

## CHILHAM PARISH COUNCIL

### Minutes of the Meeting held at Chilham Village Hall on 5th September, 2013 at 7.30pm

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

**Apologies:** Cllrs A Brown, Boro Cllr Doug Marriott

**In Attendance:** Mr G Dear (Clerk), Community Warden Peter Willows, 3 members of the public

#### 9/1 Apologies

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

Cllr Marriott advised the clerk after the meeting that he had been away on business, not able to send his apologies, and asked for his apologies to be accepted retrospectively.

*Cllr Lincoln proposed a 10pm guillotine for closing the meeting and this was agreed provided issues considered important had been considered. Cllr Millar voted against this motion.*

#### 9/2 Use of Mobile Phones

A proposal from cllr Lincoln regarding the use of mobile phones during meetings (see AnnexA) had been circulated to cllrs prior to the meeting.

The meeting agreed to adopt the proposed policy with immediate effect and the clerk was asked to include it in standing orders. Cllr Millar voted against this motion and Cllr Swan abstained.

#### 9/3 Minutes of the meeting held on 1st August 2013

The minutes were signed as a true record with the following amendment to be added as the 3rd para under Village Reports:-

*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.*

#### 9/4 Matters arising from the Minutes

(8/3) Xmas Tree working group

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

Cllr Kennett provided the list of individuals involved so a parish council working group could be formally created and agreed that these individuals would be invited to all meetings.

(8/7) Kent Film Office - Salvage Hunters Series 3 in Kent

The clerk had forwarded this to Cllr Ralph.

(8/7) 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.

*Update required from Cllr Swan at the October meeting*

(8/7) Southern Water - Southern Water's five-year Business Plan 2015-2020 – invitation to consultation

The clerk had forwarded to Cllr Glancy to respond as an individual.

(8/7) 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. Upon further investigation it was discovered that no information could be supplied as there had not been any parish polls in the parish.

(8/7) KALC - NALC Consultation - A New Future: developing the Strategy" – invitation to comment

The clerk had forwarded to cllrs to respond as individuals.

(8/7) KALC - Kent Downs AONB Management Plan Public Consultation Launched

The clerk had forwarded to cllrs to respond as individuals.

(8/35) KALC – Local Councils Explained – new publication – offer at reduced price  
The clerk had ordered a copy.

(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 but had not yet done so.

*Update required from cllr Millar at October meeting*

(8/12) Deteriorating road surface in School Hill

The clerk had registered a complaint formally with Kent Highways and requested that a kerb is installed as agreed with the Highway Steward in February.

8/13 Xmas tree meeting

Cllr Kennett reported on a recent Xmas tree meeting and subsequently provided a schedule of estimated costs at the September meeting.

### **9/5 Declarations of Interest**

None.

### **9/6 Planning.**

#### **Decisions received from Ashford**

Application No. 10/01738/AS

Chilham Car Sales, Canterbury Road, Chilham

Proposed spray/drying booth

**DISPOSED OF UNDETERMINED**

Application No. 13/00652/AS

Claremont, Canterbury Road, Chilham

Proposed new vehicular access

**PERMIT**

Application No. 13/00662/AS

Land between Mulberry House and Highdown, Mulberry Hill, Chilham

Outline application for the erection of a single dwelling house.

**REFUSE**

It was noted that the applicant was likely to appeal but that no further comment could be made until the appeal had been formally submitted.

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.

**PERMIT**

#### **Applications Considered**

Application No. 13/00129/TC

3 Alexandra Villas, The Street, Chilham

Lonicera variegated tree - to climb lower - section fell.

**SUPPORT**

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.

**SUPPORT**

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.

**SUPPORT**

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.

**SUPPORT**

Application No. 13/00894/AS

Ensdon Kiln, Lower Ensdon Road, Old Wives Lees

Erection of a detached garage and car port.

**SUPPORT**

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.

**SUPPORT**

Application No. 13/00943/AS

Castle Cottage, School Hill, Chilham

Change of use from mixed use (bed & breakfast up to 6 guests, + residential) to residential only.

**SUPPORT**

**Amenity Light in the Street:**

A letter sent to ABC from cllrs Lincoln and Kennett making a case for continued street lighting had been circulated to cllrs prior to the meeting.

