

## CHILHAM PARISH COUNCIL

### Minutes of the Meeting held at Old Wives Lees Village Hall on 6th September, 2012 at 7.45pm

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

**Apologies:** None

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

**The meeting was moved to OWL Village Hall due to the power cut in Chilham.**

#### **9/1 Minutes of the meeting held on 2nd August 2012**

The minutes were signed as a true record.

#### **9/2 Matters arising from the Minutes**

(8/2) 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. The audit had been completed with no issues arising and notices had been placed on noticeboards.

(8/2) 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 Ralph had circulated an email received from Kent Film Office regarding the filming of Christmas Candle to all cllrs.

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

Cllr Glancy had agreed possible dates with Kent Film Office to progress the first step in this plan and had circulated these to other cllrs on the Filming sub-committee so that a date could be agreed.

*Update required from Cllr Glancy at the October meeting*

*The clerk was asked to forward a copy of the latest Kent Film Office newsletter to sub-committee members.*

(8/2) 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.

*Update required from Cllr Swan at the October meeting.*

(8/2) 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 October meeting*

(8/2) 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.

*Update required from Jubilee Committee at the October meeting.*

(8/2) 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 other volunteers had come forward and he planned to arrange a meeting.

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

(8/2) 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 had requested a copy of the correspondence and the clerk had forwarded it.

KALC had advised a draft Protocol was being drawn up with KCC to ensure their services are complementary to avoid confusion and potentially extra costs for member Councils. Members get free legal advice from KALC/NALC as part of their membership. However, once NALC legal advice has been obtained and where more complex services of a solicitor are required, then KALC would, once the Protocol is agreed, highlight KCC Legal Services alongside other legal service providers in Kent.

(8/2) 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 but this had been superseded by the meeting with representatives of OCS Youth club reported later in the meeting.

(8/2) KCC – Minerals and Waste Local Plan – details of consultation

Cllr Glancy had responded on behalf on the parish council and had forwarded details of his response to the clerk.

(8/2) Recycling Bid from OCS Youth Club and future of OWL Small Games Area ring-fenced fund  
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.

A meeting report had been circulated to all cllrs prior to the meeting confirming that:

- 1) the OWL Small Games Area ring fenced fund should continue to be held by the parish council on behalf of the youth club who would be responsible for deciding how these funds would be used
- 2) the youth club would provide further details to support its bid regarding running costs
- 3) the youth club would submit a second bid based on capital expenditure

(8/2) Code of Conduct

Cllrs were asked to complete the new pecuniary interest forms and submit them to ABC by 28July either directly or via the clerk. The clerk had advised Cllrs Brown and Tharp of this request as they were not at the meeting and sent out a reminder to all cllrs on 21July.

The clerk had received forms from cllrs Brown, Glancy, Kennett, Lincoln, Ralph and Ranns and cllr Tharp had sent the form directly to ABC. ABC had confirmed that no other forms had been received.

The clerk reminded cllrs Millar and Swan of the need to submit their forms and Cllr Millar advised that he had now done so.

(8/2) 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 October Meeting.*

(8/5) Recycling Fund Bids

It was agreed that Cllr Lincoln should review the criteria for assessing bids and produce a proposal at the September meeting.

There is an agenda item under Finance to consider this action.

(8/6) Code of Conduct

A suggested update from ABC to Standing Orders to fit in with the new conduct had been circulated to cllrs prior to the meeting. The clerk was asked to incorporate the suggested updates into Standing Orders for adoption at the September meeting.

There is an agenda item to consider this action.

(8/7) KCC – Definitive Map and Statement of Public Rights of Way – request to advise if it is believed any of **the rights of way are shown incorrectly**

Cllr Tharp had studied these online and had not found any discrepancies.

(8/32) KALC – Localism Conference – September 2012

The clerk had booked Cllrs Swan and Ralph onto this conference.

(8/8) Community Broadband

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

The planned meeting with Vfast to review the contract had not happened.

Cllrs Glancy and Lincoln were asked to liaise with KCC and Vfast to resolve the following issues:

- 1) what happens if Vfast become insolvent
- 2) how will coverage be calculated

They were asked to amend the contract accordingly and arrange for it to be signed as soon as possible.

