

CHILHAM PARISH COUNCIL

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

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

Apologies: Cllrs A Brown, H Tharp

In Attendance: Mr G Dear(Clerk), Community Warden Peter Willows , Cllr D Marriott, 1 member of the public

Prior to the meeting Paul Naylor (ABC appointed Localism Guide for CPC) explained his role as Localism Guide and the benefits perceived by ABC and answered questions from parish councillors. A document describing this role is provided in Annex A.

He explained there were opportunities for local councils to take on extra roles within a legislative framework if they want them. There was no simple formula, a discussion with ABC and engagement with boro cllrs and parishioners would be required. Things were at a very early stage with the borough and required careful consideration.

He suggested a Community Plan that provided a medium to long term plan for the neighbourhood would be worth considering as a route to Localism.

Answering a question from Cllr Swan regarding refuse collection, he explained that a borough wide consultation had identified recycling as a key issue. This had triggered a procurement exercise with other local boroughs to achieve better recycling in the borough. There will be further consultation regarding how this will be implemented at parish level.

He agreed to advise colleagues at ABC that CPC wanted to preserve the income generated from the recycling centre in Taylors Hill car park and was concerned about the effect on this of plans to implement the blue box scheme in Chilham. He also agreed to clarify the position regarding the provision of black bags for the elderly.

Just before the meeting started, Cllr Ralph read a statement reminding cllrs of standing orders regarding inappropriate behaviour at meetings and that copies would be sent to all cllrs.

7/1 Minutes of the meeting held on 7th June 2012

The minutes were signed as a true record.

7/2 Matters arising from the Minutes

(6/2) Annual Accounts

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

The clerk had completed the audit return on this basis, had obtained signatures as required from the chairman following the completion of the internal audit and had submitted the audit return to the Audit Commission.

Update required from the clerk at the August meeting.

(6/2) 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 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.

Cllr Swan confirmed that Certificates would be presented at the Football Club Presentation Night on Friday 22nd June at the White Horse in the Square and afterwards reported that this had been an excellent evening. A letter of thanks had been received from Malcolm and Roger.

(6/2) 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.

Cllr Ralph had contacted Mr G. Kennedy, he had agreed and now held the code.

(6/2) 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 reported that a meeting had been arranged for 16th July after which a further update would be provided.

Update required from Cllr Glancy at the August meeting

Cllr Ralph had received a request from a filming company and agreed to circulate this to all cllrs.

(6/2) 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 that a replacement mirror would cost £62-80.

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

Cllr Swan has not been able to progress this item yet.

Update required from Cllr Swan at the August meeting.

(6/2) 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 August meeting

(6/2) 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 were asked to provide a final report for the August meeting including the final recycling grant requirement and a full breakdown of expenses.

(6/2) 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.

The clerk had received an estimate for the relocation and refurbishment of the noticeboard, had completed and sent the application form to Kent Highways and work would be carried out over the next 2 weekends.

Update required from the clerk at the August meeting.

(6/2) 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.

Update required from Cllr Swan at the August Meeting.

(6/2) KCC – Parish Council Legal Scheme – offer to provide new service

Decided to wait for KALC advice. The clerk was asked to monitor the situation but there had been no advice from KALC as yet.

Cllr Millar asked for a copy of the original correspondence.

Update required from the clerk at the August meeting.

(6/2) ACR Kent - Good Neighbour Scheme

The clerk had requested more information before responding and had circulated this to cllrs.

The clerk was asked to respond giving details of the following parish organisations: Lunch Club, Seniors Club, OWL Ladies Group.

(6/2) 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 and subsequently forwarded it to cllrs.

Cllr Swan queried receipt of email on this subject and the clerk had re-forwarded the email.

(6/2) 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.

The clerk had requested an estimate for the work and presented this for consideration by the meeting.

The clerk was asked to get one more estimate and provided this was within £50 of the original estimate award the job to the contractor that can undertake the work the soonest.

