

CHILHAM PARISH COUNCIL

Minutes (for approval) of the Meeting held at Old Wives Lees Village Hall on 1st August, 2012 at 7.30pm

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

Apologies: Cllr H Tharp

In Attendance: Mr G Dear (Clerk), Boro Cllr D Marriott, PCSO Bill Waterman, Community Warden Peter Willows, 2 members of the public

8/1 Apologies

Cllr Tharp had advised that she was unable attend due to family commitments.

[Cllrs Glancy and Kennett arrived at 7:32pm]

8/2 Minutes of the meeting held on 4th July 2013

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

7/9 Community Broadband: Cllrs Millar and Lincoln updated the meeting

Cllr Millar advised that he disagreed with the content of the minutes and would be registering a complaint.

8/3 Matters arising from the Minutes

(7/3) Election of Committees and Representatives

The Asset Maintenance team was asked to report back at the June meeting advising how its various responsibilities had been allocated. It had met during June and Cllr Brown would be providing the clerk with the list of responsibilities allocated.

The Asset Maintenance team were asked to draw up a schedule of maintenance tasks for consideration at the August meeting.

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

Cllr Lincoln had spoken with the person volunteering to carry out the weekly play area checks in OWL Green and Latin Field and had asked the clerk to advise what was required.

(7/3) Sawmills Development

It was decided that the following issues should be taken up by the Roads & Transport team: 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 team was asked to meet to consider issues 1) and 2) but had not yet done so.

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

(7/5) Amenity light outside Wysteria House

The parish council considered this issue on the basis that :-

- 1) the amenity light was provided by ABC as a desirable street light for the benefit of the community
- 2) the current householder has asked for it to be removed, and
- 3) ABC have advised that it has 3 months to "move it or lose it"

The parish council decided that it would like the light moved and the clerk had requested a meeting with ABC and the householder to agree the best location.

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

(7/7) KALC - Southern Water Draft Water Resources Management Plan – invitation to comment

The clerk had forwarded to cllr Glancy in case he wanted to respond as an individual.

(7/10) Taylors Hill Recycling Centre

The clerk had confirmed that recycling credits were calculated based upon the volumes of glass and newspaper collected at the recycling centre and that there were no credits for the tins.

(7/12) Xmas Tree committee

The clerk had confirmed that this committee would need to be a formal parish council working group or team to be covered by parish council public liability insurance.

Cllr Kennett was asked to advise the individuals involved so a parish council working group could be formally created.

(7/13) Open Space Risk Assessment

The clerk would check the maintenance responsibilities allocated by the asset maintenance team to ensure they conform with the risk assessment when the responsibilities had been approved.

8/4 Declarations of Interest

None.

[Cllr Brown arrived at 7:55pm]

8/5 Planning.

Decisions received from Ashford:

Application No. 13/00092/TC

Beech House, Hambrook Lane, Chilham

Leylandii tree to be felled due to size and close proximity to neighbours boundary fence

RAISE NO OBJECTION

Application No. 13/00549/AS

Kiln Cottage, Lower Ensden Road, Old Wives Lees

Replacement double garage with office accommodation above

PERMIT

Application No. 13/00564/AS

Monckton Manor, Mountain Street, Chilham

Internal alterations to rear kitchen area including removal of load-bearing internal wall and re-location of aga cooker plus alterations to drainage. Formation of new external flue to aga cooker

GRANT CONSENT

Application No. 13/00570/AS

Chesters, Mountain Street, Chilham

Proposed first floor extension and front entrance porch

PERMIT

Applications Considered:

Application No. 12/00051/CONA/AS

Land east of, Station Approach, Chilham

Discharge of condition 14

OBJECT STRONGLY

It was unanimously agreed that Cllr Lincoln and Kennett would respond by the 15th August deadline drawing on the following points:-

- 1) there should be no charge for parking and no management or administration fees in order to comply with the s106 agreement
- 2) priority for season tickets should be given to those who live within the parish of Chilham (not just Chilham)
- 3) the parking spaces currently in use in Station Approach should be retained.

