

CHILHAM PARISH COUNCIL

Minutes of the Meeting held at Old Wives Lees Village Hall on 7th June, 2012 at 7.30pm

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

Apologies: Cllr H Tharp, PC Lorayne Brown, KCC Community Warden Peter Willows

In Attendance: Mr P Wead (Acting clerk), Cllr D Marriott, 5 members of the public (2 only for the presentation)

Prior to the Meeting Colin Finch (KCC Countryside Access Service) provided a presentation on the proposed Cycle Route from Ashford to Canterbury and plans for the Godmersham to Chilham traffic free route. He was asked to provide the council with copies of the plans shown in the presentation and also answered questions from the floor.

6/1 Minutes of the meeting held on 3rd May 2012

Cllr Millar stated that he had not received a copy of the May Meeting Minutes. In the discussions following this allegations of untruths were levied between two Councillors. The meeting was suspended for up to 5 minutes. On resumption it was agreed by a vote of 5 to 1 with 1 abstaining, that in future hard copy should be provided for all Councillors.

The Minutes were eventually signed at 8.30pm following a vote in favour of 4 to 1 with 2 abstaining.

6/2 Matters arising from the Minutes

(5/4) 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 and was waiting for completion of the internal audit before obtained signatures as required from the chairman.

Update required from the clerk at the July meeting.

(5/6) 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 for presentation at the CPRGT AGM.

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

Update required from Cllr Swan at the July meeting.

(5/6) 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 still pursuing options to find a holder for the code. Possible candidate Mr G. Kennedy.

Update required from Cllr Ralph at the July meeting

(5/6) Big Talk filming in Chilham:

Cllr Ralph was asked to produce a Film Production Bible for Chilham that could be used for future approached by film companies.

Cllrs Ralph, Brown and Glancy agreed to move this forward by meeting Kent Film Office and local professionals in the film industry.

Cllr Ralph reported that a meeting with a filming contact from Shottenden had been deferred until there was another filming proposal and that Kent Film Office were the source of these proposals.

Cllr Ralph agreed to contact Kent Film Office and arrange a meeting to discuss the production of a Film Production Bible.

Cllr Ralph had written a letter explaining what was proposed to be delivered to a filming contact in Shottenden while Cllr Glancy delivered a copy to a Chilham resident.

Cllr Glancy reported progress and would report on meetings attended with residents.

Update required from Cllr Glancy at the June meeting

(5/6) 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 July meeting.

(5/6) 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 July meeting

(5/6) 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 will provide a final report for the July Meeting.

(5/6) 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 and would complete and send the application form to Kent Highways before work could start.

Update required from the clerk at the July meeting.

(5/6) Doug Marriott - Ward Member Community Grant Scheme

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

The clerk advised that parish organisations had been advised on the scheme but was not aware of any organisation taking advantage of it. Details of other funding had also been received from ABC via Boro Cllr Marriott.

The clerk had forward these to village organisations.

(5/6) 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 July Meeting.

(5/6) Litter Picker

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

The clerk had advertised for a replacement via Parish News, local press, noticeboards and website.

The previous litter picker had since reapplied for the position.

This item was on the agenda for the June meeting.

(5/6) 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.

Update required from the clerk at the July meeting.

(5/6) KCC - Proposal to review Kent County Councils Gypsy and Traveller Allocation Policy

Cllr Ranns agreed to respond on behalf on the parish council.

Cllr Ranns reported, copies of her report to clerk, Cllr Millar asked to be copied as well.

(5/6) ACR Kent - Good Neighbour Scheme

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

The parish council now needs to decide how to respond to the request for details of a similar scheme operating within our parish.

It was decided to defer this until the July meeting.

(5/6) 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.

Clerk to resolve with Cllr Swan.

(5/6) 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 but had not yet received it.

Update required from the clerk at the July meeting

(5/7) Minutes of the Annual Parish Meeting held on 19th April 2012

The minutes were signed as a true record.

The clerk was asked to obtain confirmation from ABC regarding the following comment made by David Hayes:

“Alan Millar advised that ABC had concerns regarding future governance. David Hayes (for CFDB) reported that this issue had been dealt with at a meeting between CPC, CFDB, ABC and KCC and ABC had subsequently confirmed they were now satisfied.”

