

## CHILHAM PARISH COUNCIL

### Minutes of the Meeting held at Chilham Village Hall on 7th July, 2011 at 7.30pm

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

**Apologies:** Boro Cllr D Marriott

**In Attendance:** Mr G Dear (Clerk), PC Matt King, Community Warden Peter Willows, Vince Leader, 6 members of the public

**Prior to the meeting Vince Leader, the new owner of Chilham Mill, PC Matt King and Community Warden Peter Willows introduced themselves to the parish council.**

**Vince Leader explained some of the safety / insurance issues he was facing but stressed he wanted to work with the community.**

**Pc King gave his crime report for June and highlighted increased incidents of copper/metal theft, the need for early notification of raves and speeding motorbikes.**

**Peter Willows explained he had 30yrs experience working with the Police in London and was looking forward to getting involved in the community.**

#### **7/1 Minutes of Meeting held on 2nd June 2011**

The minutes were signed as a true record with one amendment. The first line of 6/9 Chilham's Delivery Board project should exclude Cllr Glancy and read "Cllr Taylor did not participate in the discussion".

#### **7/2 Matters arising from the Minutes**

(6/2) Tourist Information Board:

Cllr Kennett had liaised with Chilham Tourism and Traders Group regarding the internal repairs required and was asked to keep a watching brief.

(6/2) 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 carried forward to next meeting.*

(6/2) Refurbished noticeboard:

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.

The clerk had contacted ABC regarding installing the old Shottenden noticeboard in Taylors Hill car park and had been advised that there would be a charge of £170 to cover legal fees.

An agenda item has been included for the July meeting to consider this charge.

(6/2) 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.

Cllr Swan reported that ABC had completed some ground clearance work in Felborough Close and that Payback Scheme will be working in the Avenue and the Recreation Ground in the second week of July.

(6/2) Meeting Procedures

A special council meeting will be held on 21st July in Chilham Village Hall 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 Cllrs Kennett, Millar and Tharp.

(6/2) 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.*

(6/6) Finance:

The clerk had obtained a bank mandate to change signatories and would start the process of getting them updated at the July meeting.

(6/7) Community Broadband:

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

An agenda item has been included for the July meeting.

(6/9) Chilham's Future Delivery Board project

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

Cllr Brown agreed to contact the parish council internal auditor with regard to these concerns and a report of her investigations has been circulated to cllrs.

An agenda item has been included for the July meeting.

(6/14) ABC - Declaration of Acceptance of Office Forms

The clerk would arrange for cllrs to sign correct form at July meeting.

(6/14) OCS Youth Club – Recycling Fund bid to pay for insurance

The clerk had advised that the bid to the recycling fund would be considered.

(6/14) Kent Highways - Parish Visit - Pothole Repairs – feedback from meeting held on 26th April

It was noted that pothole repairs had been carried out in the parish.

*The clerk was asked to pass onto KHS a comment from a parishioner regarding uncooperative behaviour of contractors working in Denne Manor Lane.*

(6/14) Kent Highways – Invitation to Parish Seminar on 11 July

Action taken: forwarded to R&T committee

*The clerk was asked to book Cllr Swan onto the seminar.*

(6/14) Kent Highways – Repairs around Drainage Gullies and Manhole Covers

Action taken: forwarded to R&T committee

Cllr Swan had advise KHS on drainage issues in Felborough Close.

(6/14) Kent Highways – Winter Maintenance - Gritting Routes and Salt Bins

Action taken: forwarded to R&T committee

It was noted that 2 new salt bins had been installed.

(6/14) ABC - Government's proposals for local public audit - post abolition of the Audit Commission

The Government's proposals for local public audit - post abolition of the Audit Commission are currently going thru a consultation stage. Any action to find external auditors post the abolition of the audit commission should wait until we know the outcome of this consultation.

### **7/3 Declarations of Interest**

Cllr Taylor declared an interest in Chilham's Future Delivery Board, Chilham Village Hall and St Marys Tower Band.

Cllr Glancy declared an interest in Chilham's Future Delivery Board and Planning Application 11/00746.

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 agreed to obtain further clarification of his position in this respect from Ashford Borough Council.

### **7/4 Planning.**

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

Application No. 11/00063/TC

Chrisholme, The Square, Chilham

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

**PERMIT**

Application No. 11/00475/AS

Badgers Hill House, New Cut Road, Chilham

Proposed two storey side extension with dormer window at the rear.

