

## CHILHAM PARISH COUNCIL

### Minutes (for approval) of the Meeting held at Chilham Village Hall on 3rd May, 2012 at 7.30pm

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

**Apologies:** Cllr B Glancy, Boro Cllr D Marriott, PC Lorayne Brown, Community Warden Peter Willows

**In Attendance:** Mr G Dear (Clerk), P Wead (deputy clerk), 3 members of the public

#### 5/1 Election of Chairman

Cllr Ralph and he was elected unopposed.

#### 5/2 Election of Vice-chairman

Cllr Kennett was elected elected unopposed.

#### 5/3 Election of Committees and Representatives

Annex A lists the committees and representatives for 2012/13.

#### 5/4 Annual Accounts

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

*The clerk was asked to complete the audit return on this basis and obtain signatures as required from the chairman.*

The following payments were approved:

From the General Fund:

1496	Groombridge	OWL Grass Cutting	149.40
1497	CPRE	Subscription	29.00
1498	Kent Men of the Trees	Subscription	25.00
1499	OWL Village Hall	Hall hire	45.00

From Ringfenced Funds:

1500	CM Thomas Gray	OWL Green - February	60.00
1501	CM Thomas Gray	OWL Green - March	60.00
1502	JH Marsh	OWL Green fence repairs	532.09

Total Payments 900.49

#### 5/5 Minutes of the meeting held on 5th April 2012

The minutes were signed as a true record.

#### 5/6 Matters arising from the Minutes

(4/2) 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 by the clerk was accepted and the clerk had sent it.

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

Cllr Swan had organised the purchase of 2 trophies with an appropriate inscription and advised that an accompanying certificate would need to be produced with wording agreed with CPRGT for presentation at a future CPRGT meeting.

*Update required from Cllr Swan at the June meeting.*

(4/2) 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 June meeting*

(4/2) Big Talk filming in Chilham:

Cllr Ralph was asked to produce a Film Production Bible for Chilham that could be used for future approaches 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 Glancy agreed to follow up these letters with the intention of arranging a meeting.

The meeting would be arranged next week as the resident concerned had been away.

*Update required from Cllr Glancy / Cllr Ranns at the June meeting.*

(4/2) 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 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 June meeting.*

4/2) 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 will arrange a meeting with Peter Higgs (CTRG) and David Hayes (CFDB) to finalise details and get agreement from ABC.

*Update required from Cllr Tharp at the June meeting*

(4/2) 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 and details were expected from KHS confirming road closure.

*Update required from Cllr Swan at the June Meeting.*

(4/2) 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 and this would be included in the agenda for the May meeting.

There is an item on the agenda to consider this.

(4/2) 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.

*It was decided that the clerk should complete the KHS forms required and obtain an estimate for the relocation of the noticeboard.*

(4/2) Doug Marriott - Ward Member Community Grant Scheme

The clerk was asked to monitor the situation as the grant was not available until April.

The clerk advised that parish organisations had been advised on the scheme but was not aware of any organisation taking advantage of it. Details of other funding had also been received from ABC via Boro Cllr Marriott.

*It was decided that the clerk should also forward these to village organisations.*

(4/2) Community Broadband

The decision to select VFast was confirmed.

The clerk had completed the KCC grant application and submitted it to KCC.

A response to concerns raised regarding community consultation had been included in Parish News.

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

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

Update required from Communications Committee.

There is an item on the agenda to consider this.

(4/2) 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.

*Update required from Cllr Swan at the June Meeting.*

(4/4) Application No. 12/00260/AS

Land between Mulberry House and Highdown, Mulberry Hill, Chilham

Outline application for the erection of a single dwelling house.

The meeting reserved judgment and the planning committee was asked to contact ABC regarding concerns that a precedent might be set for developments in other small plots of land in the parish before responding.

Cllr Kennett had contacted ABC and established that no precedent would be set. Following approval from the planning committee, the clerk submitted the following comment to ABC:-

“The parish council expresses concern regarding the size of the plot and whether it would be large enough to sustain even a small dwelling considering the need to maintain a public right of way through the plot.”

(4/4) Proposed Change to Public Rights of Way Network

The clerk had invited KCC to the June meeting to present their plans for the proposed cycle route between Ashford and Canterbury.

(4/4) Derelict Orchard in Old Wives Lees

The planning committee was asked to investigate the situation regarding the derelict orchard in Cobbs Hill so that the parish council could decide its stance on the situation at the next meeting.

There is an item on the agenda to consider this.

(4/5) Litter Picker

The clerk reported that the litter picker had resigned for personal reasons.

The clerk had advertised for a replacement via Parish News, local press, noticeboards and website.

