

CHILHAM PARISH COUNCIL

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

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

Apologies: Cllrs A Ranns, A Ralph

In Attendance: Mr G Dear (Clerk), PCSO Bill Waterman, Community Warden Peter Willows, Cllr D Marriott, 2 members of the public

Prior to the meeting PCSO Bill Waterman introduced himself explaining he covered the area east of Ashford including Wye, Challock and Chilham and that there would be no dedicated Neighbourhood Police Officer due to budget cuts. He reported that crime had been light over the last month but urged vigilance with regard to thefts of oil and items from outbuildings asking the public to report anything suspicious to the police immediately.

11/1 Minutes of the meeting held on 4th October 2012

The minutes were signed as a true record with the following amendment.

10/10 Clerks Performance Review should include the following:-

Cllr.Lincoln reported on the meeting which he and Cllr. Tharp had with the Clerk on 1st October, 2012. This included a review of the past year but primarily concentrated on initiating a way forward for the future. It was agreed that the Appraisal and Review process would formally run from 1st October each year. A proposed schedule of targets considered at the meeting would be sent to the Clerk for his comment, following which the matter can be finalised and the formal arrangements be implemented forthwith.

Cllr Millar reported that he had not received a hard copy of the draft minutes prior to their circulation to the press for the last 2 meetings.

It was noted that draft minutes had been circulated to all cllrs by email by the agreed deadline.

The meeting agreed that hardcopy draft minutes should be circulated to cllrs Kennett, Millar and Swan with all other cllrs receiving them by email. Cllr Swan agreed to distribute the hardcopy minutes to cllrs Kennett and Millar having obtained them from the clerk. It was agreed that this process would be reviewed after 3 months.

11/2 Matters arising from the Minutes

(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 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 Glancy reported the planned meeting with the local filming contact on 16th July had been held resulting in the following proposed course of action:

- 1) approach Kent Film Office for further guidance
- 2) negotiate fees on a project by project basis
- 3) produce a draft statement to be given to prospective film developers

The clerk had forwarded a copy of the latest Kent Film Office newsletter to sub-committee members.

Cllr Glancy had arranged a meeting at 3pm on 16th October with Kent Film Office to progress the first step in this plan and a report of the meeting had been circulated to cllrs by cllr Ralph.

Update required from Cllr Ralph on next steps at the December meeting

(10/2) 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 met with Sophie Walkden of BTCV and followed up the initial contact with Peter Higgs (CTRG) and David Hayes (CFDB) again to arrange a meeting to finalise details and get agreement from ABC.

It was agreed that no further action could be taken until the future of the toilets was finalised.

(10/2) 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 had organised a meeting to take advantage of the offer to use the Castle lawn and agreed to arrange road closure with KHS. It was confirmed there will be no need for any business closures.

Cllr Kennett proposed a Big Thank You for the huge success of the Parish's celebrations of the Jubilee. Special thanks to Graham Swan and Veronica Brooks and all their helpers.

The Jubilee Committee agreed to provide a final report including a financial summary for the August Meeting but no report had yet been received.

Cllr Brown provided a final financial statement and it showed that £435 out of the awarded recycling grant of £800 had been spent and the residual would now be returned to the recycling fund.

Cllr Brown agreed to arrange for this payment to be made to the clerk.

(10/2) Emergency Planning

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

The clerk had placed an item in local press, Parish News, noticeboards and website asking for volunteers to join Cllr Swan, and accepted the invitation in correspondence item (3/40) for KCC emergency planning officers to visit the parish.

The clerk had advertised again for volunteers in Parish News, local press, noticeboards and website. The details of one volunteer had been passed to Cllr Swan to follow up.

Cllr Swan reported that 5 volunteers had come forward and he would be arranging a meeting.

Update required from Cllr Swan at the December Meeting.

(10/2) Protect Kent – Kent Voice – Spring/Summer 2012

Cllr Swan asked to see this correspondence and was asked to return it to the clerk at the August meeting but had not read it yet.

Update required from Cllr Swan at the December Meeting.

(10/2) Highways

It was agreed that the Roads and Transport Committee should contact Kent Highways regarding road arrows at the top of the Street and Taylors Hill to encourage one-way traffic around the Square.

Cllr Ralph reported that the request had been made at the same time as chasing up the reinstatement of the correct surface material following the gas main roadworks. There had been no progress so far.

