

CHILHAM PARISH COUNCIL

Minutes of the Meeting held at Chilham Village Hall on 3rd November, 2011 at 7.30pm

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

Apologies: Boro Cllr D Marriott

In Attendance: Mr G Dear (Clerk), PC Matt King, Community Warden Peter Willows, 3 members of the public

PC Matt King reported that crime in the parish had been abnormally high over the last month and it was believed a new individual in the parish was responsible. This individual had been arrested since which there had been no further crimes. He also explained that he would be transferred to Maidstone later in November but PC Lorraine Brown would be taking over supported by a PCSO and thanked the parish council for its support over the years.

On behalf of the parish council, Cllr Ralph thanked him for his contribution to the parish over the last 7 years and acknowledged the good news regarding his replacement.

11/1 Minutes of Meeting held on 6th October 2011

The minutes were signed as a true record with the following additions:

(10/2) Minutes of Meeting held on 4th August 2011

Cllr Swan asked for it to be minuted that his recollection of minute 8/3 was that 2 members of option2 were mentioned as putting up the money.

Cllr Millar supported this recollection.

No other councillor supported this recollection.

Cllr Ralph stated that this was not what he said.

11/2 Matters arising from the Minutes

(10/2) 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.

It was noted that the parish council has no official capacity to be involved in the private affairs of CFDB.

(10/2) Big Talk filming in Chilham:

Cllr Ralph was asked to produce a Film Production Bible for Chilham that could be used for future approached 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.

(10/2) Gas main roadworks in the Square:

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 clerk had obtained an update on the outstanding mismatched tarmac issues in the Square and the feeder streets.

The R&T committee had met Kevin Dash and the headmaster and a report of this meeting had been circulated.

Cllr Ralph reported that letters had been distributed by Morrisons to residents advising them of a meeting/workshop in the church on 8th November.

(10/2) 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.

(10/2) Highways

Cllr Swan was asked to get prices for replacing the damaged 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

(10/4) Planning

It was agreed that Cllr Brown would join the Planning Committee.

Cllrs Kennett, Brown and Glancy were asked to liaise to confirm the procedure for reviewing planning applications.

Cllr Kennett reported that he had discussed planning committee issues with the members of the committee and the procedure had been agreed.

(10/5) 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 was asked to resend the email.

(10/5) Recycling Bids

The following bids were deferred pending more information:-

£108 from PACT for leaflets

Cllr Millar agreed to obtain more information regarding the leaflet and its distribution

Cllr Swan circulated an example of the proposed leaflet

£500 from St Marys School for a Cycle Shed

The clerk had obtained answers to the following questions in respect of this bid:

- 1) how will the children cycle safely to school
- 2) how often will the cycle shed be used
- 3) how often will the cycling proficiency scheme run

The clerk reported that:

- 1) children will cycle to and from school accompanied by an adult (so far 8 parents have expressed a wish to do this with 13 children)
- 2) the cycle shed will be used to store cycles safely during the school day - it is expected that there will be 13 bicycles using it
- 3) the cycling proficiency scheme is offered to Year6 children once a year

£1000 from Chilham Tourism and Retailers Group towards the Tourist Information kiosk

The clerk was asked to find out:

- 1) the breakdown of the costs
- 2) why the kiosk needs to be moved over the winter period and not just closed up for this period
- 3) do ABC need it to be moved

The clerk reported that:

- 1) the costs of installing insuring and preparing the kiosk totalled £690
- 2) the kiosk would not be moved over the winter period unless ABC asked for this
- 3) ABC had not asked for it to be moved

(10/5) Xmas Tree in The Square

The clerk had received a request for a £300 grant from the Concurrent Functions Grant towards this project.

This request was accepted pending a supporting breakdown of the estimated costs.

The clerk had obtained this breakdown.

(10/6) Parish Council Vacancy

It was agreed that the vacancy created by Cllr Taylors resignation should be filled by co-option using the procedure used in the past by the previous parish council.

The clerk had advertised the vacancy asking for candidates willing to be considered for co-option stipulating a deadline of 31st October.

Cllr Kennett was asked to circulate the list of questions used last time to all cllrs.

These questions had been circulated by the clerk.

(10/7) Dogs Trust – Canine Care Card – request to advertise via posters and leaflet dispenser

The clerk had approached Chilham Post Office regarding placing the leaflet dispenser on the counter. and placed notices on noticeboards.

(10/7) ABC - Help shape the future of public services – notification of government consultation

The clerk had forwarded to all cllrs so they could respond individually.