All cllrs and Boro Cllr Doug Marriott should be ccd on the communication.

The clerk had done this.

(5/10) Jubilee celebration funding:

A further recycling grant of £250 was requested by Cllr Brown to cover expenses for the Chilham Jubilee celebrations. It was hoped that it would be possible to pay back some of the grant after the event.

The meeting approved this grant.

St Marys Church had also requested a grant from the recycling fund to contribute towards the cost of its jubilee lunch and the clerk had asked for more details.

It was agreed that a grant up to £100 could be made once details of anticipated expenditure had been provided.

The clerk had arranged for cheques for the appropriate amounts to be approved by Cllrs Ralph and Kennett prior to the jubilee weekend.

(5/11) Open Spaces Society – Octavia Legacy Appeal and Membership renewal

Decided to renew

The clerk had presented a cheque for payment at the June meeting.

(5/11) M Cordingley – Website Feedback – Request for details of natural areas in parish maintained by community groups

The clerk had forwarded this to the recreation ground trust.

(5/11) Doug Marriott - Jubilee Celebration Parties & Olympic Events – Request for information of events in the parish (Action taken: forwarded to cllrs Ralph, Kennett, Swan and Brown)

Cllrs Brown and Swan agreed to forward the information to Cllr Marriott.

Update required from cllrs Brown and Swan at the July meeting.

(5/11) National Co-ordinator of Local Works - Empowering Town and Parish Councils - please help end government delays – request to contact our MP re delays to Sustainable Communities Bill

The clerk had responded as requested

(5/11) ABC – Request to postpone local needs housing survey until next year and request to consider sites put forward for the rural sites DPD as options for local needs housing

The clerk had advised ABC that it accepted the postponement.

(5/11) KALC – Fire Safety Promotion – Request to advertise in parish

The clerk had advertised via noticeboards (where space allowed), Parish News and website

(5/11) Mid Kent Downs Countryside Partnership - Paths 4 Communities – grant scheme from Natural England

The clerk had forwarded to local contacts to consider a community project using this funding

(5/39) Southeastern – Newsletter and Timetable consultation December 2012 – request for feedback

The clerk had forwarded to Anthony Perrett and Ernie Taylor in case they had any feedback to provide on behalf of the parish.

(5/12) Community Broadband

An update from Cllr Glancy had been issued prior to the meeting including suggestions for a contract with Vfast.

It was decided that:

- 1) Cllr Millar should forward the Vfast contract addendum to the clerk
- 2) The clerk would draw up a contract in consultation with Cllrs Millar and Glancy so that a contract could be formally agreed and advertised in local press etc.

This item was on the agenda for the June meeting.

(5/13) Volunteers

A proposal from Cllr Kennett had been included in the supporting notes issued to cllrs with the agenda.

It was decided that volunteers should be welcomed provided all persons are competent and have the required knowledge of the task they are performing. A risk assessment must be carried out beforehand.

Volunteers should be covered by public liability insurance provided by themselves or the parish council.

The clerk was asked to update Standing Orders to this effect.

This item was on the agenda for the June meeting.

(5/15) 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 July meeting.

(5/16) 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.

Update required from the clerk at the July meeting.

(5/19) Parish Council Vacancy (closed session)

Cllr Ralph circulated a report listing the findings from the 2 interviews conducted earlier in the week.

After consideration, it was decided by a vote to co-opt Roy Lincoln.

The clerk had advised the candidates of the decision.

(5/20) Inappropriate use of email (closed session)

Cllr Millar asked the meeting to consider disciplinary action in respect of an email sent by Cllr Ralph to parishioners that caused distress to Cllr Swan and some of his family.

The view of the meeting was that this use of email was unacceptable.

Cllr Ralph apologised unreservedly to Cllr Swan who accepted the apology.

Cllr Ralph had put this apology in an email and sent it to the same circulation list as the original email.

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.

6/4 Planning.

Decisions received from Ashford

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

Dane Street House, Dane Street, Chilham

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

PERMIT

Application No. 12/00261/AS

Hawley Cottage, Selling Road, Old Wives Lees

Demolition of existing bungalow and detached garage and construction of new chalet bungalow with detached double garage.

