

## CHILHAM PARISH COUNCIL

### Minutes of the Meeting held at Chilham Village Hall on 6th January, 2011 at 7.30pm

**Present:** Cllrs A.Ralph, D.Kennett, M.Sansom, E Taylor, R.Taylor (Chairman), H Tharp, I Walker

**Apologies:** Cllr Y.White, Community Warden K Peck

**In Attendance:** Mr G Dear (Clerk), Boro Cllr J Marriott, PC M King, 3 members of the public

#### **1/1 Minutes of the meeting held on 2<sup>nd</sup> December 2010**

The minutes were signed as a true record.

#### **1/2 Minutes of the extraordinary meeting held on 9th December 2010**

The minutes were signed as a true record.

#### **1/3 Matters arising from the Minutes**

(12/3) Taylors Hill Car Park Noticeboard:

Cllr Kennett had liaised with Enjoy Chilham on this and would continue to do so.

*Update required from Cllr Kennett*

(12/3) Bench by Shottenden village sign:

Cllr Kennett had inspected the bench and was arranging for the bench to be repaired using volunteers from the community when the weather got better.

*Update required from Cllr Kennett*

(12/3) Community Broadband

Cllr Walker had produced a draft questionnaire together with a proposal covering the questionnaire, its distribution and collection, and an open meeting and this was circulated with the agenda.

(12/3) Old Wives Lees

Cllr White had obtained an estimate of £45 for cutting back the trees and shrubs between the village hall car park and the green.

The clerk had authorised the work on this basis.

(12/3) Lee Evans Planning – Parish Council Liaison – request for a formal meeting to discuss how best to progress the development of Chilham sawmills site

This was discussed later in the meeting.

(12/7) Gritting prior to special events:

The clerk had contacted Kent Highways regarding the Xmas Tree in the Square and taken up their offer to carry out snow clearing / gritting.

(12/7) Overhanging trees along A252 footpath between Church Hill and Taylors Hill:  
The clerk had contacted landowners responsible to the trees and asked for overhanging branches to be trimmed back but had not yet received a reply. It had been noted that some trimming had been done at the Taylors Hill end.

*The clerk was asked to chase this up.*

(12/7) Recycling:

The clerk had reminded parishioners to use the recycling bins in Taylors Hill car park via Parish News, local press, noticeboards and the website.

(12/10) Porchlight – request to help promote ‘change a future campaign’ concerning rough sleepers in Kent

The clerk had posted details on noticeboards where room

(12/10) Kent Fire & Rescue – Towards 2020 – draft plans for the future – request for feedback

The clerk had forwarded a copy to cllr Kennett who had completed the questionnaire.

*The clerk was asked to return the questionnaire to Kent Fire & Rescue.*

(12/10) ACR Kent – Oast to Coast Autumn 2010

The clerk had forwarded copies of pages 2&3 to cllrs White and Walker

The clerk had written a letter of congratulation to Peter Higgs for the highly commended award achieved by Chilham Shop in the recent 2010 Rural Community Retailer competition.

(12/10) KCC – Invitation to Lord-Lieutenant of Kent’s Civic Service

The clerk had forwarded to cllr White who had accepted the invitation.

(12/10) Anthony Perrett - Chilham Charities & Loud's Educational Foundation Accounts

The clerk had contacted Rev Chris Duncan to find out more about the charity with a view to raising awareness and was awaiting a reply.

*The clerk was asked to follow this up.*

#### **1/4 Declarations of Interest**

None.

