

CHILHAM PARISH COUNCIL

Minutes of the Meeting held at Chilham Village Hall on 7th March, 2012 at 7.30pm

Present: Cllrs A Brown, B Glancy, R Lincoln, A Ranns, A Ralph (Chairman), G Swan, H Tharp

Apologies: Cllrs D Kennett, A Millar, Boro Cllr D Marriott, PCSO Bill Waterman

In Attendance: Mr G Dear (Clerk), Community Warden Peter Willows, no members of the public

At the suggestion of Cllr Kennett following the last meeting, Cllr Ralph brought cllrs attention to Standing Order 29(b) that required all debate to be conducted through the chair. It was felt that this would lead to more orderly debate. The meeting agreed that Standing Order 29(b) should be adhered to in future.

3/1 Apologies

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

Cllr Kennett had advised the clerk he was unable to attend due to holiday.

Boro Cllr Marriott and PCSO Waterman had advised the clerk they would be unable to attend.

3/2 Minutes of the meeting held on 7th February 2013

The minutes were signed as a true record with the following addition in 2/14 Village Reports:-

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.

3/3 Matters arising from the Minutes

(2/3) 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

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 had arranged a film committee meeting for 6th March to complete this action and a report of this meeting had been circulated to cllrs.

It was agreed that cllrs should review the process set out in the meeting report in preparation for an agenda item at the April meeting to consider it.

(2/3) 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 was planning a meeting in St Marys Church.

Update required from cllr Swan at the April meeting.

(2/3) 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 KCC Cllr Andrew Wickham to discuss this issue had been requested.

Update required from R&T committee at April meeting.

(2/3) 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 had circulated these details to cllrs.

(2/3) 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 had circulated these details to cllrs.

(2/3) 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.

In the absence of any evidence from cllr Millar or any other source, the clerk was asked to release the Concurrent Function grant to Chilham Village Hall which had previously been withheld.

(Cllr Ranns did not participate in this debate and did not vote)

(2/3) 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 April meeting.

(2/3) 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 had circulated these details to cllrs.

(2/4) Declarations of Interest

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.

Cllrs had previously received advice from ABC on the Kent Model Code regarding the declaration of interests of cllrs who are also Directors of the CFDB that answered this question. The clerk has asked ABC for confirmation that this advice still stood and had circulated the reply to all cllrs.

The meeting accepted this advice and agreed there should be no further debate on the issue of DPI's or OSI's required from CFDB directors until further advice was received directly from ABC or a higher authority.

(Cllrs Brown, Glancy and Ranns did not vote. Cllr Swan opposed. All remaining cllrs voted in favour)

It was suggested that CFDB directors requested dispensations in respect of OSI's relating to CFDB.

(2/5) 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.

Update required from cllr Kennett at April meeting.

(2/6) Allocation of Concurrent Function Grant:

The clerk had arranged 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.

Meeting notes had been circulated to all cllrs.

(2/7) ABC - Ashford Borough Council Housing Framework Consultation – invitation to respond

The clerk had forwarded the correspondence to all cllrs.

(2/7) Jenny Taylor - ABC Lack of Gypsy site provision – request for support for urgent provision of gypsy and traveller sites

The clerk had advised ABC of parish council support in principle.

(2/7) ABC - Copy of budget consultation document – invitation to respond

The clerk had forwarded the correspondence to all cllrs.

(2/7) KALC - Sustainable Communities Act 2007 - Call for Evidence – request to respond to NALC cc KALC

The clerk had submitted a response after getting approval from cllrs Ralph and Kennett.

(2/8) Community Broadband

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.

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

(2/9) 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 was asked to forward the documentation received from our insurers to cllr Lincoln

Update required from cllr Lincoln at the April meeting.

(2/10) Taylors Hill Toilets

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.

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

(2/11) ABC Plan-It Consultation

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 had contacted ABC to arrange a meeting and received some suggested dates and times. Following consideration, the meeting decided that the parish council could not participate in this consultation for the following reasons:

- 1) there were concerns about being the guinea pig in the borough
- 2) there was concern that cllrs would not be able to commit the time required to this in order to ensure a good outcome.

The clerk was asked to inform ABC of this decision.

(2/14) Village Reports

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 had taken this request back to CFDB and confirmed that the first quarterly report would 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 had arranged for the work to be undertaken.

3/4 Declarations of Interest

Cllr Brown declared an Other Significant Interest in the Taylors Hill Toilet agenda item and did not participate in the debate.

Cllr Ranns declared an Other Significant Interest in any discussion regarding grants to Chilham Village Hall and did not participate in the debate.

3/5 Planning.

Decisions received from Ashford

Application No. 10/00849/AS

O2 Telecommunications Mast Cell Ref 041699, Station Approach, Chilham

Installation of a 17.5m monopole, an equipment cabin and ancillary equipment within a fenced compound

DISPOSED OF UNDETERMINED

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***

PERMIT

Application No. 12/01417/TC

Maslow Court, Canterbury Road, Chilham

Replacement of existing freestanding double sided signboard at front of site

GRANT CONSENT

Application No. 12/01440/AS

Kismet, Lower Lees Road, OWL

Proposed new 2 storey side extension

PERMIT

Application No. 12/01447/AS

1 Cherry Cottages, Stone Stile Road, Shottenden

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

PERMIT

Application No. 12/01452/AS
16 Mountain Street, Chilham
Replacement of single storey side extension with two storey extension.

