

## CHILHAM PARISH COUNCIL

### Minutes of the Meeting held at Old Wives Lees Village Hall on 6th December, 2012 at 7.30pm

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

**Apologies:** Cllr Glancy, Cllr Brown (for late arrival), PCSO Bill Waterman

**In Attendance:** Mr G Dear (Clerk), Community Warden Peter Willows, no members of the public

#### 12/1 Apologies

Cllr Brown had advised Cllr Kennett that she would arrive late for the meeting due to family reasons. Cllr Lincoln proposed if cllrs did not attend the entire meeting the times of arrival and/or departure should be noted in the minutes and this was agreed.

An apology was received from Boro Cllr Marriott after the meeting.

(Cllr Millar arrived at 7:35pm.)

#### 12/2 Minutes of the meeting held on 1st November 2012

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

11/12 Clerks Performance Review should include the following:-

*Cllr Tharp reported that the Clerk had forwarded a few comments on the Proposed Schedule of Targets for the current year under the Appraisal and Review arrangements. She advised that the matter should be concluded by the next Parish Council meeting.*

#### 12/3 Matters arising from the Minutes

(11/2) 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 and a report of the meeting had been circulated to cllrs by cllr Ralph.

*Update required from Cllr Ralph on next steps at the January meeting*

(11/2) 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 final financial statement and it showed that £435 out of the awarded recycling grant of £800 had been spent and the residual would now be returned to the recycling fund.

A payment of £50 had been received into the parish council bank account and the remaining funds were dependent on receipt of the grant from Cllr Wickham.

*The clerk was asked to obtain confirmation from KCC of the date of payment of the grant and on receipt arrange for the prompt payment of the part due to Old Wives Village Hall (ie £200).*

#### (11/2) 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 5 volunteers had come forward and he would be arranging a meeting.

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

#### (11/2) 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 January Meeting.*

#### (11/2) 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.

*Cllr Ralph agreed to contact Cllr Wickham and explain these were NOT NEW arrows but rather reinstatement following new road surface. This might free up money to pay for them from his fund.*

#### (11/2) 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 cllrs and the clerk.

*Update required from cllr Glancy at January meeting.*

#### (11/2) 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.

Cllr Millar reported that an extension to the deadline had been granted and he agreed to forward his response to all cllrs.

Cllr Millar reported that he had not been able to respond and suggested that the extended deadline he had been given had now passed.

#### (11/2) Dog Bins in OWL:

The costs associated with replacing 2 dog bins in OWL (£205 each for ABC to replace) had had been circulated to cllrs ahead of the meeting.

The clerk had found out more details of the bins that ABC would provide and circulated these to cllrs.

The clerk had ordered two 40 litre dogbins from ABC and arranged for the bin in the triangle at OWL to be relocated to the verge at the junction of Cobbs Hill with Lower Lees Road.

#### (11/2) KALC - Neighbourhood Planning - DCLG funding available

The meeting decided that a neighbourhood plan should be developed for the parish.

The clerk had expressed interest in the funding available and had been advised that the council should discuss its plans with ABC.

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

This action had now been superceded by the Plan-It agenda item.

(11/2) 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 and forward his response to cllrs and the clerk.

*Update required from cllr Glancy at January meeting.*

(11/2) 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.

The clerk had requested 3 estimates for the following work in consultation with Cllr Lincoln:-

1) reduce height of hedge on Cherry Orchard boundary to 1.5m

2) tidy up around the base of hedges and trees

2 estimates had been received, the cheapest estimate selected and the go ahead given for the work.

(11/5) Groups or members of the public using CPC outside spaces for events:

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

(11/5) Budget setting:

It was agreed that the budget and precept for 2013/14 should not be finalised until the effect of Government legislation due to be passed on 5 December 2012 concerning parish council precepts was properly understood.

The clerk had requested a Finance Committee Meeting to propose a provisional budget and precept for 2013/14 before the end of the year so that the final budget could be agreed and approved at the January meeting.

(11/5) Maintenance of parish benches:

Cllr Kennett agreed to produce a review of all parish benches and their maintenance requirements for consideration at the December meeting.

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

(11/5) Xmas Tree in the Square:

Cllr Kennett explained that the Xmas tree committee had requested a grant of £200.

The meeting agreed to use its Concurrent Functions Grant to meet this request.

Cllr Kennett had provided invoices supporting this expenditure so that payment could be approved at the December meeting.

(11/7) KALC - KCC Highways & Transportation - Tracker Survey 2012

Action taken: forwarded to cllr Ralph.

Cllr Swan agreed to respond on behalf of the parish council and provide a copy of his response to the clerk. Any cllrs with suggestions should contact him before the 12th December deadline.

