

CHILHAM PARISH COUNCIL

Minutes of the Meeting held at Chilham Village Hall on 4th April, 2013 at 7.30pm

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

Apologies: Community Warden Peter Willows

In Attendance: Mr G Dear (Clerk), PCSO Bill Waterman, No members of the public

4/1 Apologies

Community Warden Peter Willows had advised the clerk he was unable attend and had provided an incident report.

4/2 Minutes of the meeting held on 4th March 2013

The minutes were signed as a true record.

[Cllr Brown arrived at 7.35pm]

4/3 Matters arising from the Minutes

(3/3) Big Talk filming in Chilham

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 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. The film committee were asked to produce a draft procedure based upon steps 1) to 3) above including a list of bodies to be contacted and any other relevant information. The clerk had arranged a film committee meeting for 6th March to complete this action. There is an agenda item later in the meeting to consider this.

(3/3) 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.

Cllr Swan had reported that 5 volunteers had come forward and he would be arranging a meeting. Cllr Swan reported that he would be holding a meeting in St Marys Church and planned to invite the KCC officer responsible. The clerk agreed to provide the contact details for the KCC Community Resilience Officer.

Update required from Cllr Swan at the May Meeting.

(2/3) 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 but there had been no progress. Cllr Ralph had contacted Cllr Wickham and explained these were NOT NEW arrows but rather reinstatement following new road surface. This might free up money to pay for them from his fund. A meeting with KCC Cllr Andrew Wickham to discuss this issue had been requested.

Update required from R&T committee at May meeting.

(3/3) Member Community Grants

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.

In the absence of any evidence from cllr Millar or any other source, the clerk had released the Concurrent Function grant to Chilham Village Hall which had previously been withheld.

(3/3) Sawmills Development

It was 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).

Update re issues 1) and 2) required from R&T committee at May meeting.

Cllr Kennett reported that he had met with John Masters and updated the meeting regarding the ownership of Station Approach and parking rights. The clerk was also in contact with Southeastern who now owned Station Approach with regard to the future of informal parking in the approach in view of the Sawmills planning applications.

Cllr Kennett agreed to call a working group meeting regarding this issue and the need to consult locally regarding the developer contribution.

It was agreed this meeting should be deferred until ABC have advised how the developers contribution can be used.

Update required from cllr Kennett at May meeting.

(3/3) Use of Parish Council Outdoor Spaces

Cllr Lincoln was asked to produce a risk assessment for OWL Green and Latin Field and implement the required risk management procedures.

The clerk had forwarded the documentation received from our insurers to cllr Lincoln who planned to discuss the risk management requirement further with the clerk in order that the required procedures could be documented and implemented.

Update required from cllr Lincoln at the June meeting.

(3/3) ABC Plan-It Consultation

Following consideration, the meeting decided that the parish council could not participate in this consultation for the following reasons:

- 1) there were concerns about being the guinea pig in the borough
- 2) there was concern that cllrs would not be able to commit the time required to this in order to ensure a good outcome.

The clerk had informed ABC of this decision.

(3/6) Renewal of contracts

The clerk had asked the current contractors to tender for the Internal Audit and PAYE processing contracts for 2013/14 as it was not considered that competitive tenders were required.

It was agreed that the OWL grass cutting and OWL Green maintenance contracts should cover the next 3 years with a fourth year offered subject to satisfactory performance. Tenders for these contracts would be considered at the April meeting.

The clerk had contacted the current contractor for OWL grass cutting to tender on this basis as it was not considered that competitive tenders were required.

The clerk had contacted the current contractor for OWL Green maintenance and 3 other contractors to tender on this basis after agreeing contract specifications with cllr Lincoln.

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

(3/7) Fields in Trust – Have a Field Day invitation

(3/7) Fields in Trust - Plaque Ordering - Old Wives Lees Green – inclu oak sapling offer

The clerk had contacted OWL village hall committee and suggest this years OWL fete becomes a Field Day and is combined with the official opening of OWL Green and Latin Field as QE2 Fields and had received a positive response.

(3/7) Yve White - North Weald Police & Parish Forum (Parish meetings) – request for other parishes to formally confirm interest in quarterly meetings

The clerk had responded confirming support and Ms White had agreed to continue to be the parish council representative at these forums.

(3/7) Rural Services Network - A Call for Evidence – request for information

Cllr Glancy had not responded on behalf of the parish council as there was nothing relevant to submit.

(3/7) Taylors Hill Toilets

Notes of a toilet committee meeting to agree and plan the tasks required prior to the transfer of responsibility at the end of March had been circulated to all cllrs prior to the meeting. Cllr Ralph reported on progress made since and that a draft ABC Transfer Grant Agreement had been reviewed by a local firm of solicitors chosen by the parish council and that the amendments they suggested had been incorporated by ABC into the final document.

The clerk had arranged for cllrs Ralph and Lincoln to sign this document on behalf of the parish council.

The clerk had circulated the approved agreement and the ABC handover pack to all cllrs.