(10/7) Local Works National Co-ordinator - Please help us persuade the government: re proposal to empower local councils submitted by Leiston-cum-Sizewell Town Council – request to send emails to Localism Minister and local MP

The clerk had sent emails as requested

(10/8) Parish Council Priorities

Cllrs were asked to submit their top 6 to the clerk before the next meeting

The clerk was asked to identify to 10 most popular so that the top 6 could be progressed now and the next 4 deferred until later.

It was agreed that cllrs would be allocated to each of the priorities at the next meeting.

The clerk had put an item on the November agenda for this to be done.

(10/10) External mediation support

Cllr Ralph had forwarded an email he had received from KALC regarding mediation support to all cllrs.

11/3 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.

Cllr Glancy declared an interest in the agenda item on Chilham Square and planning application

11/01146/AS.

11/4 Planning.

Decisions received from Ashford

Application No. 11/00157/FC

Land known as Cutlers Wood, Maidstone Road, Chilham

EWGS 26689 - to thin 2.15ha cpt 3a & 3.26ha cpt 3d; to fell / coppice 1.08ha cpt 5a & 1.27ha cpt 5b.

RAISE NO OBJECTION

Application No. 11/00475/AMND/AS

Badgers Hill House, New Cut Road, Chilham

Amendment comprising increase in size of footprint of extension, infilling of porch to front elevation on planning permission 11/00475/AS for a proposed 2 storey side extension with dormer window at the rear

AMENDED PLANS APPROVED

Application No. 11/00848/AS

New Forest Farm, New Forest Lane, Old Wives Lees

To install photovoltaic panels as south facing ground based array

PERMIT

Application No. 11/00923/AS

Hawley Cottage, Selling Road, Old Wives Lees

Erection of a first floor roof extension with dormer windows and roof lights, a side and rear extension, a covered porch, a new chimney and solar voltaic panels. Erection of a detached double garage.

PERMIT

Application No. 11/00939/AS

The Nissans, Maidstone Road, Chilham

Application for Lawful Development Certificate - Existing Use - Use of residential dwelling in breach of agricultural occupancy condition

EXISTING USE/DEVELOPMENT IS LAWFUL

Application No. 11/01062/AS

Denne Manor, Denne Manor Lane, Shottenden

New pool house to replace prefabricated gazebo/pool house. Alterations to former Atcost Shed/office and garage building. Erection of a new section of garden wall and repairs to the existing wall.

PERMIT

Applications Considered

Application No. 11/01120/AS

Sunnyside Farm, Shalmsford Road, Old Wives Lees

Application for Lawful Development Certificate - Proposed Development - Change of use of land for the operation of storage facility comprising 30 storage containers.

NO COMMENT

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

SUPPORT

Application No. 11/01182/AS & 11/01183/AS

Ensdon Oast, Lower Ensdon Farm, Lower Ensdon Road, Old Wives Lees

Conversion of redundant oast house into two dwellings

SUPPORT

Application No. 11/01202/AS
Badgers Hill House, New Cut Road, Chilham
New porch
SUPPORT

11/5 Finance

The clerk presented the accounts for 2011/12 and they were approved by the meeting.
He advised that the Audit Commission had advised that the audit of the 2010/12 accounts is complete, subject to a query from a local elector being addressed.
He also advised that the Fixed Term Deposit of £10k had matured and it was agreed that this should be reinvested for a further 2 yrs.

Payments:

The following payments were approved:

From the General Fund:

1430	G Dear	October salary	508.17
1431	G Dear	October expenses	21.74
1432	K Jeffery	October litter picking	168.48
1433	Groombridge	General Maint - OWL	243.60
1434	D Kennett	Chilham planters	37.00
1439	J Culver	THCP noticeboard	202.00

From Ringfenced Funds:

1438	C M Thomas-Gray	OWL Green - October	60.00
1435	Chilham Seniors	Recycling Grant	200.00
1436	StourValleyFlowerArrangers	Recycling Grant	200.00
1437	Chilham Ladies Group	Recycling Grant	200.00

Total Payments 1840.99

Recycling Fund Bids

The following decisions were taken based upon further information obtained regarding the bids:

£108 from PACT for leaflets:-

This bid was rejected with the suggestion that the parish council print out up to 50 B&W copies and place them on noticeboards and the PC website.

£500 from St Marys School for a Cycle Shed:-

This bid was accepted with the suggestion that the school extend the project to include a recycling initiative.