#### **1/5 Planning.**

##### **Decisions received from Ashford**

Application No. 10/00198/FC

Land known as Cutlers Wood, Maidstone Road, Chilham

Reference - 019/396/10-11 - to coppice Sweet Chestnut in Cpt's 1, 2 & 4 (3ha) and to thin up to 20 Sweet Chestnut (for results of experiment) in all compartments (42ha)

**RAISE NO OBJECTION**

Application No. 10/01334/AS

Martens Kiln, Lower Ensden Farm, Lower Ensden Road, OWL

Addition of four no. conservation roof lights

**PERMIT**

Application No. 10/01394/AS  
Hope View School, Station Approach, Chilham  
New workshop outbuilding, increase in pupil numbers from 18 to 30 and a 2 metres high  
acoustic screen along the west site boundary

**PERMIT**

Application No. 10/01462/AS  
Chrisholme, The Square, Chilham  
Replacement rooflight to ground floor

**GRANT CONSENT**

Application No. 10/01463/AS  
Home Lea, Canterbury Road, Chilham  
Two storey side extension to form 2 new self catering apartments

**REFUSE**

**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. 10/01689/AS  
Ensdon Oast, Lower Ensdon Farm, Lower Ensdon Road, OWL  
Conversion of redundant oast house into two dwellings.

**SUPPORT**

**1/6 Finance**

The clerk presented the accounts for 2010/11 and they were approved by the meeting.

Payments:

The following payments were approved:

From the General Fund:

|      |           |                          |        |
|------|-----------|--------------------------|--------|
| 1332 | G Dear    | Clerk to 31-12-10        | 600.73 |
| 1334 | G Dear    | Expenses - December 2010 | 99.81  |
| 1333 | K Jeffery | Cleaner to 06-01-11      | 201.72 |
| 1335 | HMRC      | PAYE                     | 135.16 |
| 1338 | M Sansom  | Expenses                 | 10.35  |

From Ringfenced Funds:

|      |                      |                              |        |
|------|----------------------|------------------------------|--------|
| 1336 | Playdale             | OWL Play Area repairs        | 831.05 |
| 1337 | C M Thomas-Gary      | OWL Green - December         | 57.00  |
| 1339 | Chilham Village Hall | Recycling Fund Grant (10/11) | 500.00 |
| 1340 | Chilham Lunch Club   | Recycling Fund Grant (10/11) | 100.00 |

|                |  |  |          |
|----------------|--|--|----------|
| Total Payments |  |  | 2,535.82 |
|----------------|--|--|----------|

Budget for 2011/12:

The clerk presented a reserving policy developed by the finance committee to ensure the parish council held sufficient reserves, in particular funds required to maintain its main assets, OWL Play Area and OWL Green (see AnnexA).

The meeting agreed to adopt this reserving policy.

*The clerk was asked to amend the Financial Regulations accordingly.*

As a result, the finance committee proposed that the 2011/12 budget should be the same as 2010/11 (see AnnexB). This was agreed.

OWL noticeboard:

Cllr White had obtained an estimate of £170 to replace the posts and adjust the position of the new noticeboard. This expenditure was approved.

Cllr White had obtained an estimate of £160 to refurbish the old noticeboard so that it could be used in the future, perhaps in Shottenden. This expenditure was approved.

### **1/7 Community Broadband**

A paper from Cllr Walker had been issued with the agenda proposing an open meeting preceded by a leaflet drop to all households in the parish.

Cllr Walker presented the paper to the meeting and as a result it was agreed that:

- 1) Cllr Walker should arrange the open meeting for 27th January in Chilham Village Hall
- 2) Cllr Walker should finalise the leaflet (meeting notice plus questionnaire)
- 3) The clerk should arrange printing
- 4) Cllrs able to assist in distribution should contact Cllr Walker
- 5) Distribution should be during w/c 8th January
- 6) The leaflet should be posted on the website.

### **1/8 Highways**

Potholes:

*Cllr Walker agreed to provide the clerk with details of Potholes in Shottenden so these could be logged on the KHS portal.*

Mismatched tarmac in the Street:

*The clerk was asked to chase KHS to reinstate with correct materials.*

### **1/9 Meetings**

Southeastern Stakeholder Meeting – a report from Cllr Sansom had been issued with the agenda

Enjoy Chilham – Cllr Ralph had circulated a report prior to the meeting

PACT – Cllr R Taylor reported on a recent meeting

### **Attendance at forthcoming meetings**

|     |        |  |
|-----|--------|--|
| Wed | 12-Jan | North Weald Parish Forum (Cllr Kennett)      |
| Tue | 25-Jan | PACT meeting (Cllr Tharp)                    |
| Wed | 02-Feb | KALC Ashford Area (Cllrs R Taylor and Ralph) |

## **1/10 Village Reports**

Chilham:

It was noted that the carols around the Xmas tree in the Square had once more been a success.

