

## CHILHAM PARISH COUNCIL

### Minutes of the Meeting held at Old Wives Lees Village Hall on 4th October, 2012 at 7.30pm

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

**Apologies:** Cllr H Tharp

**In Attendance:** Mr G Dear (Clerk), Cllr D Marriott, no members of the public

#### 10/1 Minutes of the meeting held on 6th September 2012

The minutes were signed as a true record.

#### 10/2 Matters arising from the Minutes

(9/2) 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.

*Update required from Cllr Glancy at the November meeting*

(9/2) Highways

Cllr Swan was asked to get prices for replacing the missing mirror in The Street for discussion at the October meeting and had advised that a replacement mirror would cost £62-80.

Cllr Swan had looked into locking the mirror to the post but this did not seem to be an option and was now looking into suitable mirrors.

The parish council decided that it would not fund the replacement mirror.

Cllr Swan advised that he would look into other funding sources.

(9/2) 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.

*Update required from cllr Tharp at the November meeting*

(9/2) 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 draft financial statement and explained it needed to be approved by the jubilee committee. It indicated that around £350 would be returned to the recycling fund.

*Update required from cllr Brown at the November meeting*

#### (9/2) 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 2 volunteers had come forward and he was trying to get more before arranging a meeting.

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

#### (9/2) 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 November Meeting.*

#### (9/2) 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 November meeting.*

*The clerk was asked to send 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.*

#### (9/4) Sawmills Development

Following consideration of the decision by ABC to permit both applications, cllr Kennett had reconvened the working group and a meeting had been held on 17th September to:-

- 1) identify key issues (eg environmental, road safety and pedestrian safety) to be reviewed with ABC, the developer and other agencies as the development progressed
- 2) agree an approach for working collaboratively with ABC, the developer and other agencies

There is an agenda item later in the meeting to consider the working groups proposals.

#### (9/5) Recycling Bids:

Cllr Lincoln circulated a paper containing suggestions on how recycling bids could be assessed.

The meeting agreed that this complemented the existing approach of assessing each bid against 5 criteria and should be combined with this to form a new policy.

The clerk had forwarded details of the new policy to current bidders, explaining that this new policy will be used to assess their bid and provided the opportunity for them to amend their bid if they wished.

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

(9/7) KALC Ashford Area Committee - Minutes of 18th July Meeting  
The clerk had forwarded a copy to Cllr Millar.

(9/7) 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.

*Update required from cllr Glancy at November meeting.*

(9/7) 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.

*Update required from cllr Millar at November meeting to include advising whether the deadline for submission had been missed.*

(9/7) ACR Kent – Annual Meeting – 13th September at 530pm – invitation  
Cllr Swan agreed to attend and the clerk had responded accordingly.

(9/7) Advice Partnership for East Kent – invitation to join  
Decided to join. The clerk had accepted the invitation on behalf of the parish council.

(9/7) Yve White – Fields in Trust funding – suggestion that CPC nominates Latin Field and OWL Green as QE2 Fields in Trust

Decided to nominate OWL Green and Latin Field. The clerk had submitted the nomination forms after confirming that ABC would consent to the protection of the land by QE2 Fields in Trust for the remaining period of the lease.

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

(9/7) ABC - Council tax benefit consultation

The clerk had forwarded this correspondence to all cllrs.

Each cllr was asked to complete the questionnaire and it to the clerk by 21st September so a consolidated parish council response could be submitted by the 1st October deadline.

2 cllrs had responded and the consolidated return had been submitted on 28th September.

(9/7) Andrew Wickham - Resurfacing works – request for suggestions

Action taken: forwarded to R&T committee

The clerk had forwarded this correspondence to all cllrs.

Each cllr was asked to send suggestions to the clerk by 21st September so a consolidated parish council response could be made but no suggestions had been received and the clerk advised that the budget had been spent.

(9/7) Kent Highways - Salt Bags - Urgent response required please

Action taken: forwarded to R&T committee

The clerk had requested 2 bags – one for Cherry Orchard and the other for the top of Soleshill Road and Kent Highways had confirmed there would be no additional cost.

(9/7) Late items of correspondence received:

KALC Finance Conference on 20th October in Lenham

The clerk had advised KALC that he would be attending this event and would confirm the booking when these were being taken.

(9/8) Community Broadband

Cllr Millar reported on progress made by Vfast and explained he was expecting an email from KCC confirming the safeguards against Vfast becoming insolvent.

Cllr Millar agreed to resolve the outstanding issue to understand how coverage would be established, finalise the contract addendum so that it removes this issue and present it for sign off at the October meeting.

There is an agenda item to review the finalised contract addendum later in the meeting.