£1000 from Chilham Tourism and Retailers Group towards the Tourist Information kiosk:-

This bid was accepted but reduced to £690 to cover reported costs to date and the request to provide the visitor statistics.

2012/12 Budget

The clerk had circulated a draft budget with the agenda and explained that it had been drawn up on the basis of covering regular expenditure items with a provision of around £2000 for special projects / discretionary spend and an allowance for inflation.

The clerk asked for this approach to be endorsed by the council on the basis that it would need to be reviewed once parish council priorities had been decided.

The meeting endorsed this proposal.

11/6 Correspondence

(11/1) Kent BTCV – Kent Tree Warden Scheme – request for financial contribution of £100
Decided to donate £100

(11/6) KALC Ashford Area – notice of AGM on 12th November
The clerk was asked to complete attendance form for Cllr Swan and pass him copies of agenda and annual report

(11/9) Victim Support – request for donation
Decided to donate £25

(11/10) ABC – Be Smart Go Green Smartphone app
Action taken: forwarded to cllrs and posted on noticeboards where room

(11/11) ABC - Parish Forum 2nd November 2011 – agenda and meeting papers
Action taken: forwarded to cllrs

(11/12) KCC - Kent Mineral and Waste Sites Development Plan Documents - Supplementary Options Consultation
Decided not to comment

(11/13) ABC - Proposed changes to the Urban Sites and Infrastructure DPD Regulation 27 - Invitation to Join consultation
Decided not to comment

(11/23) Kent Highways - Advanced Notice - Evening Closures - A292 Hythe Rd, Ashford - 26 & 27 October 2011
Action taken: forwarded to cllrs

(11/24) KCC - Kent Low Carbon Community case study request
The clerk was asked to forward to the school in case they wanted to respond

(11/26) ABC - Community Infrastructure Levy: Consultation on detailed proposals and draft regulations for reform
The clerk was asked to forward to the planning committee to consider

(11/28) ABC - Leader's Announcements
Action taken: forwarded to cllrs

(11/30) ACR Kent - Rural News 108
Action taken: forwarded to cllrs

(11/32) Kent Highways – Salt Bins
Action taken: forwarded to R&T committee

(11/33) KALC – Clerk in Action / Dynamic Councillor training reminder
Action taken: forwarded to cllrs

(11/38) Richard Taylor – emails regarding Recycling Grants and Concurrent Function Grants
The clerk was asked to respond 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

(11/39) Kent Highways - Advanced Notice - Overnight Closures - A2042 Romney Marsh Rd, Ashford - 16-22 November 2011

Action taken: forwarded to cllrs

(11/41) Kent Highways - Winter Weather Preparations

Action taken: forwarded to cllrs

(11/44) KALC – Parish News November 2011

Action taken: forwarded to cllrs

(11/48) Ringmaster emails:- Thefts in Chilham

Action taken: forwarded to cllrs

(11/49) Trading Standard alerts:- Product recalls, doorstep callers, lottery scam, timeshare scam, claims management company scams, electricity meter reading scan, Southern Water meter programme, mobile home cold callers, illegal fireworks, charity bag scam, illegal tooth whitening product

Action taken: forwarded to cllrs

(11/50) Elgin Roadworks alerts:- Canterbury Road, Chilham; Bagham Road, Chilham: Ashford Road, Chilham; Mulberry Hill, Chilham

Action taken: forwarded to cllrs

11/7 Chilham Square

Cllr Kennett introduced this item and explained that a decision was required in order to move the CFDB project forward.

Following a debate in which cllrs expressed their views the following decisions were agreed by all cllrs with the exception of cllr Swan:

CPC should request a meeting with CFDB to address the following questions:

What are the next steps on obtaining funding?

It was agreed that CFDB should provide an update on progress to date regarding funding and outline their proposed next steps for review/approval by CPC.

What are the next steps regarding a meeting with ABC and Kent Highways?

It was agreed that CFDB should outline their proposed objectives for this meeting for review/approval by CPC.

It was also agreed that CFDB will be expected to be accountable for their actions and report regularly to CPC in the future.

It was agreed that if proved necessary and appropriate, CPC expect a more contractual relationship with CFDB in the future.

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.

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.

11/12 Village Reports

A report from PC Matt King had been circulated to cllrs prior to the meeting.

Community Warden Peter Willows also provide a report at the meeting.

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

The clerk was asked to write a letter of congratulation acknowledging the good work that had been put into organising the event.

The meeting closed at 10:25pm.

11/13 Date of next meeting

1st December, 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.