

CHILHAM PARISH COUNCIL

Minutes of the Meeting held at Old Wives Lees Village Hall on 7th February, 2013 at 7.30pm

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

Apologies: Cllrs A Brown, B Glancy, PCSO Bill Waterman, Cllr D Marriott (late arrival)

In Attendance: Mr G Dear (Clerk), Community Warden Peter Willows, 4 members of the public

Prior to the meeting Cllr Ralph read a tribute to the late Richard Taylor, parish council chair from October 2007 until April 2011 (see Annex A) and this was endorsed by the meeting.

The clerk was asked to send this tribute from the parish council to the local press and Parish News for publication.

2/1 Apologies

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

Cllr Brown had advised cllr Kennett she was unable attend due to illness.

Boro Cllr had advised the clerk he would be delayed and would be arriving late.

2/2 Minutes of the meeting held on 3rd January 2013

The minutes were signed as a true record.

2/3 Matters arising from the Minutes

(1/2) Big Talk filming in Chilham

Cllr Ralph was asked to produce a Film Production Bible for Chilham that could be used for future approached by film companies. Cllrs Ralph, Brown and Glancy agreed to move this forward by meeting Kent Film Office and local professionals in the film industry.

Cllr Ralph had written a letter explaining what was proposed to be delivered to a filming contact in Shottenden while Cllr Glancy delivered a copy to a Chilham resident.

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

The clerk had forwarded a copy of the latest Kent Film Office newsletter to sub-committee members.

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 was asked to arrange a film committee meeting to complete this action.

(1/2) 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.

Update required from Cllr Swan at the March Meeting.

(1/2) 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 Kent Highways to discuss this issue had been requested.

Update required from R&T committee at March meeting.

(1/2) Kent Downs AONB Unit – Management Plan Review 2012-13 – request for a response

Cllr Glancy had responded on behalf of the parish council and supplied details the clerk.

The clerk was asked to circulate these details to cllrs.

(1/2) Kent Downs AONB Unit - Strategic Environmental Assessment and Sustainability Appraisal for the Kent Downs AONB consultation questionnaire

Cllr Glancy had responded on behalf of the parish council and supplied details the clerk.

The clerk was asked to circulate these details to cllrs.

(1/2) 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.

No document had been received from Cllr Millar and it was agreed the item would be discussed at the February meeting provided the document had been circulated ahead of the meeting with sufficient time for cllrs to consider the concerns raised.

Update required from cllr Millar at the March Meeting.

(1/2) Climate South East - Parish/Town Council Views Sought!

Cllr Glancy had responded on behalf of the parish council.

(1/2) Community Broadband

Cllr Millar reported that Vfast were waiting for permission to install an antenna on St Marys Church and this was the last step before the service could be offered to the parish.

Cllr Millar agreed to circulate the revised contract addendum to cllrs so it could be finalised and approved at the December meeting.

Cllr Millar reported that this action had been delayed because of the planning application to install an antenna on St Marys Church.

A revised contract addendum had been circulated to cllrs but in view of cllr Millars absence it was decided to defer the agenda item later in the meeting until the February meeting.

Cllrs were asked to send comments to cllr Millar prior to the next meeting so they could be incorporated.

Cllr Lincoln advised that St Marys Church was incurring costs with regard to the antenna on the church. It was agreed that this issue should be monitored.

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

(1/2) 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 March meeting.

The clerk had contacted KCC re issue 3) expressing the concern and ask what action is being taken to resolve the issue and had circulated the reply to cllrs (ie that there was capacity for displaced local school children at Selling, Challock and Chartham primary schools and secondary schools in Canterbury).

The clerk had sent an email to Cllr Wickham questioning why this hadn't been the case for the 2012 primary school intake as children that could not be accommodated at Chilham school ended up with places at Ospringe primary school in Faversham and Herne primary school in Canterbury. KCC had replied explaining higher than expected demand for reception places in 2012/13 (hence need to go to Ospringe and Herne) but situation expected to improve in 2013/14.

(1/2) Kent Fire & Rescue - Towards 2020 Update – invitation to comment

The clerk had requested a printed copy of the plan and questionnaire and Cllr Kennett had completed it on behalf of the parish council and given it to the clerk who had returned it to Kent Fire & Rescue.

(1/5) 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.