PERMIT

Application No. 12/00291/AS

Hatfield Cottage, The Street, Chilham

Replace existing conservatory with a kitchen extension.

PERMIT

Applications Considered

Application No. 12/00450/AS

Old Plough Cottage, Soleshill Road, Shottenden

Application for Lawful Development Certificate - Proposed Use - Addition of a toilet and washing facilities onto existing flat roof

(For information only – no comment required)

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.

SUPPORT

Application No. 12/00579/AS

4 Goldups Lane, Shottenden

Proposed single storey rear extension

SUPPORT

Application No. 12/00581/AS

Hurst Farm, Mountain Street, Chilham

Erection of single storey agricultural workers dwelling on site of existing workshop

SUPPORT

Sawmills Development

Cllr Kennett reported on the situation with regard to the Sawmills Development and would liaise with Boro Cllr Marriott with regard to the actual Planning Application being considered by ABC, so that the Parish Council has a chance to address the Planning Committee.

6/5 Finance

Cllr Ralph presented the accounts for 2012/13 and they were approved by the meeting.

Payments:

The following payments were approved:

From the General Fund:

1511	Broker Network Ltd	Insurance	939.41
1514	G Dear	May salary	508.44
1515	G Dear	May expenses	94.76
1516	Open Spaces Society	Subscription	40.00
1517	AR Groombridge	OWL grass cutting	255.60
1518	Crown Print	PC Tips	35.00
1519	ABC	Dog bins	492.00
1520	Y T White	OWL planters	71.45
1523	D Kennett	Chilham planters	39.22

From Ringfenced Funds:

1512	T Wheeler	Recycling grant - Jubilee	620.00
1513	St Marys PCC Chilham	Recycling grant - Jubilee	100.00
1521	CM Thomas-Gray	OWL Green - Maintenance	65.00
1522	CM Thomas-Gray	OWL Green - Maintenance	65.00

Total Payments 3325.88

It was agreed that Cllr Lincoln would join the finance committee.

It was agreed that the money from the failed sports shelter company should be ring fenced for use in Latin Field.

6/6 Correspondence

(6/1) Ashford Volunteer Centre – Ashford & Tenterden Community Car Scheme – request to publicise locally

Action taken: notice posted on noticeboards where room

(6/2) Southern Water – South East Water Resources Update

(6/3) Podplus – Ashford 3 lakes 5k Challenge – request to publicise locally

Action taken: notice posted on noticeboards where room

(6/4) James Rickards – Request to acknowledge conditions for use of the Mount for Jubilee celebrations

Action taken: conditions acknowledged in letter from Cllr Ralph

(6/5) 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.

(6/6) Protect Kent – offer to subscribe to quarterly planning newsletter at members rate of £25/yr.

Decided not to subscribe

(6/8) KCC – Minerals and Waste Local Plan – details of consultation

Cllr Glancy agreed to respond

(6/10) Doug Marriott - Funding Sources – request to consider potential projects

Action taken: forwarded to cllr Ralph

The clerk was asked to respond on behalf of the parish council

(6/14) KALC – Learning and Development Update for May 2012

Action taken: forwarded to cllrs

(6/17) St Marys Church - Licensing of Paul Ratcliff – invitation to licensing of Paul Ratcliffe

It was agreed that Cllrs Ralph, Kennett and Swan would attend.

(6/19) KALC - KCC Workshop: Ashford Borough Councils Local Multi-Agency Flood Plan

Action taken: forwarded to Cllr Ralph

(6/20) Kent Downs AONB - Village SOS - Big Lottery Fund – details of grants between £10k and £50k available to community projects

The clerk was asked to forward to CPRGT, Chilham village hall, OWL village hall and St Marys Church

(6/23) KALC - Members' conduct and the registration and disclosure of interests (England) - amended

Apr 2012 – Update on Code of Conduct – May 2012

Action taken: forwarded to cllrs

(6/27) KCC - Local Multi-agency Flood Plan Workshop - Ashford - 17th May 2012 - Julie Rose Centre

Action taken: forwarded to cllrs

(6/28) ACR Kent – Rural News

Action taken: forwarded to cllrs

(6/30) ABC – Ashford Voice

Action taken: forwarded to cllrs

(6/31) Andrew Wickham – Members Highway Fund – request for details of suitable projects

Cllrs were asked to bring suggestions to the July meeting.

