

CHILHAM PARISH COUNCIL

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

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

Apologies: Cllr H Tharp

In Attendance: Mr G Dear (Clerk), Boro Cllr D Marriott, 2 members of the public

At the start of the meeting the clerk read out a letter of resignation from Cllr Mike Norton. Cllr Ralph explained that the resignation had been accepted with regret as it would mean be a sad loss to the parish council and asked the clerk to write a letter formally accepting the resignation and thanking Cllr Norton for his valuable contribution since May 2011.

2/1 Minutes of Meeting held on 5th January 2012

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

1/2 Matters Arising:

At the request of Cllr Brown, the (12/10) Community Broadband minute should include the following statement:-

There was a general reservation regarding the lack of community interest shown by the community.

1/5 Finance:

Cllr Swan pointed out that the clerk salary, expenses and litter picker payments were incorrectly listed for November when in fact they related to December.

2/2 Matters arising from the Minutes

(1/1) 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 by the clerk was accepted and the clerk was asked to send 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.

(1/2) 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 March meeting

(1/2) 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 and this would be delivered to filming contacts in Shottenden and Chilham.

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

At this point in the meeting Cllr Millar accused the clerk of being a liar and cited one example being at a CFDB meeting in July.

Cllrs Kennett and Brown took exception to this accusation and Cllr Ralph adjourned the meeting. After a short interval the meeting resumed.

(1/2) Email policy

Cllr Ralph had contacted ABC monitoring to get a view on the validity of the policy and the alternative of considering it as a guideline.

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.

(1/2) Highways

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

Cllr Swan reported that he had obtained prices in the region of £50 - £80 to replace the mirror.

Cllr Swan advised he was still investigating options to replace the mirror and had placed an item in Parish News asking for information about the missing mirror.

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

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

(1/2) Parish Council Priorities

The six most popular priorities were:

1. Identifying the need for supported housing and/or a warden to allow parishioners to stay in their homes wherever possible when they become older or ill (4 votes)
2. Ensuring the Sawmills development provides benefits to the parish and addresses local concerns regarding danger to motorists at Bagham junction (4 votes)
3. Promoting the improvement of mother and toddler facilities in Chilham (4votes)
4. Addressing the Branch Road rat run (3 votes)
5. Making Taylors Hill car park more attractive by screening the recycling centre (3 votes)
6. Extending recycling facilities provided in the parish to include doorstep collection of materials (eg scrap metals) not currently collected by ABC weekly refuse collection and the recycling centre (3 votes)

Cllrs were reminded to contact the clerk volunteering to take responsibility for these priorities prior to the February meeting.

The clerk advised that Cllrs Ralph and Tharp had notified him prior to the meeting volunteering to take responsibility for some of the priorities but no other cllr had contacted him.

The remaining cllrs volunteered for the remaining priorities (see Annex A).

(1/2) Community Broadband

Cllr Millar agreed to produce a plan to collect opinion regarding the 3 vendor options and organise carrying out this plan with other cllrs.

Cllr Millar reported that :

- 1) The 3 proposals had been made available to parishioners
- 2) A Facebook page had been set up for the project

Following a vote in which all cllrs supported the VFAST option, Cllr Millar was asked to take this option forward with KCC and contact all 3 vendors advising them of the decision.

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

(1/2) Village Reports

The clerk advised that estimates had been requested to repair a part of the fencing around OWL Green. It was agreed that the clerk could give the go ahead for the work once approval had been obtained from Cllrs Ralph, Kennett and Norton regarding which estimate to accept.

The clerk reported that a second estimate had been requested but not received and agreed to chase this up again before the February meeting.

The clerk reported that a second estimate had been obtained and that a contractor had been selected to carry out the work.

(1/6) ABC – Rural Sports Project – request to discuss opportunities

The clerk was asked to request a meeting with ABC and copy local organisations with a potential interest. As a result a meeting had been arranged for 25th January.