**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.*

*It was also agreed that the Planning team should start a dialogue with the developer.*

**9/7 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:

1680	G Dear	August salary	532.49
1690	G Dear	August expenses	56.09
1682	K Jeffery	August litter picking / toilet cleaning	474.71
1683	ABC	THT business rates	176.00
1684	South East Water	THT Water Bill	55.00
1685	Groombridge	General Maint OWL grass cutting	309.60
1686	ABC	OWL dog bin	205.00
1687	Newey & Eyre	THT Maintenance	11.30
1689	Crown Print	PC Tips	28.00

From Ringfenced Funds:

1688	Playsafety Ltd	OWL Play Area RoSPA inspection	156.00
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Total Payments 2004.19

### **Salary increases for parish clerks:**

Cllr Lincoln reported that the clerks salary had been increased by 1% in line with the national agreement and the clerks contract.

### **Recycling grant bids:**

*The clerk was asked to request bids by end of October via noticeboards, Parish News and the PC website, explaining the information required.*

### **9/8 Correspondence**

(9/1) ABC – Chilmington Green Area Action Plan – Notification of Adoption

*The clerk was asked to forward to cllr Millar*

(9/2) KCC – Safe and Sensible Street Lighting – request for views

Action taken: notices placed on noticeboards

Decided not to respond

(9/6) Victim Support – details of charity ball and request for donation

Decided not to respond

(9/7) CPRE Kent – invitation to AGM

*The clerk was asked to register cllr Swan and forward the details*

(9/8) Swale Borough Council – Draft local plan consultation

Decided not to respond

(9/9) Kent County Playing Fields Association – invitation to join

Decided not to respond

(9/10) ABC - Parish Forum – minutes for 24th July

Action taken: forwarded to cllr Lincoln

(9/12) ABC - Presentation to Parish Forum about Changes to Planning Rules

Action taken: forwarded to cllrs

(9/14) KCC – Outdoor equipment – request for information

Action taken: information provided

(9/15) KALC - KCC Consultation on Children's Centres in Kent

Cllr Swan had already been asked to respond

(9/16) 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 was asked to request that the mobile contact point visited Old Wives Lees and Shottenden as well as Chilham*

**[At 8:54pm Cllr Lincoln adjourned the meeting to allow Mr Perrett to address the meeting with regard to correspondence item (9/21). After a discussion relating to this, the meeting was resumed at 8:55pm.]**

(9/21) Anthony Perrett - Felborough Close footway to Church

Action taken: forwarded to cllr Lincoln

*It was agreed that cllrs Lincoln and Kennett should meet Mr Perrett and write to ABC supporting his request for action regarding the footway.*

(9/22) Kent Downs AONB - Consultation Draft of the Kent Downs AONB Management Plan 2014 – 2019 – request for comments

Decided not to respond

(9/23) ABC - Invite to Rural Conference 2013

Action taken: forwarded to cllr Lincoln

(9/26) KALC - Kent Fire and Rescue - news update

*The clerk was asked to forward a copy to cllrs Kennett and Swan*

(9/28) Doffy Milner - July PACT minutes

Action taken: forwarded to cllrs

(9/33) ABC - Further changes proposed to permitted development rights

*The clerk was asked to forward copies to cllrs and members of the previous Sawmills working group so they could respond as individuals if they wished*

(9/36) PCSO Bill Waterman – Leaving details

Action taken: forwarded to cllrs

(9/37) Lynn Gremo - Flower Festival details

Action taken: forwarded to parish contacts

(9/41) The Rural Fair Share Campaign - The Rural Fair Share Petition – request to get petition signed

*The clerk was asked to forward copies to cllrs so they could respond as individuals if they wished*

(9/42) Southern Water - Consultation on draft Southern Water Business Plan – request for comments

*The clerk was asked to forward a copy to cllr Glancy so he could respond as and individual if he wished*

(9/43) KALC - new KALC Community Awards Scheme

Decided not to respond

(9/44) Open Spaces Society - Choosing Direction - draft strategic plan – invitation to comment

*The clerk was asked to forward copies to cllrs so they could respond as individuals if they wished*

(9/45) ACR Kent - Trustee Legal Workshop on knowing your property rights

*The clerk was asked to forward a copy to cllr Swan so he could attend as an individual if he wished*

(9/46) Kent Police - News in Kent publication from Kent Police (Summer 2013)

Action taken: forwarded to parish contacts

(9/47) ACR Kent - Rural News 131

Action taken: forwarded to cllrs

(9/48) ACR Kent - New grant available for rural community energy projects

Action taken: notices placed on noticeboards

(9/50) KALC - The Dynamic Councillor - New Romney Town Hall

Action taken: forwarded to cllrs

(9/53) Kent Highways - Salt Bags - Urgent response required please

Action taken: forwarded to cllrs

*The clerk was asked to request 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 was asked to confirm the exact location of the salt bag at Lion Farm.*

