

CHILHAM PARISH COUNCIL

Minutes of the Meeting held at Old Wives Lees Village Hall on 5th April, 2012 at 7.30pm

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

Apologies: Cllr A Millar

In Attendance: Mr G Dear (Clerk), PCSO Matt Link, Community Warden Peter Willows, Cllr D Marriott, 4 members of the public

Prior to the meeting PCSO Matt Link introduced himself and warned about heating oil thefts in the area. Community Warden Peter Willows also gave his monthly report.

4/1 Minutes of Meeting held on 1st March 2012

The minutes were signed as a true record.

4/2 Matters arising from the Minutes

(3/3) 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 the CPRGT AGM.

Update required from Cllr Swan at the May meeting.

(3/3) 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 May meeting

(3/3) 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 Glancy agreed to follow up these letters with the intention of arranging a meeting with both contacts.

Update required from cllr Glancy at the May meeting

(3/3) Highways:

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

(3/3) KCC – Household Waste Recycling Centre consultation – request for views

Cllr Glancy had completed the online questionnaire and would be supplying the clerk with a copy of the responses.

Update required from cllr Glancy at the May meeting

(3/3) 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 May meeting

(3/3) 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.

Update required from Cllr Swan at the May Meeting.

(3/5) Planning:

Application No. 12/00051/AS

Land east of, Station Approach, Chilham

Creation of station car park and installation of gate to western side. Erection of 288m2 of B1/B8 commercial floorspace

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 Planning Committee had compiled its comments and those from the open meeting on 23 February and raised concern regarding the traffic issue and organised a working group meeting to formulate a response.

The Planning Committee had also produced 2 pages for the centre of April Parish News.

This matter will be considered under Planning.

(3/6) 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.

(3/7) 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 will provide a further update at the May meeting.

(3/7) Southern Water – Planning for a drought in the South East – details of consultation
Cllr Tharp had reviewed this on behalf of the parish council and decided there was no need to respond.

(3/7) British Heart Foundation - Application to site British Heart Foundation Book Bank at Taylor's Hill car park

The application was supported in principle and the clerk had advised that the application should be referred to ABC.

(3/7) Doug Marriott - Ward Member Community Grant Scheme

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

(3/8) Parish Council Vacancy

ABC had confirmed that the parish council could co-opt a new councillor to replace Mike Norton who resigned in January.

It was decided to fill the vacancy in the same way as last time.

The clerk had advertised via local press, Parish News, notice boards and the website.

(3/9) 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 at the May meeting

(3/11) Latin Field boundary maintenance

2 quotes received for the work and a risk assessment for a volunteer to do the work had been circulated prior to the meeting.

Following debate, it was decided not to use volunteers for this task and the estimate from Hartlee was accepted and the clerk had given the go ahead for the work.

Cllr Swan asked for it to be minuted that in his view this was wasting public money.

Cllr Tharp pointed out that issues like this had to be properly considered, as they had been in this case, before people put themselves at risk.

The clerk had obtained an email from the insurers to confirm that the risk assessment produced was acceptable and had circulated this to cllrs.

(3/12) Trading Standard Alerts

A note explaining the current position regarding the circulation of these alerts to parishioners had been circulated prior to the meeting.

The clerk had contacted the 3 NhW scheme coordinators and encouraged them to distribute these alerts to their scheme members where they feel this is appropriate.

(3/14) 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 was asked to advertise again for volunteers in Parish News and local press

Update required from Cllr Swan at the May Meeting.

(3/15) Highways

The clerk had reminded ABC of the need to replace the damaged litter bin in the A252 layby on the way to Dane Street.

4/3 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 Chilham's Future Delivery Board in so far as he was a director.

Cllr Ralph declared an interest in planning applications 12/00344/AS & 12/00345/AS as he was a neighbour but with no financial interest.

4/4 Planning.

Decisions received from Ashford

Application No. 11/01470/AS

Cherry Rig, Cobbs Hill, Old Wives Lees

First floor side extension and rear conservatory.

PERMIT

Application No. 12/00021/TC

5 Arden Grange, Chilham

To fell one x Willow (T1) and to crown clean and remove cross over branches one x Beech (T2)

RAISE NO OBJECTION

Application No. 12/00023/AS & 12/00024/AS

Minstrel Cottage, 1 Church Hill, Chilham

New entrance door on front elevation, together with a weather hood/canopy and pilasters

PERMIT & GRANT CONSENT

Application No. 12/00036/TP

Chilham Castle, Chilham Castle Estate, Chilham

T1 - Horse chestnut - Fell growing within canopy of larger tree making canopy weak and one sided. T2 - Sycamore and T3 Ash - Fell due to severe lean and curve of trunk

GRANT CONSENT

Application No. 12/00041/TC

Beech Cottage, Branch Road, Chilham

Beech (T1) - To remove one lower stem of forked branch overhanging Owl Cottage and two lower minor branches overhanging garage (one minor branch from main trunk and one smaller stem from fork); deadwood

RAISE NO OBJECTION

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

PERMIT

Applications Considered

Application No. 12/00051/AS

Land east of, Station Approach, Chilham

Creation of station car park and installation of gate to western side. Erection of 288m² of B1/B8 commercial floorspace

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.

