

CHILHAM PARISH COUNCIL

Minutes of the Meeting held at Chilham Village Hall on 1st March, 2012 at 7.30pm

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

Apologies: None

In Attendance: Mr G Dear (Clerk), Community Warden Peter Willows, Cllr D Marriott, 1 member of the public

3/1 Disorderly Conduct

Cllr Ralph presented a proposal for addressing disorderly conduct at meetings and this was approved by the meeting.

3/2 Minutes of Meeting held on 2nd February 2011

The minutes were signed as a true record with one amendment but following a query from a cllr this amendment will be reconsidered at the April meeting.

3/3 Matters arising from the Minutes

(2/2) Minutes of Meeting held on 1st December 2011

A decision was taken to send a letter of congratulation to Malcolm Smith and Roger Hopkins for their service to local football. The clerk was asked to establish details before drafting a letter for review by cllrs before it was sent. The draft letter circulated to cllrs was accepted and the clerk had sent it.

Cllr Swan proposed that a trophy should also be presented and this was agreed.

Cllr Swan agreed to organise the purchase of 2 trophies with an appropriate inscription and advised that an accompanying certificate would need to be produced by the parish council.

Update required from Cllr Swan at the April meeting.

(2/2) 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 and had forwarded to all cllrs the emails from KALC & ABC that he issued at the meeting.

Cllr Norton had checked the copy provided by Cllr Ralph 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 and had contacted a church warden in this respect but the church wardens were not willing to hold the code. He was therefore pursuing other options.

Update required from cllr Ralph at the April meeting

(2/2) 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 reported that a meeting with a filming contact from Shottenden had been deferred until there was another filming proposal and that Kent Film Office were the source of these proposals.

Cllr Ralph agreed to contact Kent Film Office and arrange a meeting to discuss the production of a Film Production Bible.

Cllr Ralph had written a letter explaining what was proposed to be delivered to a filming contact in Shottenden while Cllr. Glancy delivered a copy to a Chilham resident.

Cllr Ralph agreed to follow up these letters with the intention of arranging a meeting.

Update required from cllr Ralph at the April meeting

(2/2) Email policy

Cllr Ralph advised that he would be proposing a guideline to be included in Standing Orders. The proposed guideline was reviewed and agreed by the meeting. The clerk was asked to include the guideline in Standing Orders. There is an agenda item later in the meeting to adopt the amended Standing Orders.

(2/2) Highways

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

Cllr Swan advised that that a replacement mirror would cost £62-80.

Cllr Swan would now look into locking the mirror to the post.

Update required from Cllr Swan at the April meeting.

(2/2) KCC – Household Waste Recycling Centre consultation – request for views

Cllrs Glancy and Millar agreed to complete the questionnaire on behalf of the parish council.

The clerk had emailed the details to both cllrs.

Cllr Glancy had completed the online questionnaire and would be supplying the clerk with a copy of the responses.

Update required from cllr Glancy at the April meeting.

(2/2) BTCV - Kent Heritage Trees Project – request for suggestions for sites for community action days

The clerk advised that the car park had been accepted as a suitable site and that Cllr Tharp had contacted CTRG and CFDB for support.

Cllr Tharp had arranged a meeting at 2pm on 15 March with Sophie Walkden of BTCV, Peter Higgs and David Hayes.

Update required from cllr Tharp at the April meeting

(2/2) ABC - Meeting of ABC's Mini PAG 1 (Working with Local Communities) - Local Councils - 7th February 2012 – invitation to attend

Cllrs Ralph and Glancy agreed to attend the meeting but neither were able to attend.

(2/2) KCC - KCC Community Emergency Planning – template and guidance and notification of training event available soon

Cllr Millar agreed to complete the template for review at the February meeting.

There was an agenda item later in the meeting to consider emergency planning.

(2/2) Parish Council Vacancy (Closed Session)

The clerk had confirmed that the notes taken during the interviews could be requested by candidates and if still held (either by parish councillors or in parish council records) should be disclosed.

(2/4) Application No. 12/00052/AS

Former Chilham Saw Mills, Ashford Road, Chilham

The clerk had contacted ABC and arranged that the developer present the proposals to the parish council and members of the community at an open meeting in Chilham Village Hall on 23rd February.

(2/5) Finance Committee Meeting

Cllr Millar requested a finance committee meeting to review 2011/12 accounts and this had been held on 22nd February and would be reported under Finance.

