

CHILHAM PARISH COUNCIL

Minutes of the Meeting held at Old Wives Lees Village Hall on 3rd April, 2014 at 7.30pm

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

Apologies: Cllrs A Ranns, B Glancy, A Millar

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

4/1 Apologies

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

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

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

Boro Cllr Marriott had advised the clerk that he had other Ward Member meetings to attend and might be late.

4/2 Parish Council Policies

Submitting Apologies for Absence

A proposal (see AnnexA) from Cllr Lincoln had been circulated to cllrs prior to the meeting.

The meeting approved the proposal and the clerk was asked to update standing orders accordingly. Cllr Swan voted against.

Submitting Agenda Items

A proposal (see AnnexB) from Cllr Lincoln had been circulated to cllrs prior to the meeting.

The meeting approved the proposal and the clerk was asked to update standing orders accordingly.

[Cllr Brown arrived at 7:37pm]

Terms of Reference for Parish Councillors

A proposal (see AnnexC) from Cllr Lincoln had been circulated to cllrs prior to the meeting.

The meeting approved the proposal and the clerk was asked to update standing orders accordingly. Cllr Swan abstained.

4/3 Minutes of the meeting held on 6th March 2014

The minutes were signed as a true record.

4/4 Matters arising from the Minutes

(3/3) High interest deposit account:

The meeting asked the Resources Committee to consider whether other funds could be placed in this type of account at the time they consider the budget for 2014/15.

The Resources committee had deferred considering this until its April meeting.

Update required regarding meeting from Resources committee at the May meeting.

(3/3) Patricia Thompson – Karrier Bus Service proposal

The R&T team was asked to consider this proposal and report back at the March meeting.

This matter was not discussed at the meeting.

There is an agenda item to consider this matter.

(3/3) KALC - KCC Consultation - Road Casualty Reduction Strategy for Kent

The R&T team was asked to respond on behalf of the parish council and report back at the March meeting.

This matter was not discussed at the meeting.

Update required regarding from the R&T team at the May meeting.

(3/3) Highways

Cllr Ralph had chased a response to the list of key issues submitted by the R&T team and would be providing more information in respect of childrens crossing Cobbs Hill to gain access to the play area.

Update required from cllr Ralph at the May meeting.

The R&T team were asked to consider road safety issues in the Square and will be submitting a report of this and any other additional issues for consideration at the May meeting.

(3/5) Sawmills Development:

Cllr Millar proposed that a letter should be sent to residents within 150m of the development asking for their concerns and this was agreed.

Cllr Millar agreed to produce a draft letter for consideration at the April meeting.

Update required from cllr Millar at the May meeting.

(3/7) Jim Smith – request for CPC to support letter to Kent Highways re Pickleden Lane

The meeting fully supported the letter.

The clerk had advised Kent Highways accordingly.

(3/9) APEK Membership

An email from APEK outlining benefits of membership had been circulated to cllrs prior to the meeting. Following consideration, it was decided to renew membership.

The clerk had advised APEK of this decision and would forward all future correspondence from APEK to all cllrs.

(3/11) Highways:

The clerk had thanked Kent Highways for the quality of repairs recently carried out in School Hill.

4/5 Declarations of Interest

None.

4/6 Planning.

Decisions received from Ashford

Application No. 14/00049/AS

Chalklands, Selling Road, OWL

Erection of a conservatory

PERMIT

Application No. 14/00135/AS

Woodlands, Cobbs Hill, OWL

Erection of single storey front, side and rear extensions

PERMIT

Application No. 14/00181/AS

Bower House, Bowerland Lane, Chilham

Single storey extension to north east elevation

PERMIT

Applications Considered

Application No. 14/00101/AS

Claremont, Canterbury Road, Chilham

Proposed rear extension, roof extension with dormer and erection of a detached garage with workshop in roof space ****AMENDED DESCRIPTION****

SUPPORT

Application No. 14/00323/AS

Noveis, Canterbury Road, Chilham

Creation of vehicular access to serve Noveis

SUPPORT

Amenity Light in the Street:

Cllr Lincoln reported that ABC had written suggesting CPC should be responsible for relocating the light. A further letter had been sent disputing this due to historical evidence that the local authority had maintained the light since it was first installed and requesting formal confirmation of the ABC position.