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

(11/7) KALC - Lobbying Data Collation - Request For Indicative 2013-14 Precept Increase Info. [From 2012-13] And Services / Assets Being Funded By Increase

The clerk had responded on behalf of the parish council

(11/7) Ray Loftus (Molash PC) - Member Community Grant Molash

Action taken: forwarded to cllrs

Cllr Ralph had called a meeting with the chairs of Molash, Crundale and Godmersham on the projects to be considered, an allocation of the £2500 grant had been agreed and sent to Boro Cllr Marriott for approval.

Cllr Ralph reported that in the agreed allocation included grants totalling £1000 for the 2 bids received from our parish (£317.67 to OCS Youth Club and £682.33 to Chilham Village Hall.

The clerk confirmed that as a result of the grant to OCS Youth Club the recycling grant of £320 awarded to the youth club would no longer need to be paid.

Cllr Millar raised concerns regarding the parish council donating money to Chilham Village Hall.  
*It was agreed that Cllr Millar should produce a document listing these concerns so it could be circulated with the agenda for the January meeting, given due consideration by the parish council and a decision taken.*

(Cllr Brown joined the meeting at 8:10pm.)

(11/7) Unlock Democracy - Local government: have your say  
The clerk had to forward to cllrs so they could reply individually

(11/7) Climate South East - Parish/Town Council Views Sought!  
Cllr Glancy agreed to respond on behalf of the parish council.  
*Update required from cllr Glancy at January meeting.*

(11/7) Late correspondence:  
APEK Partner Induction – invitation to attend.  
Cllr Swan agreed to attend and the clerk had confirmed the booking.

(11/8) Community Broadband  
Cllr Millar reported that Vfast were waiting for permission to install an antenna on St Marys Church and this was the last step before the service could be offered to the parish.  
Cllr Millar agreed to circulate the revised contract addendum to cllrs so it could be finalised and approved at the December meeting.  
Cllr Millar reported that this action had been delayed because of the planning application to install an antenna on St Marys Church.  
*Update required from cllr Millar at January meeting.*

(11/10) 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 September meeting.  
The clerk had contacted ABC suggesting a meeting early in 2013 and asking for guidance on the preparation that the parish council should do prior to this meeting. As a result an introductory meeting had been held at ABC and meeting notes have been circulated to all cllrs.  
There is an agenda item to consider this later in the meeting.

(11/11) Taylors Hill Toilets  
The toilet working group had reconvened to move the project forward and resolve outstanding issues satisfactorily in the interests of the parish.  
There is an agenda item to consider this later in the meeting.

(11/15) Latin Field:  
The clerk had contacted the litter picker with regarding to tidying up the boundary of Latin Field but he had decided not to undertake the work. The work was therefore being offered to the contractor selected to work on the hedges on OWL Green.

(11/15) Old Wives Lees Noticeboard:  
The clerk had arranged for the parish council name board on the top of the noticeboard to be reattached.

#### **12/4 Declarations of Interest**

Cllr Brown declared an other significant interest in the Taylors Hill Toilet agenda item and did not participate in the discussion.

#### **12/5 Planning**

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

Application No. 12/00161/TC  
Kent Lodge, Hambrook Lane, Chilham  
To fell one x fir tree (T1).  
**RAISE NO OBJECTION**

Application No. 12/00182/TP

Chilham Castle, Chilham Castle Estate, Chilham

Dead and dangerous trees - fell 4 horse chestnuts, fell 1 fir, fell 2 beech, pollard 1 further beech near steps jump.

**GRANT CONSENT**

Application No. 12/00756/AS

Old Plough Cottage, Soleshill Road, Shottenden

Erection of replacement domestic outbuilding

**PERMIT**

Application No. 12/01002/AS

Upper Ensign House, Selling Road, OWL

Erection of detached 2 bay garage, external alterations to existing garage and provision of new access with parking/turning area

**PERMIT**

**Applications Considered**

Application No. 12/01212/AS

Thornham, Shalmsford Road, Chilham

Single storey garage.

**SUPPORT**

Application No. 12/01263/AS

Telecommunications Mast west of, Shrimpton Close, OWL

Replacement of the existing antennae on the existing mast and the addition of a single dish.

Replacement of an existing equipment cabinet and the addition of two additional equipment cabinets.

**SUPPORT**

Application No. 12/01320/AS

St Marys Church, Church Hill, Chilham

Installation of two Vfast WIFI antennas and equipment to church tower.

**SUPPORT in the knowledge that St Marys PCC Chilham had laid down several conditions, all of these had been met by Vfast, and the PCC had voted unanimously to support the application.**

Application No. 12/01346/AS

Maslow Court, Canterbury Road, Chilham

Application for Lawful Development Certificate - Proposed use - Automotive training and assessment centre.