There is an agenda item to consider this action.

(8/9) Litter Picker

The clerk reported that he had received 2 applications for the position.

Cllrs Lincoln and Tharp were asked to review the litter pickers route and propose improvements for consideration at the September meeting.

It was decided that cllrs Kennett and Ralph would interview the 2 candidates advising them that the route was under review, and report back so that a decision could be made at the September meeting.

There is an agenda item to consider these actions.

(8/10) 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 August meeting.

The clerk had contacted local parish contacts for suggestions so they could be considered at the September meeting.

Cllrs were also asked to bring suggestions to the September meeting.

There is an agenda item to consider these actions.

(8/11) Members Highway Fund

This item had been deferred from the June meeting at which cllrs were requested to bring suggestions to the July meeting and a decision had been deferred until the August meeting.

The Roads and Transport Committee were asked to produce a list of proposals for consideration at the September meeting.

Any cllr with a proposal for consideration was asked to contact Cllr Ralph.

There is an agenda item to consider this.

(8/12) Recycling

Recycling Cardboard:

Cllr Swan was not in a position to present his proposal to recycle cardboard.

It was decided that this item should be deferred until the September meeting.

There is an agenda item to consider this.

(8/12) Change in method of refuse collection:

Cllr Ralph explained a possible change in method of refuse collection following an announcement at last weeks Parish Forum that ABC is negotiating a new contract to start March 2013 and proposed that the council should:

1) Seek confirmation from ABC as to if their new refuse contract will involve any changes in method of collection?

2) If so, establish what arrangements / provisions have been made for the rural area?

The clerk had contacted ABC on this basis and circulated the reply to all cllrs.

(8/14) 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.

*Update required from R&T committee at October meeting.*

(8/17) Clerks performance review (Closed session)

The Council agreed that Cllrs Lincoln and Tharp would manage the process and produce a set of proposed objectives for the year commencing 1st October 2012, at the September meeting. Following agreement, these should be discussed with the Clerk at which time any training and development issues should be considered.

A further report will be presented at the October meeting.

There is an agenda item to consider this.

### **9/3 Declarations of Interest**

Cllr Ranns declared an "Other Significant Interest" in the bid from Chilham Village Hall from the recycling fund and the Member Community Grant.

Cllr Brown declared an "Other Significant Interest" in the Taylors Hill Toilet agenda item.

### **9/4 Planning.**

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

Application No. 10/00801/AS

Fairview, Selling Road, Old Wives Lees

Demolition of the single dwelling and three adjacent outbuildings and the construction of a single replacement dwelling.

**WITHDRAWN BY APPLICANT**

Application No. 10/01131/AS

Land rear of Old Plough Cottage and adjacent to Prior Oast House, Denne Manor Lane, Shottenden  
Erection of 4 bedroom detached self-sufficient off grid eco-house and change of use of land from agricultural to residential.

**DISPOSED OF UNDETERMINED**

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 288m<sup>2</sup> of B1/B8 commercial floorspace.

**PERMIT**

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.

**PERMIT**

Application No. 12/00768/AS

Kimberley, Pilgrims Lane, Chilham

Proposed single storey 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 REQUIRED**

Application No. 12/00925/AS

Birchdale, Selling Road, Chilham

An Application For Lawful Development Certificate - Proposed Use - Replacement Conservatory

**PROPOSED USE/DEVELOPMENT WOULD BE LAWFUL**

#### **Applications Considered**

Application No. 12/00846/AS

Cumberland House, The Street, Chilham

Repairs to staircase to enclose part between the north elevation & west wing, replacement of the timber framed walls with new timber to include a render finish and replacement windows.

**SUPPORT**

Application No. 12/00856/AS  
Howletts Farm, Soleshill Road, Shottenden  
Erection of steel framed portal agricultural building for housing timber equipment and machinery  
(No comment required - see Decision above)

Application No. 12/00925/AS  
Birchdale, Selling Road, Chilham  
An Application For Lawful Development Certificate - Proposed Use - Replacement Conservatory  
(For information only – no comment required – see Decision above)

### **Sawmills Development**

Cllr Kennett thanked cllrs and members of the public that had contributed to the working group and the parish council responses regarding this development that culminated in his representation the ABC planning committee on 15th August.