Update required from R&T committee at December meeting.

The clerk had sent an email (cc all cllrs) asking ABC monitoring to advise:

- 1) whether or not CFDB directors could participate in this discussion as it related to the Square
- 2) whether it was appropriate for the clerk who was a CFDB volunteer to correspond with ABC on behalf of CPC with regard to conflict of interest issues.

A reply had been received from ABC and the advice it contained had been accepted by the parish council as the only official advice currently available.

(10/7) Kent Downs AONB Unit – Management Plan Review 2012-13 – request for a response

Cllr Glancy was asked to respond on behalf of the parish council and the clerk had forwarded the correspondence. Cllr Glancy had responded and would supply details to the clerk.

Cllr Glancy agreed to forward his response to all cllrs.

(10/7) ABC – Ashford Local Plan to 2030 – request for views

Cllr Millar agreed to respond on behalf of the parish council and the clerk had forwarded the correspondence.

Cllr Millar reported that an extension to the deadline had been granted and he agreed to forward his response to all cllrs

(10/2) Member Community Grant

Bids from OCS Youth Club and Chilham Village Hall had been received.

The clerk had forwarded both to Cllr Marriott for consideration asking for an indication of likely funding as both these bids were being considered for grants from the recycling fund and had been advised that PC chairs first needed to review the bids. Cllr Ralph had been advised of this.

The clerk had submitted both bids to Molash, Crundale and Godmersham parish councils for consideration so that a decision could be taken by all Downs North Ward parishes in November / December.

(10/2) Members Highway Fund

Following consideration it was decided that the following suggestions be submitted for this funding:-

- 1) a finger post in the Square directing visitors to village facilities
- 2) an information board at Chilham station providing useful parish information for visitors

The clerk had forwarded these suggestions to Cllr Wickham but had been advised that resurfacing suggestions were more likely to win funding and had advised cllr Ralph of this.

The clerk had established that County Cllr Andrew Wickham could not consider using his Members Highway Fund to resurface parts of the New Cut and the lower part of Mulberry Hill as this work could not be carried out in the current financial year. However these roads were on a KHS list for resurfacing in Spring 2013.

Cllr Wickham had also advised that he could not consider the arrows around Chilham Square as this would involve a one-way system and associated TRO and there is insufficient time to do this in the current financial year.

(10/2) Chilham:

Cllr Glancy had contacted the parishioner following the complaint about a gazebo erected in the Square and had established that the gazebo had not been erected illegally and that Kent Highways had confirmed this in a letter.

As the complaint had been reported in the local press, the clerk had requested that the fact that the gazebo was not illegal was reported at the earliest opportunity together with the fact that the parish council apologises for any offence caused and this had happened.

(10/6) Parish Benches:

Cllr Kennett agreed to review the benches and propose the maintenance required for consideration at the November meeting.

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

(10/6) Dog Bins in OWL:

The costs associated with replacing 2 dog bins in OWL (£205 each for ABC to replace) had had been circulated to cllrs ahead of the meeting.

The clerk had found out more details of the bins that ABC would provide and circulated these to cllrs.

The clerk was asked to order two 40 litre dogbins from ABC and ask for the bin in the triangle at OWL to be relocated to the verge at the junction of Cobbs Hill with Lower Lees Road.

(10/6) OWL Play Area – Wet Pour repairs:

3 estimates for these repairs had been circulated to cllrs ahead of the meeting.

The meeting selected the estimate from FlexFlooring.

The clerk had given the go ahead for the repairs and these had been completed.

(10/7) North Downs Way National Trail - Having your say – request to take part in a survey

Action taken: forwarded to parish contacts

The clerk had forwarded another copy to Cllr Swan to complete on behalf of the parish council.

(10/7) KALC - Neighbourhood Planning - DCLG funding available

The meeting decided that a neighbourhood plan should be developed for the parish.

The clerk had expressed interest in the funding available and had been advised that the council should discuss its plans with ABC.

Cllr Ralph agreed to approach Wye parish council and accept its offer to attend a meeting to share its experiences developing a neighbourhood plan.

Update required from cllr Ralph at December meeting.

(10/7) Kent Downs AONB Unit - Strategic Environmental Assessment and Sustainability Appraisal for the Kent Downs AONB consultation questionnaire

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

Cllr Glancy agreed to forward his response to all cllrs.

