

CHILHAM PARISH COUNCIL

Minutes of the Meeting held at Chilham Village Hall on 4th July, 2012 at 7.30pm

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

Apologies: Cllrs B Glancy, A Ranns, A Brown, Boro Cllr D Marriott, PCSO Bill Waterman

In Attendance: Mr G Dear (Clerk), Community Warden Peter Willows, 2 members of the public

7/1 Apologies

PCSO Bill Waterman had advised the clerk he was unable attend and had provided an incident report.

Cllr Glancy had advised the clerk he was unable attend due to work commitments.

Cllr Ranns had advised the clerk she was unable attend due to work commitments.

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

[Cllr Millar arrived at 7:35pm]

7/2 Minutes of the meeting held on 6th June 2013

The minutes were signed as a true record.

7/3 Matters arising from the Minutes

(6/3) 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 but had not yet met. 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 task for consideration at the August meeting.

Cllr Lincoln agreed to contact persons to carry out the weekly play area checks in OWL Green and Latin Field.

(6/3) 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.

The R&T team were asked to meet and draw up a plan of action to address issues 1) and 2) for consideration at the August meeting.

The clerk was asked to monitor annual entrance figures at Chilham School.

(6/3) 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 and there was an agenda item to consider this later in the meeting.

(6/3) Application No. 12/00051/CONA/AS - Land east of, Station Approach, Chilham - Discharge of condition 14 (Management of car parking spaces)

The clerk had requested a meeting with Carol Ridings at ABC to discuss the current position and answer related concerns but no dates had yet been agreed. The clerk had followed this up and also requested that the meeting covered an explanation of the s106 agreement including the developer contributions but had not received a response.

(6/3) Southern Water - Southern Water sets out strategy for next 25 years – request for views on draft Strategic Statement

Cllr Glancy had agreed to respond on behalf of the parish council and would forward a copy to the clerk.

(6/7) Southern Water – Water Resources Management Plan Consultation Questionnaire
The clerk had to forward to Cllr Glancy in case he wanted to respond as an individual.

(6/7) Hollingbourne PC – request to support e-petition to force BT to modernise Hollingbourne exchange
The clerk had forwarded to all cllrs in case they wanted to respond as individuals.

7/4 Declarations of Interest

None.

7/5 Planning.

Decisions received from Ashford

Application No. 13/00006/EIA/AS
North Court Farm, Lower Lees Road, OWL
Proposed solar park

SCREENING - EIA REQUIRED

Application No. 13/00583/AS
11 Cherry Orchard, OWL
Two storey rear extension

WITHDRAWN BY APPLICANT

Applications Considered

Application No. 13/00583/AS
11 Cherry Orchard, OWL
Two storey rear extension
(Withdrawn by applicant – see above)

Application No. 13/00570/AS
Chesters, Mountain Street, Chilham
Proposed first floor extension and front entrance porch

SUPPORT noting the absence of any objections from neighbours

Application No. 13/00652/AS
Claremont, Canterbury Road, Chilham

NO COMMENT due to insufficient detail

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 asked the clerk to request a meeting with ABC and the householder to agree the best location.

It was agreed that cllrs Lincoln and Kennett should meet with the householder to discuss the options available.

7/6 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:

1653	G Dear	June salary	508.44
1654	G Dear	June expenses	156.18
1655	K Jeffery	June litter picking / toilet cleaning	368.96
1656	ABC	THT business rates	176.00
1657	G Dear	THT - Supplies	268.68
1658	South East Water	THT - Water Bill	55.00

1659	Booker & Best	THT - Sewage call out	36.00
1660	Y White	OWL planters	24.45
1661	Playdale	OWL Play Area repairs	407.95
1662	KALC	Clerks conference	72.00
1663	Janets book-keeping	Internal audit	75.00
1664	Southern Electric	THT - Electric Bill	150.71
1665	ATS Services	PAYE processing	141.00
1666	D Kennett	Chilham planters	49.50
1667	B Leaning	THT - Cleaner Assessment	40.00
1668	HMRC	PAYE payment	362.40
1669	Ball Contractors Ltd	THT – Electrical Inspection	240.00

From Ringfenced Funds:

None

Total Payments 3132.27

The clerk reported that a Resources Committee meeting had been called for 18th July and that the agenda would include a quarterly budget review.

7/7 Correspondence

(7/4) John Willis – Chilham Chase Flier and Grant allocation letter

The clerk was asked to forward a copy to cllr Millar.

(7/6) ABC - New Planning Procedures

Action taken: forwarded to Planning Team

(7/12) KALC - Extended permitted development rights for householders

Action taken: forwarded to Planning Team

(7/13) KALC - Parish News May 2013 / Local Council Administration 9th Edition

Action taken: forwarded to cllrs

(7/14) KALC - Councillors Conference - Saturday 13th July

Action taken: forwarded to cllrs

(7/16) CPRGT - FIT Dedication & St Mary's Sports Day

Action taken: forwarded to cllrs

(7/18) Doffy Milner – PACT Minutes for meeting on 20th May

Action taken: forwarded to cllrs

[Cllr Millar left the meeting at 8:45pm]

(7/20) KALC - Southern Water Draft Water Resources Management Plan – invitation to comment

The clerk was asked to forward to cllr Glancy in case he wanted to respond as an individual.