(2/6) Unlock Democracy - Urgent request re proposal to empower Town and Parish Councils

The clerk had responded to Greg Clark as requested.

(2/6) ABC - Ashford Borough 2012-13 Budget Consultation

The clerk was asked to draft a response for review by cllrs but the deadline had passed.

(2/6) ACR Kent - Membership 2012/2013

Decided to renew combined membership with OWL and Chilham Village Halls.

The clerk had presented a payment for approval at the March meeting.

(2/6) Affinity Sutton - Nominations for 2 Bed House in Shrimpton Close, Chilham – request to verify local connection

The clerk had forwarded applicant details to cllrs so they could respond regarding local connection by 8th Feb and provided a collated response.

(2/6) KALC - Community Resilience and Emergency Planning – details of training events

Cllr Swan agreed to attend. The clerk had forwarded the details and a booking had been made for 21st February.

(2/7) Chilham Square

Cllrs considered agenda items for the meeting with ABC on 29th February and the following were agreed.

1. To decide the way forward
2. What are the funding opportunities and how would this affect the precept ?
3. Is there a beneficial reason for CFDB to exist and is it a legitimate organisation ?
4. Are ABC happy with the current relationship between CPC and CFDB ?
5. What suggestions do ABC have for future governance of CFDB ?
6. Have ABC or KCC received complaints from parishioners and what were the findings from their investigations into these complaints ?

The clerk had send this list of agenda items to ABC and other attendees in preparation for the meeting.

(2/8) Latin Field and OWL Play Area

The meeting considered the options for arranging the boundary maintenance work required in Latin Field, Old Wives Lees.

It was decided that a risk assessment for the work being carried out by volunteers was required before a decision could be made.

The clerk had arranged for this risk assessment so that a decision could be made at the March meeting.

Cllr Swan was asked to provide details of the volunteers able to carry out this work.

There is an agenda item later in the meeting to consider this issue.

The meeting accepted the quote received from Playdale for repairs to OWL Play Area equipment to address issues that could prevent a danger in the near future.

The clerk had given the go ahead for the work to be carried out.

(2/10) Community Broadband

Cllr Millar explained that the decision to select VFast had been deferred following questions raised by parishioners.

In order to answer some of these questions Cllrs Glancy had produced for March Parish News, local press, PC website and noticeboards.

There was an agenda item later in the meeting to consider remaining issues.

(2/12) Meetings

It was agreed that the Annual Parish Meeting would be at 730pm on 19 April.

The clerk had booked Chilham Village Hall and invited Kent County Councillor Andrew Wickham who had accepted.

(2/13) Dog Bins:

The clerk had contacted ABC and request a dog bin at the bottom of School Hill and advised that Cllr Swan should be contacted for further information.

(2/12) Queens Jubilee:

The meeting agreed that each village should organise its own celebrations.

Cllr Swan agreed to establish the position with regard to road closures in Chilham.

Cllr Swan agreed to organise a meeting to take advantage of the offer to use the Castle lawn at 730pm on 9th Feb in Chilham Village Hall Green Room.

Update required from Cllr Swan at April meeting.

3/4 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 and had confirmed with KALC that this was not inappropriate.

Cllr Kennett declared an interest in planning applications 12/00023/AS & 12/00024/AS.

3/5 Planning.

Decisions received from Ashford

Application No. 11/01349/AS

Badgers Hill House, New Cut Road, Chilham

Change of use of land for vegetable garden and erection of garden shed

PERMIT

Applications Considered

Application No. 12/00023/AS & 12/00024/AS

Minstrel Cottage, 1 Church Hill, Chilham

New entrance door on front elevation, together with a weather hood/canopy and pilasters.

SUPPORT

Application No. 12/00051/AS

Land east of, Station Approach, Chilham

Creation of station car park and installation of gate to western side. Erection of 288m² of B1/B8 commercial floorspace

Application No. 12/00052/AS

Former Chilham Saw Mills, Ashford Road, Chilham

Residential development of 40 dwellings comprising mix of 26 private dwellings and 14 affordable units.

The Planning Committee agree to compile its comments and those from the open meeting on 23 February and raise concern regarding the traffic issue so the clerk could submit these to ABC by 7 March.

It was agreed that if the deadline for submitting comments to ABC could be delayed, the Planning Committee would also produce 2 pages for the centre of April Parish News.