The previous litter picker had since reapplied for the position.

*It was decided to review the situation again at the June meeting.*

(4/6) CPRE – Membership renewal

Decided to renew. The clerk had raised a payment for approval at the May meeting.

(4/6) ABC – Green Spaces and Water Environment SPD – details of consultation

Cllr Glancy had looked into this and came to the conclusion that there was no need for the parish council to respond.

(4/6) KALC – Membership Information Pack

Decided to renew. The clerk had raised a payment for approval at the May meeting.

(4/6) KCC – Parish Council Legal Scheme – offer to provide new service

Decided to wait for KALC advice. The clerk was asked to monitor the situation.

*Update required from the clerk at the June meeting.*

(4/6) ABC – Ashford 2030 – A framework – Request for information

The clerk had responded on behalf of the parish council.

(4/6) ABC - Consultation for Common Assessment Framework in Kent - Changes to Lettings Policy

Cllr Tharp had looked into this and came to the conclusion that there was no need for the parish council to respond.

(4/6) KCC - Proposal to review Kent County Councils Gypsy and Traveller Allocation Policy

Cllr Ranns agreed to respond on behalf on the parish council.

*Update required from Cllr Ranns at the June meeting*

(4/6) ABC - Ward Member Community Grant Scheme

The clerk had forwarded details of the grant to parish organisations.

(4/6) ACR Kent - Good Neighbour Scheme

The clerk was asked to find out more before responding.

*Update required from the clerk at the June meeting*

#### (4/7) Chilham Square

The meeting then accepted the offer from CFDB and decided that:-

- 1) Cllr Glancy should continue as a director of CFDB
- 2) Cllrs Ranns and Brown should be the other 2 cllrs nominated as CFDB directors

It was also agreed that the details regarding how CPC would fulfil its role as a corporate member would be agreed at the next CFDB meeting and reported back to the parish council at the first opportunity.

There is an item on the agenda to consider a proposal regarding the corporate member.

It was agreed that CFDB should now continue their funding search and contact KCC regarding contractors.

The clerk had publicised these decisions via noticeboards, local press, Parish News and website and also informed ABC and KCC.

#### (4/8) Community Broadband

The clerk reported that the grant application had been successfully submitted and that the grant payment was expected towards the end of April.

Cllr Glancy agreed draw up a contract in consultation with Vfast that included confirmation of the coverage to be provided, the schedule of payments and the corresponding deliverables required.

There is an item on the agenda to consider this.

#### (4/10) Parish Council Vacancy

The clerk advised that there had been two applicants for co-option.

Cllrs Ralph and Kennett were asked to arrange interviews and report findings at the May meeting.

There is an item on the agenda to consider this.

#### (4/13) Shrimpton Close

The clerk had obtained details of the application process to fill the recent vacancy in Shrimpton Close in order to answer local concerns and circulated this information with the agenda.

*The clerk was asked to forward the details to all cllrs.*

#### (4/13) 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.*

#### **5/7 Minutes of the Annual Parish Meeting held on 19th April 2012**

The minutes were signed as a true record.

*The clerk was asked to obtain confirmation from ABC regarding the following comment made by David Hayes:*

*“Alan Millar advised that ABC had concerns regarding future governance. David Hayes (for CFDB) reported that this issue had been dealt with at a meeting between CPC, CFDB, ABC and KCC and ABC had subsequently confirmed they were now satisfied.”*

All cllrs and Boro Cllr Doug Marriott should be ccd on the communication.

#### **5/8 Declarations of Interest**

Cllr Tharp declared a prejudicial interest in the Sawmills development and did not participate in the debate on that subject..

## **5/9 Planning.**

### **Decisions received from Ashford**

Application No. 12/00247/AS

British Telecom Telephone Exchange, Shalmsford Road, Chilham  
External alterations to include the insertion of new metal louvres.

PERMIT

Application No. 12/00261/AS

Hawley Cottage, Selling Road, Old Wives Lees

Demolition of existing bungalow and detached garage and construction of new chalet bungalow with detached double garage.

PERMIT

Application No. 12/00291/AS

Hatfield Cottage, The Street, Chilham

Replace existing conservatory with a kitchen extension.

PERMIT

### **Applications Considered**

Application No. 12/00424/AS

Verbena, Canterbury Road, Chilham, Canterbury, Kent, CT4 8AG

Two-storey side extension and single-storey porch extension to existing residence

SUPPORT

Application No. 12/00436/AS

Jolimont, Bowerland Lane, Chilham

Single storey rear extension, first floor side extension and porch to front elevation

SUPPORT

### **Sawmills Development**

Cllr Kennett reported on a recent working group meeting to consider the response from ABC to questions raised.

