

## CHILHAM PARISH COUNCIL

### Minutes (for approval) of the Meeting held at Chilham Village Hall on 7th November, 2013 at 7:30pm

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

**Apologies:** Cllrs A Millar, A Ranns, Boro Cllr D Marriott

**In Attendance:** Mr G Dear (Clerk), Community Warden Peter Willows, Boro Cllr D Marriott (from 8:07pm), 1 member of the public

#### 11/1 Apologies

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

Cllr Millar had advised cllr Lincoln that he was unable to attend due to work commitments.

Boro Cllr D Marriott had advised the clerk that he was unable to attend.

#### 11/2 Minutes of the meeting held on 3rd October 2013

The minutes were signed as a true record.

[Cllr Brown arrived at 7:36pm.]

#### 11/3 Matters arising from the Minutes

(10/3) 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 and were waiting for boundary clarification.

*Update required from cllrs Lincoln and Kennett at December meeting.*

(10/5) Amenity Light in the Street:

Cllr Lincoln reported that he and cllr Kennett had sent a letter to ABC as requested, suggesting the parish council works with it to find a way of retaining a street light in The Street but no reply had been received. It was agreed that cllrs Lincoln and Kennett would send a follow up letter.

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

(10/5) Sawmills Development and Street Naming:

The meeting agreed to base its response based upon this feedback and decided to suggest an alternative name of "Bagham Place" as the site had a stronger historical link with the name Bagham.

The clerk had responded to ABC on this basis and had received confirmation that this alternative had been accepted by ABC and the developer.

(10/7) ACR Kent – Invitation to AGM on 17th October

The clerk had booked a place for Cllr Swan.

(10/7) KALC – Good Councillors Guide – 4th edition available at £2-50 each

The clerk had ordered 10 copies.

(10/7) Southeastern - Southeastern Direct awards - Your views needed

A draft reply had been received from Anthony Perrett and the meeting supported this response and the clerk had advised him of this decision.

(10/7) Southeastern – invitation to Stakeholder Forum, Gillingham, 17 October 2013, 6.00PM - 8.00PM

It was agreed that Anthony Perrett should attend to represent the parish and the clerk had advised him of this decision.

(10/7) Tony White – Chilham War Memorial – invoice for maintenance work

The meeting decided to reimburse this expense and request prior approval for future maintenance work and the payment was listed for approval later in the meeting.

(10/10) Salt Bins:

The R&T team had produced a paper for consideration by the Resources Committee at its meeting on 17th October and there is an agenda item to consider this matter later in the meeting.

(10/11) Meetings:

The clerk had circulated the minutes of the last KALC Ashford Area meeting to all cllrs.

(10/12) Promoting Taylors Hill Recycling facility:

The Resources Committee were asked to consider this at its meeting on 17th October and report back with a plan of action at the November meeting.

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

(10/12) Trees on OWL Green:

A paper from cllr Lincoln regarding correspondence received regarding the trees on OWL Green had been circulated to cllrs prior to the meeting together with a proposal for a letter explaining the councils actions.

The clerk had sent the proposed letter to the resident concerned.

#### **11/4 Declarations of Interest**

Cllr Brown declared a Disclosable Pecuniary Interest (DPI) in planning application 13/01202/AS.

#### **11/5 Planning.**

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

Application No. 13/00155/TC

2 Church Hill, Chilham

The removal of two Sycamore branches due to excessive shading in rear garden.

**RAISE NO OBJECTION**

Application No. 13/00173/TC

Burgoyne, The Street, Chilham

1 x Beech Tree (T1) rear of property - 15% maximum drop crotch prune reduction and 15% maximum crown thin to remove any dead, dying, diseased wood.

**RAISE NO OBJECTION**

Application No. 13/00182/TP

Chilham Castle, Chilham Castle Estate, Chilham

To fell 2 x Holm Oaks, 1 x Maple, 1 x Hornbeam, 1 x Ash and 1 x Willow

**RAISE NO OBJECTION**

Application No. 13/00894/AS

Ensdon Kiln, Lower Ensdon Road, Old Wives Lees

Erection of a detached garage and car port

**PERMIT**

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.

**PERMIT**

##### **Applications Considered**

Application No. 13/01087/AS

5 Beanys Lane, Shottenden

Erection of a single storey side extension.

**SUPPORT**

Application No. 13/01141/AS

4 Rochester Villas, Lower Lees Road, Old Wives Lees

Conversion of existing garage to two bedroom holiday let.