PERMIT

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.

GRANT CONSENT

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.

RAISE NO OBJECTION

Application No. 13/00045/AS
Old Plough Cottage, Soleshill Road, Shottenden
Proposed first floor extension to accommodate new shower room.

PERMIT

Application No. 13/00122/AS
Dane Court Farm, Maidstone Road, Chilham
Erection of agricultural building

PRIOR APPROVAL NOT REQUIRED

Application No. 13/00165/AS
Cock Farm, Denne Manor Lane, Chilham
Open fronted general purpose portal frame barn.

PRIOR APPROVAL NOT REQUIRED

Applications Considered

Application No. 12/01435/AS
Howletts Farm, Soleshill Road, Shottenden
Proposed alterations to existing building.

SUPPORT

Application No. 13/00121/AS
Upper Ensign House, Selling Road, OWL
Erection of new entrance gates and installation of 1.2 metre high post and rail fencing along the front boundary.

SUPPORT

Application No. 13/00122/AS
Dane Court Farm, Maidstone Road, Chilham
Erection of agricultural building
(No decision required - see decision notice above)

Application No. 13/00159/AS
Maslow Court, Canterbury Road, Chilham
Change of use from joinery workshop to automotive training and assessment centre including extension of main building and conversion of existing garage into office/reception

SUPPORT provided the access road is brought up to the appropriate standard and permanently maintained

Application No. 13/00165/AS
Cock Farm, Denne Manor Lane, Chilham
Open fronted general purpose portal frame barn.
(No decision required - see decision notice above)

3/6 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:

| | | | |
|------|----------------|--------------------------|--------|
| 1604 | G Dear | February salary | 508.44 |
| 1605 | G Dear | February expenses | 40.09 |
| 1606 | J Jeffery | February litter picking | 164.56 |
| 1608 | PCF Groundwork | Latin Field maintenance | 50.00 |
| 1609 | CPRE | Subscription | 29.00 |
| 1610 | ACR Kent | Subscription (inclu VHs) | 85.00 |

From Ringfenced Funds:

| | | | |
|------|----------|---------------------------|--------|
| 1607 | Hart Lee | OWL Green hedge lowering | 190.00 |
| 1611 | S Fowler | Recycling Grant Halloween | 200.00 |

Total Payments 1267.09

Finance committee meeting:

Meeting notes had been circulated to cllrs ahead of the meeting. The clerk reported that the finance committee had unanimously concluded that there was "a sound system of internal control including the preparation of the accounting statements" and that with regard to the Annual Governance Statement contained in the Audit Return to our external auditor, the parish council could agree statements 1 to 8 in respect of the accounts for year ending 31st March 2013 and ignore statement 9 (re trust funds) as it was not applicable.

Renewal of contracts:

The clerk reported that parish council insurance was currently subject to a long term agreement that expires on 31st May 2014.

The remaining contracts to consider were:

- 1) Internal Audit
- 2) PAYE processing
- 3) OWL grass cutting
- 4) OWL Green maintenance

The clerk was asked to ask the current contractors to tender for the Internal Audit and PAYE processing contracts for 2013/14 as it was not considered that competitive tenders were required.

It was agreed that the OWL grass cutting and OWL Green maintenance contracts should cover the next 3 years with a fourth year offered subject to satisfactory performance. Tenders for these contracts would be considered at the April meeting.

The clerk was asked to contact the current contractor for OWL grass cutting to tender on this basis as it was not considered that competitive tenders were required

The clerk was asked to contact the current contractor for OWL Green maintenance and 3 other contractors to tender on this basis after agreeing contract specifications with cllr Lincoln.

3/7 Correspondence

(3/6) Fields in Trust – Have a Field Day invitation

(3/8) Fields in Trust - Plaque Ordering - Old Wives Lees Green – inclu oak sapling offer

The clerk was asked to contact OWL village hall committee and suggest this years OWL fete becomes a Field Day and is combined with the official opening of OWL Green and Latin Field as QE2 Fields.

(3/10) KALC – Spinal Injuries Assocn Fish & Chip Supper on 17th May – request to publicise
Action taken: forwarded to Elisabeth Arter

(3/11) KALC - DCLG Neighbourhood Planning Bulletin Edition Three
Action taken: forwarded to cllr Ralph

(3/12) KALC - LGA/NALC Publication: Modelling Devolution - Working Together to Deliver Local Services
Action taken: forwarded to cllr Ralph

(3/14) ChilKidz - Application for grant from Recycling fund for Easter Egg Hunt Cutlers Farm
Action taken: forwarded to cllrs.
This application had subsequently been withdrawn.

(3/16) ABC - Ashford Garden Recycling scheme
Action taken: forwarded to parish contacts, poster on noticeboards, item on website.