(6/2) 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.

Update required from communications committee at the August meeting.

(6/2) Station sign:

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.

The clerk had contacted Network Rail and Kent Highways regarding the relocation of the sign and it had now been relocated.

(6/3) Declarations of Interest

Cllr Glancy declared an interest in CFDB and also the Sawmills Site development.

Cllr Millar requested that CPC took legal advice from ABC as to whether Cllr Ranns needed to declare a prejudicial interest ref CFDB in light of her recent change in employment.

Cllr Ralph had forwarded a reply from ABC clarifying the position.

Cllr Millar reported that he had formally submitted a complaint to the Standards Committee.

(6/6) Audit Commission – consultation on appointment of external auditor for 2012/13

Finance Committee to discuss and respond before next CPC meeting with regards to new Audit cost.

It was decided that the council had no problem with the appointment.

(6/6) KCC – Minerals and Waste Local Plan – details of consultation

Cllr Glancy agreed to respond

Update required from cllr Glancy at the August meeting.

(6/6) Doug Marriott - Funding Sources – request to consider potential projects

This item was on the agenda for the July meeting.

(6/6) St Marys Church - Licensing of Paul Ratcliff – invitation to licensing of Paul Ratcliffe

Cllrs Ralph, Kennett and Swan had attended.

(6/6) Kent Downs AONB - Village SOS - Big Lottery Fund – details of grants between £10k and £50k available to community projects

The clerk had forwarded to CPRGT, Chilham village hall, OWL village hall and St Marys Church

(6/6) Andrew Wickham – Members Highway Fund – request for details of suitable projects

Cllrs were asked to bring suggestions to the July meeting.

This item was on the agenda for the July meeting.

(6/6) KALC - Learning and Development Questionnaire

No learning and development events had been attended so no return could be made.

(6/6) KALC - NALC template code of conduct for parish councils

Decided to consider at the July meeting.

This item was on the agenda for the July meeting.

(6/7) Community Broadband

A draft contract addendum had been issued to cllrs for review prior to the meeting.
The Broadband Committee were asked to prepare a reply for the July Meeting.
This item was on the agenda for the July meeting.

(6/11) Localism

Mr Paul Naylor to attend the July Meeting to explain his new role in the Parish as “Localism Guide”.
Paul Naylor asked to send a written definition of his new role.
CPC members to produce questions in advance for Mr Naylor to answer via the Clerk.
Paul Naylor had agreed to address the July meeting on this subject.

(6/13) Clerks performance review

It was decided to have a closed session at the July Meeting to consider this item.
This item was on the agenda for the July meeting.

(6/14) Members Community Grant

This item was deferred until the July meeting.
This item was on the agenda for the July meeting.

7/3 Declarations of Interest

Cllrs Ranns and Swan declared an interest in planning application 12/00599/AS and did not vote.

7/4 Planning.

Decisions received from Ashford

Application No. 12/00260/AS

Land between Mulberry House and Highdown, Mulberry Hill, Chilham

Outline application for the erection of a single dwelling house

REFUSE

Application No. 12/00424/AS

Verbena, Canterbury Road, Chilham

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

PERMIT

Application No. 12/00436/AS

Jolimont, Bowerland Lane, Old Wives Lees

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

PERMIT

Application No. 12/00472/AS

Monckton Manor, Mountain Street, Chilham

Re-tiling north, east and west slopes of main roof to house to include insertion of insulation.

GRANT CONSENT

Applications Considered

Application No. 12/00599/AS

4 Stable Court, Chilham Castle Estate, Chilham

Single storey rear extension incorporating steps to rear elevation, two new rooflights to rear roofslope and installation of a flue.

SUPPORT asking ABC to note that an objection had been received from the tenant of 3 Stable Court.

Cllr Ralph agreed to advise the tenant to raise his concerns with the landlord who could then object on his behalf.

