

## CHILHAM PARISH COUNCIL

### Minutes of the Meeting held at Old Wives Lees Village Hall on 6th June, 2012 at 7.30pm

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

**Apologies:** Cllrs B Glancy, A Millar, PCSO Bill Waterman

**In Attendance:** Mr G Dear (Clerk), Boro Cllr D Marriott, Community Warden Peter Willows, no members of the public

#### **6/1 Apologies**

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

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

Cllr Millar had advised the chairman that he was unable to attend due to business commitments.

**[Cllr Brown arrived at 7:35pm]**

#### **6/2 Minutes of the meeting held on 2nd May 2013**

The minutes were signed as a true record.

#### **6/3 Matters arising from the Minutes**

(5/4) 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.

*Update required from Asset Maintenance team at the July meeting.*

(5/9) 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 had provided the contact details for the KCC Community Resilience Officer.

Cllr Swan was waiting for KCC to confirm they would give a presentation at the first meeting.

It was agreed to drop this item until there was something significant to report at which point a specific agenda item could be requested.

(5/9) Highways

It was agreed that the Roads and Transport team 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.

It was agreed to drop this item until there was something significant to report at which point a specific agenda item could be requested.

(5/9) 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.

*Update re issues 1) and 2) required from R&T team at the July meeting.*

(5/9) 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

*Update required from cllr Lincoln at the July meeting.*

(5/9) KALC - Street Lighting

The clerk had forwarded to all cllrs. Cllrs were asked to forward any comments to the clerk but none had been received.

(5/11) 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 was asked to follow this up and also request that the meeting covered an explanation of the s106 agreement including the developer contributions.*

(5/13) KALC – Membership renewal 2013/14 - Decided to renew

The clerk had raised a payment for approval at the June meeting.

(5/13) KCC – Public Rights of Way Vegetation Clearance Contracts

The clerk had requested that the footpath from Shalmsford Road to Shalmsford Bridge be added to those currently included in the current contract but had been there was a legal issue preventing this and any new paths would have to be swapped with footpaths currently in the contract.

(5/13) Open Spaces Society – Renewal Notice - Decided to renew

The clerk had raised a payment for approval at the June meeting.

(5/13) CTRG – Request for electricity supply link from toilets to tourist kiosk

The clerk had confirmed with ABC that there were no restrictions with the electricity supply contract nor any other issues (eg legal costs) that would need to be considered.

The clerk had contacted CTRG to agree a date and time to meet with regard to using electricity and water for their proposed spring clean but had not received a response.

(5/13) The Conservation Volunteers - Looking for green spaces to help in your area

The clerk had forwarded to parish contacts.

(5/13) ACR Kent - Senior Volunteering in Romania Project – volunteers required

The clerk had forwarded to parish contacts.

(5/13) Southern Water - Southern Water sets out strategy for next 25 years – request for views on draft Strategic Statement

Cllr Glancy agreed to respond on behalf of the parish council.

*Cllr Glancy had responded and would forward a copy to the clerk.*

(5/13) KALC - Meet Your Police and Crime Commissioner Events

Action taken: forwarded to cllr Ralph

The clerk had booked Cllrs Ralph and Swan onto the East Kent event on 31st July

(5/14) Community Broadband

Cllr Lincoln reported that no contract documentation had been received from Cllr Millar.

Cllr Lincoln agreed to contact Cllr Millar requesting an update and if necessary contact Vfast directly to explain the delay with the installation of the antenna on St Marys church.

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

(5/17) Highways

Cllr Swan reported an incident involving a Biffa vehicle attempting to access the Square via The Street.

The clerk had contacted ABC to ensure that in future Biffa vehicles used the correct route into the Square.

The clerk had obtained an update on issues logged with Kent Highways regarding footpaths at Bagham junction and the bottom of School Hill and passed these to Cllr Kennett.

**(5/19) Village Reports**

The clerk had circulated the minute concerning CFDB issues already decided.

**(5/20) Litter Picker Quarterly Review**

Cllr Tharp reported on the review with the litter picker on 19th March following the 3month probationary period. No problems had been reported and it was proposed that the position be made permanent and this was approved by the meeting.

The clerk had notified the litter picker of this decision.

**6/4 Declarations of Interest**

None.

