

CHILHAM PARISH COUNCIL

Minutes of the Meeting held at Chilham Village Hall on 5th January, 2012 at 7.30pm

Present: Cllrs A Brown, B Glancy, D Kennett, A Millar, M Norton, A Ralph (Chairman), H Tharp

Apologies: Cllr G Swan

In Attendance: Mr G Dear (Clerk), PC Lorayne Brown, PCSO Martin Sabin, Community Warden Peter Willows, Cllr D Marriott, 2 members of the public

Prior to the meeting PC Lorayne Brown introduced herself and PCSO Martin Sabin who explained the scope of his duties in the parish of Chilham including regular community engagement sessions in Shelleys Tea Rooms. PC Brown agreed to confirm contact details with the clerk and it was agreed the clerk would send an example of the monthly report previously produced by PC King. Community Warden Peter Willows reported an incident involving theft of cash in Felborough Close and provided identification details of the individual concerned.

1/1 Minutes of Meeting held on 1st December 2011

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

12/2 Matters Arising:

The (11/2) Highways minute should read *missing* mirror instead of damaged mirror

12/12 Meetings should include the following:

Cllr Swan suggested a meeting to discuss the jubilee celebrations.

12/13 Village Reports should include the following:

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.

1/2 Matters arising from the Minutes

(12/2) 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

Cllr. Ralph had forwarded to all cllrs the emails from KALC & ABC that he issued at the meeting

Cllr Ralph brought the original copy of the letter to the meeting.

Cllr Norton had checked the copy provided 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.

Cllr Ralph had contacted a church warden in this respect and was awaiting a reply.

(12/2) 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.

(12/2) 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.

Update required from Cllr Ralph at February meeting.

(12/2) 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.

Update required from Cllr Swan at February meeting.

(12/5) Payments

It was agreed that the clerk should raise cheques for the Xmas tree in the Square project to cover the grants that had been approved from the recycling fund and the concurrent functions grant, and subject to approval of proof of expenditure by Cllrs Ralph and Kennett issue these cheques as soon as possible after the meeting.

The required cheques had been raised and approved by cllrs Ralph and Kennett and were included in the listed of payments for the January meeting.

(12/5) Recycling Fund Bids

The clerk explained that a bid from OCS Youth Club should have been considered at the November meeting.

Following consideration, the bid for £250 towards new equipment was accepted.

The clerk was asked to obtain details of how the grant would be spent before making payment.

The clerk had been advised that the grant would be used to replace some of the indoor games such as the football table, a new net for the table tennis table and some good quality art equipment such as air brush equipment and canvases. A cheque had been raised for approval at the January meeting.

(12/6) Kent Highways – Highways and Transportation Tracker Survey 2011 – request for feedback by 20th December

Cllr Swan had completed this on behalf of the parish council and delivered to Kent Highways.

He had provided a copy for parish council records at the January meeting.

(12/6) Kent Fire & Rescue - Towards 2020 – invitation to complete questionnaire

Cllr Kennett agreed to complete this on behalf of the parish council and passed it to the clerk to submit.

(12/6) Age UK - Free Information & Advice Service

The clerk had forwarded to parish organisations and requested leaflets for display at Chilham Shop and Post Office and the Lunch Club.

(12/6) KALC - KCC Community Emergency Planning update

The clerk had requested details of workshops/events planned in our area and the reply is listed under correspondence for consideration.

(12/6) KCC - Student support for community projects – request to complete survey

Cllr Tharp reviewed this on behalf of the parish council and decided there was no need to respond.

(12/6) ACR Kent – Digital Switchover Outreach programme – request for volunteers

The clerk had advertised for volunteers in Parish News, local press, noticeboards and website.

The clerk had contacted the following suggested ‘trusted voices’ – Peter Higgs, Chris Duncan, Mike Norton, Graham Swan and asked contacts in Shottenden and Old Wives Lees for further suggestions. Cllrs Norton and Swan had agreed for their names to be put forward as volunteers.

(12/7) Chilham Square

It was agreed that Cllrs Kennett, Brown, Norton and Tharp would propose a way forward at the January meeting and an item had been included on the agenda.

(12/8) Parish Council Vacancy

Interviews had taken place on 6th December.

Cllrs Ralph and Kennett would report findings at the January meeting and an agenda item had been included on the agenda.

(12/9) 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.*

(12/10) 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 was a general reservation regarding the lack of community interest shown by the community.

(12/13) Village Reports

Prior to the meeting Community Warden Peter Willows provided a brief activity report covering speed patrols on the main roads, dog fouling patrols in Old Wives Lees and attending the Road Safety Week at Chilham School.

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.

1/3 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.

In response to a question from Cllr Millar, the clerk confirmed that he had continued involvement with CFDB in so far as he maintained the CFDB website and attended meetings when invited.

1/4 Planning.

Decisions received from Ashford

Application No 11/00214/TC

1 Hambrook Close, Chilham

To crown reduce by 25%, two x birch trees (T1) & (T2)

NO OBJECTION

Application No. 11/01365/AS

Redthorn, Branch Road, Chilham

Erection of a conservatory to rear elevation

PERMIT

Applications Considered

Application No. 11/01349/AS

Badgers Hill House, New Cut Road, Chilham

Change of use of land for vegetable garden and erection of garden shed

SUPPORT

Application No. 11/01352/AS (Listed Building Consent)

Denmark House, Bagham Lane, Chilham

Works to Listed Building to include the overhauling of slate roof; replacement windows; replacement of existing window with French doors, & existing door with sash window; provision of new bathrooms; enlargement of internal opening; blocking of openings between historic building and later addition; removal of lift and reinstatement of floor. Works to outbuilding to include alteration of existing window and insertion of 3no. rooflights.