Application No. 13/00662/AS

Land between Mulberry House and Highdown, Mulberry Hill, Chilham

Outline application for the erection of a single dwelling house

NO COMMENT – noting that there had been objections from 3 neighbours.

Cllr Millar abstained and did not vote.

Application No. 13/00782/AS

2 Coes Cottages, Beaney's Lane, Shottenden

Erection of a single storey kitchen/ garden room extension to the rear of the property

SUPPORT

Amenity light outside Wysteria House:

Cllrs Lincoln and Kennett reported on meetings held with the property owner and ABC officers. They confirmed that ABC would remove the light before 19th September and that consideration was being given to a replacement light but that this would not be in place by 19th September.

Sawmills Development:

Cllr Lincoln reported on the marketing notices that had appeared on the Sawmills site, noting that Ashford Place was a marketing name for the site, that ABC had a policy for street naming, that parish councils were a key part of the process and that ABC invited suggestions from members of the public. The clerk was asked to publicise this invitation in Parish News, on noticeboards and the parish council website, advising parishioners to contact ABC directly with their suggestions.

[At 8:58pm Cllr Lincoln adjourned the meeting while Cllr Millar took a phone call. The meeting was resumed at 9pm.]

8/6 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:

1671	G Dear	July salary	508.44
1672	G Dear	July expenses	29.96
1673	K Jeffery	July litter picking / toilet cleaning	368.96
1674	ABC	THT business rates	176.00
1675	South East Water	THT Water Bill	55.00
1676	Groombridge	General Maint OWLgrass cutting	309.60
1677	Staples	Recycling leaflets	148.50
1678	Hart Lee	THT Maintenance	280.00

From Ringfenced Funds:

1679	Hart Lee	OWL Green tree surgery	260.00
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Total Payments 2135.46

8/7 Correspondence

(8/9) KALC - Important Reminder - Meet the Police & Crime Commissioner events

Action taken: forwarded to cllrs Ralph and Swan

(8/10) Kent Downs AONB - Invitation to the Kent Downs AONB Countryside Day on 23rd July

Action taken: forwarded to cllrs

(8/11) Kent Film Office - Salvage Hunters Series 3 in Kent

The clerk was asked to forward this to Cllr Ralph

(8/12) ACR Kent - Rural News 130

Action taken: forwarded to cllrs

(8/13) KCC - Shaping the future of Children's Centres in Kent

Cllr Swan was asked to complete the questionnaire and bring it to the September meeting for approval.

(8/19) Andrew Wickham - Chilham Square and Kennington measures – request for explanations

Action taken: forwarded to cllr Lincoln

(8/20) Southern Water - Southern Water's five-year Business Plan 2015-2020 – invitation to consultation

The clerk was asked to forward to Cllr Glancy to respond as an individual.

(8/21) KALC Ashford Area Committee - Police working party questionnaire

Action taken: there is an agenda item to consider this matter

(8/22) KALC - Parish Polls - Local Audit and Accountability Bill – request for information

The clerk was asked to forward to Cllr Millar to complete requesting the information required from the clerk.

(8/23) KALC - NALC Consultation - A New Future: developing the Strategy" – invitation to comment

The clerk was asked to forward to cllrs to respond as individuals.

(8/25) ABC - National Citizen Service – request for suggestions for community projects in the Ashford borough over the summer

Decided not to respond

(8/29) ABC – Applicant details for 6 Shrimpton Close, OWL – request for verification of local connection

Action taken: local connection confirmed and question raised re steps taken to verify that the particular needs of this family will be available

(8/34) KALC - Kent Downs AONB Management Plan Public Consultation Launched

The clerk was asked to forward to cllrs to respond as individuals.