A response had been agreed raising further questions and this would be sent to ABC.

It was noted that no date had yet been set for the ABC planning committee to consider the applications and it was agreed that the parish council would be sending a representative to address the committee on the matter.

### **Derelict Orchard in Old Wives Lees**

It was agreed that the parish council could not comment until the details of any planning application were available but it would expect any development to comply with the Parish Design Statement and be subject to a proper local consultation.

## **6/10 Finance**

The clerk presented the accounts for 2012/13 (including the funds transferred from general fund to ringfenced funds to meet agreed reserving policy) and they were approved by the meeting.

Payments:

The following payments were approved:

From the General Fund:

1503	G Dear	April salary	508.44
1504	G Dear	April expenses	78.30
1505	KALC	Subscription	581.52

1506	A Ralph	APM refreshments	57.88
1507	Royal Mail Group Ltd	PO Box delivery	276.00
From Ringfenced Funds:			
1508	YT White	OWL Small Games Area	114.48
1509	CM Thomas Gray	OWL Green - April	65.00
1510	OWL Ladies Club	Recycling grant	200.00
Total Payments			1681.62

#### Insurance Policy Renewal:

The clerk reported that a renewal quotation had been received that took into consideration the long-term agreement and included an annual 5% no claims discount. A cheque would be presented for payment at the June meeting.

#### Jubilee celebration funding:

A further recycling grant of £250 was requested by Cllr Brown to cover expenses for the Chilham Jubilee celebrations. It was hoped that it would be possible to pay back some of the grant after the event.

The meeting approved this grant.

St Marys Church had also requested a grant from the recycling fund to contribute towards the cost of its jubilee lunch and the clerk had asked for more details.

It was agreed that a grant up to £100 could be made once details of anticipated expenditure had been provided.

*The clerk was asked to arrange for cheques for the appropriate amounts to be approved by Cllrs Ralph and Kennett prior to the jubilee weekend.*

#### 5/11 Correspondence

(5/1) Kent Men of Trees – Arbor Spring 2012 and Membership renewal

Action taken: payment raised for approval under Finance

(5/5) Open Spaces Society – Octavia Legacy Appeal and Membership renewal

Decided to renew

*The clerk was asked to present a cheque for payment at the June meeting.*

(5/6) M Cordingley – Website Feedback – Request for details of natural areas in parish maintained by community groups

*The clerk was asked to forward this to the recreation ground trust.*

(5/7) Doug Marriott - Jubilee Celebration Parties & Olympic Events – Request for information of events in the parish (Action taken: forwarded to cllrs Ralph, Kennett, Swan and Brown)

*Cllrs Brown and Swan agreed to forward the information to Cllr Marriott.*

(5/8) KCC - Jubilee Celebrations Funding – details of how to apply for funding

Action taken: forwarded to community groups organising jubilee celebrations

(5/12) KALC - Chairmanship Mentor Application Form 2012

Action taken: forwarded to Cllr Ralph

(5/13) KALC – Parish News April 2012

Action taken: forwarded to cllrs

(5/14) ACR Kent – Rural News

Action taken: forwarded to cllrs

(5/15) National Co-ordinator of Local Works - Empowering Town and Parish Councils - please help end government delays – request to contact our MP re delays to Sustainable Communities Bill

*The clerk was asked to respond as requested*

(5/16) Kent Highways – confirmation that PACT request to relocate signs in Branch Road have been actioned

Action taken: forwarded to cllrs

(5/17) ABC – Request to postpone local needs housing survey until next year and request to consider sites put forward for the rural sites DPD as options for local needs housing

*The clerk was asked to advise ABC that it accepted the postponement.*

(5/18) ABC - Mini PAG Meeting 7 Feb and Rural Conference – notification of follow up meeting and notification of rural conference

Action taken: forwarded to Cllr Ralph

(5/19) ABC - Chilmington Green Area Action Plan Regulation 19 - Invitation to Join

Decided not to respond

(5/20) KALC – Fire Safety Promotion – Request to advertise in parish

*The clerk was asked to advertise via noticeboards, Parish News and website*

(5/22) KALC - Learning and Development Update April 2012

Action taken: forwarded to cllrs

(5/24) ABC - Factsheet - Ashford Borough Council Performance, Quarter 4 (to end of February)

Action taken: forwarded to Cllr Ralph

(5/26) KALC - Queen's Diamond Jubilee – Guidance from Kent Fire Service

Action taken: forwarded to community groups organising jubilee celebrations

(5/28) KALC - Learning and Development Update April 2012

Action taken: forwarded to cllrs

(5/31) Mid Kent Downs Countryside Partnership - Paths 4 Communities – grant scheme from Natural England