SUPPORT

Application No. 11/01365/AS

Redthorn, Branch Road, Chilham

Erection of a conservatory to rear elevation

SUPPORT

1/5 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:

1458	G Dear	December salary	507.97
1459	G Dear	December expenses	75.45
1460	K Jeffery	December litter picking	205.08
1461	HMRC	PAYE payment	369.71
1462	Crown Print	PC Tips underpayment	10.00
1463	A Ralph	Expenses	59.85

From Ringfenced Funds:		
1454	S Marsh	Recycling Grant - Xmas Tree 120.00
1455	D Parsons	Recycling Grant - Xmas Tree 204.00
1456	T Vallis	CF Grant - Xmas Tree 39.15
1457	D Parsons	CF Grant - Xmas Tree 24.02
1464	OCS Youth Club	Recycling Grant - Equipment 250.00
1465	OCS Youth Club	Recycling Grant - Insurance 88.00
1466	Greenwood Audio	CF Grant - Xmas Tree 200.00
Total Payments		2153.23

Annual Audit 2010/11

The clerk reported that the Audit Commission were following up on further letters received from 2 electors regarding CFDB and that this would delay the completion of the audit. He had also supplied information requested by the Audit Commission in respect of the queries raised in the letters.

1/6 Correspondence

(1/1) 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.

(1/2) Lord Lieutenant of Kent – Invitation to Civic Service

Decided to decline the invitation.

(1/3) Open Spaces Society – New threats top green spaces - request for donation

Decided not to donate

(1/4) 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.

(1/12) ABC – Parish Precepts and Concurrent Grants 2012-2013 – request to advise precept and claim concurrent function grant

Action taken: precept advised as per decision made at December meeting and full CF grant claimed

(1/13) ABC – Sustainable Design and Construction SPD – invitation to make representation by 27th January

Cllr Brown agreed to comment on behalf of the Parish Council

(1/14) ABC – Consultation for Taxi Licensing Policy – request to complete questionnaire

Decided not to comment

(1/19) ABC – funding for plastic waste recycling projects

Action taken: forwarded to School

(1/25) Doffy Milner – letter from PACT to Kent Highways re speeding

Action taken: forwarded to cllrs

(1/26) ABC - Public Toilets Cabinet Report

Action taken: forwarded to cllrs

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

Cllr Ralph was asked to advise suitable dates.

(1/27) ABC - Full Council: 15th December – invitation to parish council chairman

Action taken: forwarded to cllrs

(1/29) 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

(1/30) ACR Kent – Rural News Issue 110

Action taken: forwarded to cllrs

(1/33) KALC - Application Form KALC Chairman's Conference 2011

Action taken: forwarded to cllrs Ralph and Kennett

(1/35) ABC - Christmas refuse and recycling collections

Action taken: forwarded to cllrs and notice posted on noticeboards

(1/36) 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

(1/38) ABC – Leaders Announcements

Action taken: forwarded to cllrs

(1/42) ABC – Waste Tender

Action taken: forwarded to cllrs

(1/44) ABC – Request to register demand for better broadband

The clerk was asked to register demand for the parish

(1/45) 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

(1/50) KALC - Parish News December 2011

Action taken: forwarded to cllrs

(1/52) Ringmaster emails:- metal theft, damage to police car, suspicious vehicle in Ashford, unlocked cars and valuables, unwanted phone call scam, police action to counter crime in rural areas, theft from commercial premises in Chilham

Action taken: forwarded to cllrs

(1/53) Trading Standard alerts:- bogus NatWest callers, bogus builders, clothing collection company, unsafe toy products, food recall, ShowerSaint not a scam, animal pillow recall, confectionary product recall, bogus callers in Birchington, unsafe electrical devices, drainage work scam, halogen heater product recall, Christmas decoration product recall, unsafe cigarette lighters, phone call scam, non-edible cake decorations, rogue traders, salmon recall, Christmas pudding recall, OFT scam

Action taken: forwarded to cllrs

(1/54) Elgin Roadworks alerts:- A28 Ashford Road, Chilham; Hambrook Lane, Chilham

Action taken: forwarded to cllrs

1/7 Chilham Square

Cllr Kennett introduced the following proposals that had been drawn up by cllrs Brown, Norton, Tharp and himself:-

1. Any issues relating to the decisions made prior to May 2011 are to be considered voted upon, agreed and signed off by previous Parish Councils and therefore are not current business of the CPC.
2. Any issues arising after May 2011 will be considered by the CPC.
3. Any ongoing complaints/ enquiries/ investigations made in relation to issues dating prior to May 2011 should be addressed to the appropriate authorities as parishioners.
4. A vote is to be taken in the January meeting by the CPC as to whether a meeting is to proceed with the CPC, CFDB, KCC and ABC

These proposals were agreed.

It was then resolved that the proposed meeting described in proposal (4) should be arranged. Cllr Millar abstained with all other cllrs voting in favour.

It was agreed that any parish councillor could attend the meeting.

Cllr Glancy agreed to report progress made by CFDB at each meeting in future under a regular agenda item.

The clerk was asked to circulate an email from ABC received prior to the meeting regarding CFDB status to all cllrs.

The clerk was asked to contact ABC and request that the meeting was held in the last 2 weeks of February.

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

1/8 Highways

The clerk was asked to circulate the current parish wish list to all cllrs.

Cllr Ralph apologised that cllrs Swan and Brown for the very late email invite to a meeting with KHS to discuss Andrew Wickhams Members Fund scheme that was arranged at very short notice.

1/9 Meetings

This item was deferred due to lack of time.

1/10 Village Reports

This item was deferred due to lack of time.

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 was asked to notify the candidates accordingly.

The meeting closed at 10:30pm.

1/12 Date of next meeting

2nd February, 2011 in Old Wives Lees 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.