Cllr Ralph reported that a petition had been raised by residents objecting to this application and a number of issues had been raised by Boro Cllr Doug Marriott.

He restated the reasoning for the decision at the December meeting to support the application on the grounds of low visual impact and information confirming that the application had obtained the certificate required to meet international public exposure guidelines.

In view of the concerns raised by Cllr Marriott and the petition, the clerk had contacted ABC asking for its response to these concerns warning that if this response highlights incorrect, incomplete or misleading information in the original application, then the parish council requests the right to reconsider its response. ABC had confirmed that in their view there concern regarding incorrect, incomplete or misleading information in the original application was unfounded.

The clerk has also sent a letter to the names on the petition explaining the parish council position on the application.

(1/5) Sawmills Development:

Cllr Kennett reported that John Masters had provided comments regarding parking in Station Approach.

Cllr Kennett agreed to follow this up with John Masters.

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

(1/6) Annual budget and precept:

Notes from a finance committee meeting to consider this had been circulated to cllrs ahead of the meeting and Cllr Lincoln highlighted the main points.

The proposed budget and precept had been circulated to cllrs ahead of the meeting (see AnnexA).

It was noted that the increase in budgeted expenditure of £9150 was due to the extra responsibility of Taylors Hill toilets.

The clerk had highlighted an error in the Council Tax Support grant calculated by ABC and as a result it had been increased to the correct level.

The meeting approved the budget and precept and the clerk had advised ABC accordingly.

(1/6) QE2 Fields deeds of dedication for OWL Green and Latin Field:

The draft deeds had been circulated to cllrs ahead on the meeting.

The meeting approved the deeds and they were signed by the clerk as proper officer.

The clerk had forwarded the signed deeds to QE2 Fields in Trust so they could complete the process to protect the fields.

The clerk had obtained Land Registry entries that indicated the OWL village hall car park was included with the village hall and therefore not owned by the parish council.

(1/7) Southern Water - Update on Southern Water's work to plan for the future – request for feedback

The clerk had obtained a hardcopy for cllr Swan.

Cllr Glancy had responded on behalf of the parish council and supplied details the clerk.

The clerk was asked to circulate these details to cllrs.

(1/9) Use of Parish Council Outdoor Spaces

A proposal from the clerk had been circulated to cllrs ahead of the meeting highlighting public liability exposure.

The clerk was asked to formalise the procedure for organisations requesting the use of OWL Green and Latin Field for events and arrange for appropriate risk assessments to be produced.

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

(1/13) Request from PACT to support 20mph speed limit along Mountain Street:
The request and an email from a parishioner opposing the request were considered.
After consideration, the parish council agreed to support the PACT initiative.
The clerk had contacted PACT notifying them of parish council support.

(1/13) Pot holes in Shottenden:
Cllr Brown had reported these to Kent Highways.

(1/14) Annual Parish Meeting:
The clerk had booked Chilham Village Hall from 730pm on Thursday 18th April.

(1/15) Old Wives Lees:
Cllr Lincoln reported that the dog bin on the triangle had been moved by ABC to a different location to that requested without reference to the parish council. It was now positioned on land the ownership of which was under dispute and this had caused the parish council embarrassment.
The clerk had contacted ABC advising them of the embarrassment caused and requested that it be moved to an alternative location.
Following a meeting with the ABC dog warden, an alternative location had been agreed and the bin had been moved.

(1/15) Request for bench on OWL Green:
Cllr Ralph reported that he had received a request for permission to install a bench on OWL Green in memory of a parishioner.
It was decided that cllrs should meet the relative of the late parishioner and agree a suitable position.
Cllr Lincoln suggested a position in the corner of the Green between Cherry Orchard and Long Hill and this was agreed.

2/4 Declarations of Interest

Following a query, the clerk advised cllrs that it was their responsibility to decide whether they should declare a disclosable pecuniary interest (DPI) or other significant interest (OSI) with regard to an item on the agenda.

Cllr Ranns declared an OSI with regard to the finance item on Concurrent Function Grants.
Cllr Millar requested that the parish council ask ABC whether CPC cllrs who are directors of CFDB should declare a DPI or OSI with regard to any financial discussions in which CFDB have shown an interest.

The meeting supported this request and the clerk was asked to contact ABC accordingly.

2/5 Planning.

