

CHILHAM PARISH COUNCIL

Minutes (for approval) of the Meeting held at Old Wives Lees Village Hall on 3rd October, 2013 at 7.30pm

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

Apologies: Cllr D Kennett, Boro Cllr D Marriott

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

10/1 Apologies

Cllr Kennett had advised the clerk that he was unable attend due to family holiday.

Boro Cllr D Marriott had advised the clerk that he was unable to attend.

Cllr Millar had emailed the chair that he was unable to attend but this email had not been read until the day after the meeting.

Cllr Glancy had advised the clerk retrospectively that he could not attend the September meeting due to work commitments.

10/2 Minutes of the meeting held on 5th September 2013

The minutes were signed as a true record.

10/3 Matters arising from the Minutes

(9/4) 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.

Cllr Swan advised the meeting that he would be writing a letter to KCC as an individual.

(9/4) 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 but had not yet done so. The meeting agreed to drop this item.

(9/6) Sawmills Development and Street Naming:

It was agreed that the Complaints and Grievances Committee (with responsibility for communications) should meet to produce a plan for involving parishioners in suggesting a name for the site. No meeting had been arranged and the need for consultation would be considered again later in the meeting.

It was also agreed that the Planning team should start a dialogue with the developer and the clerk had contacted the developers agent requesting a meeting in mid to late October but had not received a reply.

0 (9/7) Recycling grant bids:

The clerk had requested bids by end of October via noticeboards, Parish News and the PC website, explaining the information required.

(9/8) ABC – Chilmington Green Area Action Plan – Notification of Adoption

The clerk had forwarded to cllr Millar

(9/8) CPRE Kent – invitation to AGM

The clerk had registered cllr Swan and forwarded him the details.

(9/8) Kent Police - Mobile Police Contact Points in your Parish – request for members to attend – Fri 13/9 and 27/9 - 12till1 - Felborough Close

The clerk had requested that the mobile contact point visited Old Wives Lees and Shottenden as well as Chilham.

(9/8) Anthony Perrett - Felborough Close footway to Church

Action taken: forwarded to cllr Lincoln

Cllrs Lincoln and Kennett had arranged to meet Mr Perrett in October before writing to ABC supporting his request for action regarding the footway.

Update required from cllrs Lincoln and Kennett at November meeting.

(9/8) KALC - Kent Fire and Rescue - news update

The clerk had forwarded a copy to cllrs Kennett and Swan.

(9/8) ABC - Further changes proposed to permitted development rights

The clerk had forwarded copies to cllrs and members of the previous Sawmills working group so they could respond as individuals if they wished.

(9/8) The Rural Fair Share Campaign - The Rural Fair Share Petition – request to get petition signed

The clerk had forwarded copies to cllrs so they could respond as individuals if they wished

(9/8) Southern Water - Consultation on draft Southern Water Business Plan – request for comments

The clerk had forwarded a copy to cllr Glancy so he could respond as an individual if he wished.

(9/8) Open Spaces Society - Choosing Direction - draft strategic plan – invitation to comment

The clerk had forwarded copies to cllrs so they could respond as individuals if they wished.

(9/8) ACR Kent - Trustee Legal Workshop on knowing your property rights

The clerk had forwarded a copy to cllr Swan so he could attend as an individual if he wished.

(9/8) Kent Highways - Salt Bags - Urgent response required please

Action taken: forwarded to cllrs

The clerk had requested 1 tonne salt bags in the same locations as last winter (ie Cherry Orchard and Lion Farm, Soleshill Road) and also 25kg bags in Hambrook Close (on the bend) and near to the bus shelter in Felborough Close.

Cllr Ralph had confirmed the exact location of the salt bag at Lion Farm.

(9/8) Nick Keegan – Cycle seating project known as "Catha's Seat" – request for letter of support

Action taken: forwarded to cllr Lincoln

The clerk had drafted a letter of support for Cllr Lincoln and this had been sent to Nick Keegan.

(9/9) Contract with Vfast:

Cllr Lincoln had written to Vfast in consultation with cllr Millar expressing disappointment in the lack of progress and communication pointing out that this has the potential to jeopardise the signing of the contract between CPC and Vfast.

(9/10) Use of OWL Green for OWL fete:

Cllr Tharp had carried out an inspection of the Green prior to the fete on 15th September.

(9/12) Kent Filming Partnership:

The clerk had signed up CPC to the partnership.

(9/13) Traffic and road safety issues raised by the Sawmills working group:

The R&T team was asked to draw up a plan (confirming final details of the survey and individuals involved) for review at the October meeting to carry out a survey in October (avoiding the half term week). There is an agenda item to consider this proposal later in the meeting.

(9/13) Deteriorating road surface in School Hill:

The clerk had chased a reply to the complaint made in early August.

(9/13) Salt Bins:

The R&T team were asked to meet and agree a proposal for salt bins required in the parish this winter. There is an agenda item to consider this proposal later in the meeting.

[Cllr Brown arrived at 7:36pm.]