**6/5 Planning.**

**Decisions received from Ashford**

Application No. 13/00054/TC

Cumberland House, The Street, Chilham

To remove two limbs overhanging tennis court, one x flowering cherry (T1)

**RAISE NO OBJECTION**

Application No. 13/00062/TC

Verge opposite Monckton Manor, Mountain Street, Chilham

To fell five x Prunus (T1 - T5) on land opposite Monckton Manor

**RAISE NO OBJECTION**

Application No. 13/00075/AS

2 Vernons Cottages, Beaney's Lane, Chilham

Studio shed in garden - Retrospective

**PERMIT**

Application No. 13/00270/AS

Shiregate Cottages, Soleshill Road, Shottenden

Erection of a single storey front extension and two storey rear extension

**PERMIT**

Application No. 13/00293/AS

1 Stable Court, Chilham Castle Estate, Chilham

Alteration to fenestration to rear projection including insertion of new window to side, enlargement of rear doors and enlargement of rear window and the installation of flue to rear

**PERMIT**

Application No. 13/00470/AS

Jolimont, Bowerland Lane, Chilham

Front single storey extension

**PERMIT**

**Applications Considered**

Application No. 13/00470/AS

Jolimont, Bowerland Lane, Chilham

Front single storey extension

(Note: Already decided – see above)

Application No. 13/00549/AS  
Kiln Cottage, Lower Ensden Road, OWL  
Replacement double garage with office accommodation above  
**SUPPORT**

Application No. 13/00564/AS  
Monckton Manor, Mountain Street, Chilham  
Internal alterations to rear kitchen area including removal of load-bearing internal wall and re-location of  
aga cooker plus alterations to drainage. Formation of new external flue to aga cooker  
**SUPPORT**

### **6/6 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:

1642	G Dear	May salary	508.44
1643	G Dear	May expenses	66.18
1644	K Jeffery	May litter picking / toilet cleaning	461.20
1645	ABC	THT business rates	172.00
1646	G Dear	THT Supplies	264.64
1647	Groombridge	OWL grass cutting - April	309.60
1648	Crown Print	PC Tips	28.00
1649	KALC	Subscription	581.83
1650	Open Spaces Society	Subscription	45.00
1651	Southeast Water	THT water bill	55.00
1652	Groombridge	OWL grass cutting - May	309.60

From Ringfenced Funds:

None

Total Payments 2801.49

### **Offer of 4 month extension to insurance policy:**

The clerk explained that the current insurers have offered 16months for the price of 12 provided CPC signs a 3year long term agreement (LTA) which would expire 31st September 2016. The Parish Council insurance market has become more competitive and the premium from an alternative insurer for 2013/14 would have been approximately 20% cheaper.

The meeting agreed not to renew the LTA at this stage but wait until the next renewal (June 2014) before making a decision regarding future insurers.

### **6/7 Correspondence**

(6/1) Kent Men of the Trees – Membership renewal 2013/14

Decided to renew

(6/3) Open Spaces Society – Greens: what next appeal - request for donation

Decided not to donate

(6/4) Southern Water – Water Resources Management Plan Consultation Questionnaire

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

(6/6) Hollingbourne PC – request to support e-petition to force BT to modernise Hollingbourne exchange

*The clerk was asked to forward to all cllrs in case they wanted to respond as individuals.*

(6/10) KALC – Parish News April 2013

Action taken: forwarded to cllrs

(6/11) Kent Highways – Letter to residents regarding vegetation

Action taken: forwarded to cllrs

(6/14) Local Council Services – Annual Return - new ‘check and go’ service

Decided not to pursue.

(6/15) ABC – Leaders Briefing Notes

Action taken: forwarded to cllrs

(6/20) ABC - Kent Wildlife Gardening Awards – request to promote

Action taken: forwarded to parish contacts

(6/25) ABC - Latest edition of Ashford Voice out now

Action taken: forwarded to parish contacts

(6/26) ABC - Important recycling and refuse information

Action taken: forwarded to cllrs

(6/27) KALC - Local Audit & Accountability Bill – now introduced by parliament

Action taken: forwarded to cllrs

(6/28) Mid Kent Downs Countryside Partnership - Trees to Treasure

Action taken: forwarded to parish contacts

(6/30) KCC - Opening Launch Godmersham - Chartham traffic free cycle route

Action taken: forwarded to parish contacts

(6/31) KALC - Learning and Development Update May 2013

Action taken: forwarded to cllrs

(6/42) ABC - Invitation to Ashford's Safety In Action Event 2013: 26th June 2013

Decided not to accept invitation.

(6/49) Ringmaster emails:- Commissioner launches NHW event, Commissioner NHW event bookings close 24th May, Bogus callers, Trading standards warning re free burglar alarms (Action taken: forwarded to cllrs)

(6/50) Trading Standard alerts:- Scams awareness, product recall, security alarm alert, age concern alert, loan shark survey, free burglar alarm warning (Action taken: forwarded to cllrs)

(6/51) Elgin Roadworks alerts:- Shalmsford Road, Bagham Road, Lower Ensden Road, New Cut Road, Goldups Lane, Mulberry Hill, Soleshill Road (Action taken: forwarded to cllrs)

(6/52) Road Closures: Lower Ensden Road, Temporary Surface Dressing Road Closures – Rural Ashford – from 1 June 2013, Updated Temporary Road Closure – Coopers Lane, Mersham – Now from 20 May 2013 (Action taken: forwarded to cllrs)

### **6/8 Community Broadband**

Cllr Lincoln reported that he had met with cllr Millar and updated the meeting on the lack of communication with Vfast. He advised that a meeting had been requested with Vfast and that a request would be made for a draft contract for CPC to review that addressed the issues raised at the February 2013 meeting, ie:

- 1) the payment schedule should ensure there was adequate coverage across the whole parish prior to the final payment;
- 2) the timescales should be more clearly defined with regard to the additional repeaters;
- 3) Vfast should provide quarterly customer take up statistics by post code;
- 4) email confirmation (or equivalent) from KCC of Vfast solvency should be included in the contract documentation.