Decisions received from Ashford

Application No. 11/01120/AS

Sunnyside Farm, Shalmsford Road, Chilham

Application for Lawful Development Certificate - Proposed Development - Change of use of land for the operation of storage facility comprising 30 storage containers.

DISPOSED OF UNDETERMINED

Application No. 12/01320/AS

St Marys Church, Church Hill, Chilham

Installation of two VFast WIFI antennas and equipment to church tower.

PERMIT

Application No. 12/01346/AS

Maslow Court, Canterbury Road, Chilham

Replacement of existing freestanding double sided signboard at front of site.

PROPOSED USE/DEVELOPMENT NOT LAWFUL

Applications Considered

Application No. 11/00751/AS

The Smallholding, Long Hill, OWL

Erection of a farmhouse with an egg store and shop. Parking area for the occupiers of the dwelling and customers. ***Reconsultation on plans submitted October 2011***.

SUPPORT providing agricultural status was not removed and adequate access provided for customers via Long Hill.

Application No. 12/01355/AS

Minstrel Cottage, 1 Church Hill, Chilham

Removal of one chimney pot and repair of chimney.

SUPPORT

Application No. 12/01447/AS

1 Cherry Cottages, Stone Stile Road, Shottenden

Proposed side extension, front porch and dormers to existing rear roof slope.

SUPPORT

Application No. 12/01452/AS

16 Mountain Street, Chilham

Replacement of single storey side extension with two storey extension.

SUPPORT

Application No. 13/00008/TC

Castle Oak, School Hill, Chilham

T1 - Copper Beech - branches overhanging Hambrook Lane and School Hill - crown lift 5 metres; crown thin upper canopy; trim back two branches in upper crown (south facing) to rebalance canopy.

SUPPORT

Application No. 13/00009/TC

Church Hill Cottage, 8 Church Hill, Chilham

T1 - T7 - self sown Ash - to fell; T8 - Ash - crown reduce by 5 metres; T9 - T13 - Sycamore - to fell.

SUPPORT

Application No. 13/00045/AS

Old Plough Cottage, Soleshill Road, Shottenden

Proposed first floor extension to accommodate new shower room.

SUPPORT

Sawmills Development:

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.

[Boro Cllr Marriott arrived at 8:40pm]

2/6 Finance

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

Payments:

The following payments were approved:

From the General Fund:

| | | | |
|------|-------------|------------------------|--------|
| 1590 | G Dear | January salary | 508.44 |
| 1591 | G Dear | January expenses | 137.05 |
| 1592 | J Jeffery | January litter picking | 205.70 |
| 1593 | Crown Print | PC Tips | 35.00 |
| 1595 | G Dear | Xmas buffet | 75.00 |
| 1599 | ABC | OWL dog bins | 492.00 |

From Ringfenced Funds:

| | | | |
|------|----------------------|--------------------------|-------------------|
| 1594 | Hart Lee | OWL Green hedge lowering | 320.00 |
| 1596 | Chilham Village Hall | CF Grant | 713.28 (withheld) |
| 1597 | CPRGT | CF Grant | 860.45 |
| 1598 | OWL Village hall | CF Grant | 348.25 |
| 1600 | CM ThomasGray | OWL Green November | 65.00 |
| 1601 | CM ThomasGray | OWL Green December | 65.00 |
| 1602 | CM ThomasGray | OWL Green January | 65.00 |
| 1603 | Chilham Seniors | CF Grant | 200.00 |

Total Payments 4090.17

Allocation of Concurrent Function Grant:

The clerk had circulated the final allocation of the CF grant to cllrs prior to the meeting and this was approved.

However, the meeting decided that the grant to Chilham Village Hall should be withheld until concerns raised by Cllr Millar regarding donations to the village hall were documented and circulated as previously requested and considered at the March meeting.

The clerk was asked to arrange a finance committee meeting to review the allocation procedure for future concurrent function grant allocations and prepare for the review of the end of year accounts.

Maintenance of parish benches:

Cllr Kennett reported on his inspection of benches and agreed to produce a maintenance schedule later in the year.

[Cllr Millar left the meeting at 8:55pm]

2/7 Correspondence

(2/5) ABC - Ashford Borough Council Housing Framework Consultation – invitation to respond

The clerk was asked to forward the correspondence to all cllrs.

Cllrs were asked to respond individually if they wished.