(1/6) 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 was asked to email the details to both cllrs.

Cllrs Millar and Glancy agreed to provide an update at the March meeting.

(1/6) ABC – Sustainable Design and Construction SPD – invitation to make representation by 27th January

Cllr Brown reviewed the SPD and decided no comment was required.

(1/6) ABC - Public Toilets Cabinet Report

Action taken: forwarded to cllrs

Cllr Ralph agreed to meet ABC with either cllr Swan or Kennett.

There is an agenda item later in the meeting on Taylors Hill Car Park Toilets.

(1/6) BTCV - Kent Heritage Trees Project – request for suggestions for sites for community action days

The clerk was asked to suggest Taylors Hill car park as a potential site, this had been accepted and as a result cllr Tharp had contacted CFDB and CTRG regarding a meeting with one of the BTCV organisers. 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.

Update required from cllr Tharp at the March meeting

(1/6) ABC - Meeting of ABC's Mini PAG 1 (Working with Local Communities) - Local Councils - 7th February 2012 – invitation to attend

Action taken: forwarded to cllrs Ralph and Kennett

Cllrs Ralph and Glancy agreed to attend the meeting

Update required from cllrs Ralph and Glancy at the March meeting.

(1/6) ABC – Request to register demand for better broadband

The clerk had registered demand for the parish and encouraged other parish organisations to do the same.

(1/6) 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

Update required from cllr Millar at the March meeting

(1/7) Chilham Square

The clerk had circulated an email from ABC received prior to the meeting regarding CFDB status to all cllrs.

The clerk had contacted ABC to request a meeting between CPC, CFDB, ABC and KCC and this had been arranged for 29th February at 2pm in Chilham Village Hall.

It was agreed that items to be included on the agenda would be agreed at the February meeting.

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

(1/8) Highways

The clerk had circulated the latest parish wish list to cllrs Ralph and Kennett.

(1/11) Parish Council Vacancy (Closed Session)

Cllr Ralph and Kennett reported on the recent interviews and referred to the papers issued prior to the meeting documenting the interviews.

Following a vote it was decided that Alison Ranns would be co-opted to the parish council to replace Ernie Taylor who resigned in September.

The clerk had notified the candidates accordingly and Cllr Ralph had followed this up with a letter to the unsuccessful candidates encouraging them to apply again if another vacancy arose.

The clerk was asked to confirm the legal position regarding disclosure of notes taken during the interviews.

2/3 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 Glancy declared an interest in the Chilham Square item as he was a CFDB board member.

2/4 Planning.

Decisions received from Ashford

Application No. 11/00234/TC

Hatfield Lodge, The Street, Chilham

To crown thin by 5% and crown reduce to 15m overall, one x beech (T1); to fell one x Leyland Cypress (T2); and reduce to 5m in height, eight x Leyland Cypress (T3-T10)

NO OBJECTION

Application No. 11/01182/AS & 11/01183/AS

Ensdon Oast, Lower Ensdon Farm, Lower Ensdon Road, OWL

Conversion of redundant oast house into two dwellings

PERMIT

Application No. 11/01351/AS

Denmark House, Bagham Lane, Chilham

Conversion of former care home into 2 dwellings including internal and external alterations including a first floor extension above the existing single storey extension, to a Grade II listed building

PERMIT

Applications Considered

Application No. 11/01470/AS

Cherry Rig, Cobbs Hill, OWL

First floor side extension and rear conservatory.

SUPPORT

Application No. 12/00027/AS

2 Branch Cottages, The Street, Chilham

Replacement of front ground floor window with bay window and enlarged first floor window above.

Replacement single storey rear extension. Conversion of detached outbuilding into hobby rooms

SUPPORT

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 clerk advised that the deadline for comments on from the parish council this application had been put back to 2nd March.

Cllr Kennett presented the views of the planning committee and these were supported by the meeting.