*The clerk was asked to forward to local contacts to consider a community project using this funding*

(5/39) Southeastern – Newsletter and Timetable consultation December 2012 – request for feedback

*The clerk was asked to forward to Anthony Perrett and Ernie Taylor in case they had any feedback to provide on behalf of the parish.*

(5/40) Ringmaster emails:- free public liability insurance for NhW schemes, forced entry to commercial premises in Chilham

Action taken: forwarded to cllrs

(5/41) Trading Standard alerts:- Action Fraud scam, warning re Rutex charity collections

Action taken: forwarded to cllrs

(5/42) Elgin Roadworks alerts:- Shalmsford Road, A28 Canterbury Road, A28 Ashford Road, Mulberry Hill

Action taken: forwarded to cllrs



## **5/12 Community Broadband**

An update from Cllr Glancy had been issued prior to the meeting including suggestions for a contract with Vfast.

*It was decided that:*

- 1) Cllr Millar should forward the Vfast contract addendum to the clerk*
- 2) The clerk would draw up a contract in consultation with Cllrs Millar and Glancy so that a contract could be formally agreed and advertised in local press etc.*

## **5/13 Volunteers**

A proposal from Cllr Kennett had been included in the supporting notes issued to cllrs with the agenda. It was decided that volunteers should be welcomed provided all persons are competent and have the required knowledge of the task they are performing. A risk assessment must be carried out beforehand. Volunteers should be covered by public liability insurance provided by themselves or the parish council.

*The clerk was asked to update Standing Orders to this effect.*

## **5/14 Communication**

### **Consultation within the parish:**

A proposal had been included in the supporting notes issued to cllrs with the agenda.

It was decided that the following options should be adopted as a template for any issue requiring consultation with the parish:-

#### 1) Website

- add new page specifically for the issue that includes the following sections: latest news / story so far / useful links / how to get involved
- latest news would be updated ideally weekly and cover anything that important that has happened in the last week
- story so far would enable those new to the issue to get up to speed by providing useful background information (eg summarise earlier consultation linking to meeting notes etc ...)
- useful links would link web pages that contain relevant information
- how to get involved (eg subscribe to Update emails, check this page on our website, ...)

#### 2) Email

- set up an email list for Update subscribers
- produce regular emails (ideally weekly) mirroring latest news updates and providing important website links (eg to our new webpage ...)

#### 3) Noticeboards & 4) local press

- regular update of latest news as per website plus how to get involved

#### 5) Parish News

- summary of progress to date
- major issues and what is being done to address them
- how to get involved

#### 6) Facebook

- a facebook page should be created with links to the website page

All of this can be generated from what we decide to put on the website so we can avoid duplication.

For each route, we should encourage people to spread the word.

## **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.*

## **5/16 Highways**

The clerk had reported the damaged litter bin in the layby between Chilham Village hall and Dane Street.

*The clerk was asked to report the hole in the road in Shottenden after obtaining details from Cllr Ralph*

*The clerk was asked to check with Southeastern regarding repositioning the Station sign now in the grounds on Hope View School and hidden by the perimeter fence.*

## **5/17 Meetings**

Cllr Ranns reported on a meeting between herself, Cllr Brown and David Hayes of CFDB regarding their appointment as directors of CFDB and that, in response to the action agreed at the April meeting, it had been proposed that Cllr Ranns become the corporate member representing CPC.

In the interests of openness and transparency, Cllr Ranns asked the meeting to formally approve this proposal.

The meeting agreed to consider this proposal and then formally approved it.

## **5/18 Village Reports**

None.

## **5/19 Parish Council Vacancy (closed session)**

Cllr Ralph circulated a report listing the findings from the 2 interviews conducted earlier in the week. After consideration, it was decided by a vote to co-opt Roy Lincoln.

*The clerk was asked to advise the candidates of the decision.*

## **5/20 Inappropriate use of email (closed session)**

Cllr Millar asked the meeting to consider disciplinary action in respect of an email sent by Cllr Ralph to parishioners that caused distress to Cllr Swan and some of his family.

The view of the meeting was that this use of email was unacceptable.

Cllr Ralph apologised unreservedly to Cllr Swan who accepted the apology.

*Cllr Ralph was asked to put this apology in an email and send it to the same circulation list as the original email.*

The meeting expected all members when using email to adhere to the policy already agreed and refrain from sending any messages deemed to be aggressive or offensive to others.

*The meeting closed at 10:25pm.*

## **5/21 Date of next meeting**

7th June, 2012 in Old Wives Lees Village Hall

715pm for 730pm

The clerk advised that Peter Wead would be standing in as clerk for this meeting.

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