#### (9/9) Litter Picker

Cllr Tharp circulated a paper proposing improvements to the litter pickers job description and these were reviewed by the meeting.

Cllrs Tharp and Lincoln were asked to present an update job description for approval at the October meeting.

Cllrs Tharp and Lincoln were also asked interview the 4 candidates expressing an interest so a decision could be taken at the October meeting.

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

#### (9/10) 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 was asked to submit 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.*

#### (9/11) 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 was asked to find out whether County Cllr Andrew Wickham would consider using his Members Highway Fund to resurface parts of the New Cut and the lower part of Mulberry Hill, and also for the arrows around Chilham Square.*

#### (9/12) Recycling

Recycling Cardboard:

Cllr Swan was asked to assess the financial viability of his proposal to recycle cardboard and present it at the October meeting. There is an agenda item to consider this later in the meeting.

#### (9/13) 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.

Following discussion it was agreed that cllrs Lincoln and Tharp should meet with the clerk to consider performance objectives. There is an agenda item to consider this later in the meeting.

#### (9/14) 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 meeting. Cllrs were asked to review the correspondence so that the matter could be discussed at the October meeting.

The clerk had informed ABC that a meeting would be requested at a later date in order to move this initiative forward.

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

(9/16) 20 mph Speed Limit for Long Hill:

The clerk had acknowledged the letter received from a parishioner sent to Kent Highways requesting this speed limit following a fatal accident and the letter supporting this request received from RoadPeace. The clerk had confirmed that the parish council would be notifying Kent Highways that it supported the request and as well as suggesting that RoadPeace notify Kent Highways of their support as well with copies to Boro Cllr Marriott and County Cllr Wickham.

Cllr Wickham had since advised informally that, compared to other rural lanes, Kent Highways were unlikely to consider there was a special case justifying a 20mph speed limit.

(9/18) Chilham:

The parish council had been asked if anything could be done about the increased occurrence of dog fouling at the recreation ground.

The clerk had reported the matter to the dog warden at ABC asking for the matter to be addressed.

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 was asked to ensure that the fact that the gazebo was not illegal should now be reported at the earliest opportunity together with the fact that the parish council apologises for any offence caused.*

The meeting agreed that issues such as these were better directed to Kent Highways in the first instance.

(9/19) Old Wives Lees:

The clerk had contacted ABC regarding a replacement for the rusted dogbin on the triangle and the purchase of a replacement the dog bin in OWL Green that was also in a poor condition. ABC had advised that each replacement bin would cost the parish council £160 plus £45 to install.

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

### **10/3 Code of Conduct:**

The final version of Kent Code received with an accompanying letter from Terry Mortimer, ABC Monitoring Officer, was adopted.

### **10/4 Declarations of Interest**

Cllr Brown declared an interest in CFDB and the Taylors Hill Toilet agenda item.

Cllrs Ranns and Millar declared an interest in the Recycling Bid agenda item.

### **10/5 Planning.**

#### **Decisions received from Ashford**

Application No. 12/00581/AS

Hurst Farm, Mountain Street, Chilham

Erection of a new dwelling on site of existing workshop

**WITHDRAWN BY APPLICANT**

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.

**PROPOSED USE/DEVELOPMENT NOT LAWFUL**

Application No. 12/00814/AS

Jolimont, Bowerland Lane, Chilham,

Single storey side extension

**PERMIT**

Application No. 12/00856/AS  
Howletts Farm, Soleshill Road, Shottenden  
Erection of steel framed portal agricultural building for housing timber equipment and machinery  
**PRIOR APPROVAL IS GIVEN**

### **Applications Considered**

Application No. 12/00261/AMND/AS  
Hawley Cottage, Selling Road, Old Wives Lees  
Detached garage repositioned further away from the site boundary and the overall building depth reduced, along with the provision of two personal doors to side elevation. Rear patio raised to form level access.

**FOR INFORMATION ONLY – NO COMMENT REQUIRED**

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

Application No. 12/01002/AS  
Upper Ensign House, Selling Road, Old Wives Lees  
Erection of detached 2 bay garage, external alterations to existing garage and provision of new access with parking/turning area  
**SUPPORT**

### **Sawmills Development**

Notes from the working group meeting held on 17th September had been circulated prior to the meeting. The meeting extended a vote of thanks to cllr Kennett for his work on the sawmills planning applications and the excellent presentation he made at the ABC planning meeting. Cllr Kennett reported that he had made contact with the developer and ABC planning department and was planning another working group meeting at which the developer would be invited together with Boro Cllr Marriott and County Cllr Wickham.

