

CHILHAM PARISH COUNCIL

Minutes of the Meeting held at Old Wives Lees Village Hall on 5th December, 2013 at 7.30pm

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

Apologies: Cllrs A Ranns, G Swan, Community Warden Peter Willows, Boro Cllr D Marriott

In Attendance: Mr G Dear (Clerk), 2 members of the public

12/1 Apologies

Cllr Ranns had advised the clerk that she was unable to attend due to illness.

Cllr Swan had advised cllr Kennett that he was unable to attend due to family commitments.

Community Warden Peter Willows had advised the clerk that he was unable to attend.

Boro Cllr D Marriott had advised cllr Lincoln that he was unable to attend.

12/2 Minutes of the meeting held on 7th November 2013

The minutes were signed as a true record.

12/3 Matters arising from the Minutes

(11/3) Anthony Perrett - Felborough Close footway to Church

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

Cllr Lincoln advised the meeting that he and cllr Kennett would send a letter to ABC in consultation with Mr Perrett.

(11/4) Sawmills Development and Street Naming:

The clerk had contacted the developers agent to request a meeting with the Planning Team and had been asked to confirm the items for discussion. It was agreed that the following items should be on the agenda:-

- 1) Car parking in Station Approach
- 2) Official start date and schedule of works
- 3) Final design of properties
- 4) Surface water management and environmental impact
- 5) Developers contribution
- 6) Traffic management and safety while development under way

The clerk had responded accordingly so that a meeting could be arranged, preferably during an evening but the developers agent had questioned the need for a meeting. Following a response underlining the fact that there is currently no relationship between CPC and the developer, the developer had agreed to a meeting and asked for suggested dates.

It was noted that the name Bagham Place had been accepted by ABC and the developer and the clerk had publicised this decision via local press, Parish News and website.

(11/6) Salt Bins:

The Resources Cttee had reviewed a proposal from the R&T team and recommended that 3 salt bins are purchased from Kent Highways for Shottenden cross roads, the Chilham end of Pilgrims Lane and Cobbs Hill at the junction with Cherry Orchard. The meeting endorsed this recommendation and the clerk had arranged for the purchase and delivery of bins to equivalent to those provided by Kent Highways at a cheaper cost.

(11/6) War Memorial:

The Resources Cttee recommended that the council considered refurbishment of the memorial in time for the WW1 centenary. The meeting endorsed this recommendation and the clerk had :-

- 1) obtained agreement from St Marys Church for the refurbishment
- 2) obtained estimates from local contractors to establish a budget
- 3) sought funding via the ABC Members Community Grant, the War Memorials Trust and Heritage Lottery Fund

(11/6) Defibrillators:

A suggestion had been received from a parishioner that the council should consider purchasing a defibrillator. The meeting decided that the parishioner should submit a more detailed proposal including potential costs and H&S / Medical regulations that would need to be addressed and the clerk had responded accordingly.

(11/7) KALC – notification of AGM on 23rd November

Decided that cllr Swan would attend. The clerk had responded accordingly.

(11/7) ABC – Ashford Borough Site Submissions in the parish of Chilham

The clerk had invited an ABC planning officer to explain consultation requirements prior to the December meeting so that an agenda item later in that meeting could consider the consultation approach to be adopted.

(11/7) CPRE Kent – notification of AGM on 20th November

Decided that cllr Swan would attend. The clerk had responded accordingly.

(11/7) KALC - Survey from KCC Highways requesting feedback on the Highways and Transportation service KCC deliver in your community

The R&T team were asked to respond using the attached form on behalf of the parish council and supply the clerk with a copy of the completed form.

The R&T team agreed to send the completed form to all cllrs so they could add any comments before 10th December prior to submission on 13th December.

(11/7) ABC – Code of Conduct – amended version for adoption

Action taken: forwarded to cllr Lincoln

Cllr Lincoln was asked to review the changes so that the amended version could be considered for adoption at the December meeting.