Official Points of Contact:

Cllr Lincoln advised that ABC and Kent Highways had been advised that the only official contact with Chilham Parish Council should be via the clerk or the chair unless otherwise advised by the clerk. He reminded cllrs that any unauthorised contact they had with ABC or Kent Highways would be as an individual and they were advised to make this clear when they did so.

10/4 Declarations of Interest

None.

10/5 Planning.

Decisions received from Ashford

Application No. 13/00129/TC

3 Alexandra Villas, The Street, Chilham

Lonicera variegated tree - to climb lower - section fell.

RAISE NO OBJECTION

Application No. 13/00139/TC

Cheyney House, 8 Stable Court, Chilham Castle Estate, Chilham

T1 Yew - Crown reduce by 15%. T2 and T3 Yew's - Section fell. T4 Yew - Prune back upper branches.

RAISE NO OBJECTION

Application No. 13/00879/AS

4 Stable Court, Chilham Castle Estate, Chilham

Installation of 2 No. roof lights and flue pipe to rear roof slope.

PERMIT

Application No. 13/00901/AS

Vine Cottage, Cobbs Hill, Old Wives Lees

Demolition of existing conservatory and proposed single storey extension to provide garden room and enlarged bedroom with terrace and steps to garden.

PERMIT

Applications Considered

Application No. 12/00052/CONB/AS

Former Chilham Saw Mills, Ashford Road, Chilham

Discharge conditions 2 and 14 (Approval of Materials and Implementation of Archaeological Works)

SUPPORT

Application No. 13/00155/TC

2 Church Hill, Chilham

The removal of two Sycamore branches due to excessive shading in rear garden.

SUPPORT

Application No. 13/00867/AS

Clovers, 1 The Street, Chilham

Partial demolition and rebuild of brick boundary wall to lower height & replacement of double glazed windows.

SUPPORT

Amenity Light in the Street:

Cllr Lincoln reported that he and cllr Kennett had sent a letter to ABC as requested, suggesting the parish council works with it to find a way of retaining a street light in The Street but no reply had been received.

It was agreed that cllrs Lincoln and Kennett would send a follow up letter.

Sawmills Development and Street Naming:

The clerk explained that ABC (on behalf of the parish council) had contacted the developer requesting an extension to the one month statutory consultation period for the street name application to allow a full consultation with the local community and a parish council response at the November meeting. A one week extension had been granted and the deadline for a response was now 17th October. The meeting agreed that this extension did not allow sufficient time for a full consultation with the community.

The clerk had publicised the opportunity for locals to contribute suggestions in Parish News and had also emailed over 70 parish contacts advising them of the proposed name of "Old Sawmills Place" and asking for comments and 10 contacts had responded.

The meeting agreed to base its response based upon this feedback and decided to suggest an alternative name of “Bagham Place” as the site had a stronger historical link with the name Bagham.

The clerk was asked to respond to ABC on this basis.

Cllr Swan reported that he had sent a letter to KCC regarding flooding concerns and was expecting a reply.

10/6 Finance

The clerk presented the accounts for 2013/14 and they were approved by the meeting.

Payments:

The following payments were approved:

From the General Fund:

1691	G Dear	September salary	513.29
1692	G Dear	September expenses	29.96
1693	K Jeffery	September litter picking / cleaning	382.41
1694	ABC	THT business rates	176.00
1695	South East Water	THT Water Bill	55.00
1696	Groombridge	General Maint OWL grass cutting	309.60
1697	Y White	OWL planters	9.00
1698	Southern Electric	THT Electric Bill	127.08
1699	PKF Littlejohn	Annual audit fee	360.00
1700	Staples	Office supplies	189.82
1701	HMRC	PAYE payment	369.80

From Ringfenced Funds:

None

Total Payments 2521.96

External Audit of 2102/13 Accounts:

The clerk reported that PKF Littlejohn had approved the 2012/13 accounts with no issues arising.

10/7 Correspondence

(10/2) ACR Kent – Invitation to AGM on 17th October

The clerk was asked to book a place book Cllr Swan

(10/4) Kent Highways – Invitation to Parish and Town Council Seminar on 10th October

Action taken: forwarded to R&T team

(10/5) PKF Littlejohn – Completion of Annual Audit for y/e 31st March 2013

Action taken: Accounts Inspection notice placed on noticeboards

(10/6) KALC – Good Councillors Guide – 4th edition available at £2-50 each

The clerk was asked to order 10 copies

(10/7) ABC – Former Chilham Saw Mills – Consultation on Proposed Name – Sawmills Place

This correspondence had been discussed under Planning.

(10/9) KALC Ashford Area - Invitation to Speedwatch seminar

Action taken: forwarded to PACT

(10/12) KALC - Chairmanship Conference on Wednesday 2nd October

Action taken: forwarded to cllr Lincoln

(10/14) Southeastern - Southeastern Direct awards - Your views needed

A draft reply had been received from Anthony Perrett and the meeting supported this response.