### **10/6 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:

1545	G Dear	September salary	508.44
1546	G Dear	September expenses	46.55
1547	AR Groombridge	OWL grass cutting	255.60
1548	JH Marsh	Latin Field Games Area repairs	158.33
1549	HMRC	PAYE payment	362.60
1550	OWL village hall	Hall hire	60.00
1551	D Kennett	Chilham planters	23.24
1552	N Mampemde	Expenses	3.50

From Ringfenced Funds:

1553	OCS Youth Club	Fund raising start up request	200.00
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Total Payments 1618.26

#### Recycling Bids:

Details of bids received had been circulated to cllrs ahead of the meeting.

Cllr Ranns did not participate in the debate.

After a challenge by cllr Ranns, cllr Millar did not participate in the debate.

Cllr Lincoln advised that last years grant to St Marys School for a cycle shed was now required for a PE equipment store. This amendment was approved by the meeting.

Following discussion the following grants were agreed :-

£500 to St Mary Church for upkeep of the churchyard

£300 to OCS Youth Club to support running costs

£750 to CPRGT for the purchase of a new mower

£258 to Chilham Seniors to support running costs

£320 to OCS Youth Club to support capital costs but to be repaid if the application for funding from Boro

Cllr Marriotts Member Community Grant was successful

£750 to Chilham Village Hall for new alarm system and infestation work

£200 to ChilKidz for the Halloween event

*These grants would be presented for payment when the required proof of expenditure had been received.*

#### Parish Benches:

The last review of parish benches conducted in April 2011 had been circulated to cllrs ahead of the meeting.

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

#### Dog Bins in OWL:

The costs associated with replacing 2 dog bins in OWL (£210 each for ABC to replace) had had been circulated to cllrs ahead of the meeting.

*The clerk was asked to find out more details of the bins that ABC would provide.*

#### Youth Club Halloween Disco:

A request from OWL Youth Club to draw down funds from the OWL Small Games Area ring-fenced fund held by the parish council on behalf of the youth club in order to help finance this event had had been circulated to cllrs ahead of the meeting.

A payment of £200 was approved.

The meeting agreed that future payments requested from this fund by the youth club would be made on demand provided approval had been obtained from 2 cllrs including the chairman.

#### 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 was asked to give the go ahead for the repairs.*

#### QE2 Field nominations:

An explanation of 2 issues that required decisions in order for the nominations of OWL Green and Latin Field to proceed had been circulated to cllrs ahead of the meeting together with a recommended way forward.

It was decided that both fields should be protected by a Non-charitable Deed, proven to be the preferred option for most town and parish councils.

It was decided that the parish council should:-

a) not ask ABC to extend the lease, and

b) protect Latin Field for the remaining duration of the current lease (approx 60 yrs).

## **10/7 Correspondence**

(10/1) Open Spaces Society – The price of justice – request for donation to its legal fund  
Decide not to donate.

(10/3) Kent Downs AONB Unit – Countryside Day, 12th October Cobham – invitation  
Decided not to attend.

(10/8) ABC - Council tax benefit consultation notification – request to publicise  
Action taken: notice on noticeboards, item in Parish News and on website

(10/10) West Kent Housing Association - Invitation to Rural Housing Week event in Tonbridge  
Action taken: forwarded to cllr Ralph and considered at the September meeting

(10/13) KALC - Parish News August 2012  
Action taken: forwarded to cllrs

(10/16) KALC Finance Conference 2012 details  
Action taken: forwarded to cllr Ralph and considered at the September meeting

(10/18) Kent Fire & Rescue - Recruitment drive for on-call firefighters in Chilham – request to publicise  
on website and noticeboards  
Action taken: notice placed on noticeboards and item added to website

(10/23) ABC - Ashford Area Be-Friending Scheme – request to publicise  
Action taken: forwarded to parish contacts, item in Parish News added to website

(10/24) ABC - Kent Code of Conduct – update from Terry Mortimer  
Action taken: forwarded to cllrs

(10/25) North Downs Way National Trail - Having your say – request to take part in a survey  
Action taken: forwarded to parish contacts

*The clerk was asked to forward another copy to Cllr Swan to complete on behalf of the parish council.*

(10/26) ABC - Ashford RNIB – request to publicise  
Action taken: notice placed on noticeboards and item added to website

(10/27) Ashford Borough Citizens Advice Bureau - Newsletter – Autumn 2012  
Action taken: notice placed on noticeboards and forwarded to parish contacts

(10/28) KALC - Neighbourhood Planning - DCLG funding available  
The meeting decided that a neighbourhood plan should be developed for the parish.