The clerk was asked to contact ABC and request that the developer present the proposals to the parish council and members of the community at an open meeting.

Application No. 12/00080/AS

South View Koi Ltd, Unit 1 Station Approach, Chilham

Change of use to sale of fish and pond equipment and storage of plants and materials together with erection of boundary fences and canopies above tanks

SUPPORT

2/5 Finance

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

The clerk reported that receipts had been received regarding the Halloween event confirming the expenditure less donations of £193.40.

In view of the success of the event the parish council agreed to increase its recycling grant by £93.40 to cover the expenditure.

Payments:

The following payments were approved:

From the General Fund:

1467	G Dear	January salary	508.17
1468	G Dear	January expenses	129.23
1469	K Jeffery	January litter picking	168.48
1471	A Ralph	Expenses	14.97
1472	Crown Print	PC Tips	35.00

From Ringfenced Funds:

1470	S Fowler	Recycling grant	100.00
1473	S Fowler	Recycling grant	93.40

Total Payments 1049.25

Annual Audit 2010/11

The clerk reported that the Audit Commission had completed their audit of the 2010/11 accounts and there were no issues arising.

Finance Committee Meeting

Cllr Millar requested a finance committee meeting to review 2011/12 accounts.

The clerk was asked to arrange a meeting in the Green Room, Chilham Village Hall.

2/6 Correspondence

(2/2) ABC – agenda for Parish Forum on 25th January

Action taken: forwarded to cllr Swan

(2/3) CPRE – How to shape where you live – a guide to neighbourhood planning

Action taken: copies forwarded to planning committee

(2/4) Protect Kent – notification of CPRE Ashford District Committee AGM on 28th February

Cllr Swan agreed to attend. The clerk was asked to forward details.

(2/5) KALC - Kent Forum Briefing - Edition 4 - December 2011

Action taken: forwarded to cllr Ralph

(2/9) Transport Survey Specialists – details of services provided

Action taken: forwarded to cllrs Ralph and Kennett

(2/10) Doffy Milner - December PACT minutes

Action taken: forwarded to cllrs

(2/11) Spinal Injuries Association - Great British Fish and Chip Supper – Friday 18th May 2012

Action taken: forwarded to Elisabeth Arter and posted on noticeboards where room

(2/12) ACR Kent - Rural News Edition 111

Action taken: forwarded to cllrs

(2/14) KALC - KALC Learning and Development Update 1: 2012

Action taken: cllr Ralph booked onto Localism conference

(2/19) ABC - Factsheet - Ashford Borough Council Performance, Quarter 3 2011-12

Action taken: forwarded to cllrs

(2/21) Yve White – Broadband Initiative – Chilham Parish

Action taken: forwarded to cllrs Millar and Glancy to be addressed under broadband agenda item at February meeting

(2/23) Open Spaces Society – Offer to send Open Space magazine by email

Action taken: accepted the offer

(2/24) Came & Co - Councillors Guide - Came & Company Parish Council Insurance

Action taken: forwarded to cllrs

(2/26) ACR Kent - Neighbourhood Planning Workshop – 29th March at Lenham

Cllrs Kennett and Brown agreed to attend. The clerk was asked to forward details.

(2/28) Unlock Democracy - Urgent request re proposal to empower Town and Parish Councils

The clerk was asked to respond to Greg Clark as requested.

(2/30) ABC - Ashford Borough 2012-13 Budget Consultation

Action taken: forwarded to cllrs

The clerk was asked to draft a response for review by cllrs.

(2/31) KALC - Learning and Development update

Action taken: forwarded to cllrs

(2/33) ABC - Development Update - January 2012

Action taken: forwarded to cllrs

(2/35) Steve Linter - Broadband & Bagham Lane

Action taken: forwarded to cllrs Millar and Glancy to be addressed under broadband agenda item at February meeting

(2/36) ACR Kent - Rural Community of the Year 2012

Decided not to respond.