Sawmills Development:

Cllr Lincoln reported that there had been no further news from ABC since the last meeting and that a meeting with the developer had been requested and was expected to take place after Easter.

Plan for consultation options re ABC site submissions for the parish of Chilham:

A paper from Cllr Glancy (see AnnexD) had been circulated to cllrs prior to the meeting. Following discussion it was decided to approve the paper and the proposed leaflet and proceed on this basis.

4/7 Finance

Accounts for 2013/14:

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:

| | | | |
|------|-------------------|--|--------|
| 1771 | G Dear | March salary | 513.29 |
| 1772 | G Dear | March expenses | 19.98 |
| 1773 | K Jeffery | March litter picking / toilet cleaning | 384.04 |
| 1774 | Southern Water | THT - Waste Water | 188.50 |
| 1775 | Staples | Stationary | 9.36 |
| 1776 | Ball Contractors | THT – Maintenance | 40.84 |
| 1777 | ABC | Latin Field rent | 6.25 |
| 1778 | Kantara | Website hosting | 208.80 |
| 1779 | Southern Electric | THT - Electric Bill | 172.25 |
| 1780 | HMRC | PAYE payment | 366.20 |

From Ringfenced Funds:

None

Total Payments 1909.51

The following payments were approved in respect of the accounts for 2014/15:

From the General Fund:

| | | | |
|----------------|--------|----------------------|--------|
| 1781 | ABC | THT – Business Rates | 184.35 |
| 1782 | G Dear | March expenses | 581.83 |
| Total Payments | | | 766.18 |

Update from clerk on 2013/14 budget:

A budget update had been circulated to cllrs prior to the meeting and this showed an estimated underspend of £416.

Update from clerk on memorial refurbishment funding:

A paper had been circulated to all cllrs prior to the meeting.

It was agreed that:-

- 1) The offer from Chilham Players is accepted on the basis that funds raised would be used (a) to fund any shortfall between the final cost of the refurbishment and the grants awarded, and (b) to top up the Memorial Fund
 - 2) The selection of contractor is deferred until a response is obtained from the diocese.
- Cllr Lincoln reported on a meeting with the diocese regarding this project.

Recycling Bid from St Marys Church:

A recycling bid from St Marys Church had been circulated to cllrs prior to the meeting.

Before making a decision, the clerk was asked to contact KCC Community Warden Peter Willows and request that he monitor the situation in the churchyard and report back at the May meeting.

4/8 Correspondence

(4/2) Victim Support – Request for support
Decided not to donate.

[Boro Cllr Marriott arrived at 8:22pm]

(4/34) Sue Glanville - Issues raised at the open forum on 6th February 2014
Cllr Lincoln outlined the timeline of events relating to this matter. It was agreed that the council position was unchanged. Cllr Swan voted against.

[Cllr Brown apologised to the chair and left the meeting at 8:37pm for family reasons]

(4/3) ABC – Dark Skies SPD Public Consultation

The clerk was asked to respond indicating support for SPD.

(4/4) KCC – Application for a Stopping Up Order, Land at Ensdon Oast
Decided not to object.

(4/6) Open Spaces Society – request to introduce new members
Decided not to respond

(4/10) ABC - Rural Housing Protocol and DVD – request to complete survey
Action taken – forwarded to cllrs to complete as individuals

(4/13) KALC – Parish News 375
Action taken: forwarded to cllrs

(4/16) ACR Kent – Rural News 35
Action taken: forwarded to cllrs

(4/17) ABC - Development Update
Action taken: forwarded to cllrs

(4/20) Kent Highways – Advice re cutting back vegetation
Action taken: posted on noticeboards and forwarded to parish contacts

(4/22) Voluntary Action Maidstone - New Falls Prevention classes
Action taken: posted on noticeboards and forwarded to parish contacts

(4/23) KALC - Financial Update :Repeal of s.150 (5) of the Local Government Act 1972 :
Implementation and New Developments
Action taken: forwarded to Resource Cttee

(4/24) Canterbury City Council - Canterbury District Local Plan – Publication Draft 2014
The clerk was asked to forward to cllr Swan so he could participate as a member of the public.