**PERMIT**

#### **Applications Considered**

Application No. 11/00551/AS (Listed Building Consent)

Application No. 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

**SUPPORT**

Application No. 11/00613/AS

Application No. 11/00614/AS (Listed Building Consent)

Cork Farm, Long Hill, OWL

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

**SUPPORT**

Application No. 11/00715/AS  
Land opposite The Pit, New Forest Lane, OWL  
New agricultural/forestry access track with gate & crossover onto an unclassified road - retrospective  
**SUPPORT but disappointed its retrospective**

Application No. 11/00729/AS  
Copyhold, Lower Lees Road, OWL  
Single storey front extension, to form integral garage, porch and master bedroom  
**SUPPORT provided concerns regarding permitted development and proximity to the boundary are adequately addressed**

Application No. 11/00746/AS  
Hatfield Cottage, The Street, Chilham  
Extension to first floor  
**SUPPORT**

Application No. 11/00751/AS  
The Smallholding, Long Hill, OWL  
Erection of a farmhouse with an egg store and shop. Parking area for the occupiers of the dwelling and customers.  
**SUPPORT provided it does not remove the agricultural status of the land and adequate access provided for vehicles from the Chilham direction**

#### **7/5 Finance**

The clerk reported that the accounts for 2010/11 had been signed off by the internal auditor and the audit return submitted to the Audit Commission (the external auditor). The auditor had highlighted that VAT could not be reclaimed in respect of the Halcrow invoices paid on behalf of Chilham's Future Delivery Board (CFDB). As a result, there is an outstanding payment of £1575 required from CFDB. This is the subject of a later agenda item.

At the request of Cllr Ralph, the clerk explained the annual audit process involved 3 stages of sign off - (1) parish council (2) internal auditor (3) external auditor – currently the Audit Commission. He explained that it was customary to highlight to the internal auditor any issues that required particular attention. This year the issues raised concerned the treatment of the Garrick cheque that was not presented due to bankruptcy, the creation of new ring-fenced funds for reserves and the Halcrow invoices.

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:**

1395	G Dear	June salary	266.57
1396	G Dear	June expenses	37.45
1397	K Jeffery	June litter picking	201.72
1398	HMRC	PAYE payment	369.51
1399	D Kennett	Planters	15.00
1401	ATS Services	PAYE processing	134.40
1402	Groombridge	General Maint - OWL grass cutting	243.60
1403	P Vogel	OWL Bench	250.00
1404	J Culver	Noticeboards	253.00

From Ringfenced Funds:		
1400 CM Thomas Gray	OWL maintenance	60.00
Total Payments		1831.25

## **7/6 Chilham's Future Delivery Board**

### **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.*

Cllr Tharp expressed satisfaction that the payment would clear the debt.

The council passed a resolution agreeing that the VAT issue had been resolved. Cllr Taylor and Cllr Glancy did not vote.

*Note requested by Cllr Swan: Cllr Swan's recollection was as follows: "Cllrs were informed that 2 members of option2 have put up money to pay the outstanding VAT so that option2 could go ahead." and Cllr Swan voted against accepting the money.*

*This recollection was not supported by the other cllrs present at the August meeting.*

### **CFDB's request for a meeting to discuss the next stage of the project**

The council passed a resolution that it would meet with CFDB to discuss the next stage of the project.

It was agreed that all parish councillors would meet with CFDB.

It was agreed that the agenda would include the following items:

- 1) what has been done since the open meeting in November
- 2) what are the proposed next steps
- 3) what is the continued purpose of CFDB

## **7/7 Communication**

### **Trading Standard Alerts etc**

Cllr Millar withdrew his proposal to produce a draft notice covering trading standards alerts etc

The clerk agreed to contact parish organisations and make them aware that they could subscribe to trading standard alert emails and Ringmaster emails that advised NhW issues.

### **Installation of noticeboard in Taylors Hill car park**

The council agreed to pay the £170 charge from ABC to cover legal fees iro so that a noticeboard could be installed next to the Kent Downs Information panel.

*The clerk was asked to advise ABC of this decision together with the proposed location of the new noticeboard.*

## **7/8 Highways**

The Roads and Transport committee had nothing to report.

## **7/9 Meetings**

Minutes of the May and June PACT meetings had been circulated with the agenda.

Cllr Swan reported on a Local Early Years Board Meeting at Brabourne.

Cllr Norton reported on an OWL village hall committee meeting and plans for a fete in August / September.

Cllr Tharp reported on a Chilham village hall committee meeting and their need for a new chair and letting secretary.

*The clerk was asked to publicise these vacancies on the PC website*

Cllr Kennett reported on a ABC Planning Training meeting.

*The clerk was asked to make the training documentation available to cllrs.*

Cllr Glancy reported on a Community Broadband meeting at which a decision had been made to go back to ABC and ask for advice / support.

Cllr Swan reported on a Recreation Ground meeting to discuss lessons learnt from the KM walk.

Attendance at forthcoming meetings:

Mon 11-July KHS Town and Parish Council Seminar (Cllr Swan)

Wed 20-July KALC Ashford Area Committee (Cllr Swan)

### **7/10 Village Reports**

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 agreed to look into the matter further*

### **Chilham**

*The clerk was asked to alert the litter picker that litter along the main road had not been picked.*

Cllr Swan reported on a Tag Rugby competition hosted by Chilham School at the Recreation Ground.

Cllr Glancy reported the difficulty identifying the ownership of a dangerously leaning tree opposite Church Hill.