(10/18) KALC - Parish News 371

Action taken: forwarded to cllrs

(10/20) ABC - Ashford Voice is out now!

Action taken: forwarded to parish contacts

(10/22) Rural Services Network - Post Office Call for Evidence

Action taken: forwarded to cllr Lincoln and evidence supplied following review

(10/23) Kent Police - Police Contact Points

Action taken: forwarded to parish contacts and notice posted on noticeboards

(10/25) Southeastern – invitation to Stakeholder Forum, Gillingham, 17 October 2013, 6.00PM - 8.00PM

It was agreed that Anthony Perrett should attend to represent the parish.

(10/30) KALC Ashford Area - Letter to churches and village halls

Action taken: forwarded to church and village halls

(10/31) Healthwatch Kent – Press Release

Action taken: forwarded to parish contacts and notice posted on noticeboards

(10/32) Fields in Trust - Awards 2013 – invitation to nominate one of our fields for an award

Decided not to respond

(10/38) KALC - Chairman's Conference - Lenham Community Centre on Wednesday 2nd October

Action taken: forwarded to cllr Lincoln

(10/41) Alan Rogers – Road Repairs – suggestion that PC complain about poor quality of work

The clerk was asked to send a complaint as requested.

(10/42) KALC - Kent County Council's Freight Gateway – inclu mechanism to report HGVs in violation of local road regulations

Action taken: forwarded to parish contacts

(10/46) KALC - Finance Conference - Saturday 2nd November 2013 at Kings Hill Community Centre

Action taken: forwarded to cllr Lincoln

(10/48) Ringmaster emails:- Fuel theft, Firesafety advice, Kent Fire and Safety Volunteers wanted, Crime Stoppers, Mobile phone security

Action taken: forwarded to cllrs

(10/49) Trading Standard alerts:- Chinese inheritance, Fake CAB calls update, Fake Highways Workman, Fake Parcel Force call, Fake Sky Technical Support Telephone Call, Doorstep Caller - Thermal Insulation Company, Fake calls from Southern Electric and Southern Water

Action taken: forwarded to cllrs

(10/50) Elgin Roadworks alerts:- A28 Canterbury Road, Mystole Lane, Long Hill, A28 Ashford Road, School Hill Action taken: forwarded to cllrs

(10/51) Road Closures: Temporary Road Closure – New Cut Road, Chilham – 30 September–7 October 2013, Overnight Road Closures – A2070 Bad Munstereifel Road, Ashford – from 30 September 2013

Action taken: forwarded to cllrs

Late correspondence:

(10/52) Tony White – Chilham War Memorial – invoice for maintenance work

The meeting decided to reimburse this expense and request prior approval for future maintenance work.

(10/53) Jenny Watson – Use of Basketball Court in Latin Field – Request to convert to Skate Park

The meeting supported the proposal subject to a consultation with locals to collect their views and ensure support.

10/8 Standing Orders

The meeting adopted a revision requested at September meeting regarding use of mobile phones.

10/9 Community Broadband

Cllr Lincoln advised that a letter had been sent to Vfast who had subsequently been in contact with St Marys Church regarding its contract with the church. Cllr Lincoln also updated the meeting with feedback received from KCC regarding due diligence checks carried out on Vfast.

10/10 Highways

Traffic and road safety issues raised by the Sawmills working group:

Cllr Ralph reported a shortfall in volunteers for the planned survey and that consideration was being given to carrying it out a week later on 15th/16th October.

Salt Bins:

A proposal from the R&T team for salt bin provision in the parish had been circulated to cllrs prior to the meeting.

The R&T team was asked to produce a paper for consideration by the Resources Committee at its meeting on 17th October.

Chilham Square surface reinstatement:

Cllr Ralph reported on a site meeting held with contractors and the conclusion that the reinstatement works should be delayed until Spring 2014 to achieve the best outcome.

10/11 Meetings

The clerk was asked to circulate the minutes of the last KALC Ashford Area meeting when they were received.

10/12 Village Reports

Community Warden Peter Willows gave his monthly incident report and the meeting and advised that there would be a replacement for PCSO Bill Waterman.

Cllr Ranns summarised the main points from the CFDB report circulated to cllrs prior to the September meeting.

Promoting Taylors Hill Recycling facility:

The Resources Committee were asked to consider this at its meeting on 17th October and report back with a plan of action at the November meeting.

Trees on OWL Green:

A paper from cllr Lincoln regarding correspondence received regarding the trees on OWL Green had been circulated to cllrs prior to the meeting together with a proposal for a letter explaining the councils actions.

The clerk was asked to send the proposed letter to the resident concerned.

OWL Play Area:

The clerk was asked to contact Kent Highways and request a sign warning motorists of the childrens play area.

10/13 Clerks Performance Review

Cllr Tharp reported on the half year review undertaken with cllr Lincoln. Council agreed that this represented a satisfactory position and noted that a year end review would be conducted in November.

The meeting closed at 9:43pm.

10/13 Date of next meeting

7th November 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.