(6/32) KALC - Learning and Development Questionnaire

The clerk was asked to complete this on behalf of the parish council

(6/37) KALC – Learning and Development Update for June 2012

Action taken: forwarded to cllrs

(6/39) ABC – letter from Colin Mawston requesting that all communications to him (including Code of Conduct issues that relate to declaration of interests) were channelled through the Clerk

Concern was expressed that individuals should still be able to communicate with Colin Mawston and that some people would rather not the Clerk see their communication.

(6/40) 12 College Place and KCC - Town and Village Green Roadshow – 13th July – invitation to free event

Cllr Lincoln agreed to attend if possible

(6/41) KALC - VAT on Listed Buildings – request to hear from anyone whose project on a listed building stands to be affected, especially where the project has value to the community

This correspondence was passed to Cllr Millar.

(6/42) ACR Kent - Greener Future for Young People – Invitation to Final Seminar – 20th June

Decided not to respond

(6/45) Doug Marriott - Member Community Grant £2500 pa – request for nominations

Action taken: forwarded to cllrs and item placed on June agenda

(6/46) KALC - NALC template code of conduct for parish councils

Action taken: forwarded to cllrs

Decided to consider at the July meeting

(6/47) Local Works Co-ordinator - Please help urgently: a new Bill to empower Local Councils – Planning Applications (Appeals by Town and Parish Councils) Bill - request to write a letter to 2 MPs

The clerk was asked to respond as requested

(6/50) KALC – Parish News May 2012

Action taken: forwarded to cllrs

(6/51) PACT – copy of letter to Steve Darling, Kent Highways re Branch Road speeding

The parish council supported PACT on this issue.

(6/56) KALC – Learning and Development Update for June 2012

Action taken: forwarded to cllrs

(6/57) Kent Highways - Ashford Area - Diamond Jubilee Street Parties - from 2 June 2012

Action taken: forwarded to cllrs

(6/58) ABC Planning - Pre Application Discussions and the involvement of Parish councils

Action taken: forwarded to cllrs

(6/59) Ringmaster emails:- Sheep harassment, rogue caller

Action taken: forwarded to cllrs

(6/60) Trading Standard alerts:- scam mail, Tropicana and French cheese recall, amber teething necklaces, postage stamps, debt collection scam, digital switchover, doorstep callers, cold callers, unsafe equipment, puppy scam, PPI claim scam, hairdryer recall, free trial scam

Action taken: forwarded to cllrs

(6/61) Elgin Roadworks alerts:- A28 Ashford Road, A252 Maidstone Road, Shalmsford Road, A28 Canterbury Road, Bagham Lane, Bagham Road, Long Hill, New Cut Road, Selling Road, Taylors Hill, Goldups Lane

Action taken: forwarded to cllrs

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.

6/8 Volunteers

A draft update to Standing Orders including the volunteer policy agreed at the May meeting as an annex had been issued to cllrs for review prior to the meeting.

It was decided to approve the update.

6/9 Litter Picker

It was decided to defer a decision on appointing a new litter picker until the July meeting and to continue advertising.

6/10 Taylors Hill Toilets

[Composition of a committee to address this issue:](#)

It was decided that the committee would comprise the following individuals.

Boro Cllr D Marriott

Parish Cllrs B Glancy, R Lincoln, A Millar, G Swan, A Ralph

CTRG members Peter Higgs, Andy Maclean

[Next steps for the committee:](#)

To arrange a meeting before 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.

6/12 Chilham Square planning issue

This item was withdrawn.

6/13 Clerks performance review

It was decided to have a closed session at the July Meeting to consider this item.

6/14 Members Community Grant

This item was deferred until the July meeting.

6/15 Highways

This item was deferred due to lack of time.

6/16 Meetings

This item was deferred due to lack of time.

6/17 Village Reports

Cllr Ranns reported on the board meeting of CFDB.

The meeting closed at 11:05pm.

6/18 Date of next meeting

5th July, 2012 in Chilham 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.