3/6 Finance

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:

| | | | |
|------|-----------|-------------------------|--------|
| 1474 | G Dear | February salary | 508.17 |
| 1475 | G Dear | February expenses | 63.91 |
| 1476 | K Jeffery | February litter picking | 168.48 |
| 1477 | ACR Kent | Subscription | 85.00 |
| 1478 | KALC | Expenses | 72.00 |
| 1482 | A Ralph | Expenses | 7.49 |

From Ringfenced Funds:

| | | | |
|------|-----------------|----------------------|--------|
| 1479 | C M Thomas-Gray | OWL Green - December | 60.00 |
| 1480 | C M Thomas-Gray | OWL Green - January | 60.00 |
| 1481 | Playdale | OWL Play Area | 568.80 |

Total Payments 1593.85

Contract Renewal:

The clerk reported that he had requested tenders for 2012/13 contracts:- OWL Grass cutting, OWL Green Maintenance, PAYE processing and Internal Audit and these tenders would be presented for selection at the April meeting.

Finance Committee Meeting on 22nd February:

1. The accounts for the 2011/12 year were reviewed
2. A reserving policy will be proposed for OWL Small Games Area when sufficient knowledge of likely maintenance costs is obtained
3. In future there will be a quarterly review of performance against our annual budget.
4. There should be consultation with community groups and parishioners regarding the use of recycling fund and the development of the small games area

The clerk was asked to produce a proposal for this consultation.

Recycling Bids:

Chilham Village Hall had requested that the grant of £1000 earmarked for car park repairs was now earmarked for other repairs needed for the hall.

This was approved in principle pending more detail on the repairs proposed.

The clerk was asked to request this extra detail.

Dog bin in School Hill:

ABC have placed our request on a waiting list and expect delivery of new bins in May / June.

The cost would be £205 to supply and fit and this expenditure was approved by the meeting.

Cllr Swan advised the bin would be sited in the verge just below The Elephant House.

3/7 Correspondence

An email from Veronica Brooks had been circulated to cllrs for consideration ahead of the meeting. It included a suggestion that the parish council consider relocating the noticeboard at the Nook to a safer position next to the post box.

The clerk was asked to look into this.

(3/1) ABC - Meeting of ABC's Mini PAG 1 (Working with Local Communities) - Local Councils - 7th February 2012 – papers for meeting

Action taken: forwarded to cllrs Ralph and Glancy

(3/4) Southern Water – Planning for a drought in the South East – details of consultation

Cllr Tharp agreed to respond on behalf of the parish council.

(3/8)KALC - Supporting Communities and Responding to Planning Applications – 3 Free Events
Decided not to respond

(3/12) Kent Highways - Emergency Road Closure - Shottenden Road, Shottenden - 1 February 2012
(Ashford) Action taken: forwarded to cllrs

(3/13) KCC - Development and Infrastructure - Creating Quality Places - Consultation Document
Action taken: forwarded to Sawmills committee
Decided not to respond

(3/15) Doffy Milner - January PACT minutes
Action taken: forwarded to cllrs

(3/17) Kent Highways - Temporary Closure - Church Hill, Chilham - 20 February 2012
Action taken: forwarded to cllrs

(3/19) Kent Highways - Further Update of Closures - Various Roads in Ashford Area - now week commencing 13 February 2012 Onwards
Action taken: forwarded to cllrs

(3/20) ABC – Ashford Voice is out now
Action taken: forwarded to cllrs

(3/23) ABC – Diamond Jubilee Fund – funding for projects to mark the jubilee year
The clerk was asked to forward to Cllrs Brown, Kennett, Swan and Tharp

(3/25) ABC - Local Housing Needs Surveys – offer to conduct survey
The clerk was asked to register interest.

(3/30) ABC - Leader's announcements to Council 16.02.12
Action taken: forwarded to cllr Ralph

(3/32) Richard Taylor – Latin Field and cllr responsibility for OWL
Action taken: forwarded to cllr Ralph

(3/33) Doug Marriott - Councils to gain share of £19bn in new funding - find out more
The clerk was asked to register interest and ask for more information

(3/34) British Heart Foundation - Application to site British Heart Foundation Book Bank at Taylor's Hill car park The application was supported in principle.
The clerk was asked to advise that the application is also referred to ABC.