CLr Kennett reported on the working group meetings to consider these applications and explained that the working group had proposed a formal response covering both applications and this was summarised by the clerk.

This response was approved by the meeting and the clerk was asked to submit it to ABC.

Application No. 12/00344/AS & 12/00345/AS

Dane Street House, Dane Street, Chilham

Demolition of 20th century conservatory and single storey extensions and their replacement with a new orangery and porch. Minor internal alterations and alterations to windows/doors to master bedroom, living room and cloak room.

SUPPORT

Application No. 12/00247/AS

British Telecom Telephone Exchange, Shalmsford Road, Chilham

External alterations to include the insertion of new metal louvres.

SUPPORT

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.

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.

SUPPORT but disappointed that the existing bungalow could not be preserved.

Application No. 12/00291/AS

Hatfield Cottage, The Street, Chilham

Replace existing conservatory with a kitchen extension.

SUPPORT

Proposed Change to Public Rights of Way Network

Proposed Diversion of Footpath's AE51 and AE55 (parts) and Restricted Byway AE18 (part), Godmersham / Chilham, and Proposed Creation by Order of a Public Bridleway, Godmersham

SUPPORT

The clerk was asked to invite KCC to a future meeting to present their plans for the proposed cycle route between Ashford and Canterbury.

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.

4/5 Finance

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

Payments:

The following payments were approved:

From the General Fund:

1483	G Dear	March salary	508.17
1484	G Dear	March expenses	60.55
1485	K Jeffery	March litter picking	205.08
1486	HMRC	PAYE payment	369.71
1487	ABC	Latin Field lease	6.25
1488	Audit Commission	Annual Audit	342.00
1489	Chilham Village Hall	Hall hire	316.00
1495	Hartlee	Latin Field maintenance	470.00

From Ringfenced Funds:

1490	Chilham Seniors	CF Grant	200.00
1491	Chilham Village Hall	CF Grant	704.03
1492	CPRGT	CF Grant	997.73
1493	OWL Village Hall	CF Grant	331.23
1494	OWL Village Hall	Recycling Fund Grant	630.00

Total Payments 2862.99

Concurrent Function Grants:

The clerk reported that, with the 4 grants approved above, the concurrent function fund had now been allocated.

Contract Renewal:

The clerk reported that he had received tenders for 2012/13 contracts and the contracts were awarded as follows:-

OWL Grass cutting: A R Groombridge

OWL Green Maintenance: Capability Gray

PAYE processing: ATS Services

Internal Audit: Janets Bookkeeping Service

Recycling Bids:

A bid for £550 had been received in respect of the Queens Jubilee Celebrations. This bid was approved in principle subject to further information regarding the outcome of funding applications to KCC and ABC. It was agreed that these applications would include the celebrations planned for Old Wives Lees and Shottenden.

A bid for £200 had also been received from Old Wives Lees Ladies group to cover the hall bookings for their meetings for the next year and this was approved.

Litter Picker:

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

The clerk was asked to advertise for a replacement.

4/6 Correspondence

(4/1) CPRE – Membership renewal

Decided to renew. The clerk was asked to arrange payment at the May meeting.

(4/4) ABC – Green Spaces and Water Environment SPD – details of consultation
Cllr Glancy agreed to respond on behalf on the parish council

(4/6) KALC – Membership Information Pack
Decided to renew. The clerk was asked to arrange payment at the May meeting.

(4/7) KCC – Parish Council Legal Scheme – offer to provide new service
Decided to wait for KALC advice. The clerk was asked to monitor the situation.

(4/10) ABC – Ashford 2030 – A framework – Request for information
The clerk was asked to respond

(4/11) KALC – Parish News – February 2012
Action taken: forwarded to cllrs

(4/12) PACT – minutes of 21st February meeting
Action taken: forwarded to cllrs

(4/13) ACR Kent – Rural News Edition 113
Action taken: forwarded to cllrs

(4/14) Kent Highways - Reminder - Overnight Closures - A2042 Romney Marsh Road, Ashford - 5
March 2012
Action taken: forwarded to cllrs

(4/18) KALC – Making Kent Quicker Campaign
Action taken: forwarded to cllrs

(4/21) ABC - Consultation for Common Assessment Framework in Kent - Changes to Lettings Policy
Cllr Tharp agreed to respond on behalf on the parish council