Application No. 12/00653/AS

Fairview, Selling Road, Old Wives Lees

Proposed alterations to existing approved replacement dwelling (09/00894/AS) to include granny annexe accommodation

SUPPORT

Sawmills Development

Cllr Kennett reported that amended plans had been submitted and that comments were required by 23 July although the parish council had not yet received copies.

It was decided that the planning committee should arrange a working group meeting to formulate the response to the amended plans and the lack of response to some of the questions previously raised with ABC.

The clerk was asked to obtain copies of the amended plans for the planning committee.

7/5 Finance

The clerk presented the accounts for 2012/13 and they were approved by the meeting. He explained that the decision at the May meeting to transfer the Garrick Liquidation Reserve into the OWL Small Games Area ring-fenced fund rather than the General Fund affected the reserving calculations agreed at the April meeting and could mean that the precept would need to be increased next year to meet reserving requirements. The meeting confirmed its decision to transfer the funds into OWL Small Games Area ring-fenced fund rather than the General Fund.

Payments:

The following payments were approved:

From the General Fund:

1524	G Dear	June salary	508.44
1525	G Dear	June expenses	112.25
1526	HMRC	PAYE payment	362.40
1527	Janets Book-keeping Service	Internal Audit	70.00
1528	ATS Services	PAYE processing	138.00
1529	AR Groombridge	OWL grass cutting	255.60
1531	A Ralph	Expenses	40.00

From Ringfenced Funds:

1530	Chilham Village Hall	Recycling grant - hall maintenance	1000.00
Total Payments			2486.69

Cllr Millar asked the clerk to bring the receipts for his July expenses to the August meeting

Recycling Bid from OCS Youth Club:

Cllr Ralph had agreed that a recycling bid from OCS Youth Club for £500 towards running costs for the next year should be considered by the meeting as they were in urgent need of funds.

It was decided that the comms committee (who had an action regarding the use of the recycling fund and the development of the Small Games Area) would meet with the organisers of OCS Youth Club to discuss the bid and the future of the OWL Small Games Area ring-fenced fund.

7/6 Code of Conduct:

The meeting agreed to adopt the Draft Kent Code including any subsequent amendments as it became finalised and review the situation in 12 months.

Cllrs were asked to complete the new pecuniary interest forms and submit them to ABC by 28 July either directly or via the clerk.

The clerk was asked to advise Cllrs Brown and Tharp of this request as they were not at the meeting.

The clerk was asked to send out a reminder to cllrs on 21 July.

7/7 Correspondence

(7/1) 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.

(7/2) ABC – Diamond Jubilee Civic Awards – invitation to nominate a person or group to be considered for this award

The clerk was asked to request this award was publicised in August Parish News and also circulate details to parish contacts.

(7/7) Kent Highways - Street party notice for jubilee celebrations

Action taken: forwarded to cllrs

(7/8) ABC - Ashford Voice Jubilee Special

Action taken: forwarded to cllrs

(7/12) KALC – eBulletin

Action taken: forwarded to cllr Ralph

(7/13) Kent Highways - Temporary Closure - High Street, Ashford - 11 June 2012

Action taken: forwarded to cllrs

(7/14) Kent Highways - Enquiry 12400946 - Branch Road, Chilham – Reply to PACT re positioning of 30mph signs

Action taken: forwarded to Roads & Transport Committee

(7/15) PACT – Minutes of May 29th meeting

Action taken: forwarded to cllrs

(7/17) ABC - Community Sports Opportunity

Action taken: forwarded to School, CPRGT, the Youth Club and OWL village hall

(7/18) ABC - Rural Conference Feedback

Action taken: forwarded to cllrs

(7/19) KALC - DCLG Consultation: Funding Arrangements for Localising Support for Council Tax

Action taken: forwarded to cllr Ralph

The clerk was asked to support the KALC response to this consultation and add its view that if a parish council sets its precept at the same level as the previous year then there should be no change to its parish council element of council tax bills in that parish.