(9/54) Nick Keegan – Cycle seating project known as "Catha's Seat" – request for letter of support

Action taken: forwarded to cllr Lincoln

*The clerk was asked to draft a letter of support for Cllr Lincoln to send to Nick Keegan.*

(9/55) Ringmaster emails:- Stolen Vehicle scrap yards, technical issues, Kent-wide bogus callers, vehicle break-in, Co-ordinators event, damage to garden shed

Action taken: forwarded to cllrs

(9/56) Trading Standard alerts:- Holiday problems, Shopping on the internet, EDF Help with bills, fake CAB calls, Electric blanket product recall

Action taken: forwarded to cllrs

(9/57) Elgin Roadworks alerts:- A28 Ashford Road, Taylors Hill, A28 Canterbury Road

Action taken: forwarded to cllrs

(9/58) Road Closures: Start of works notice for New Cut Road, Chilham commencing 3rd Sept 2013  
Action taken: forwarded to cllrs

## **9/9 Community Broadband**

### **Contract with Vfast:**

A proposal from cllr Lincoln to address the non-delivery of the contract between Vfast and St Marys Church by end August as agreed with Vfast in June and the delay of provision of services to parishioners had been circulated to cllrs prior to the meeting.

The meeting agreed to the proposal.

*Cllr Lincoln was asked to write 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 Asset Maintenance**

### **List of Allocated Responsibilities:**

Cllr Kennett provided the clerk with details of allocated responsibilities.

### **Schedule of maintenance tasks:**

A schedule of maintenance task had been circulated to cllrs prior to the meeting.

Cllr Kennett updated the meeting on progress made and future work to be undertaken.

Cllr Lincoln thanked the Assets team for the good work they had done on this matter.

### **Play area maintenance contract and RoSPA inspection report:**

The clerk reported that:

- 1) tenders for the maintenance contract were being obtained from 3 suppliers
  - 2) the annual RoSPA report had been received identifying a few mainly low risk issues to be resolved.
- A proposal regarding tender selection and addressing the issues raised by the RoSPA report had been circulated to cllrs prior to the meeting.

The Resources Committee was asked to:

- 1) assess the issues identified in the RoSPA report and request estimates from the 3 firms who have tendered
- 2) assess the responses from the 3 suppliers together with their tenders for the maintenance contract and submit a recommendation to the November meeting regarding the immediate work to be carried out and which contractor to appoint for the maintenance contract.

### **Use of OWL Green for OWL fete:**

The required risk assessment and evidence of public liability insurance had been circulated to cllrs prior to the meeting.

*Cllr Tharp was asked to carry out an inspection of the Green prior to the fete on 15th September.*

## **9/11 Resources Committee**

Cllr Kennett was elected as an extra member to the Resources Committee.

## **9/12 Kent Filming Partnership**

A proposal from the film committee had been circulated to all cllrs ahead of the meeting.

*It was decided that CPC should sign up to the partnership.*

## **9/13 Highways**

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

A proposal from the R&T team to address these issues had been circulated to cllrs prior to the meeting.

*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).*

### **Deteriorating road surface in School Hill:**

*The clerk was asked to chase a reply to the complaint made in early August.*

## **Chilham Square:**

Cllr Ralph reported that a site meeting was being organised to resolve outstanding surface reinstatement issues.

**Salt Bins:**

*The R&T team were asked to meet and agree a proposal for salt bins required in the parish this winter.*

**9/14 Meetings**

Cllr Lincoln reported an informal meeting with the chairman of CFDB.

The meeting supported a proposal from cllr Lincoln that the chair of the parish council should have formal meetings with the chair of CFDB and that the parish council chair would provide prior notification of dates, agendas and written reports relating to these meetings.

**9/15 Village Reports**

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

KCC Community Warden Peter Willows gave his monthly incident report and advised that the parish would be allocated a new PCSO following the departure of Bill Waterman.

*The meeting closed at 10:09.pm. Outstanding agenda items were deferred to the October meeting.*

**9/16 Date of next meeting**

3rd October 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.

**ANNEX A – USE OF MOBILE PHONES**

When the chairman opens any Parish Council meeting or Committee meeting, all mobile phones shall be switched to silent mode. In the event that any member is required to take a call, or calls, during the meeting, they shall leave the meeting room and deal with the matter behind closed doors.