(4/25) KCC - Proposal to review Kent County Councils Gypsy and Traveller Allocation Policy
Cllr Ranns agreed to respond on behalf on the parish council

(4/26) Yve White - Minutes from Police Forum Feb 2012
Action taken: forwarded to cllrs

(4/28) Kent Highways - How to log highway issues and how to contact us
Action taken: forwarded to cllrs

(4/30) KALC - KCC Consultation: Development & Infrastructure - Creating Quality Places
Decided not to respond

(4/31) Kent Film Office - Do you have an outdoor space you would like transforming? Get involved with
a BBC programme
Action taken: forwarded to cllrs

(4/32) ABC - Leaders Announcements and Tabled Papers
Action taken: forwarded to cllr Ralph

(4/38) KALC - New Kent Policing Model (nKPM) consultation
Decided too late to respond

(4/40) ACR Kent – Rural News Edition 114

Action taken: forwarded to cllrs

(4/41) KALC - KALC E-Bulletin

Action taken: forwarded to cllrs

(4/42) ACR Kent - Community Buildings Information Conference

Action taken: forwarded to CVH, CPRGT and OWL VH

(4/43) ABC - Ward Member Community Grant Scheme

The clerk was asked to advertise in Parish News and local press for suitable projects.

(4/47) Pilgrims Hospices - Walk of Thoughts 9th April – request to use Taylors Hill car park

Action taken: advice given to contact ABC for permission

(4/50) Kent Police - Stakeholder newsletter

Action taken: forwarded to cllrs

(4/51) Kent Film Office - Channel 4 Makeover Series - looking for single ladies! Deadline May 4th

Action taken: forwarded to cllrs

(4/52) KALC - Planning Conference 2012

Action taken: forwarded to planning committee

(4/54) AHBS Community Radio - AHBS Community Radio for Ashford

Action taken: forwarded to cllrs

(4/55) PACT - minutes of 20th March meeting

Action taken: forwarded to cllrs

(4/56) ABC – Rural conference invite May 2012

Action taken: forwarded to cllr Ralph

(4/59) ACR Kent - Good Neighbour Scheme

The clerk was asked to find out more before responding

(4/62) Ringmaster emails:- cold caller re energy saving device

Action taken: forwarded to cllrs

(4/63) Trading Standard alerts:- Microsoft scam, bank scam, Air Ambulance Service charity scam, insulation company rogue trader, cold calling compensation scam, website health scam, OFT scam reminder, digital switchover, lottery scam, bogus callers, Morrisons cooked turkey, loan scams, coat selling cold caller, trade assocn logo warning, Ellas kitchen product recall, petrol storage warning

Action taken: forwarded to cllrs

4/7 Chilham Square

The meeting between parish councillors, CFDB, officers from ABC, Boro Cllr Marriott and Kent County Councillor had resolved that the following offer from CFDB on strengthening governance arrangements should be considered by the parish council at its April meeting:-

- a) that membership of CFDB be extended to CPC in accordance with CFDB's Memorandum and Articles of Association*
- b) that CPC, upon becoming a member, and acting through its Chair, has the right to nominate up to three CPC councillors as Directors of the Board of CFDB in accordance with CFDB's Memorandum and Articles of Association*
- c) that CFDB shall continue to be accountable to CPC for its actions by reporting to CPC monthly (or as required by CPC) and that CFDB decisions regarding the following would be subject to its Members approval:*
 - i) Any applications for grants and funding*
 - ii) Any appointment of contractors*

Cllr Swan proposed that the whole parish should be asked to consider the CFDB offer. The meeting rejected this proposal.

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.

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

The clerk was asked to publicise these decisions via noticeboards, local press, Parish News and website and also inform 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.

4/9 Standing Orders – update re Disorderly Conduct

A draft amendment to the Standings Orders had been circulated prior to the meeting following the agreement reached at the March meeting. These amended Standing Orders were adopted.

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.

4/11 Highways

Chilham Square Gas Main Works:

Cllr Ralph reported that he had chased KHS regarding the reinstatement of the tarmac using the correct materials.

Suggestion of gateway in Bagham Lane:

Cllr Swan agreed to contact KHS with his idea.

Inconsistent signing following KHS signage works:
Cllr Ralph reported that he was chasing KHS to resolve this issue.

4/12 Meetings

Cllr Ralph reported that he had attended a KALC Ashford Area Committee meeting.
Cllr Ralph reminded the meeting that the Annual Parish Meeting would be held at 730pm on Thursday 19th April in Chilham Village Hall.

4/13 Village Reports

The parish council re-iterated its support for the CTRG project to provide a tourist information kiosk in Taylors Hill car park.

The clerk was asked to ask for details of the application process to fill the recent vacancy in Shrimpton Close in order to answer local concerns.

Latin Field:

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

The meeting closed at 9:50pm.

4/14 Date of next meeting

3rd May, 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.