(2/37) ACR Kent - Membership 2012/2013

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

The clerk agreed to present a payment for approval at the March meeting.

(2/40) ABC – Notes from Rural Sports Project meeting in Chilham

Action taken: forwarded to cllrs

(2/41) Affinity Sutton - Nominations for 2 Bed House in Shrimpton Close, Chilham – request to verify local connection

The clerk was asked to forward applicant details to cllrs so they could respond regarding local connection by 8th Feb in order that a collated response could be given.

(2/42) KALC - Community Resilience and Emergency Planning – details of training events

Cllr Swan agreed to attend.

The clerk was asked to forward the details so that a booking could be made.

(2/43) Ringmaster emails:- CCTV cold caller in Felborough Close, rogue tree surgeon, rogue drainage workers, thefts of heating oil, thefts from outbuildings

Action taken: forwarded to cllrs

(2/44) Trading Standard alerts:- rogue tree surgeon, distraction burglaries, rogue drainage workers, CAB energy saving event, bogus charity collectors, cold calls about loft insulation, cold calls about driveway repairs, car insurance scam, suspect insulation company

Action taken: forwarded to cllrs

It was agreed there should be an agenda item at the March meeting to discuss the communication of these alerts to parishioners.

(2/45) Elgin Roadworks alerts:- A28 Canterbury Road, Chilham; Maidstone Road, Chilham

Action taken: forwarded to cllrs

Cllr Ralph advised cllrs of the content of an email received from Veronica Brooks.

The clerk was asked to circulate to cllrs in order that the matter could be discussed under correspondence at the March meeting.

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

Cllr Glancy provided a brief report from CFDB regarding the Chilham Square project.

The clerk referred to the information request that had been received by cllrs and explained that the answers would be provided within the next few days.

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 was asked to arrange 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.

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 was asked to give the go ahead for the work to be carried out.

2/9 Taylors Hill Car Park Toilets

Prior to the meeting, Cllr Ralph had issued a report to all cllrs covering meetings between representatives from CPC, CTRG and ABC regarding ABC plans to either transfer responsibility for the toilets to CPC or close them.

Cllr Ralph reported that a meeting would be held with CTRG before a further meeting was held with ABC.

Cllr Millar described a proposal for a “social enterprise hub” in Chilham Square that could form part of the solution.

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 these questions Cllrs Millar and Glancy agreed to produce an item by 8th Feb for March Parish News, local press, PC website and noticeboards.

2/11 Highways

This item was deferred due to lack of time.

2/12 Meetings

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

The clerk was asked to book Chilham Village Hall and invite Kent County Councillor Andrew Wickham.

2/13 Village Reports

Cllr Swan reported he had been advised by Community Warden Peter Willows that Martin Sabin was no longer PCSO for the parish.

Dog Bins:

The clerk was asked to contact ABC and request a dog bin at the bottom of School Hill and advise that Cllr Swan should be contacted for further information.

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.

The meeting closed at 1040pm.

2/14 Date of next meeting

1st March, 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.

ANNEX A – PARISH COUNCIL PRIORITIES AND RESPONSIBILITIES

PRIORITY	RESPONSIBILITY
1. Identifying the need for supported housing and/or a warden to allow parishioners to stay in their homes wherever possible when they become older or ill	Cllrs Ralph and Tharp
2. Ensuring the Sawmills development provides benefits to the parish and addresses local concerns regarding danger to motorists at Bagham junction	Planning Committee and Cllr Tharp
3. Promoting the improvement of mother and toddler facilities in Chilham	Cllr Swan
4. Addressing the Branch Road rat run	Cllrs Brown, Kennett and Swan
5. Making Taylors Hill car park more attractive by screening the recycling centre	Cllrs Ranns and Tharp
6. Extending recycling facilities provided in the parish to include doorstep collection of materials (eg scrap metals) not currently collected by ABC weekly refuse collection and the recycling centre	Cllr Millar