

CHILHAM PARISH COUNCIL

Minutes of the Meeting held at Old Wives Lees Village Hall on 2nd August, 2012 at 7.30pm

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

Apologies: Cllrs A Brown, A Ranns, A Millar and Boro Cllr D Marriott

In Attendance: Mr G Dear(Clerk), PCSO Matt Link, Community Warden Peter Willows , no members of the public

8/1 Minutes of the meeting held on 5th July 2012

The minutes were signed as a true record.

Cllr Swan requested that his statement regarding the meeting with Paul Naylor should be included in the minutes but the meeting rejected this request.

8/2 Matters arising from the Minutes

(7/2) Annual Accounts

The clerk presented the final accounts for 2011/12 and they were approved by the meeting.

The clerk had completed the audit return on this basis, had obtained signatures as required from the chairman following the completion of the internal audit and had submitted the audit return to the Audit Commission.

Update required from the clerk at the September meeting.

(7/2) 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 had circulated an email received from Kent Film Office regarding the filming of Christmas Candle to all cllrs.

Cllr Glancy reported the planned meeting 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

Cllr Glancy agreed to arrange a meeting with Kent Film Office to progress the first step in this plan.

Update required from Cllr Glancy at the September meeting

(7/2) 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.

Cllr Swan has not been able to progress this item yet.

Update required from Cllr Swan at the September meeting.

(7/2) 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 agreed to contact Peter Higgs(CTRG) and David Hayes (CFDB) again to arrange a meeting to finalise details and get agreement from ABC.

Update required from cllr Tharp at the September meeting

(7/2) 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 for the August Meeting but no report had yet been received.

Update required from Jubilee Committee at the September meeting.

(7/2) Relocating the noticeboard at the Nook to a safer location:

The clerk had established that the proposed location was not on BT property and had contacted KHS re ownership.

The clerk advised that KHS had agreed to allow the noticeboard to be relocated and would waive the normal charge of £395.

The clerk had received an estimate for the relocation and refurbishment of the noticeboard, had sent the application form to Kent Highways and the work had been completed.

(7/2) 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 on attendance at a meeting. One volunteer received for this task.

Cllr Swan reported that other volunteers had come forward and he planned to arrange a meeting.

Update required from Cllr Swan at the September Meeting.

(7/2) KCC – Parish Council Legal Scheme – offer to provide new service

Decided to wait for KALC advice. The clerk was asked to monitor the situation but there had been no advice from KALC as yet.

Cllr Millar had requested a copy of the correspondence and the clerk had forwarded it.

Update required from the clerk at the September meeting.

(7/2) ACR Kent - Good Neighbour Scheme

The clerk had requested more information before responding and had circulated this to cllrs.

The clerk had responded giving details of the following parish organisations: Lunch Club, Seniors Club, OWL Ladies Group.

(7/2) Latin Field

Cllr Glancy agreed to inspect the trip hazard reported around the base of the sports shelter and make recommendations.

Cllr Glancy had inspected the area and suggested adding a chamfer / slope to the concrete to reduce the transition between concrete and grass. If funds are not available then a temporary measure of raising the turf to meet the concrete could be done although this second could sink or retract over time. The meeting decided that the clerk should obtain estimates for the work to add a chamfer/slope to the concrete.

The clerk had requested an estimate for the work and presented this for consideration by the July meeting. The clerk had obtained one more estimate and had awarded the job to the original contractor who was cheaper and able to complete the work within a week.

(7/2) Consultation with the parish regarding the use of the recycling fund and the development of the Latin Field small games area:

It was decided to use the communications template set out above and supplement this with a questionnaire to collect feedback.

The communications committee were asked to produce a proposal for this consultation at the June meeting but no further progress had yet been made.

Update required from communications committee at the September meeting.

(7/2) KCC – Minerals and Waste Local Plan – details of consultation

Cllr Glancy had responded on behalf on the parish council but had not yet forwarded details of his response to the clerk.

Update required from cllr Glancy at the September meeting.

(7/4) Application No. 12/00599/AS

Cllr Ralph had advised the tenant to raise his concerns with the landlord who could then object on his behalf.