**SUPPORT**

Application No. 13/01188/AS  
2 Cherry Cottages, Stone Stile Road, Chilham  
Proposed replacement of two existing roof lights with dormer windows.

**SUPPORT**

Application No. 13/01195/AS  
1 Cherry Cottages, Stone Stile Road, Chilham  
Erection of pigeon loft in garden.

**SUPPORT**

Application No. 13/01202/AS  
Jessamine Cottage, Denne Manor Lane, Shottenden  
Installation of a chimney breast to the gable wall of the property.

**SUPPORT**

**[Cllr Brown left the room for this item, did not participate in the debate and did not vote]**

**Amenity Light in the Street:**

Cllr Lincoln reported that ABC had responded to the letter sent on behalf of the parish council suggesting that the costs to reinstate an amenity light be met by the parish council.

The meeting considered a proposed reply drafted by cllr Lincoln and instructed that it be sent to ABC.

**[Boro Cllr Marriott arrived at 8:07pm.]**

**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 was asked to respond accordingly so that a meeting could be arranged, preferably during an evening.*

It was noted that the name Bagham Place had been accepted by ABC and the developer.

*The clerk was asked to publicise this decision via local press, Parish News, noticeboards and website.*

**11/6 Finance**

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

On behalf of the Resources Cttee, the clerk requested that any proposals from cllrs for items to be included in next years budget (2014/15) should be submitted to him by 28th November so that they could be considered at the December meeting.

Payments:

The following payments were approved:

From the General Fund:

1702	G Dear	October salary	513.09
1703	G Dear	October expenses	42.29
1704	K Jeffery	October litter picking/toilet cleaning	480.05
1705	ABC	THT business rates	176.00
1706	South East Water	THT - Water Bill	55.00
1707	Groombridge	General Maint - OWL grass cutting	309.60
1708	Staples	Office supplies	22.20
1709	Staples	Office supplies	106.76
1710	Newey & Eyre	THT - Maintenance	20.88

1711	Hart Lee	OWL Green Maintenance	360.00
1712	D Kennett	Noticeboard repairs	12.47
1713	D Kennett	Bench repair materials	79.94
1714	KALC	Good Councillor Guides	25.00
1715	KALC	Local Councils Explained	42.88
1716	OWL Village Hall	Hall hire	75.00
1717	PHS Group	THT - Supplies	88.27
1718	Southern Water	THT - Waste Water	240.38

From Ringfenced Funds:

1719	A White	War Memorial maintenance	66.95
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Total Payments 2716.76

### Recycling Fund Bids:

Details of bids received had been circulated to cllrs prior to the meeting. The following grants were awarded:-

- 1) St Marys Church - £500 towards churchyard maintenance equipment
- 2) ChilKidz - £250 towards Halloween Event
- 3) Michelle O'Shea - £500 towards Shottenden Fireworks
- 4) Recreation Ground - £825 towards new fire alarm and electrical work
- 5) Derrick Kennett - £500 earmarked for finger post in the Square
- 6) Chilham Tourism and Retailers Group - £750 towards Chilham Brochure reprinting
- 7) 1st Chilham Rainbows & Brownies - £350 towards equipment and vehicle hire

A bid from ChilKidz for £200 towards a Christmas party was rejected as the meeting felt there was insufficient need for another event in the parish at Christmas for children.

It was agreed that bidders should be advised that this funding was unlikely to continue after 2014/15 as ABC would not be maintaining the recycling facility in Taylors Hill car park after March 2015.

The clerk advised that a bid from Chilham Village Hall had not been included in the list for consideration and it was agreed to consider this bid at the December meeting.

### Toilet Supplies:

The Resources Cttee had reviewed material costs for 3 suppliers and recommended that PHS is selected as preferred supplier.

The meeting endorsed this recommendation.

### OWL Play Area Repairs:

The Resources Cttee had reviewed estimates to address the issues raised by the recent RoSPA report and it recommended that Park Leisure is given the go ahead to complete the work to OWL Play Area and that HartLee is given the go ahead to complete the ground maintenance work in Latin Field.

The meeting endorsed this recommendation.

### Special Projects Budget:

The Resources Cttee had reviewed expenditure against this budget item and recommended that further expenditure covers:-

- 1) A dog bin for the churchyard plus 2 to replace rusting bins in OWL (c£510)
- 2) General maintenance to bus shelters in Herons Close and Felborough Close (c£500)

The meeting endorsed this recommendation.