*Following consideration of the resulting decision by ABC to permit both applications, cllr Kennett was asked to reconvene the working group 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*

### **9/5 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:**

1538	G Dear	August salary	508.44
1539	G Dear	August expenses	37.31
1540	Crown Print	PC Tips	35.00
1541	AR Groombridge	OWL grass cutting	255.60
1542	Audit Commission	External audit fee	342.00

#### **From Ringfenced Funds:**

1543	Playsafety Ltd	Play area inspections	151.20
1544	CM Thomas Gray	OWL Green	65.00

Total Payments 1394.55

#### **Recycling Bids:**

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

Cllr Lincoln circulated a paper containing suggestions on how recycling bids could be assessed (see Annex B).

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 was asked to forward details of the new policy to current bidders, explaining that this new policy will be used to assess their bid and provide the opportunity for them to amend their bid if they wished.*

The resultant bids would be considered at the October meeting.

### **9/6 Standing Orders - update re declaration of interests:**

An updated version of Standing Orders including the amendment agreed at the August meeting had been circulated to cllrs prior to the meeting (see Annex A).

The updated version was approved.

### **9/7 Correspondence**

(9/2) KALC Ashford Area Committee - Minutes of 18th July Meeting

*The clerk was asked to forward a copy to Cllr Millar.*

(9/3) 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 was asked to forward the correspondence.*

(9/4) ABC – Ashford Local Plan to 2030 – request for views

*Cllr Millar agreed to respond on behalf of the parish council and the clerk was asked to forward the correspondence.*

(9/5) ABC – Plan-It Ashford: Planning our Future together

Action taken: forwarded to cllr Ralph and agenda item included for September meeting

(9/6) ACR Kent – Annual Meeting – 13th September at 530pm – invitation

*Cllr Swan agreed to attend and the clerk was asked to respond accordingly.*

(9/7) Advice Partnership for East Kent – invitation to join

Decided to join.

*The clerk was asked to accept the invitation on behalf of the parish council.*

(9/8) KCC – Proposed Creation by Order of Public Bridleway, Godmersham – request for views on the Order

Decided no need to respond as the parish council had already had the opportunity to submit its views.

(9/9) RoadPeace – 20mph speed limit at Long Hill, OWL - letter in support of request to Kent Highways

This correspondence was considered under Highways later in the meeting.

(9/11) 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 was asked to submit the nomination forms after confirming that the Latin Field lease extended for a minimum of 99 years*

(9/14) KALC - Draft KALC Response to the Defra Consultation on Improvements to the policy and legal framework for public rights of way

Action taken: forwarded to cllrs, Jim Smith and Anthony Perrett

(9/16) KALC - Community Speed Watch FAQs

Action taken: forwarded to cllrs and PACT

(9/17) ACR Kent - Rural News 119

Action taken: forwarded to cllrs

(9/18) KALC - Code of Conduct - DCLG Guidance on openness and transparency on personal interests

Action taken: forwarded to cllrs



(9/19) ABC - Council tax benefit consultation

*The clerk was asked to forward 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.*

(9/20) Andrew Wickham - Resurfacing works – request for suggestions

Action taken: forwarded to R&T committee

*The clerk was asked to forward 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.*

(9/21) ABC – Council tax is Changing – request to publicise

Action taken: forwarded to cllrs and parish contacts

(9/23) Neil Jordan - Speed Limit for Long Hill, Old Wives Lees

Action taken: forwarded to cllrs Ralph and suggested request made to Kent Highways cc Boro and County Cllrs

(9/26) ABC - DPI Q & A

Action taken: forwarded to cllrs

(9/27) KALC - KALC Localism Conference II: Development and Delivery – Revised date

Action taken: bookings confirmed for cllrs Ralph and Swan

(9/28) KALC - Annual Finance Conference will be held on Saturday 20th October 2012 at Lenham Community Centre

Action taken: forwarded to cllr Ralph

(9/24) KALC - The Dynamic Councillor C101 and The Dynamic Councillor C111 (workshop) at Tenterden Town Hall on Monday 24th September

Action taken: forwarded to cllrs

(9/30) KALC - Presentation Skills for Local Councils event on Tuesday 11th September at West Faversham Community Centre

Action taken: forwarded to cllrs

(9/33) ABC - Ashford Voice is out now!