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

(11/9) Traffic and road safety issues raised by the Sawmills working group:

The R&T team were asked to replan its intended traffic survey for next Spring and ensure there was a balance between the survey work required and the volunteers available.

After consideration, the clerk was asked to contact KCC Cllr Andrew Wickham and check whether a KCC traffic survey could be conducted in Branch Road similar to that recently conducted in Mountain Street. The clerk was asked to advise PACT of this decision.

(11/10) Outstanding highways issues

The R&T team were asked to produce a list of major outstanding highways issues in the parish for consideration at the December meeting.

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

(11/10) Promoting Taylors Hill Recycling facility:

Cllr Ralph proposed a leaflet to encourage use of the recycling facility over the Christmas period. It was agreed that cllrs Brown, Glancy, Ralph and Tharp should meet and produce a leaflet for review at the December meeting.

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

12/4 Code of Conduct

The revised code received from ABC on 31st October was adopted.

12/5 Declarations of Interest

None.

12/6 Planning.

Decisions received from Ashford

Application No. 13/00181/TC

Chilham Castle, Chilham Castle Estate, Chilham

To reduce to 4m (half current height), 11 x Holly (T1 - T11)

GRANT CONSENT

Application No. 13/00774/AS

Howletts Farm, Soleshill Road, Shottenden

Amendment to approved Listed Building Consent reference 09/00985/AS involving alterations to internal layout and fenestration.

GRANT CONSENT

Application No. 13/01087/AS

5 Beaney Lane, Shottenden

Erection of a single storey side extension.

PERMIT

Applications Considered

Application No. 13/01213/AS

Hambrook Cottage, Hambrook Lane, Chilham

Proposed two storey side and single storey rear extension and widening of driveway.

SUPPORT

Application No. 13/01237/AS

Castle Cottage, School Hill, Chilham

Creation of bathroom and shower room.

SUPPORT

Application No. 13/01328/AS

2 Palmers Cottages, Soleshill Road, Shottenden

Retrospective change of use of existing garage/conservatory into a one bed holiday let accommodation with retention of single garage.

SUPPORT

[Cllr Brown arrived at 7:41pm]

Appeals Considered

Application No. 13/00662/AS

Land between Mulberry House and Highdown, Mulberry Hill, Chilham

Outline application for the erection of a single dwelling house.

[At 7:41pm the meeting was adjourned to allow the appellant to make a statement and answer questions. The meeting reconvened at 7:50pm]

SUPPORT with the comment that the parish council agreed to the points raised by the appellant in his appeal.

[Cllr Millar arrived at 7:53pm]

Amenity Light in the Street:

Following an update from Cllr Lincoln, it was decided that Council should review the matter again in January 2014 in pursuance of its objective to retain the facility previously provided in the safety interests of parishioners and visitors.

The clerk was asked to chase a response from ABC if nothing heard in the week following the meeting. Cllr Millar requested sight of a copy of the letter originally sent by cllrs Lincoln and Kennett to ABC and this was agreed.

Sawmills Development:

In response to the developers agreement to a meeting, the Planning team and the council chair were asked to agree suitable dates for the meeting so that the clerk could respond to the developer.

12/7 Finance

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

No proposals had been received from cllrs for items to be included in next years budget (2014/15) and an additional Resources Committee meeting had been arranged for 19th December in recognition of the issues that need to be discussed to prepare a budget for 2014/15.

Payments:

The following payments were approved:

From the General Fund:

| | | | |
|------|------------------|--------------------------------------|--------|
| 1720 | G Dear | November salary | 513.29 |
| 1721 | G Dear | November expenses | 59.68 |
| 1722 | K Jeffery | Nov litter picking / toilet cleaning | 384.04 |
| 1723 | ABC | THT business rates | 176.00 |
| 1724 | South East Water | THT - Water Bill | 55.00 |
| 1725 | Groombridge | General Maint - OWL grass cutting | 309.60 |

From Ringfenced Funds:

| | | | |
|------|--------------|-----------------|--------|
| 1726 | St Marys PCC | Recycling Grant | 500.00 |
| 1727 | CTRG | Recycling Grant | 750.00 |

Total Payments 2747.61

Cllr Millar asked for sight of the receipt supporting cheque 1709 approved at the November meeting and this was agreed.