(3/18) KALC Ashford Area Committee - Education in your Parish – request for information
Action taken: information supplied as requested

(3/21) KCC - Godmersham-Chilham Traffic free route – request for views on change of material
Action taken: advised no objection after consulting with Cllr Kennett

(3/25) ABC - Important information: Transfer of Public Conveniences
Action taken: forwarded to cllrs

(3/29) ABC - Information about the council's new-look website
Action taken: forwarded to parish contacts

(3/35) ACR Kent – Rural News 126
Action taken: forwarded to cllrs

(3/36) Doffy Milner – request for dog bin in Mountain Street car park
Action taken: agenda item under Village Reports

(3/40) Yve White - North Weald Police & Parish Forum (Parish meetings) – request for other parishes to formally confirm interest in quarterly meetings
The clerk was asked to respond confirming support and ask if Ms White would continue to be the parish council representative at these forums.

(3/41) KALC - Learning and Development Update February 2013
Action taken: forwarded to cllrs

(3/45) Rural Services Network - A Call for Evidence – request for information
Cllr Glancy was asked to respond on behalf of the parish council

(3/48) CASE Kent - Find a Funder Event
Action taken: forwarded to village halls, recreation ground and CFDB

(3/49) Ringmaster emails:- None

(3/50) Trading Standard alerts:- Doorstep callers, Ash dieback disease, TROOP AID, Door to door charity collections, Drivesay traders, Computer virus scam, PPI Claims scam, Cold callers
Action taken: forwarded to cllrs

(3/51) Elgin Roadworks alerts:- A28 Canterbury Road; Mill Lane, Chilham; Soleshill Road, Shottenden
Action taken: forwarded to cllrs

(3/52) Road Closures: Overnight Closures – Romney Marsh Road, Ashford – 4-23 March 2013; Overnight Closures – A28 Chart Road, Ashford – between 8 & 22 March 2013; Urgent Road Closure - Vitters Oak Lane, Great Chart - 11 February 2013 (Ashford); Urgent Road Closure - Purchase Lane, Great Chart - 11 February 2013 (Ashford); Urgent Road Closure - Withersdane, Wye with Hinxhill - 11 February 2013 (Ashford); Urgent Road Closure - Soleshill Road, Chilham - 5 February 2013 (Ashford); Urgent Road Closure - Norton Lane, Bethersden - 6 February 2013 (Ashford)

Action taken: forwarded to cllrs

3/8 Community Broadband

In the absence of cllr Millar, this item was deferred to the April meeting.

3/9 Taylors Hill Toilets

Notes of a toilet committee meeting to agree and plan the tasks required prior to the transfer of responsibility at the end of March had been circulated to all cllrs prior to the meeting.

Cllr Ralph reported on progress made since and that a draft ABC Transfer Grant Agreement had been reviewed by a local firm of solicitors chosen by the parish council and that the amendments they suggested had been incorporated by ABC into the final document (see AnnexA).

The clerk was authorised to sign this document on behalf of the parish council and the meeting approved this proposal provided approval had been given by cllrs Ralph and Lincoln.

The clerk was asked to circulate the approved agreement to all cllrs.

Cllr Lincoln reported that ABC had produced a comprehensive handover pack to guide the parish council through the transfer arrangements.

The clerk was asked to circulate this document to all cllrs.

Cllr Lincoln was asked to arrange a meeting of parish councillors on the toilet committee to ensure the transfer was completed successfully.

3/10 Caretaker Scheme

Cllr Ralph reported that a second presentation of this scheme was being held on 18th March in Molash village hall and encouraged cllrs who had missed the first one to attend.

The clerk was asked to put item on the agenda for the April meeting to consider implementing a similar scheme in this parish.

3/11 Emergency Planning

This matter had been considered under Matters Arising.

3/12 Highways

There were no new highways issues to report.

3/13 Meetings

Cllr Tharp reported on a Chilham Village Hall committee meeting and the noted the extensive building maintenance required.

Cllr Swan reported on a recycling meeting at ABC and advised that he had requested a cardboard collection. He had also attended a Kent & Medway funding fair.

3/14 Village Reports

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

ABC Waste and Recycling Service:

The clerk was asked to check with ABC:-

1) whether householders had been advised when the new scheme would come into effect

2) has the survey of properties in the parish of Chilham been completed and what was the outcome

Litter Bin in Mountain Street:

It was noted that the requested bin had recently been installed by ABC.

Dog Bin in Bowerland Lane:

The clerk was asked to contact ABC and request a bin at the junction of the footpaths suggested by Community Warden Peter Willows.

Noticeboards:

The clerk reported that the noticeboard at the Nook need maintenance as it was letting in water.

The clerk was asked to obtain an estimate for the repairs required.

Community Warden Peter Willows gave his monthly incident report highlighting a cable theft, keeping an eye on off-roaders and checking they are road legal, and confirming plans with PCSO Waterman for a crime awareness event.

The meeting closed at 9:45pm.

3/15 Date of next meeting

4th April 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.