(For information only – no comment required)

**Appeals 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.

Note: The parish council has a right to withdraw any representations it made so that they are not taken into consideration by the Inspector.

**WITHDRAW REPRESENTATION**

**Sawmills Development**

Notes from the recent working group meeting on 26th November had been circulated to cllrs.

Cllr Kennett reported that the working group had requested that 3 issues outside of the scope of the development should be taken up by the parish council and this was approved by the meeting.

It was therefore decided that the following issues should be taken up by the Roads & Transport Committee:-

- 1) Traffic Volumes
- 2) Road Safety and Access and Rat Runs

And that the clerk should raise the following issue with KCC:-

- 3) School Places

Concern that children could be forced to attend schools that were too far away from the parish.

*The R&T committee were asked to meet to consider issues 1) and 2)*

*The clerk was asked to contact KCC re issue 3) expressing the concern and ask what action is being taken to resolve the issue.*

Cllr Kennett expressed concern that another cllr had made decisions and taken action on behalf of the working group without his knowledge as chairman of the group. This had detracted from the work of the group.

Cllrs were reminded that they should not take any action or make any decisions on behalf of the parish council, its committees or working groups unless they have been given the authority to do so.

### **12/6 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:

1568	G Dear	October salary	508.44
1569	G Dear	October expenses	24.67
1570	J Jeffery	October litter picking	205.70
1571	Crown print	PC Tips	35.00
1572	KALC	Finance Event	72.00
1576	D Kennett	Expenses	10.57

From Ringfenced Funds:

1573	Chilham Village Hall	Recycling Fund Grant	750.00
1574	Chilham Primary School	Recycling Fund Grant	500.00
1575	S Fowler (jubilee expenses)	Recycling Fund Grant	65.00
1577	D Kennett	Concurrent Function Grant	37.56
1578	Greenwood Audio	Concurrent Function Grant	100.00
1579	T Vallis	Concurrent Function Grant	22.96

Total Payments 2321.27

### **Maintenance of parish benches:**

*Cllr Kennett agreed to produce a review of all parish benches and their maintenance requirements for consideration at the January meeting.*

### **12/7 Correspondence**

(12/4) Victim Support – Request for donation

Decided to donate £25.

*The clerk was asked to raise a cheque for approval at the January meeting.*

(12/6) Mayors Parlour – Invitation to Gala Concert

Decided not to attend

(12/7) Lord Lieutenant of Kent – Invitation to Civic Service

Decided not to attend

(12/10) Wealden Wheels – update on funding

Action taken: requested confirmation of 2013/14 renewal fee

(12/11) Open Spaces Society – request for donation to support its work to protect town and village greens  
Decided to not to donate.

(12/15) ABC - Parish Magazine/newsletter enquiry  
Action taken – requested details forwarded to ABC

(12/16) APEK - APEK Partner induction  
Action taken: forwarded to cllr Ralph and considered at November meeting

(12/21) Kent Tree and Pond Wardens Schemes – request for donation  
Decided to donate £25.

*The clerk was asked to raise a cheque for approval at the January meeting.*

(12/25) KCC - Kent Lane Rental Scheme – Consultation Seminar – invitation to seminar in Maidstone on 11th January  
Decided not to attend

(12/26) ABC - New Waste and Recycling Service - Frequently Asked Questions  
Action taken: forwarded to parish contacts

*The clerk was asked to include a regular agenda item for future meetings to monitor the implementation of this scheme in the parish.*

(12/28) KALC - DCLG Consultation - Making it Easier to Set up new Town and Parish Councils  
Action taken: forwarded to cllrs

(12/32) ABC - Waste contract promotion re new service  
Action taken: forwarded to parish contacts

(12/34) Kent Fire & Rescue - Towards 2020 Update – invitation to comment  
Action taken: forwarded to cllrs Ralph and Kennett

*The clerk was asked to request a printed copy of the plan and questionnaire so that Cllr Kennett could respond on behalf of the parish council*

(12/37) Kent Highways - Ashford Highways Stewards - Change of Allocated Areas  
Action taken: forwarded to cllrs

(12/39) ABC - Rural Cleansweep Operations - press article  
Action taken: forwarded to cllrs

(12/43) KALC - Invitation from the new Kent Police and Crime Commissioner  
Action taken: forwarded to cllrs Ralph and Kennett

(12/45) ABC - Parish Council - Adopted Code of Conduct – request for copy of adopted code  
Action taken – copy of adopted code forwarded to ABC

(12/48) John Rivers - Wittersham Cluster Village Caretaker Pilot Interim Report  
*Cllr Ralph was asked to invite John Rivers to a meeting at which he could present his findings to cllrs.*

(12/49) Ashford Borough CAB - Winter Newsletter  
Action taken: forwarded to cllrs, posted on noticeboards and website