(8/35) KALC – Local Councils Explained – new publication – offer at reduced price

The clerk was asked to order a copy

(8/36) Ringmaster emails:- Mobile police contact points

Action taken: forwarded to cllrs

(8/37) Trading Standard alerts:- Passenger rights, Under-age sale, Product recall, Doorstep callers offering roof survey, Email scam, Thinking of purchasing a park home, Poster competition

Action taken: forwarded to cllrs

(8/39) Road Closures: Reminder - Overnight Closures – Brookfield Rd, Ashford & Chart Rd, Great Chart – 18 & 19 and 22 & 23 July 2013

Action taken: forwarded to cllrs

Response to Police working party questionnaire:

The questionnaire was completed at the meeting and the clerk was asked to submit it on behalf of the parish council.

[At 9:15pm Cllr Lincoln adjourned the meeting while Cllr Millar took a phone call. After a discussion relating to this, the meeting was resumed at 9:30pm.]

8/8 Community Broadband

Cllr Lincoln advised that there could be an issue concerning KCC due diligence testing of Vfast as this did not appear to have involved Vfast submitting any financial details. KCC were now addressing this issue on behalf of the parish council.

Cllr Millar agreed to provide Cllr Lincoln with coverage details for circulation to cllrs.

8/9 Taylors Hill Toilets

The cleaning specification circulated to cllrs prior to the meeting was adopted. Cllr Millar abstained.

Cllr Lincoln advised that he would be holding a review meeting with the cleaner at the end of his probationary period to finalise his contract (including the adopted cleaning specification) and review his rate of pay.

The meeting agreed increases in the hourly rate for both cleaning and litter picking duties and Cllr Lincoln was authorised to include these increases in the contracts to be agreed at the meeting.

8/10 Asset Maintenance

List of allocated responsibilities:

This item was deferred until the September meeting.

Schedule of maintenance tasks:

This item was deferred until the September meeting.

8/11 Resources Committee**Extra committee member:**

It was agreed that a 4th member should be elected to the Resources committee.

Cllr Lincoln asked for nominations supported by a proposer and seconder to be submitted to the clerk for consideration at the September meeting.

8/12 Highways**Plan of action to address traffic and road safety issues raised by the Sawmills working group:**

The plan of action circulated by cllr Ralph prior to the meeting was accepted by the meeting.

The R&T team was asked to proceed on this basis and report back on the plan and progress made at the October meeting.

Deteriorating road surface in School Hill:

The clerk was asked to register a complaint formally with Kent Highways and request that a kerb is installed as agreed with the Highway Steward in February.

8/13 Meetings

Cllr Kennett reported on a recent Xmas tree meeting and was asked to provide a schedule of costs for consideration at the September meeting.

Cllr Ralph circulated a report to cllrs at the meeting regarding a Meet the Police Commissioner event and the ABC Parish Forum, both of which he had attended.

8/14 Village Reports

Community Warden Peter Willows and PCSO Bill Waterman gave their monthly incident reports to the meeting.

Cllr Ranns reported on the previous evenings CFDB AGM and Board meeting and would be distributing a written report in due course. Cllr Lincoln read out the answers provided by CFDB to the questions raised at the July meeting and confirmed that a copy of the correspondence would be sent to all cllrs.

It was decided that there should be an item on the agenda of future meetings to focus on promoting use of the recycling centre in Taylors Hill car park now the new ABC waste collection system had been implemented.

In relation to the report made by CFDB, a request was made on behalf of the CFDB board that CPC cllrs do not contact KCC and ABC and discuss the company's project. This request was explained in the light of comments previously made by cllrs Millar and Swan.

Cllr Ralph circulated a letter to be sent to residents of the Square in respect of a Visit Britain photo shoot on 9th August.

Cllr Millar requested that his contact details be removed from the website and the chairman instructed the clerk to do so.

8/15 Clerks Performance Review

This item was deferred until the September meeting.

The meeting closed at 10:30pm.

8/16 Date of next meeting

5th September 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.