*The clerk was asked to contact ABC for guidance on how to arrange for the tree to be pollarded.*

### **7/11 Correspondence**

7/2) KCC – Minerals & Waste Development Framework Consultation – invitation to join consultation

*Cllr Glancy agreed to review and decide whether to comment on behalf of the parish council*

*The clerk was asked to forward details to him so he could do this.*

(7/5) Charing Playing Field Management Committee – request for donation following serious fire  
Decided not to respond

(7/8) KALC – Councillors Conference 2011 – Sat 23rd July at Lenham

*Cllrs were asked to contact the clerk if they wanted to attend*

(7/9) ACR Kent – agenda for Traffic Management Forum on 5th July

Action taken: forwarded to cllr Ralph

(7/10) Kent Highways - Overnight Road Closures - Drovers Roundabout - from 1 June 2011

Action taken: forwarded to cllrs

(7/12) Doffy Milner – minutes of PACT meeting on 24th May

Action taken: forwarded to cllr Ralph)

(7/17) Kent Highways - Overnight Road Closures - Drovers Roundabout - 6 June 2011 (Action taken: forwarded to cllrs)

(7/19) Kent Highways - Temporary 40 mph Limit - A2042 / A2070 Bad Munstereifel Rd, Ashford - 19 June 2011 (Action taken: forwarded to cllrs)

(7/20) ABC - Consultation Letter and Questionnaire re Adult Care Services

Action taken: forwarded to cllrs

*The clerk was asked to forward to Elisabeth Arter and give her the opportunity to respond.*

(7/23) KCC - HOSC Notes - Newsletter of the Health Overview and Scrutiny Committee  
Action taken: forwarded to cllr Ralph

(7/24) KCC - Community Broadband Statement of Requirement  
Action taken: forwarded to broadband sub-committee

(7/25) Doffy Milner - May PACT minutes from Chilham  
Action taken: forwarded to cllr Ralph

(7/26) ABC - Kent Probation - Community Payback  
Action taken: forwarded to cllr Ralph

(7/29) David Hayes – notification of lorry incident in Chilham Square  
Action taken: forwarded to R&T committee  
*The clerk was asked to write a letter to the distribution company involved asking them to send smaller lorries in future when delivering in Chilham Square and its feeder streets.*

(7/32) Unlock Democracy - Urgent matter re proposal to help Parish and Town Councils – request to support for proposal re major developments  
*The clerk was asked to register parish council support for the proposal*

(7/33) ABC – Leaders Announcement  
Action taken: forwarded to cllr Ralph

(7/35) Kent Highways - Postponement of Overnight Closure - A251 Trinity Road, Ashford - 10 June 2011  
Action taken: forwarded to cllrs

(7/36) KCC - Chilham Background For Broadband Procurement  
Action taken: forwarded to cllr Ralph and broadband sub-committee

(7/38) ABC - Message from The Mayor of Ashford - Councillor Matthew French  
Action taken: forwarded to cllr Ralph

(7/39) KCC - The Explore Kent Walking Festival 2011 - Bookings Now Being Taken!  
Action taken: posted on noticeboards

(7/40) ABC - Ashford Housing Strategy Consultation  
*Cllr Kennett agreed to provide the clerk with parish council feedback for the consultation*

(7/48) Kent Highways - Update on Overnight Closures - A251 Trinity Road, Ashford - 17 June 2011  
Action taken: forwarded to cllrs

(7/52) ABC - Planning Training for Parish Councils - 6th July details  
Action taken: forwarded to cllr Kennett

(7/54) KCC - Kent Minerals and Waste Consultations: Community Notice  
Action taken: posted on noticeboards if space available

(7/55) Kent Highways - New Salt Bins in Felborough Close and Mulberry Hill  
Action taken: forwarded to cllr Ralph

(7/56) ABC - Charging Consultation Letter and Questionnaire - Additional Ashford Public Meeting  
Action taken: forwarded to cllrs

(7/59) Kent Highways - Future Highways Staffing  
Action taken: forwarded to cllr Ralph

(7/60) KCC - Local Early Years Board Meeting Invite  
Action taken: forwarded to cllr Swan

(7/61) Doffy Milner – minutes of PACT meeting held on 21 June  
Action taken: forwarded to cllr Ralph

(7/62) Kent Highways - FW: Overnight Closures - A251 Trinity Road, Ashford - from 4 July 2011  
Action taken: forwarded to cllrs

(7/64) KALC - Vision for Kent 2011-2021 is now out for formal consultation  
Action taken: forwarded to cllr Ralph  
*Cllr Ralph agreed to provide the clerk with parish council feedback for the consultation*

(7/67) KALC - Kent Forum Briefing for June (Action taken: forwarded to cllr Ralph)

(7/68) Trading Standard alerts:- Kent Police impersonators, fuel storage warning, driveway cold callers, advertising scam, high pressure sales scam, rogue loan company, unlicensed door to door salesman, CAB impersonator, European Health Insurance Card scam  
Action taken: forwarded to cllrs

(7/69) Elgin Roadworks alerts:- Mill Lane, Chilham; Mystole Lane, Chilham  
Action taken: forwarded to cllrs

**7/13 Date of next meeting**

4th August, 2011 in Old Wives Lees Village Hall

715pm for 730pm

(NB. Special meeting to discuss meeting procedures – 21st July in Chilham Village Hall, 730pm)

**PLEASE NOTE:** All actions are recorded in *italics*. Please provide the clerk with an update 2 weeks after the meeting.