Cllr Lincoln had arranged a meeting of parish councillors on the toilet committee to ensure the transfer was completed successfully.

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

(3/10) Caretaker Scheme

Cllr Ralph reported that a second presentation of this scheme was being held on 18th March in Molash village hall and encouraged cllrs who had missed the first one to attend.

The clerk had put an item on the agenda for the April meeting to consider implementing a similar scheme in this parish.

(3/14) ABC Waste and Recycling Service:

The clerk had asked ABC:-

- 1) whether householders had been advised when the new scheme would come into effect
- 2) has the survey of properties in the parish of Chilham been completed and what was the outcome and had circulated the reply to cllrs.

(3/14) Dog Bin in Bowerland Lane:

The clerk had contacted ABC and request a bin at the junction of the footpaths suggested by Community Warden Peter Willows and a meeting was being organised with the dog warden.

(3/14) Noticeboards:

The clerk reported that the noticeboard at the Nook need maintenance as it was letting in water.

The clerk had obtained an estimate for the repairs required and given the go ahead for the work.

4/4 Declarations of Interest

Cllr Brown declared an Other Significant Interest in the Taylors Hill Toilet agenda item and did not participate in the debate.

Cllrs Brown, Glancy and Ranns had submitted dispensations requests in respect of in respect of OSI's relating to CFDB.

Cllrs Brown, Glancy and Ranns participated in the discussion but left the room when the vote was taken. Each request was approved by the meeting.

The meeting agreed to minute the following statement from Cllr Swan:-

“Too much time had been wasted by the parish council on CFDB issues, CFDB should be scrapped so that the parish council could get on with more important matters.”

4/5 Planning.

Decisions received from Ashford

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

PERMIT

Application No. 12/01355/AS

Minstrel Cottage, 1 Church Hill, Chilham

Removal of one chimney pot and repair of chimney

GRANT CONSENT

Application No. 13/00159/TC

Maslow Court, Canterbury Road, Chilham

Change of use from joinery workshop to automotive training and assessment centre including extension of main building and conversion of existing garage into office/reception

PERMIT

Applications Considered

Application No. 13/00075/AS

2 Vernons Cottages, Beaney's Lane, Shottenden

Studio shed in garden - Retrospective.

Concern that the size of the shed was too large for the plot, with the comment that the parish council finds it difficult to support retrospective applications.

[Cllr Millar left the meeting at 8:52pm]

Application No. 13/00148/AS

2 Rose Cottages, Soleshill Road, Shottenden

Array of solar p.u panels, mounted on a wooden garden pergola (Retrospective)

SUPPORT although the parish council finds it difficult to support retrospective applications.

[Cllr Millar rejoined the meeting at 8:56pm]

Application No. 13/00122/AS

Beaney's Lane, Shottenden

Construction of detached garage, car port and porch.

SUPPORT

4/6 Finance

The clerk presented the final accounts for 2012/13 and they were approved by the meeting.

The clerk was asked to prepare the Annual Audit Return on this basis and submit the accounts to the internal auditor.

Payments:

The following payments were approved:

From the General Fund:

1613	Land Registry	QE2 Field deeds	40.00
1614	Land Registry	March expenses	40.00
1618	G Dear	March salary	508.44
1619	G Dear	March expenses	195.23
1620	J Jeffery	March litter picking	164.56
1621	Y White	OWL planters	49.93
1623	Chilham Village hall	Hall hire	350.00
1624	OWL village hall	Hall hire	90.00
1627	HMRC	PAYE payment	362.40
1628	ABC	Latin Field lease	6.25

1629	Kantara	Website & email hosting	132.00
1630	Groombridge	OWL grass cutting March	95.40
From Ringfenced Funds:			
1622	Capability Gray	OWL Green February	65.00
1625	OCS Youth Club	Recycling Grant Running Costs	300.00
1626	Capability Gray	OWL Green March	65.00
Total Payments			1267.09

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:

1616	Broker Network Ltd	THT insurance	37.78
1631	G Dear	THT Supplies	207.52
1632	ABC	THT Business Rates	176.70
Total Payments			422.00

The meeting agreed to a proposal from the clerk to ensure hall booking fees more accurately reflected the length of meetings.

Cllr Ranns declared an interest in this proposal, did not participate in the debate and did not vote.

Renewal of contracts:

The clerk had renewed the Internal Audit, PAYE processing And OWL grass cutting contracts as instructed at the March meeting.

The clerk had obtained 3 tenders for the OWL Green maintenance contract and details had been circulated with the agenda.

The meeting agreed to award the contract to Hartlee.

The clerk was asked to advise all applicants of the decision.

4/7 Correspondence

(4/1) Came & Company – Parish Matters including details of enhanced policy cover

Action taken: forwarded to cllrs

(4/4) ABC - Chilmington Green Area Action Plan – Invitation to participate in public consultation
Cllr Millar declared an interest in this correspondence and did not participate in the debate or vote.

The clerk was asked to forward to all cllrs so they could respond as individuals if they wished.

