to request tenders from interested parties

(6/43) ABC – Planning Committee Application – notification that O2 mask would be considered at planning committee on 1June
Action taken: forwarded to cllr Ralph and Planning Committee

(6/44) Trading Standard alerts:- Mis-sold payment protection insurance, Terms and Conditions advice, council tax rebate scam, help with debt scam, Apple produce website scam, doorstep cold callers, driveway repair scam, unwanted clothing scam, library PIN scam, internet loan scam, Salvation Army scam
Action taken: forwarded to cllrs

(6/45) Elgin Roadworks alerts:- Felborough Close, Chilham; New Cut, Chilham; Canterbury Road, Chilham, Shalmsford Road, Chilham
Action taken: forwarded to cllrs

6/15 Date of next meeting

7th July, 2011 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.