(4/26) KALC - Kent Police Speed Watch Team: a mini conference for community speed watch practitioners
Action taken: forwarded to PACT

(4/27) Southeastern - Stakeholder survey
Action taken: forwarded to Rail Service reps on R&T team
The clerk was asked to respond using Rail Service reps feedback ignoring the final question requiring a comparison with other organisations and copy all cllrs

(4/28) Nick Keegan - Catha's Seat Newsletter 012 - Construction Underway & Launch Reminder for 3rd May
Action taken: forwarded to parish contacts
The clerk was asked to publicise the 3rd May launch via, noticeboards, local press and website

(4/29) ABC - BT Openreach - Request to place cabinet on ABC land at the side of the bus shelter on Felborough Close junction with Bagham Road, Chilham

Action taken: forwarded to cllrs

The clerk was asked to advise that parish council preference would be for the cabinet to be sited next to the existing cabinet in Bagham Road.

(4/30) KALC - DCLG Consultation: S106 Consultation

The clerk was asked to advise KALC that it supported the proposals set out in para5 (increasing the threshold for designating underperforming authorities) and opposed para6 (introduction of a threshold for affordable housing contributions)

(4/35) Ringmaster emails:- Kent Search & Rescue, new NhW website, missing person, Kent Special Constabulary

Action taken: forwarded to cllrs

(4/36) Trading Standard alerts:- Rogue Traders, Young Consumers of the Year, Fly tipping, Scam inheritance letter, scam email

Action taken: forwarded to cllrs

(4/37) Elgin Roadworks alerts:- None

(4/38) Road Closures: Temporary Road Closures – Rural Ashford – from 10 April 2014, Urgent Road Closure - Soles Hill Road, Chilham - 24 March 2014 (Ashford)

Action taken: forwarded to parish contacts

(4/39) APEK Emails: Partner briefings – local news, social policy, Financial Ombudsman workshop

Action taken: forwarded to cllrs

4/9 Community Broadband

Cllr Lincoln reported that the clerk had again contacted the KCC broadband project manager and no date had been forthcoming for the planned KCC/Vfast/CPC meeting but it had been agreed that Cllr Andrew Wickham would chair the meeting.

4/10 Kent Karrier Scheme

A paper from the R&T team had been circulated to cllrs prior to the meeting.

The clerk was asked to contact the parishioner raising this issue and ask for confirmation of the support anticipated in the parish, suggesting the Lunch Club and Chilham Seniors as possibilities.

[Post Meeting Update: As the parishioner had originally suggested that the parish council confirm potential support, this action would be achieved through the clerk contacting parish contacts.]

4/11 Highways

Use of Kent Highways Winter Weather Funds:

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

The clerk was asked to contact Kent Highways requesting it confirmed spending vs budget and redirected unspent funds to rural pot hole repairs and send a copy to the chair of KALC Ashford Area Committee.

Chilham Square:

Cllr Ralph reported that surface reinstatement work would be carried out on 12May. He expected leaflets to be distributed to residents advising them of the works.

Soleshill Road:

Cllr Swan reported that he had met with KHS regarding the situation at the bottom of Soleshill Road.

4/12 Meetings

Annual Parish Meeting:

Cllr Ralph agreed to organise refreshments. A budget of £50 was agreed.

Cllr Swan reported on an Emergency Planning meeting attended in February.
Cllr Lincoln reminded cllrs that the parish council would only reimburse cllrs for meeting where attendance had been agreed by prior arrangement by the parish council as beneficial to the parish.
It was agreed that an expense claim from cllr Swan would not be accepted for these reasons.