### 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 was asked to purchase equivalent bins to those provided by Kent Highways at a cheaper cost if possible and liaise with Kent Highways on installation and filling.*

### **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 instructed the clerk to :-*

- 1) obtain agreement from St Marys Church for the refurbishment*
- 2) obtain estimates from local contractors to establish a budget*
- 3) seek funding via the ABC Members Community Grant and other options received in November correspondence*

### **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 asked the clerk to respond accordingly.*

### **11/7 Correspondence**

(11/1) KALC Ashford Area – Minutes for 2nd October meeting

Action taken: forwarded to cllrs

(11/2) Swale Borough Council – Consultation on Gypsy and Traveller Site Allocations

Decided not to respond

(11/3) KALC – notification of AGM on 23rd November

Decided that cllr Swan would attend.

*The clerk was asked to respond accordingly.*

(11/5) ABC – Ashford Borough Site Submissions in the parish of Chilham

*The clerk was asked to invite 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 was asked to respond accordingly.*

(11/8) War Memorials Trust – advice on registering and maintaining memorials

Considered under the Memorials item under Finance above.

(11/15) Andy McLean – Defibrillator proposal for the parish

Action taken: item included in agenda

(11/20) Rural Services Network - Are public services changing?

Action taken: forwarded to parish contacts to respond as individuals if they wish

(11/22) Kent Highways - Parish & Town Council Seminar Agenda 22nd October

Action taken: forwarded to cllr Lincoln

(11/24) ABC - Ashford Voice is out now!

Action taken: forwarded to parish contacts

(11/25) KALC - Autumn Training In Your Area – Community Resilience and Emergency Planning

Action taken: forwarded to cllrs

(11/26) KALC - Autumn Training In Your Area – Localism Module Programme

Action taken: forwarded to cllrs

(11/29) 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.*

(11/33) Kent Highways - Winter Maintenance Period 2013/14

Action taken: forwarded to parish contacts

(11/34) KALC - Electoral Commission Consultation - Standing for Election in the UK

Action taken: forwarded to cllr Lincoln

(11/44) KALC - Parish News number 372

Action taken: forwarded to cllrs

(11/46) Youth Kent – advice of services and seminars available to youth groups

Action taken: forwarded to Chilham Youth Group

(11/51) KALC - WW1 Funding

Action taken: forwarded to cllr Lincoln

Considered under the Memorials item under Finance above.

(11/53) ACR Kent – Rural News 132

Action taken: forwarded to cllrs

(11/54) 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*

(11/55) Ringmaster emails:- Various burglaries, Firefighter strike, Halloween safety, Rural cycling winter safety, Bank card scams

Action taken: forwarded to cllrs

(11/56) Trading Standard alerts:- Cold caller, Rogue trader, HMRC scam, Bank scam, Sky Insurance Renewal Scam, Preventing scams and supporting victims, Short term loan warning, Phone scam, Storm damage advice, Keeping safe on Bonfire Night, Kent Highways door-to-door Survey

Action taken: forwarded to cllrs

(11/57) Elgin Roadworks alerts:- A28 Canterbury Road, New Cut Road, A252 Maidstone Road, Hambrook Lane

Action taken: forwarded to cllrs

(11/58) Road Closures: Temporary Road Closure – New Cut Road, Chilham – Now 7-14 October 2013

Action taken: forwarded to parish contacts

### **11/8 Community Broadband**

Cllr Lincoln reported that work on the church tower that was a precursor to installing the Vfast mast was unlikely to complete before the new year. He also explained that the parish council needed to understand the statutory power it could use to pay the grant and also ensure adequate due diligence checks had been done regarding the financial viability of Vfast to protect the interests of its parishioners.

### **11/9 Highways**

#### **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.*

### **11/10 Meetings**

Cllr Kennett had attended a meeting of the Xmas Tree working group.

Cllr Swan had attended the Kent Highways parish seminar.

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

Cllr Ralph had attended a KALC Ashford Area Committee meeting and a Chilham Tourism and Retailers Group meeting and advised he would be circulating minutes when available.

Cllr Lincoln had attended a KALC Finance Working Group meeting (one of 4 being held) to consider the implications to parish councils of the cuts in government funding to ABC.

### **11/11 Village Reports**

Community Warden Peter Willows gave his monthly incident report prior to the meeting and advised the appointment of a new PCSO for the parish, Lisa Endell. He agreed to provide the clerk with contact details.

Cllr Glancy reported on the joint CFDB / Chilham Village Hall Halloween fund raiser.

### **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.*

*The meeting closed at 10:07pm.*

### **11/12 Date of next meeting**

5th December 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.