(10/7) Gill Scofield – Complaint re maintenance of boundary hedges on OWL Green

Action taken: forwarded to cllrs Ralph, Kennett and Lincoln

The clerk was asked to obtain 3 estimates for the following work in consultation with Cllr Lincoln:-

1) reduce height of hedge on Cherry Orchard boundary to 1.5m

2) tidy up around the base of hedges and trees

(10/7) Local Works - Sustainable Communities Act – request to email the minister supporting use of the act by asking him to allow us to use the Act

The clerk had responded as requested.

(10/8) Community Broadband

Cllr Millar provided a further update on progress made by Vfast.

Cllr Millar was asked to circulate the latest version of the contract addendum to cllrs so it could be considered at the November meeting.

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

(10/13) Taylors Hill Toilets

Cllr Lincoln had drawn up a draft questionnaire and some changes were agreed at the meeting.

The clerk had checked the wording of the proposed questionnaire with Paul Naylor at ABC and the feedback had been considered by the Taylors Hill Toilet committee.

It was agreed that the questionnaire would be distributed to households by parish cllrs with a request that they be completed and returned to drop boxes in The Star Inn or Chilham Post Office.

The Taylors Hill Toilet Committee agreed to coordinate the exercise.

There is an agenda item to consider the outcome from the questionnaire later in the meeting.

(10/18) Village Reports

A report from CFDB had been circulated to all cllrs prior to the meeting.

Cllr Millar asked a number of questions regarding CFDB Memorandum of Association and Articles of Association and membership of CFDB.

Cllr Brown had raised these questions in an email to CFDB (cc all cllrs) so that answers could be provided at the November meeting and cllrs had received a reply.

11/3 Declarations of Interest

Cllr Brown declared an Other Significant Interest in the Taylors Hill Toilet agenda item and did not participate in the debate.

11/4 Planning.

Decisions received from Ashford

Application No. 12/00150/TC

Hambrook Cottage, Hambrook Lane, Chilham

T1 - Irish Yew – fell

RAISE NO OBJECTION

Application No. 12/00165/TC
3 Herons Close, Chilham
To remove one x Leylandii (T1)
RAISE NO OBJECTION

Application No. 12/00667/AS
Cumberland Cottage, The Street, Chilham
Proposed installation of solar panels onto garage roof.
PERMIT

Applications Considered

Application No. 12/00735/AS
Old Plough Cottage, Soleshill Road, Shottenden
Erection of replacement domestic outbuilding.
SUPPORT

Application No. 12/01030/AS
4 Bagham Cross Cottages, Bagham Lane, Chilham
Two storey side and single storey rear extension.
OBJECT due to:- inappropriate scale of the development for the size of the plot with regard to both side and rear extensions; concern for loss of parking space; neighbouring properties being overlooked; not in keeping with neighbouring properties

Application No. 12/01107/AS
Roseview, Pilgrims Lane, Chilham
Proposed replacement outbuilding for domestic storage.
SUPPORT

Application No. 12/01139/AS
Orchard Cottage, Shottenden Road, Shottenden
Change of use of land for stationing of 2 mobile caravans for use as self contained holiday lets.
SUPPORT

Sawmills Development

Cllr Kennett reported that the working group would be arranging a meeting with the Developer, Boro Cllr Doug Marriott and County Cllr Andrew Wickham.

11/5 Finance

The clerk presented the accounts for 2012/13 and they were approved by the meeting.

Payments:

The following payments were approved:

From the General Fund:

1554	G Dear	October salary	508.44
1555	G Dear	October expenses	171.43
1556	J Jeffery	October litter picking	41.14
1557	AR Groombridge	OWL grass cutting	255.60
1558	KALC	Localism conference	72.00
1559	KALC	Localism conference	72.00
1567	A Ralph	Expenses	90.98

From Ringfenced Funds:

1560	St Marys PCC	Recycling Fund Grant	500.00
1561	CPRGT	Recycling Fund Grant	750.00
1562	Chilham Seniors	Recycling Fund Grant	258.00
1563	CM Thomas Gray	OWL Green September	65.00
1564	CM Thomas Gray	OWL Green October	65.00

1565	FlexFlooring	OWL Play Area repairs	600.00
1566	N Williams	Latin Field repairs	158.00
Total Payments			3516.61

Quarterly budget report:

A budget update had been circulated to cllrs ahead of the meeting. This suggested that, ignoring any impact from the toilet consultation, there would be no need to increase the precept for 2013/14.