Cllrs Ralph and Swan had attended a KALC Ashford Area Committee meeting and the minutes had been circulated to cllrs prior to the meeting.

Cllr Ralph had attended a KALC meeting with the Police Commissioner.

4/13 Village Reports

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

Cllr Ranns had advised the clerk that there was nothing to report from CFDB.

Cllr Swan reported that ABC Housing had visited Felborough Close and discussed issues with its tenants. The clerk was asked to contact ABC and ask for a report of the site visit including its objectives, the issues raised and any action to be taken.

The meeting closed at 9:37pm.

4/14 Date of next meeting

1st May 2014 in Chilham Village Hall
715pm for 730pm

PLEASE NOTE: All updates reported under Matters Arising are recorded in *black italics*. All agreed actions are recorded in *red italics*. Please provide the clerk with an update 2 weeks after the meeting.

CHILHAM PARISH COUNCIL

PROPOSAL FROM CLLR ROY LINCOLN

SUBJECT: APOLOGIES FOR ABSENCE

BACKGROUND:

In recent times, there have been some comments made regarding the presentation of apologies at parish council meetings. To avoid future possible misunderstanding, I would propose that the parish council adopts the following policy for both full council meetings and committee meetings.

I believe that the adoption of this policy would be in line with The Good Councillors Guide and should reduce any confusion on the matter.

PROPOSAL:

In the event that a parish councillor is unable to comply with a summons to attend a meeting, they should inform the clerk as soon as possible, offering apologies for non-attendance together with an explanation. Apologies shall not be presented through fellow councillors.

CHILHAM PARISH COUNCIL

PROPOSAL FROM CLLR LINCOLN

SUBJECT: AGENDA ITEMS

BACKGROUND:

At the June 2013, I 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.

RECOMMENDATION:

That the parish council adopts this policy for requesting agenda items at parish council meeting.

CHILHAM PARISH COUNCIL

REPORT FROM CLLR ROY LINCOLN

SUBJECT: PARISH COUNCILLOR RESPONSIBILITIES

BACKGROUND:

In a recent discussion with our Ward Member, it was agreed that he and I would exchange details relating to the respective responsibilities of Borough Councillors and Parish Councillors. The information exchanged is listed below.

RECOMMENDATION:

It would seem reasonable that the section below relating to parish councillors should, with parish council approval be loaded to the parish council website.

PARISH COUNCILLORS

MAIN PURPOSE

Representing the views of all residents within your parish

SECONDARY PURPOSE

As part of a local council, responsibility for running local services which may include: open spaces, play areas, village halls, community car schemes, etc.

Deciding on how much to raise through the council tax in order to deliver the council's services.

Influencing and shaping the long term development policy for the parish, and as part of the planning process, comment on planning applications in the parish.

Improve the quality of life and the environment of the local area.

Working to identify issues which are important to the lives of the residents represented.

Working to bring about improvements through local projects, lobbying other service providers and working in partnership with other parishes and agencies.

BOROUGH COUNCILLORS

KEY ROLES AND FUNCTIONS OF ALL COUNCILLORS

Councillors are democratically accountable to residents of their Wards. The overriding duty of Councillors is to the whole community, but they have a special duty to their constituents, including those who did not vote for them.

COUNCILLORS:

Are collectively the ultimate policy-makers and carry out a number of strategic and corporate management functions;

Contribute to the good governance of the area and actively encourage citizen involvement in decision making;

Effectively represent the Interests of their Ward and of individual constituents;

Respond to constituents' enquiries and representations, fairly and impartially;

Participate in the governance and management of the Council;

Maintain the highest standards of conduct and ethics; and

Serve the public interest and take decisions having regard to the interests of the whole local community.

CHILHAM PARISH COUNCIL

REPORT FROM CLLR GLANCY

SUBJECT: SITE SUBMISSION CONSULTATION

BACKGROUND:

The parish council approved an outline plan from this consultation at its meeting on 4th March, 2014.