As the January meeting would be a week later than normal, the meeting agreed that the clerk could arrange for the December payments for litter picking/toilet cleaning, toilet business rates and water bill to be made on 2nd January provided he got prior approval for the amounts to be paid from cllr Lincoln.

Recycling Fund Bids:

A bid from Chilham Village Hall for exterior works had been circulated to cllrs prior to the meeting.

It was decided to award a grant of £750. Cllr Millar voted against the motion.

The clerk was asked to notify the bidder.

Reserving policy for Latin Field:

The Resources Cttee proposed that the following policy:-

- 1) Plan to replace all play area equipment after 30yrs with 50% funded by an external grant
- 2) Plan to maintain a maintenance fund equal to 5 times average annual expenditure over the last 4 years.

The meeting:-

- 1) *adopted this policy and the amended Financial Regulations that incorporate this policy*
- 2) *agreed to meet with youth club leaders to agree how this affects the use of the OWL Small Games Area ring-fenced fund.*

Cllr Millar abstained from both decisions.

High interest deposit account:

Options for the £10k previously held in a high interest deposit account that had now matured had been circulated to cllrs prior to the meeting.

The meeting:-

- 1) *chose the 2 year option at 1.2% fixed interest rate.*
- 2) *asked the Resources Committee to consider whether other funds could be placed in this type of account at the time they consider the budget for 2014/15.*

War Memorial:

The clerk reported that one estimate for the refurbishment had been received and 2 more were expected.
Cllr Millar offered to seek funding from other sources and this was accepted.

12/8 Correspondence

(12/6) Open Spaces Society – Robert Hunter – make his legacy live – request for donation
Decided not to respond

(12/7) KCC – draft document of intention re 40mph speed limit on A28 c400m each side side of Shalmsford Bridge
Decided to support the intention to reduce speed limit to 40mph
The clerk was asked to respond accordingly.

(12/11) KALC - London Airspace Consultation
Decided not to respond

(12/15) ABC - Ashford Christmas recycling and refuse collections 2013/14
Action taken: forwarded to parish contacts

(12/16) KALC - Letter From Paul Carter KCC - Facing the Challenge
Action taken: forwarded to cllr Lincoln

(12/17) APEK - Annual membership review
Decided not to rejoin.

(12/18) KALC - KCC Budget Consultation
The clerk was asked to forward to cllrs so they could respond as individuals.

(12/23) KALC - Invitation to attend 'Saving Visible Community Policing' conference - Friday 6th December
Action taken: forwarded to cllr Lincoln

(12/24) ABC - Ashford Voice is out now!
Action taken: forwarded to parish contacts

(12/26) Young Kent - Youth Funding Fair
Action taken: forwarded to youth club

(12/29) KCC - KCC Shared Lives Dementia – request to help raise awareness
The clerk was asked to forward to Elisabeth Arter for inclusion in Parish News and village news in local press.

(12/31) ABC - Ashford Local Plan - Site Consultation
Action taken: forwarded to cllrs

(12/32) KALC - Have your say on Kent and Medway Fire and Rescue Authority's Safety Plan 2014
The clerk was asked to obtain a paper copy so that cllr Kennett could respond as an individual.

(12/34) KALC - NALC Council tax support funding survey
The clerk was asked to complete and submit the survey.
Cllr Millar requested a copy of the submission before it was sent and this was agreed.

(12/35) Kent Police - Amendments to timings of Mobile Police Stations for December 2013
Action taken: forwarded to parish contacts

(12/36) NALC - A message from the NALC Chairman to all member councils - Council Tax Benefit Support Grant
Action taken: forwarded to cllr Lincoln

(12/37) KALC - Refresh of Police and Crime Plan April 2013 to March 2017
Decided not to attend

(12/39) ABC - Christmas refuse collections

Action taken: forwarded to parish contacts and notice on noticeboards

(12/40) ABC - Parish Council Finance Workshop

The clerk was asked to attend.