Groups or members of the public using CPC outside spaces for events:

The clerk was asked to include an agenda item to consider this for the December meeting.

Financial Regulations:

An amended version referring to the latest government regulations had been issued to cllrs ahead of the meeting – see Annex A.

This amended version was adopted by the meeting.

Budget setting:

It was agreed that the budget and precept for 2013/14 should not be finalised until the effect of Government legislation due to be passed on 5 December 2012 concerning parish council precepts was properly understood.

The clerk was asked to arrange for the Finance Committee to meet and propose a provisional budget and precept for 2013/14 before the end of the year so that the final budget could be agreed and approved at the January meeting.

Maintenance of parish benches:

Cllr Kennett agreed to produce a review of all parish benches and their maintenance requirements for consideration at the December meeting.

Xmas Tree in the Square:

Cllr Kennett explained that the Xmas tree committee had requested a grant of £200.

The meeting agreed to use its Concurrent Functions Grant to meet this request.

Cllr Kennett was asked to provide invoices supporting this expenditure so that payment could be approved at the December meeting.

11/7 Correspondence

(11/3) Came & Company – Autumn Parish Matters

Action taken: forwarded to cllrs

(11/4) ABC – Ashford Local Plan to 2030 – Still time to comment

Action taken: forwarded to cllrs

(11/5) KCC – Temporary facility whilst Ashford Household Waste Recycling Centre is closed

Action taken: forwarded to cllrs

(11/9) KALC – Notice of AGM on 17th November at Ditton

Cllr Swan agreed to attend

(11/10) KALC - KCC Highways & Transportation - Tracker Survey 2012

Action taken: forwarded to cllr Ralph

Cllr Swan agreed to respond on behalf of the parish council and provide a copy of his response to the clerk

(11/11) ABC - Ashford Rural Local Needs Housing Review

Action taken: forwarded to cllr Ralph

Decided not to respond

(11/15) KALC - Learning & Development : Autumn 2012 Update

Action taken: forwarded to cllrs

(11/16) APEK - Partners' Forum meeting minutes 18-9-12

Action taken: forwarded to cllrs

(11/18) PACT – Minutes of 25 September meeting

Action taken: forwarded to cllrs

(11/19) Kent Highways - Ashford District Winter Service Handbook 2012-13

Action taken: forwarded to cllrs

(11/20) DCLG - Neighbourhood Planning funding – reply to interest registered

Action taken: forwarded to cllr Ralph

(11/23) KCC - Volunteer Countryside Access Warden Training Invitation

Action taken: forwarded to parish contacts

(11/24) APEK - Partner Briefing

Action taken: forwarded to cllrs

(11/26) ACR Kent – Rural News 122

Action taken: forwarded to cllrs

(11/28) Doug Marriott – Taylors Hill Toilets – request that CPC recover savings from ABC in form of rebate on council tax

Decided to pass this to the Toilet Committee for consideration

(11/29) KALC - Parish News September 2012

Action taken: forwarded to cllrs

(11/30) Garry Stafford – comments re consultation on Taylors Hill toilets

Action taken: forwarded to cllrs

(11/31) APEK - Partner Briefing: Article on Shelter – Correction

Action taken: forwarded to cllrs

(11/34) KALC Questionnaire - Progress on Localism - Deadline 13 November

Action taken: forwarded to cllrs

(11/35) APEK - Partner Briefing - Kent Business Portal registration & new opportunities

Action taken: forwarded to cllrs

(11/37) PCSO Bill Waterman – New Community Officer

Action taken: forwarded to cllrs

(11/38) KALC - Lobbying Data Collation - Request For Indicative 2013-14 Precept Increase Info. [From 2012-13] And Services / Assets Being Funded By Increase

The clerk was asked to respond on behalf of the parish council

(11/39) Hi Kent – Invitation to tribute shows

Action taken: forwarded to parish contacts

(11/42) APEK - Partner Briefing - funding opportunities - London Legal Support Trust & Kent Business Portal