As result, the following arrangements have been made.

Open Meeting – 7th May in St Marys Church at 730pm

- CPC explain how the site submission process fits in with the ABC Local Plan for 2030
- CPC explains how it intends to consult with the parishioners
- Attendees who are able and willing to participate in the workshops put their details into a hat
- 35 names are drawn from the hat

1st Workshop – 22nd May in Chilham Village Hall (large hall) at 730pm

- independent facilitation by ABC who explain the objectives of the workshop and factors to consider
- 3 groups review site submissions and complete a questionnaire form summarising their findings
- ABC lead a review of each set of findings and help attendees form a consensus
- CPC complete an outcome statement based upon the group feedback
- parishioners invited to attend workshop as observers

Open Exhibition – 11th June in St Marys Church at 730pm

- period of one week during which the outcome statement and group findings from the workshop are on display
- open meeting at which CPC explains the outcome reached, the factors considered and collects feedback from parishioners using the same questionnaire form

2nd Workshop – 26th June in Chilham Village Hall (large hall) at 730pm

- CPC review and collate all questionnaires and summarise the feedback using pre-defined method
- 3 groups review feedback questionnaires and CPC feedback summary and complete a form summarising their findings
- CPC conduct a review of each set of findings and help attendees form a final consensus
- CPC complete an outcome statement based upon the consensus reached
- parishioners invited to attend workshop as observers

RECOMMENDATION:

- 1) A leaflet is distributed to all households in April explaining the purpose of the consultation with an invitation to the Open Meeting. This meeting should also be publicised on noticeboards, in Parish News, local press and PC website.
- 2) Final arrangements for the 1st workshop on 22nd May including the questionnaire to be used during the consultation are agreed at the parish council meeting on 1st May.
- 2) Final arrangements for the Open Exhibition on 11th June are agreed at the parish council meeting on 5th June.

ABC LOCAL PLAN FOR 2030 – SITE SUBMISSION CONSULTATION FOR THE PARISH OF CHILHAM

In June 2013, Ashford Borough Council (ABC) wrote to landowners and developers requesting to be notified of any land available for development.

A number of sites were submitted in the parish of Chilham. At this stage, ABC has not made any assessment of the information received.

ABC want communities to be fully engaged in this assessment process and has been in discussion with the parish council to determine a suitable method of consultation.

The parish council now invites all parishioners to participate in a local consultation during May and June that will comprise:

Open Meeting – 7th May in St Marys Church at 730pm

- to explain how the site submission process fits in with the ABC Local Plan for 2030 and how parishioners will be consulted
- attendees who are able and willing to participate in workshops on 22nd May and 11th June put their details into a hat from which 35 names will be drawn

1st Workshop – 22nd May in Chilham Village Hall (large hall) at 730pm

- ABC officers explain the objectives of the workshop and factors to consider so that the 35 participants (split into 3 groups) can review site submissions and complete a questionnaire summarising findings
- ABC officers lead a review of group findings and help form a consensus
- CPC complete an outcome statement based upon group feedback
- parishioners are invited to attend workshop as observers if they wish

Open Exhibition – 11th June in St Marys Church at 730pm

- open meeting at which CPC explains the outcome reached at the 1st Workshop and the factors considered, and collects feedback from parishioners using the same questionnaire
- outcome statement and group findings on display in church prior to meeting

2nd Workshop – 26th June in Chilham Village Hall (large hall) at 730pm

- CPC review and collate all questionnaires and summarise the feedback
- 3 groups review feedback questionnaires and CPC feedback summary and complete a form summarising their findings
- CPC conduct a review of each set of findings and help attendees form a final consensus
- CPC complete an outcome statement based upon the consensus reached
- parishioners are invited to attend workshop as observers if they wish

If you would like to participate in this consultation please come along to the Open Meeting in St Marys Church at 730pm on Wednesday 7th May. This is a chance to have your say in the future development of your parish.

Chilham Parish Council (April 2014)