(7/4) Sawmills Development

The clerk had obtained copies of the amended plans for the planning committee and a working group meeting had been held to formulate the response to the amended plans and the lack of response to some of the questions previously raised with ABC. Further questions had been submitted to ABC and a reply had been received.

There is an item on the agenda under Planning regarding the formal response to both planning applications.

(7/5) Recycling Bid from OCS Youth Club:

Cllr Ralph had agreed that a recycling bid from OCS Youth Club for £500 towards running costs for the next year should be considered by the meeting as they were in urgent need of funds.

It was decided that the comms committee (who had an action regarding the use of the recycling fund and the development of the Small Games Area) would meet with the organisers of OCS Youth Club to discuss the bid and the future of the OWL Small Games Area ring-fenced fund but this meeting was still outstanding.

Update required from the Communications Committee at the September meeting.

(7/6) Code of Conduct:

Cllrs were asked to complete the new pecuniary interest forms and submit them to ABC by 28July either directly or via the clerk.

The clerk had advised Cllrs Brown and Tharp of this request as they were not at the meeting and sent out a reminder to all cllrs on 21July.

The clerk had received forms from cllrs Brown, Glancy, Kennett, Lincoln, Ralph and Ranns and cllr Tharp had sent the form directly to ABC.

Update required from the clerk at the September meeting.

(7/7) 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.

Update required from Cllr Swan at the September Meeting.

(7/7) ABC – Diamond Jubilee Civic Awards – invitation to nominate a person or group to be considered for this award

The clerk had publicised in August Parish News and also circulated details to parish contacts.

(7/7) KALC - DCLG Consultation: Funding Arrangements for Localising Support for Council Tax

The clerk had supported the KALC response to this consultation on behalf of the parish council and add its view that if a parish council sets its precept at the same level as the previous year then there should be no change to its parish council element of council tax bills in that parish.

(7/8) Community Broadband

A draft contract addendum had been issued to cllrs for review prior to the June meeting.

The broadband committee agreed to meet with Vfast to review the contract.

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

(7/9) Litter Picker

The clerk had forwarded copies of the litter pickers route to all cllrs.

The clerk had clarified the situation regarding ABC funding for street cleaning and advertised the vacancy again in the village section of the local press and Parish News.

Cllr Millar agreed to produce a proposal for use of the litter picker in a recycling initiative in the parish.

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

(7/13) Taylors Hill Toilets

The clerk was asked to send a formal acknowledgement of the ABC offer regarding the toilets produced by the toilet committee advising that the parish council still has questions regarding asbestos and request answers to all outstanding Requests For Information but had been asked to put this on hold until the committee was able to advise the specific content of the acknowledgement.

Cllr Ralph reported that the committee had formulated its response and it had been sent directly to ABC and copied to all cllrs.

8/3 Declarations of Interest

None.

8/4 Planning.

Decisions received from Ashford

Application No. 12/00579/AS

4 Goldups Lane, Shottenden

Proposed single storey rear extension

PERMIT

Application No. 12/00599/AS

4 Stable Court, Chilham Castle Estate, Chilham

Single storey rear extension incorporating steps to rear elevation, two new rooflights to rear roofslope and installation of a flue.

REFUSE

Applications Considered

Application No. 12/00729/AS

Cumberland Cottage, The Street, Chilham

Application for Lawful development Certificate - Proposed - Installation of 17 Solar Panels on roof of Double Garage.

(For information only – no comment required)

Application No. 12/00768/AS

Kimberley, Pilgrims Lane, Chilham

Proposed single storey extension.

SUPPORT

Application No. 12/00814/AS

Jolimont, Bowerland Lane, Chilham

Single storey side extension

OBJECT as the proposed development would be too imposing for the neighbouring area and the use of the extra capacity is undeclared.

Sawmills Development

Cllr Kennett reported that a final response had been sent to ABC regarding both applications and copied to the working group and all cllrs.

It was agreed that Cllr Kennett should speak on behalf of the parish council at the ABC planning committee to consider the applications.