(12/56) KALC - Precept Setting 2013/2014  
Action taken: forwarded to cllrs

(12/57) KALC – Dispensations for Precept Setting  
Action taken: requested clarification from ABC monitoring officer  
It was agreed that in order to participate in any discussion on precept or budget at a parish council meeting, all cllrs should submit a dispensation request from to the clerk prior to the next meeting.  
*The clerk was asked to provide a copy of the required dispensation form to all cllrs so it could be completed and returned.*

(12/58) Kent Fire & Rescue - Kent Fire & Rescue Service - Fire Hydrants – invitation to parish council to undertake fire hydrant inspections

Action taken: forwarded to cclrs Ralph and Kennett

Decided not to take up invitation

(12/61) Trading Standard alerts:- Email scam, various scams, product recalls, cold callers, fat burner product warning, duster sellers, driveway repairs, continuous payment authority advice, payday lenders

Action taken: forwarded to cllrs

(12/62) Elgin Roadworks alerts:- New Cut Road, Maidstone Road, Soleshill Road

Action taken: forwarded to cllrs

(12/63) Road Closures: Tithe Barn Lane, Great Chart; Bockham Lane, Mersham; Kingsmill Down, Hastingleigh

Action taken: forwarded to cllrs

Late correspondence:

Gwilym Williams: Siting of Dog Bin in OWL – complaint that bin is sited on private property.

*The clerk was asked to respond to Mr Williams explaining that Kent Highways considered the area on which the bin had been placed was part of the highway, acknowledging that Mr Williams disputed this, and advising that no action would be taken until the dispute was resolved.*

### **12/8 Community Broadband**

This item was deferred until the January meeting.

### **12/9 Use of Parish Council Outdoor Spaces**

This item was deferred until the January meeting.

### **12/10 Taylors Hill Toilets**

Notes from the recent working group meeting on 12th November had been circulated to cllrs.

Cllr Lincoln reported on progress on transferring the responsibility for the toilets to the parish council since the meeting. He explained that a meeting with ABC was planned before Christmas and that 2 pressing issues needed to be addressed:- understanding ownership options and addressing concerns regarding asbestos.

### **12/11 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.

Councillor Lincoln advised that he and Councillor Tharp had now finalised the arrangements for the Clerk's review and appraisal for 2012/13. There would be a mid-term assessment in March 2013 in order to make sure that progress was being made. He recognised that this was a first attempt to formalise the requirement under the Clerk's Contract of Employment and that it was important that it became a permanent feature for future years. Councillor Tharp agreed to circulate details to all Councillors.

### **12/12 ABC Plan-It Consultation**

Notes from a meeting to understand the concept and how it could relate to the parish of Chilham and the support that ABC could provide had been circulated to cllrs prior to the meeting.

*It was decided that the clerk should arrange a trial workshop facilitated by ABC officers and attended by parish councillors.*

The objective of the trial workshop would be for parish councillors to agree a set of characters that best represented the parish and, from their own experience, suggest what their aspirations might be for say the next 5, 10 or 15 years and think about the issues they might be facing. This would be a test of the process and the experience gained by parish councillors could then be used to tailor the process so it better fitted the specific needs of its community.

If the trial was considered successful, the parish council could then communicate the idea to the parish and ask for members of the community to come forward and participate in a workshop designed to establish 'real' community aspirations. The community as a whole could then be consulted on these aspirations and issues in order to verify the findings and establish priorities.

### **12/13 Highways**

Cllr Ralph had forwarded emails to cllrs prior to the meeting providing updates on

- 1) the request for improved gritting in Shottenden and the installation of a new salt bin
- 2) the complaint regarding the quality of verge cutting along Maidstone Road and action being taken to prevent reoccurrence.

### **12/13 Meetings**

Cllr Ralph had circulated a report of a meeting of the Filming Committee to cllrs prior to the meeting.

Cllr Ralph had circulated a report of the ABC Parish Forum to cllrs prior to the meeting.

Cllr Swan had attended an APEK Induction meeting, KALC Localism conference and the KHS Parish Seminar and provide a verbal report of these meetings.

Cllr Ralph reminded Cllr Swan to provide written reports in future that could be circulated to cllrs for prior to the meeting as this would enable them to give them the required consideration.

### **12/14 Village Reports**

A report from CFDB had been circulated to cllrs prior to the meeting advising that approx £500 had been raised at the Halloween event organised with Chilham Village Hall.

A report from PCSO Bill Waterman had been circulated to cllrs prior to the meeting.

Community Warden Peter Willows gave his incident monthly report highlighting burglaries in the area.

***The meeting closed at 10:10pm.***

### **12/15 Date of next meeting**

3rd January 2013 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.