(3/35) Greg Clarks Dept - Proposal To Empower Town and Parish Councils – acknowledgement of email
Action taken: forwarded to cllrs

(3/38) KALC - The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012
The clerk was asked to forward to cllrs.

(3/39) Doug Marriott - Ward Member Community Grant Scheme
The clerk was asked to monitor the situation as the grant was not available until April.

(3/40) KCC - Community Emergency Planning Template and Guidance from the G 106: Community Resilience and Emergency Planning for Local Councils (double module) – offer to visit the parish
There was an agenda item later in the meeting on Emergency Planning.

(3/42) Ringmaster emails:- forced entry to outbuildings, post office robberies, men charged with burglary
(Action taken: forwarded to cllrs)

(3/43) Trading Standard alerts:- cold callers, Doves Farm product withdrawal. Health product scam, crime reduction survey scam, mobility product cold callers, phishing emails, telephone survey scam, resall on bead bracelet, bogus utility company callers, CAB survey, census scam email, genuine british crime survey, mislabelled product recall, distraction burglary, illegal whisky, rogue traders in waterproof coatings (Action taken: forwarded to cllrs)

3/8 Parish Council Vacancy

ABC had confirmed that the parish council could co-opt a new councillor to replace Mike Norton who resigned in January.

It was decided to fill the vacancy in the same way as last time.

The clerk was asked to advertise via local press, Parish News, notice boards and the website.

3/9 Community Broadband

The decision to select VFast was confirmed.

Cllrs Millar and Glancy were asked to complete the KCC grant application.

Cllr Glancy agreed to respond to concerns raised regarding community consultation so that this could be included in local press, Parish News, noticeboards and website.

Cllr Glancy suggested that a template for community consultation was required.

The Communications Committee was asked to draw up a proposed template for consideration.

3/10 Standing Orders – update re Emails

A draft amendment to the Standings Orders had been circulated prior to the meeting following the agreement reached at the February meeting.

The amended Standing Orders were adopted.

3/11 Latin Field boundary maintenance

2 quotes received for the work and a risk assessment for a volunteer to do the work had been circulated prior to the meeting.

Following debate, it was decided not to use volunteers for this task and the estimate from Hartlee was accepted.

The clerk was asked to give the go ahead to proceed with the work.

Cllr Swan asked for it to be minuted that in his view this was wasting public money.

Cllr Tharp pointed out that issues like this had to be properly considered, as they had been in this case, before people put themselves at risk.

The clerk was asked to obtain an email from the insurers to confirm that the risk assessment produced was acceptable.

Cllr Kennett agreed to draw up a policy that would allow volunteers to do work for the parish council in future including a definition of what was meant by a volunteer.

3/12 Trading Standard Alerts

A note explaining the current position regarding the circulation of these alerts to parishioners had been circulated prior to the meeting.

The clerk was asked to contact the 3 NhW scheme coordinators and encourage them to distribute these alerts to their scheme members where they feel this is appropriate.

3/13 Taylors Hill Car Park Toilets

Cllr Ralph reported that estimates were being sought from private companies to provide the same service as that currently provided via ABC.

3/14 Emergency Planning

Cllr Swan agreed to suggest a group of people that could form a committee to address this issue.

The clerk was asked to place an item in local press, Parish News, noticeboards and website asking for volunteers to join Cllr Swan.

The clerk was also asked to accept the invitation in correspondence item (3/40) for KCC emergency planning officers to visit the parish.

3/15 Highways

Cllr Swan had reported an overgrown hedge in Cherry Orchard, OWL to Kent Highways.

Cllr Ralph reported that work had started on the road markings for Cllr Wickhams Members Highway Fund scheme.

The clerk was asked to remind ABC of the need to replace the damaged litter bin in the A252 layby on the way to Dane Street.

3/16 Meetings

Cllr Swan had attended a CPRE meeting on planning.

Cllrs Brown, Kennett and Swan would be attending a jubilee meeting on 8 March.

The clerk was asked to invite village organisations to the Annual Parish Meeting at 730pm on 19 April in Chilham Village Hall.

3/17 Village Reports

KCC Community Warden Peter Willows gave a brief report including incidents he had attended during the past month and advised that a new PCSO to replace Martin Sabin would start in the next 2 weeks.

The meeting closed at 10pm.

3/18 Date of next meeting

5th April, 2012 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.