(4/6) ABC - Media statement from Ashford Borough Council on Cllr Peter Wood

Action taken: forwarded to cllr Ralph

(4/7) Ashford CAB – Spring Newsletter

Action taken: forwarded to parish contacts and posted on noticeboards

(4/9) ABC - Ashford Local Needs Housing Review

Action taken: forwarded to cllrs

(4/15) KALC - Parish News March 2013

Action taken: forwarded to cllrs

(4/19) ABC - New Recycling and Refuse Collections

Action taken: ABC invited to present scheme at APM on 18th April – parish contacts advised

(4/20) KALC - First Notice of Kent's First Speed Watch Mini-Conference - Sat 20 April 2013, 10:00 to 12:30

Action taken: forwarded to cllrs and PACT

(4/21) ABC - Ashford Voice is out now!
Action taken: forwarded to parish contacts

(4/23) ABC - Notification of delivery and spreading of Digested Biosolids at Young Manor Farm Chilham, for farmer of Coppins Farm Molash
Action taken: forwarded to cllr Ralph

(4/29) Southern Water - Update on Southern Water's plans for the future – invitation to attend stakeholder workshop in Maidstone
Decided not to attend

(4/36) KALC - Street Lighting
Decided not to comment

The clerk was asked to forward to all cllrs.

(4/37) ACR Kent - Rural News
Action taken: forwarded to cllrs

(4/40) KALC - Parish/Town Council Community Events
Decided not to comment

(4/42) PACT - PACT minutes 19 March 2013
Action taken: forwarded to cllrs

(4/44) KALC - Consultation: proposed changes to Parish Council membership of CPRE - Campaign to Protect Rural England
Decided not to comment

(4/47) Kent & Medway Networks - Healthwatch Kent – Invitation to Welcome event
Decided not to respond

(4/48) Ringmaster emails:- Safer Spring 2013
Action taken: forwarded to cllrs

(4/49) Trading Standard alerts:- Sevenoaks Tree Surgery and telephone scam, PPI Claims, Arrest of loan shark, Doorstep caller, rogue courier
Action taken: forwarded to cllrs

(4/50) Elgin Roadworks alerts:- A28 Ashford Road; Perrywood Road; Shottenden Road; Soleshill Road; Stile Farm Road; Stone Stile Lane; Stone Stile Road; Watery Lane
Action taken: forwarded to cllrs

(4/51) Road Closures: Temporary Road Closures – Charing, Egerton & Pluckley – 25-28 March 2013; Update on Overnight Closures – A28 Chart Road / Templer Way, Ashford – 25 & 26 March 2013; Cancellation of Tonight's Closure – A28 Chart Road / Loudon Way traffic Lights, Ashford – 20 March 2013; Temporary Road Closures – Rural Ashford – April & May 2013; Cancellation of Tonight's Closure – A28 Chart Road / Loudon Way traffic Lights, Ashford – 20 March 2013
Action taken: forwarded to cllrs

4/8 Community Broadband

Cllr Millar reported that the issue delaying the installation of antennae on St Marys Church had now been resolved.

Cllr Millar agreed to provide Cllr Lincoln with the latest version of the draft contract so it could be presented for discussion at the May meeting.

4/9 Taylors Hill Toilets

Cllr Lincoln provided a report of the tasks completed in order to take responsibility for the toilets on 1st April and restated the parish council position with regard to asbestos.

The clerk was asked to find out how to access the water meters so readings could be taken regularly.

Cllr Lincoln explained that the meeting called on 2nd April was a management team meeting of parish cllrs to monitor and review the transfer of responsibility and future operation of the toilets. He advised

that the previous operative from SITA would be assisting in this and that the individual employed to do the cleaning had a relevant cleaning qualification.

Cllr Ralph had received an email from Boro Cllr Marriott commenting on the asbestos report commissioned by ABC and forwarded to CPC and his proposed response was endorsed by the meeting.

4/10 Caretaker Scheme

The clerk was asked to include an item on the agenda for the June meeting to consider whether to adopt this scheme.

4/11 Process for dealing with film and TV production companies

This item was deferred.

4/12 Highways

This item was deferred.

4/13 Meetings

Annual Parish Meeting:

The clerk advised that Alison Sollis from Biffa had agreed to give a presentation on the new waste collection scheme and that KCC Cllr Wickham had also accepted the invitation to attend. No reply had yet been received from Boro Cllr Marriott.

Cllr Ralph advised that the annual report he would give at the meeting would also be included in the May edition of PC Tips, copies of which would be made available to attendees.

Cllr Ralph agreed to organise drinks and nibbles for attendees.

Cllr Lincoln gave his apologies as he would not be able to attend the meeting.

4/14 Village Reports

Cllr Ranns advised that there was nothing to report from CFDB this month.

An incident report from Community Warden Peter Willows had been circulated to cllrs ahead of the meeting.

PCSO Bill Waterman highlighted the main points from his incident report which had been circulated to all cllrs prior to the meeting.

The meeting closed at 10:45pm.

4/15 Date of next meeting

2nd May 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.