Action taken: forwarded to cllrs

(11/46) KALC - Kent Police & Crime Commissioner Elections - 15 November

Action taken: forwarded to parish contacts

(11/48) APEK - Partner Briefing

Action taken: forwarded to cllrs

(11/49) Ray Loftus (Molash PC) - Member Community Grant Molash

Action taken: forwarded to cllrs

It was agreed that Cllr Ralph should liaise with the chairs of Molash, Crundale and Godmersham on the projects to be considered

(11/50) Unlock Democracy - Local government: have your say
The clerk was asked to forward to cllrs so they could reply individually

(11/53) Climate South East - Parish/Town Council Views Sought!
Cllr Glancy agreed to respond on behalf of the parish council

(11/54) KALC - Precepts Update
Action taken: forwarded to cllrs

(11/55) APEK - Partner Briefing - Advice Services Transition Fund open for applications
Action taken: forwarded to cllrs

(11/56) APEK - Partner Briefing - Law Society Charity & Twitter
Action taken: forwarded to cllrs

(11/58) Trading Standard alerts:- Czech vodka, Valuation Agency scam, Timeshare Oceans estates scam, plumbing services scam, unauthorised Dyson repair service, burglar alarms, Trading Standards impersonator, firework safety, product safety recalls and doorstep sellers, rogue tarmacers
Action taken: forwarded to cllrs

(11/59) Elgin Roadworks alerts:- A28 Ashford Road, A28 Canterbury Road, Branch Road, Chilham
Action taken: forwarded to cllrs

(11/60) Road Closures: Spot House Lane, Woodchurch
Action taken: forwarded to cllrs

Late correspondence:

APEK Partner Induction – invitation to attend

Cllr Swan agreed to attend and the clerk was asked to confirm the booking.

11/8 Community Broadband

Cllr Millar reported that Vfast were waiting for permission to instal an antenna on St Marys Church and this was the last step before the service could be offered to the parish.

Cllr Millar agreed to circulate the revised contract addendum to cllrs so it could be finalised and approved at the December meeting.

11/9 Recycling

Recycling Cardboard:

Cllr Swan reported that ABC was planning to address this issue within their new waste contract so no action was currently required.

11/10 ABC Plan-It Consultation

A letter inviting the parish council to work alongside the borough council in identifying the key issues and aspirations of its community over the next 15 years or so had been circulated to cllrs prior to the September meeting.

The clerk was asked to contact ABC suggesting a meeting early in 2013 and asking for guidance on the preparation that the parish council should do prior to this meeting.

11/11 Taylors Hill Toilets

Cllr Ralph had circulated the outcome of the leaflet drop to cllrs prior to the meeting, ie

The result of the leaflet consultation was 108 for and 68 against the resolution that Chilham Parish Council should keep the toilets open and accept that Band D council tax in the parish of Chilham could increase by £12 per annum per household for the 2013/14 tax year.

Cllr Lincoln thanked cllrs for their efforts distributing and processing the leaflet questionnaires.

The toilet working group was asked to reconvene in the next 2 weeks to move the project forward and resolve outstanding issues satisfactorily in the interests of the parish.

11/12 Clerks Performance Review (Closed Session)

Cllr Lincoln proposed that this item should be considered in closed session at the end of the meeting because it concerns confidential employment issues and this was agreed.

Cllr Tharp reported that the clerk had forwarded a few comments on the Proposed Schedule of Targets for the current year under the Appraisal and Review arrangements. She advised that the matter should be concluded by the next Parish Council meeting.

11/13 Highways

None were raised.

11/14 Meetings

Cllr Ralph had circulated a report of a meeting of the Filming Committee to cllrs prior to the meeting.

Cllr Ralph had circulated a report of the ABC Parish Forum to cllrs prior to the meeting.

Cllr Swan had attended a KALC Localism conference and the KHS Parish Seminar.

11/15 Village Reports

CFDB had advised that there was nothing to report since the October meeting.

Community Warden Peter Willows gave his incident monthly report highlighting flytipping, dog fouling and a suspect vehicle in the Chilham recreation ground car park.

Latin Field:

The clerk was asked to contact the litter picker with regarding to tidying up the boundary of Latin Field.

Old Wives Lees Noticeboard:

The clerk was asked to arrange for the parish council name board on the top of the noticeboard to be reattached.

The meeting closed at.....pm.

11/16 Date of next meeting

6th December 2012 in Old Wives Lees Village Hall

715pm for 730pm

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