(2/15) ABC - The Kent and Medway Funding Fair - 20th February at the Longfield Academy

(Action taken: forwarded to village halls, CPRGT and CFDB)

[Cllr Millar rejoined the meeting at 9:00pm]

(2/16) Jenny Taylor - ABC Lack of Gypsy site provision – request for support for urgent provision of gypsy and traveller sites

The clerk was asked to advise ABC of parish council support in principle

(2/17) ABC - Copy of budget consultation document – invitation to respond

The clerk was asked to forward the correspondence to all cllrs.

Cllrs were asked to respond individually if they wished.

(2/18) KALC - Ann Barnes's first Police and Crime Plan – request for views
The deadline for responding had passed.

(2/25) ACR Kent – Rural News 125
Action taken: forwarded to cllrs

(2/28) KALC - Parish Council E- Newsletter from Kent Police
Action taken: forwarded to cllrs

(2/30) East Kent Countryside Access Service - Changes to the Management of Public Rights of Way
Action taken: forwarded to Jim Smith and Anthony Perrett

(2/33) KALC - Sustainable Communities Act 2007 - Call for Evidence – request to respond to NALC cc
KALC

The clerk was asked to draft a response and get approval from cllrs Ralph and Kennett before submitting.

(2/35) Kent Highways – Find and Fix – request to encourage public to report potholes
Action taken: forwarded to parish contacts

(2/36) KALC - Parish News – January
Action taken: forwarded to cllrs

(2/37) PACT – Minutes of 22 January meeting
Action taken: forwarded to cllrs

(2/43) Trading Standard alerts:- Business scam; cold callers; Slamming (mis-selling internet pop-ups); Tofu update; Spam; Electric blanket recall; OFT scam; Army car sales scam; Royal Mail scam; Kitten scam
Action taken: forwarded to cllrs

(2/44) Elgin Roadworks alerts:- A28 Canterbury Road; A251 Maidstone Road; A28 Ashford Road; Mulberry Hill, Chilham; New Cut Road, Chilham; Soleshill Road, Shottenden
Action taken: forwarded to cllrs

(2/45) Road Closures: Half Term and Easter Closures – A251 between Ashford and Faversham; Warehorne, Mersham & Ruckinge – from 18 February 2013; Resurfacing Closures – Ashford Area – from 18 February 2013
Action taken: forwarded to cllrs

2/8 Community Broadband

Cllr Millar updated the meeting on progress made by Vfast.

The meeting commented on the draft contract documents circulated to cllrs prior to the meeting.

Cllr Millar agreed to address the following issues:

1) the payment schedule should ensure there was adequate coverage across the whole parish prior to the final payment (see addendum2 para 3.1);

2) the timescales should be more clearly defined with regard to the additional repeaters (see addendum2 para 3.2);

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

and produce a final set of documents for sign off at the March meeting.

2/9 Use of Parish Council Outdoor Spaces

The clerk had contacted the parish council insurers for advice on best practice and proposed that:

- 1) any body requesting use of parish council space for an event must provide proof of their own public liability insurance and complete a risk assessment for the event based upon an example provided by the parish council;
- 2) the parish council would complete its own risk assessment for public use of its open spaces and implement the procedures this required to manage the risks identified.

The meeting approved this proposal.

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

2/10 Taylors Hill Toilets

Cllr Ralph reported that ABC had provided a draft handover pack and that this was being reviewed by Cllr Lincoln.

Cllr Lincoln advised that the pack was comprehensive and contained all the elements he expected.

The clerk was asked to circulate an electronic version of the pack to cllrs as soon as this had been obtained from ABC.

Cllr Lincoln agreed to arrange a meeting of cllrs on the toilet sub-committee as soon as possible to agree and plan the tasks required prior to the transfer of responsibility at the end of March.

2/11 ABC Plan-It Consultation

For the parish to participate in the ABC Plan-It consultation, an approach tailored to the characteristics and needs of the parish is required.