**[Boro Cllr Marriott left the meeting at 8:25pm]**

### **6/9 Taylors Hill Toilets**

Cllr Lincoln reported that there had been a smooth takeover of the management of the toilets and that the cleaner had received good feedback at his first monthly review meeting with the previous SITA operative. There had been a sewage problem outside the toilets and this had been resolved within 24hrs.

#### **Electrical inspection contract**

The clerk explained that CPC needed to appoint a contractor to carry out fixed electrical systems and emergency lighting.

It was agreed that:

- 1) CPC appoint B Ball Contractors for the first years contract as they have prior experience of the installation
- 2) CPC request a combined annual inspection of both systems (fixed electrical and emergency lighting) in June and review the frequency of future fixed electrical inspections based upon the findings of the first inspection.
- 3) CPC instructs B Ball Contractors to provide guidance so the clerk can conduct monthly tests of emergency lighting.
- 4) The clerk should also discuss arrangements with B Ball Contractors for ongoing electrical maintenance requirements during the first year.

#### **Advertisements on parish council property**

The clerk explained that the Woolpack Inn had requested retrospective permission to place a sign on the fence at the toilets and that a policy was required for such requests.

It was agreed that:

- 1) CPC would consider applications from traders within the parish to advertise on CPC property
- 2) These application should be submitted to the parish clerk.
- 3) There would be a small annual fee for successful applications.
- 4) The fee for the Woolpack advertisement would be £50.
- 5) The fee for subsequent advertisements would be based upon this in proportion to their size.

### **6/10 Taylors Hill recycling centre**

Cllr Ralph suggested that, with the introduction of the new waste and recycling scheme by ABC, the parish council should take steps to promote the use of the recycling centre.

It was agreed that:

- 1) There should be a leaflet delivered to all households in the parish just before the new waste collection scheme starts
- 2) The leaflet would advertise the benefits to the parish of using the recycling centre in Taylors Hill car park.
- 3) Cllr Lincoln and the clerk would draw up a draft leaflet 2 weeks prior to the July meeting for review by cllrs
- 4) The aim was to agree the final version at the July meeting and deliver the leaflets during the week following the meeting.
- 5) There should be an item included in the PC pages for July Parish News

### **6/11 Chilham Tourism and Retailers Group**

Cllr Swan withdrew this agenda item as the matter had already been considered by the meeting.

Cllr Lincoln advised that no supporting information had been provided with this agenda item and reminded cllrs that agenda item requests must be accompanied by:

- 1) Brief description of the matter to be considered
- 2) Outline proposal for resolving the matter (where appropriate)

This supporting information must be sent to the clerk in writing or by email to arrive at least one week prior to the meeting in question. This information could then be sent to cllrs with the agenda so that they came to the meeting suitably prepared to consider the matter.

### **6/12 Highways**

Cllr Ralph updated the meeting on highways issues reported to Kent Highways.

### **6/13 Meetings**

The clerk reported on the KALC Clerks Conference and explained that he would be exploring with Cllr Lincoln some opportunities to drawing up policies to improve CPC procedures and that there was a Council Tax Benefit issue for the Resources Committee to consider at its next quarterly meeting. Cllr Ralph had attended the KALC Ashford Area Committee meeting and the minutes had been circulated to cllrs.

Cllr Lincoln reported on the clerks appraisal meeting held in May.

### **6/14 Village Reports**

Cllr Ranns advised that CFDB had participated in the Chilham Chase weekend and had received a donation of £700 from the organisers.

Cllr Lincoln expressed his congratulations to the organisers for arranging such a successful community event.

Community Warden Peter Willows gave his incident report at the meeting.

The clerk reported that, after consultation with cllr Lincoln, repairs had been authorised following breakage to a rope on play area equipment at OWL.

### **ABC Waste and Recycling Scheme**

Cllr Lincoln reported that all properties had now been advised how their waste and recycling would be collected and that ABC were working hard to answer the queries raised.

At the suggestion of Cllr Lincoln, it was agreed that CPC's role in respect of any parishioner concerns relating to the new scheme should be restricted to advising parishioners how to get the answers they needed from ABC. It was not the role of cllrs to answer concerns or get involved addressing or resolving these concerns.

### **Request from PACT for a dog bin to address dog fouling in the churchyard**

The clerk reported that St Marys PCC had agreed to the idea of a dog bin but had asked to be involve in agreeing the location.

The meeting confirmed its decision to fund the bin and that its location should be agreed by the church wardens and the ABC dog warden.

*The meeting closed at 09:35pm.*

### **6/15 Date of next meeting**

4th July 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.