(7/25) ABC - Ashford Food and Drink Festival 2012

Action taken: forwarded to parish contacts

(7/29) Plantlife UK Charity – article for parish magazine

Action taken: forwarded to Elisabeth Arter

(7/31) ABC - Recycling video guide!

Action taken: forwarded to parish contacts

(7/32) Canterbury City Council - Consultation preferred Option Draft Local Plan 2013 and other documents

Decided not to comment but cllr Lincoln suggested cllrs to kept a watching brief.

(7/36) KALC – KALC are moving

Action taken: forwarded to cllrs

(7/38) ABC - Changes to Planning Decision Notices

Action taken: forwarded to Planning Team

(7/40) Vitalise - Please support people with disabilities and their carers near you

Decided not to make a donation.

(7/42). KALC - Police Contact Points

Action taken: forwarded to parish contacts

(7/44) Ringmaster emails:- Weald event, Missing Person, Volunteer required, Good news

Action taken: forwarded to cllrs

(7/45) Trading Standard alerts:- Potentially dangerous mobile phone charger, Faversham Tarmac Incident & Safeguarding Vulnerable Adults Week, rogue traders in Kent

Action taken: forwarded to cllrs

(7/46) Elgin Roadworks alerts:- Selling Road, Mulberry Hill

Action taken: forwarded to cllrs

(7/47) Road Closures: Overnight Closures – Brookfield Rd, Ashford & Chart Rd, Great Chart; Off-peak Road Closures – White Hill, Boughton Aluph, Ashford

Action taken: forwarded to cllrs

7/8 Taylors Hill Toilets

In the absence of cllr Millar it was decided to bring forward this agenda item.

The clerk reported that:-

1) the final meeting with the previous SITA operative to review cleaning procedures had been held. No issues had arisen and this would enable the Cleaning Specification to be finalised.

2) the annual fixed electrical and emergency lighting inspection had been completed with no issues arising.

3) a work order had been issued for the removal of ivy and moss and this would be carried out once the required access from a neighbouring property had been agreed.

Cllr Lincoln advised that a review meeting would be arranged with the cleaner to finalise his contract now the end of the probationary period had been reached.

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

7/9 Community Broadband

Cllrs Lincoln and Millar updated the meeting with regard to the issues delaying the installation of an antenna on St Marys Church and advised that a target date of 31st August had been agreed with Vfast to sign a contract with the diocese to resolve these issues. It would then be possible to move on to agree the contract with the parish council.

7/10 Taylors Hill Recycling Centre

A draft leaflet for distribution to all properties in the parish promoting the use of the recycling centre had been issued to cllrs ahead of the meeting.

It was decided that the clerk should arrange for 1000 colour A5 copies of this leaflet to be printed by end Saturday 6th July within a budget of £165.

A distribution plan was agreed and cllrs were asked to deliver during w/c 7th July.

The clerk was asked to obtain clarification from ABC on how recycling credits were calculated.

7/11 Highways

Cllr Ralph provided an update on the ongoing discussions with Kent Highways regarding the missing arrows at the top of The Street and surface repairs in the Square.

7/12 Meetings

Cllr Kennett reported on a meeting of the Xmas Tree committee.

The clerk was asked to investigate obtaining public liability insurance for this committee.

Cllr Ralph advised that he had attended a KALC Ashford Area meeting.

Cllr Tharp reported on a CPRGT meeting.

Cllr Lincoln reported on an OWL Village Hall committee meeting and advised that it would be advertising for a new chair.

7/13 Village Reports

Community Warden gave his monthly report at the start of the meeting highlighting his hi-vis patrols and giving a reminder of the impending mobile police contact point visit.

A report from CFDB had been circulated to cllrs ahead of the meeting.

The clerk was asked to obtain answers from CFDB to the following questions:

- 1) who did they meet from Kent Highways
- 2) what were the agenda items
- 3) what was the outcome

[Cllr Millar left the meeting at 10:03pm]

OWL Green:

Following a review with the maintenance contractor, the clerk had given the go ahead for the work recommended to tidy up the trees along the boundary with Cherry Orchard.

[Cllr Millar rejoined the meeting at 10:05pm]

Open Space Risk Assessment:

A draft risk assessment had been circulated to cllrs ahead of the meeting.

The draft risk assessment was adopted by the meeting.

The clerk was asked to cross check with the maintenance responsibilities allocated by the asset maintenance team to ensure they conform with the risk assessment.

The meeting closed at 10:10pm.

7/14 Date of next meeting

1st August 2013 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.