OWL:

OWL village hall carols was well attended by 40 -50 people, followed by mulled wine and mince pies.

Proposed development of Sawmills site:

A subcommittee comprising cllrs E Taylor, Tharp and Kennett had met to consider this issue and provided a report of recommendations at the meeting.

The meeting approved this report with the addition of a request that the developer should provide a project fund to be used for the benefit of the local community.

Cllr R Taylor had received a letter from Lee Evans Planning and passed this to the subcommittee.

It was agreed the subcommittee should seek advice from Ashford Borough Council before proceeding further.

*The sub committee was asked to provide a further update at the February meeting.*

*The clerk was asked to advise Lee Evans Planning of the subcommittee plans*

CFDB:

A report had been issued with the agenda. The main points were that Peter Higgs, David Hayes and Ben Glancy had been appointed directors of the board. It was also noted that the £500 originally provided from the concurrent function grant to fund the CFDB project had been repaid so it could be used to settle Halcrow invoices.

Parish Council handover:

*It was agreed that Cllr R Taylor would draw up a handover document for the next parish council (due to be elected in May 2011) explaining current roles and responsibilities.*

## **1/11 Correspondence**

(1/6) ABC – Parish Precepts and Concurrent Grants 2011-2012 – request to advise precept and CF grant requirement by 24th January

Action taken: proposal from finance committee approved at this meeting

(1/15) Kent Highways - Gritting and Events – Request for details on events that need extra gritting

Action taken: clerk provided details of Xmas tree in the Square

(1/16) Kent Highways - Salt Spreading information

Action taken: forwarded to cllrs

(1/17) Kent Highways - District Winter Plans

Action taken: forwarded to cllrs

(1/19) Kent and Medway Low Carbon Communities Partnership - Last chance to have your input!

Action taken: questionnaire completed and returned by cllr Sansom

(1/21) Ashford CAB - Citizens Advice Debt Advice Service – request to advertise on noticeboards

*The clerk was asked to post details on noticeboards if room*

(1/22) Gill Schofield - Salt bin request

Action taken: clerk replied that KHS decision re salt bins was solely dependent on its point scoring approach

(1/23) ABC - Draft Landscape Character SPD will be available for you to view and comment

*The clerk was asked to obtain a copy of the document and forward to the planning committee to provide comments*

(1/24) ABC - Urban Sites and Infrastructure DPD Regulation 27 - Publication Version will be available for you to view and comment

*The clerk was asked to obtain a copy of the document and forward to the planning committee to provide comments*

(1/30) Kent Highways - Temporary Closure - Chilham Mill Level Crossing - from 9 January 2011

Action taken: forwarded to cllrs

(1/31) ABC – request to apply for street cleaning grant

Action taken: application made by clerk

(1/32) Kent Highways - New Planned Carriageway Maintenance Guide

Action taken: forwarded to Cllr R Taylor

(1/34) ABC - Blue Box Recycling Expansion

Action taken: forwarded to Cllr R Taylor and requested more information explaining potential impact of reduced recycling credits

(1/35) Alan Rogers – Localism Bill

Action taken: forwarded to cllrs

(1/36) Southeastern - Stakeholder newsletter

Action taken: forwarded to Cllr Sansom

(1/41) Kent Highways – Winter Service Reports

Action taken: forwarded to cllrs

(1/42) Ringmaster emails:- spam emails, Kent Fire & Rescue Survey, burglaries in Chilham and Kennington, theft of heating oil

Action taken: forwarded to cllrs

(1/43) Trading Standard alerts:- VAT increase, utility companies survey, cheque scam, cold callers, micro pigs, Xmas shopping advice, black van man, Gravesend heating grant, money made clear, illegal money lending, toy safety, scam phone calls, hoax emails

Action taken: forwarded to cllrs

**11/13 Date of next meeting**

3rd February, 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.