(7/20) KALC - Community Resilience and Emergency Planning on Tuesday 3rd July

Action taken: forwarded to cllrs Ralph and Swan; cllr Swan booked onto event

(7/22) ACR Kent - Rural News 117

Action taken: forwarded to cllrs

(7/23) Kent Highways - Grass Cutting Schedule 2012

Action taken: forwarded to cllrs

(7/24) KALC - Councillors Conference on 14th July / Community Resilience and Emergency Planning on 3rd July

Action taken: forwarded to cllr Ralph

(7/25) ABC - Ashford's Olympic Torch Relay Volunteers wanted

Action taken: forwarded to cllrs and parish contacts

(7/27) KALC - Code of Conduct June 2012: Update

Action taken: forwarded to cllrs

(7/37) KALC Ashford Area Committee - New Code of Conduct

Action taken: forwarded to cllrs

(7/38) KALC Ashford Area Committee – minutes for meeting on 20th June

Action taken: forwarded to cllrs

(7/40) Yve White - Litter Chilham Parish

This correspondence was considered under the Litter Picker agenda item.

(7/42) KCC - Reporting Problems on Public Rights Of Way

Action taken: forwarded to cllrs

(7/45) The Conservation Volunteers (was BTCV) - Improve your local green space

Action taken: forwarded to cllr Ralph

(7/46) ABC - Localism Act - The new Standards Regime

Action taken: forwarded to cllrs. Item included in July agenda

(7/47) Ringmaster emails:- None

(7/48) Trading Standard alerts:- parcel scam, bogus salesman, security alarm cold callers, doorstep callers, travel adapter safety recall, ice cream recall, unregistered tooth whitening services, scam letter, fake digital thermometers, unregistered road marking

Action taken: forwarded to cllrs

(7/49) Elgin Roadworks alerts:- A28 Ashford Road, A252 Maidstone Road, Shalmsford Road, A28 Canterbury Road, The Square, Long Hill, Selling Road

Action taken: forwarded to cllrs

7/8 Community Broadband

A draft contract addendum had been issued to cllrs for review prior to the June meeting.

The broadband committee agreed to meet with Vfast to review the contract.

7/9 Litter Picker

Following discussion regarding litter in the parish and the need for a litter picker the following decisions were made.

The clerk should forward copies of the litter pickers route to all cllrs.

The clerk should clarify the situation regarding ABC funding for street cleaning.

The clerk was asked to advertise the vacancy again in the village section of the local press and Parish News.

Cllr Millar agreed to produce a proposal for use of the litter picker in a recycling initiative in the parish.

7/10 Member Community Grant

An email from Boro Cllr Marriott requesting nominations for suitable projects had been circulated to cllrs prior to the June meeting and a decision had been deferred until the July meeting.

This item was deferred until the August meeting.

7/11 Members Highway Fund

This item had been deferred from the June meeting at which cllrs were requested to bring suggestions to the July meeting.

Cllr Swan was asked to contact KCC Cllr Wickham regarding his idea for gateways at the foot of Taylors Hill and in The Avenue.

7/12 Recycling Cardboard

This item was deferred until the August meeting.

7/13 Taylors Hill Toilets

Cllr Ralph circulated a report from a recent committee meeting and advised that a further meeting would be arranged prior to the August council meeting.

The clerk was asked to formally acknowledge receipt of the ABC offer regarding the toilets, advise that the parish council still has questions regarding asbestos and request answers to all outstanding Requests For Information.

7/14 Highways

The clerk reported that poor quality of grass cutting along A28 Canterbury Road and A252 Maidstone Road had been reported and that Kent Highways were investigating the work carried out by its contractors.

7/15 Meetings

This item was deferred due to lack of time.

7/16 Village Reports

This item was deferred due to lack of time.

7/17 Clerks performance review (Closed session)

This item was deferred due to lack of time.

The meeting closed at 10:40pm.

7/18 Date of next meeting

2nd August 2012 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.