Cllr Ralph congratulated cllr Kennett on the work that had done by the working group and the level of community involvement achieved and this was endorsed by the meeting.

8/5 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:

1532	G Dear	July salary	508.44
1533	G Dear	July expenses	22.91
1534	AR Groombridge	OWL grass cutting	255.60
1535	J Culver	Nook noticeboard	306.00
1536	J Culver	OWL noticeboard	49.96

From Ringfenced Funds:

1537	CM Thomas Gray	OWL Green	65.00
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Total Payments 1207.91

Quarterly Budget Update:

A budget update had been circulated to cllrs prior to the meeting.

Recycling Fund Bids:

It was agreed that Cllr Lincoln should review the criteria for assessing bids and produce a proposal at the September meeting.

8/6 Code of Conduct:

A suggested update from ABC to Standing Orders to fit in with the new conduct had been circulated to cllrs prior to the meeting.

The clerk was asked to incorporate the suggested updates into Standing Orders for adoption at the September meeting.

8/7 Correspondence

(8/1) KCC – Creation of Order of a Public Bridleway, Godmersham/Chilham – request for comments by 6th August

Decided no further comment required.

(8/3) ABC – Urban Sites and Infrastructure DPD – Main Modifications consultation

Decided no comment required.

(8/5) KCC – Definitive Map and Statement of Public Rights of Way – request to advise if it is believed any of the rights of way are shown incorrectly

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

(8/7) KALC - Joint KALC & Kent Fire & Rescue Service FREE Learning & Development Workshops
Action taken: forwarded to cllrs

(8/9) KALC - FINAL NALC Template Code of Conduct
Action taken: forwarded to cllr Ralph

(8/10) KALC - Councillors Conference on Saturday 14th July 2012 at Lenham Community Centre
Action taken: forwarded to cllrs

(8/12) Kent Highways - Olympic Torch Relay Route - Traffic and Waiting Restrictions
Action taken: forwarded to cllrs

(8/14) ABC - Ashford welcomes Olympic Flame
Action taken: forwarded to cllrs

(8/15) ABC - Ashford Voice is out now !
Action taken: forwarded to cllrs

(8/16) KALC - Councillors Conference 2012: 14th July 2012: CANCELLATION
Action taken: forwarded to cllrs

(8/19) ABC – Amended version of Draft Kent Code
Action taken: forwarded to cllrs

(8/21) ABC – Amended details of Localism Guide and answers to questions raised at July meeting
Action taken: forwarded to cllrs

(8/24) ACR Kent - Rural News 118
Action taken: forwarded to cllrs

(8/25) Southern Water - Key stakeholder event - Planning the delivery of our services
Action taken: forwarded to cllr Ralph

(8/26) Kent Highways - Olympic Torch Relay Route - Reminder of Traffic and Waiting Restrictions
Action taken: forwarded to cllrs

(8/27) KALC - Parish News for June 2012 (Issue 362)

Action taken: forwarded to cllrs

(8/29) KALC - Details of BT Community Connections Award Scheme for Community Groups

Action taken: forwarded to cllrs

(8/30) ABC - Local Council Tax Support Schemes and Impacts for Parish Councils' Taxbase

Action taken: forwarded to cllrs

(8/32) KALC – Localism Conference – September 2012

Action taken: forwarded to cllrs

The clerk was asked to book Cllr Swan onto this conference.

(8/33) ABC - Council Tax Support Schemes - shorter explanation following the recent letter to all parish councils

Action taken: forwarded to cllrs

(8/36) ABC - Ashford's Forth Coming Exciting Events - Saturday 28th and Sunday 29th July

Action taken: forwarded to cllrs

(8/37) ABC - Draft Tenancy Strategy - Consultation - Ashford Borough Council

Decided no comment required.

(8/38) Ashford CAB - TS Message Alert Citizens Advice Bureau – Request to publicise scam in the parish

Action taken: forwarded to cllrs, parish contacts, Elisabeth Arter and item posted on website and noticeboards

(8/39) KALC - DCLG Consultation on Payments by parish and community councils and charter trustees

Decided no comment required.