Action taken: forwarded to cllrs

(9/36) KALC – Draft KALC response to DCLG Consultation on Payments by parish and community councils and charter trustees

Action taken: forwarded to cllrs

(9/37) ACR Kent - Rural News 120

Action taken: forwarded to cllrs

(9/40) Kent Highways - Salt Bags - Urgent response required please

Action taken: forwarded to R&T committee

*The clerk was asked to request 2 bags – one for Cherry Orchard and the other for Soleshill Road and if a second bag would not be provided establish how much one would cost.*



(9/44) KCC - KCC Legal Services Contracts & Procurement Conference 2nd October 2012 – invitation to attend

Decided not to attend.

(9/47) Ringmaster emails:- Missing Person, Crime Performance Tables

Action taken: forwarded to cllrs

(9/48) Trading Standard alerts:- bogus Olympic Tickets website, rogue traders in Canterbury area, PPI and other scams, how to identify where shopping websites are based, home insulation and council tax reduction scam, food recalls

Action taken: forwarded to cllrs

(9/49) Elgin Roadworks alerts:- A28 Ashford Road, A252 Maidstone Road, A28 Canterbury Road

Action taken: forwarded to cllrs

(9/50) Road Closures: Charing Heath, Aldington, Brabourne, Mersham, Biddenden, Chilham, Warehorne, Boughton Aluph, Bilsington, Egerton, Brook

Action taken: forwarded to cllrs

Late items of correspondence received:

Invitation to Rural Housing Week event from 24th to 30th September in Tonbridge

Decided not to attend

KALC Finance Conference on 20th October in Lenham

*It was agreed the clerk should attend and book a place on this event.*

### **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.*

The clerk explained that the finished contract with Vfast would then comprise :-

- 1) the VFast proposal originally selected by the parish council
- 2) the contract addendum
- 3) the email from KCC confirming safeguards against Vfast becoming insolvent

### **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.*

### **9/10 Member Community Grant**

Bids from OCS Youth Club and Chilham Village Hall had been received.

*The clerk was asked to forward 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.*

### **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 was asked to forward these suggestions to Cllr Wickham.*

### **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.*

### **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.*

### **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 was asked to inform ABC that a meeting would be requested at a later date in order to move this initiative forward.*

### **9/15 Taylors Hill Toilets (Closed Session)**

Cllr Ralph had circulated an update including the latest offer from ABC and the response from the toilet committee prior to the meeting.

### **9/16 Highways**

20 mph Speed Limit for Long Hill:

*The clerk was asked to acknowledge 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 was asked to confirm 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.*

### **9/17 Meetings**

Cllr Ralph had circulated reports of the following meetings to all cllrs:-

- 1) Toilet committee on 28th August
- 2) Comms committee meeting with representatives from OCS Youth Club on 21st August

## **9/18 Village Reports**

A report from CFDB had been circulated to all cllrs prior to the meeting. Cllr Ranns added that CFDB had called its AGM for 25th September.

Community Warden gave his monthly incident report immediately prior to the meeting.

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 was asked to report the matter to the dog warden at ABC asking for the matter to be addressed.*

Cllr Ralph reported he was still in discussion with the Payback scheme regarding work they could be doing in the parish.

The parish council had received a complaint about a parishioner who had erected a gazebo in the Square that had extended onto the highway.

Cllr Glancy was asked to contact the parishioner and explain that it was illegal to erect structures on the highway without Kent Highways permission required permission.

Old Wives Lees:

*The clerk was asked to contact ABC regarding a replacement for the rusted dogbin on the triangle.*

*The clerk was also asked to obtain prices for replacing the dog bin in OWL Green that was also in a poor condition.*

Cllr Lincoln advised that a parishioner had written to ABC complaining about the poor quality of grass cutting by their contractors in the centre of the village compared to similar areas in urban areas.

***The meeting closed at 11:05pm.***

## **9/19 Date of next meeting**

4th October 2012 in Old Wives Lees 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.