*The clerk was asked to express interest in the funding available.*

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

(10/31) Kent Film Office - BBC TV's The One Show Seeks Community Projects in Need of Help Across the UK

Action taken: forwarded to parish contacts

(10/33) ABC - Chilham PC Code interests – new advice regarding cllrs who are also directors of CFDB based upon the Kent Code of Conduct

Action taken: forwarded to cllrs



(10/34) Kent Highways - Invitation to Parish & Town Council Seminar on Wednesday 10th October 2012

Action taken: forwarded to cllr Ralph and place reserved  
Cllrs Ralph and Swan agreed to attend

(10/38) ACR Kent – Rural News 121

Action taken: forwarded to cllrs

(10/39) Kent Downs AONB Unit - Free opportunity to promote your parish's Christmas events in the Kent Downs Orchid

Action taken: forwarded to parish contacts

(10/40) KALC - NALC Draft Model Financial Regulations Consultation

Action taken: forwarded to cllr Ralph

(10/41) Cllr Winston Michael - Local Plan to 2030 - Jobs Growth and New Homes

Action taken: forwarded to cllrs

(10/42) Nick Mogford – Proposal to move street light outside Wysteria House, The Street, Chilham  
The parish council decided not to comment at this stage but it expected a street light to be retained in the future.

(10/43) KALC - Localism Conference – details of conference programme

Action taken: forwarded to cllrs

(10/44) Fields In Trust - Latest update from Fields in Trust

Action taken: forwarded to cllrs

(10/45) KALC - Council tax base and funding for local precepting authorities – Consultation – draft KALC response

Action taken: forwarded to cllr Ralph

(10/46) KALC - Kent County Council Budget Consultation 2013/2014

Action taken: forwarded to cllr Ralph

(10/47) ABC - Rural Housing Week Press Release

Action taken: forwarded to cllrs

(10/48) KALC - Social Care White Paper - Draft KALC response

Action taken: forwarded to cllr Ralph

(10/49) 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.*

(10/51) Gill Scofield – Complaint re maintenance of boundary hedges on OWL Green

Action taken: forwarded to cllrs Ralph, Kennett and Lincoln

*Cllrs agreed to consult with residents after the second cut later in October.*

(10/54) 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 was asked to respond as requested.*

(10/55) Kent Highways - Parish Seminar Agenda

Action taken: forwarded to cllrs

(10/57) Kent Police - Kent Police crime prevention guides for residents

Action taken: forwarded to parish contacts

(10/59) Trading Standard alerts:- phone scam and doorstep callers, MOT scam, duster sellers, distraction burglary, Gas Safe engineer service, scam puppy sellers, Safe at Home scheme, energy saving device fraud, counterfeit vodka and underage sales

Action taken: forwarded to cllrs

(10/60) Elgin Roadworks alerts:- A28 Ashford Road, A28 Canterbury Road, Mill Lane, New Cut Road, Church Hill

Action taken: forwarded to cllrs

(10/61) Road Closures: Church Hill, Mill Lane and Mystole Road, Steeds Lane Kingsnorth, Old Surrenden Manor Road Bethersden, Chart Road Ashford

Action taken: forwarded to cllrs

### **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.*

### **10/9 Litter Picker**

Cllr Lincoln reported on the recent interviews and explained that only one candidate was suitable.

Cllr Lincoln recommended that Kevin Jeffery was offered the position for a probationary period of 3 months from w/c 22nd October based upon a revised job description after which the situation would be reviewed and this was agreed by the meeting.

### **10/10 Recycling**

Recycling Cardboard:

This agenda item was deferred until the November meeting due to lack of time.

### **10/11 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.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.

### **10/12 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 at the prior to the September meeting for their consideration.

This agenda item was deferred until the November meeting due to lack of time.

### **10/13 Taylors Hill Toilets**

Notes from the toilet committee meeting held on 23rd September had been circulated to cllrs prior to the meeting.

It was decided that CFDB directors should stay in the room and be involved in the discussion on how the community should be consulted (by a vote of 3 to 2).

Cllr Brown did not participate in the debate and left the room.

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

*The clerk was asked to check the wording of the proposed questionnaire with Paul Naylor at ABC.*

It was agreed that the questionnaire (see AnnexA) 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.*

Cllr Lincoln was thanked for his effort compiling the questionnaire.

### **10/14 Highways**

This agenda item was deferred until the November meeting due to lack of time.

### **10/15 Meetings**

This agenda item was deferred until the November meeting due to lack of time.

### **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 agreed to raise these questions in an email to CFDB (cc all cllrs) so that answers could be provided at the November meeting.*

*The meeting closed at 11:35pm.*

### **10/19 Date of next meeting**

1st November 2012 in Chilham 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.