The meeting considered the following proposal that had been circulated to cllrs prior to the meeting:

1. CPC should participate in the ABC Plan-It consultation and the communications committee should manage the process.
2. CPC should meet with ABC officers to plan the process with ABC officers attending each workshop.
3. All parishioners should receive an open invitation to get involved via noticeboards, parish news, local press and website
4. This invitation should set out the objectives of the exercise and how it will be conducted.
5. Tailored Plan-It Workshops or a suitable equivalent should be run in each of the villages to establish local aspirations and issues.
6. The results should be analysed by CPC and presented to the local community at an open meeting.
7. Every member of the community should be given the opportunity to comment on these aspirations and key issues and inform CPC of their view of the relative priorities.
8. CPC will collate this feedback to establish community priorities created from the individual rankings collected from parishioners and produce an action plan to address.
9. This action plan should include enshrining the findings from the consultation in the ABC local plan.

It decided that before a final decision could be taken on these proposals a further meeting was required with ABC officers to explore the idea in more detail. The clerk was asked to arrange this meeting.

2/12 Highways

Cllr Swan reported that he had contacted Kent Highways about concerns regarding Bagham junction.

Cllr Kennett had reported the following issues to the clerk and asked that they be taken up with the Kent Highways:

- 1) concern about the accumulation of mud on footpaths at the bottom of Church Hill, between Church Hill and Badgers Hill Farm and also outside Ashford Lodge, and the need to raise the footpath and address poor drainage
- 2) concern about the edge of the road in School Hill just below the School, a storm drain is completely blocked causing water damage to the edge of the road
- 3) when are the 50mph signs along Branch Road going to be removed as previously agreed

2/13 Meetings

Cllr Swan reported on an APEK meeting and the ABC Parish Forum at which he confirmed the parish council wish to keep the recycling centre in Taylors Hill toilets. He also reported on a meeting with Boro Cllr Marriott at ABC regarding the proposed modifications to the mast in Shrimpton Close.

Cllr Lincoln reported on an OWL village hall committee meeting and its plan to consult with the local community regarding extending the hall.

Cllr Ralph reported on a recent CTRG meeting.

2/14 Village Reports

PCSO Bill Waterman had produced an incident report prior to the meeting and this had been circulated to cllrs.

Community Warden Peter Willows gave his incident report including plans for a crime awareness day.

Cllr Ranns reported on a recent CFDB meeting advising that the current focus was to move forward with funding applications and meet with Kent Highways regarding the appointment of KCC approved contractors.

Cllr Swan stated that he did not recognise CFDB and Cllr Millar stated that he considered CFDB to be an unregulated private company and for this reason he would personally write to all potential funders to endeavour to block their funding of the scheme.

Cllr Ralph proposed that CFDB produced quarterly reports of its activities and plans for the future for publication in Parish News.

The meeting approved this proposal.

Cllr Ranns was asked to take this request back to CFDB so that the first quarterly report could be included in the April edition of Parish News.

Cllr Lincoln had obtained an estimate to lower the OWL Green hedges long Long Hill to the same height as the remainder of the hedges (ie 1.25m) and this expenditure was approved.

Cllr Lincoln was asked to arrange for the work to be undertaken.

The meeting closed at 10:35pm.

2/15 Date of next meeting

7th March 2012 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.

ANNEX A - Tribute to Richard Taylor – former Chairman of Chilham Parish Council 2007 - 2011

Born: 16th February 1944 – Died: 11th January 2013

Chilham Parish Council was very saddened to learn of the death of former Chairman Richard Taylor on 11th January 2013 at Canterbury Pilgrim's Hospice after bravely and privately battling long months of illness.

Before retirement and moving to Old Wives Lees, he led a varied career including being an auxiliary coastguard, a fireman, then joining the police and becoming a respected and well-liked Police Sergeant at Ramsgate. He was no stranger to controversy and had strong opinions but also a well-developed sense of fair play and these attributes were ably demonstrated in retirement when, in addition to his Chairmanship he studied to become a local Magistrate, highly thought of by his colleagues.

As Chairman, Richard was instrumental in overseeing the introduction of many changes in the structure, organisation and decision processes of the Council and personally involved in implementing positive improvements in funding and grants for local projects. He was keen for his councillors to take a pro-active role and had a very hands-on attitude to his Chairmanship. Council meetings were sometimes very lively but a great deal was achieved during his tenure.

Even after retiring from the Parish Council he continued to be actively involved in local issues with the loving support of his wife Tina. His contribution to the community was great and he will be very sadly missed. The funeral at St Mary's Chilham was well attended with many former colleagues and Council members as well as his much-loved family. Donations in his memory may be made to Pilgrim's Hospice Canterbury.