(12/42) KALC - Future of Local Audit: Draft Regulations Consultation

Action taken: forwarded to cllr Lincoln

(12/45) Kent Highways - Help please with the Highways Survey – Reminder

Action taken: forwarded to R&T team

(12/47) New Lions Club in Ashford – Press Release

Action taken: forwarded to Elisabeth Arter

(12/48) Andrew Wickham – Traffic Survey Results

Action taken: forwarded to cllrs

The meeting accepted the results, noted the findings with thanks and awaited the outcome.

The clerk was asked to advise Cllr Wickham of this response.

(12/49) Tom Reed - Chesters, Mountain Street, Chilham. building development App No 13/00570/AS

The meeting agreed the content of a letter to ABC asking questions regarding the development.

The clerk was asked to send the letter to ABC.

(12/50) Ringmaster emails:- Theft from shipping containers, Attempted entry to farm buildings and domestic burglaries, Burglary detectives warn of 'absence checks' technique

Action taken: forwarded to cllrs

(12/51) Trading Standard alerts:- National Consumer Week, Think Jessica & Bank Scam Email, Doorstop sellers and telephone scams, Charity bag collection & Council Tax rebate

Action taken: forwarded to cllrs

(12/52) Elgin Roadworks alerts:- A28 Ashford Road, A28 Canterbury Road, A252 Maidstone Road, Long Hill

Action taken: forwarded to cllrs

(12/53) Road Closures: Off-peak Road Closure – Long Hill, Chilham – 18 November 2013

Action taken: forwarded to parish contacts

12/9 Community Broadband

A timeline of decisions of decisions taken by the parish council at its meetings had been circulated to cllrs prior to the meeting.

Cllr Lincoln outlined the key issues facing the council:-

- 1) KCC due diligence – confirmation of what this entailed
- 2) understanding the statutory power the council could use to pay the grant to Vfast
- 3) the outstanding contract with Vfast

The clerk was asked to forward to all cllrs the email with KALC regarding the statutory power

It was agreed that Cllrs Lincoln and Millar should meet with Vfast to explain the situation.

It was agreed that Cllr Lincoln and the clerk should meet with KCC to resolve the statutory power issue.

Cllrs were asked to note the current position and cllr Lincoln agreed to provide an update at the January meeting.

12/10 Highways

Key outstanding highway issues:

The R&T team were asked to produce a draft list and circulate for comment by cllrs.

12/11 Meetings

Cllr Kennett had attended a Xmas tree working group meeting.

Cllr Ralph had attended a KALC Ashford Area Committee meeting and the minutes would be forwarded to cllrs in due course.

Cllr Lincoln had attended the last KALC/ABC Finance Working Group meeting.

12/12 Village Reports

Community Warden Peter Willows had provided his monthly incident report prior to the meeting and this had been circulated to cllrs.

Cllr Ranns had provided a report from CFDB prior to the meeting and this had been circulated to cllrs.

Promoting Taylors Hill Recycling facility:

Cllr Brown circulated a draft leaflet and it was agreed that, after minor amendments, this should be included in January Parish News and distributed by cllrs throughout the parish before Christmas

The clerk was asked to liaise with Elisabeth Arter regarding inclusion in Parish News and arrange for the printing of 800 A5 copies.

12/13 Employment Issues (Closed Session)

Following a proposal from Cllr Tharp concerning positive feedback received from the public regarding litter picking and toilet cleaning, it was agreed to pay the K Jeffery picker a non-contractual bonus of £50 with his December payslip for going beyond his contracted duties.

Cllr Lincoln reminded the council that he and cllr Tharp would be conducting the clerks end of year review. Cllrs were asked to submit their comments to cllr Tharp before the end of December.

The meeting closed at 9:55pm.

12/14 Date of next meeting

9th January 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.