(8/40) Kent Highways - Urgent Road Closure - Sole Street, Crundale - 25 July 2012 (Ashford)

Action taken: forwarded to cllrs

(8/42) Case Kent (via Yve White) - Ashford Clinical Commissioning Group (ACCG) - 5 Year Commissioning Strategy – request for views and comments

Decided no comment required.

(8/47) PACT – Minutes of 24th July Meeting

Action taken: forwarded to cllrs

(8/49) Trading Standard alerts:- Co-op chocolate product recall, Breckland Orchard product recall, Cott beverages product recall, Morrisons pasta product recall, CAB Ashford scam, Olives botulism alert

Action taken: forwarded to cllrs

(8/50) Elgin Roadworks alerts:- A28 Ashford Road, A252 Maidstone Road, A28 Canterbury Road, Soleshill Road

Action taken: forwarded to cllrs

8/8 Community Broadband

A draft contract addendum had been issued to cllrs for review prior to the meeting.

The planned meeting with Vfast to review the contract had not happened.

Cllrs Glancy and Lincoln were asked to liaise with KCC and Vfast to resolve the following issues:

1) what happens if Vfast become insolvent

2) how will coverage be calculated

They were asked to amend the contract accordingly and arrange for it to be signed as soon as possible.

8/9 Litter Picker

The clerk reported that he had received 2 applications for the position.

Cllrs Lincoln and Tharp were asked to review the litter pickers route and propose improvements for consideration at the September meeting.

It was decided that cllrs Kennett and Ralph would interview the 2 candidates advising them that the route was under review, and report back so that a decision could be made at the September meeting.

8/10 Member Community Grant

An email from Boro Cllr Marriott requesting nominations for suitable projects had been circulated to cllrs prior to the June meeting and a decision had been deferred until the August meeting.

The clerk was asked to contact local parish contacts for suggestions so they could be considered at the September meeting.

Cllrs were also asked to bring suggestions to the September meeting.

8/11 Members Highway Fund

This item had been deferred from the June meeting at which cllrs were requested to bring suggestions to the July meeting and a decision had been deferred until the August meeting.

The Roads and Transport Committee were asked to produce a list of proposals for consideration at the September meeting.

Any cllr with a proposal for consideration was asked to contact Cllr Ralph.

8/12 Recycling

Recycling Cardboard:

Cllr Swan was not in a position to present his proposal to recycle cardboard.

It was decided that this item should be deferred until the September meeting.

Change in method of refuse collection:

Cllr Ralph explained a possible change in method of refuse collection following an announcement at last weeks Parish Forum that ABC is negotiating a new contract to start March 2013 and proposed that the council should:

1) Seek confirmation from ABC as to if their new refuse contract will involve any changes in method of collection?

2) If so, establish what arrangements / provisions have been made for the rural area?

The clerk was asked to contact ABC on this basis.

8/13 Taylors Hill Toilets

The response sent to ABC regarding its offer to enable the parish council to keep the toilets open had been circulated to cllrs prior to the meeting together with a response from Chilham Tourism and Retailers Group opposing the closure of the toilets.

8/14 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.

8/15 Meetings

Cllr Kennett reported that he expected to attend the August ABC Planning Committee meeting if it considered the Sawmills and Station Approach planning applications.

8/16 Village Reports

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

Community Warden Peter Willows gave his monthly incident report to the parish council.

8/17 Clerks performance review (Closed session)

Cllr Lincoln introduced a paper which he had prepared for consideration by the Council. He firstly made reference the Clerk's Contract of Employment in order to clarify some comments for colleagues. Section 11 of that contract requires the Clerk to receive an Annual Appraisal/Development review. The Council acknowledged that this should be carried out on a pro-active basis with agreed objectives for the year ahead and an appraisal to be undertaken at the year end.

The Council agreed that Cllrs Lincoln and Tharp would manage the process and produce a set of proposed objectives for the year commencing 1st October 2012, at the September meeting. Following agreement, these should be discussed with the Clerk at which time any training and development issues should be considered.

A further report will be presented at the October meeting.

The meeting closed at 10:15 pm.

8/18 Date of next meeting

6th September 2012 in Chilham 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.