

## CHILHAM PARISH COUNCIL

### Minutes of the Meeting held at Old Wives Lees Village Hall on 4th December, 2014 at 7.30pm

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

**Apologies:** Cllrs A Brown, B Glancy, G Swan

**In Attendance:** Mr G Dear (Clerk), Boro Cllr D Marriott, Community Warden Peter Willows, 8 members of the public

**Prior to the meeting, Vince Leader from Chilham Mill Estates presented evidence of restrictions imposed on public access and his reasons why it would be a bad idea to open the south bank of Chilham Lakes. He also answered questions for cllrs and the public in attendance.**

**[Cllr Millar arrived at 7:38pm]**

#### **12/1 Apologies**

Cllr Swan had advised the clerk he would not be attending the meeting due to ill health.

Cllr Glancy had advised the clerk he would not be attending the meeting due to work commitments.

Cllr Brown had advised the clerk she would not be attending the meeting due to family commitments.

#### **12/2 Minutes of the meeting held on 6th November 2014**

The minutes were signed as a true record.

#### **12/3 Matters arising from the Minutes**

(11/3) The Milestone Society – Survey of local milestones and advice on restoration

The clerk had contacted the ABC conservation officer with regard to listing the milestone and Kent Highways with regard to clearing vegetation to improve visibility.

With regard to listing the milestone, ABC advised that the milestone needs to:

- 1) Be demonstrably under serious threat of demolition or major alteration
- 2) Be a Designation Department priority under the National Heritage Protection Plan, and
- 3) Possess evident significance, and is obviously worthy of inclusion on the National Heritage List for England (eg lettered milestones in original positions are of interest).

*The clerk had submitted a listing application and had been asked to provide historical information and had issued an appeal for information to parishioners. Cllr Kennett had also collected information from a parishioner.*

*Update required from the clerk at January meeting*

(11/3) Recycling Centre:

As no information had been forthcoming from cllrs with regard to companies that could provide an income generating collection service for metal and glass, the meeting decided to :-

- 1) Agree to the removal of the Metal and Glass recycling bins.
- 2) Enter into an agreement with WhyNotRecycle bearing in mind there will be a responsibility to undertake the cleansing of the area around the banks.

*The clerk had contacted WhyNotRecycle in order to enter into an agreement but had not yet received confirmation of the arrangement.*

*Update required from the clerk at January meeting*

(11/5) Station car park management:

A paper from cllrs Kennett and Lincoln had been circulated to cllrs prior to the October meeting.

Following consideration, it was agreed that:-

- 1) Cllrs Lincoln and Kennett should meet with the developers agent in order to understand future plans in respect of the management scheme and provide feedback on the management plan and current usage of parking spaces.

*Cllr Lincoln reported that a meeting had been arranged for the following week.*

*Update required from the cllrs Kennett and Lincoln at January meeting*

2) The Communications team was asked to obtain feedback from local rail users with regard to current parking arrangements.

*Cllr Ranns reported that she had consulted with a number of regular rail users and that in their view there was a problem with parking spaces. Many had not been using the new parking places as they had not thought they were not available for use by rail travellers and had not been able to find spaces in Station Approach.*

(11/5) Site Submission Consultation:

Late correspondence had been received advising that 3 sites in Chilham had been shortlisted with the qualification “However, these 'shortlisted' sites are not proposed to be a definitive list of Local Plan site allocations at this stage. The final list of proposed site allocations to be included in the new Local Plan will not be determined until 2015 as we still have a number of assessments to apply to the remaining sites.”

*The clerk had forwarded a copy of this correspondence to cllrs.*

(11/6) Grove Lane Street Naming:

*Cllr Lincoln reported that he had requested a grant from Cllr Andrew Wickham’s KCC Members Highway Fund and had received confirmation that a funding application had been approved and that KCC would be liaising with ABC on this matter.*

(11/7) KALC – Elections 2015 – further details of awareness events and supporting documents and suggestion that a provision should be made in 2015/16 budget for training for new and existing cllrs and clerks

*The Resources Ctte had included provision for the suggested training in the draft 2015/16 budget*

(11/7) KALC – Invitation to AGM on 22nd November

*The clerk had registered Cllr Ralph for the event.*

(11/7) War Memorials Trust – suggestion that a listing application should be submitted

The clerk was asked to submit a listing application

*Update required from the clerk at January meeting*

(11/7) KALC - Sustainable Communities Act - Wingham Parish Council proposal – request to consider support

The clerk had forwarded to cllrs so that a decision could be taken at the December meeting.

*Decided not to comment*

(11/7) KALC - DCLG Consultation - Planning and Travellers

*The clerk had forwarded to cllrs so they could respond as individuals*

(11/7) KALC – letter from Kent Police Commissioner requesting feedback on new policing model

*The clerk was asked to forward to cllrs so they could respond as individuals*

(11/7) KALC - Kent County Council Budget Consultation

*The clerk was asked to forward to cllrs so they could respond as individuals*

(11/7) Niall Doherty – Village Road Signs – request to consider smartening up village road signs

*The clerk had contacted Molash PC and identified that the signs involved were the property of Kent Highways*

(11/7) KALC - Consultation on Policing in Kent – have your say

*The clerk had forwarded to cllrs so they could respond as individuals*

(11/8) Community Broadband:

An update from KCC had been received prior to the meeting advising the position with regard to repaying the grant.

*The clerk had requested an invoice in order that the grant could be repaid to KCC.*

(11/10) Improved Road Safety Issues:

Cllr Ralph had circulated a report prior to the meeting with regard to Children Playing signs at OWL Play Area.

Cllr Ralph was authorised to give RCTMS the go ahead to carry out the work for a cost of £400 and ask them to advise the locations approved by Kent Highways.

*Update required from the cllr Ralph at January meeting*

(11/10) Branch Road:

An email had been received from Cllr Andrew Wickham offering to consider using his Members Highway Grant for signage improvements.

The meeting accepted this offer in principle subject to more details on the proposal being provided.

*The clerk had advised this decision, obtained more details of the proposal and Cllr Wickham had submitted an application to use his grant.*

(11/10) Parish Visit:

An email had been received from Kent Highways offering a parish visit.

*The clerk had accepted the offer and arranged for cllrs Kennett and Ralph to attend raising the following issues:-*

*1) Flooding at bottom of Church Hill*

*2) Any other highways issues notified to them by cllrs*

*A report of the meeting had been circulated with the meeting papers.*

(11/12) Noticeboards:

*The clerk had:-*

*1) requested an estimate for the work required to address maintenance issues regarding the noticeboards in OWL and The Nook.*

*2) arranged for the cleaner to spend an hour cleaning noticeboards in the parish*

(11/12) Community Payback:

*The clerk had contacted this scheme with regard to painting the goal posts and ground maintenance work required at Latin Field.*

#### **12/4 Declarations of Interest**

None.

#### **12/5 Planning.**

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

Application No. 14/00225/TC

St Marys Church, Church Hill, Chilham

1 x Whitebeam (56) and 1 x Sorbus (57) fell, 1 x Yew (9) - remove dead branches and 1 x Yew (8) - remove branches and growth below 2m

**RAISE NO OBJECTION**

Application No. 14/01210/AS

Maslow Court, Canterbury Road, Chilham

Change of use of existing automotive training and assessment centre (class D1) to mixed use classes B2/D1 to allow the use of the building for commercial repair of vehicles in addition to the training and assessment

**PERMIT**

##### **Applications Considered**

Application No. 14/01474/AS

Castle Cottage, School Hill, Chilham

Conversion of garage to habitable accommodation to include new pitched roof with roof lights and single storey extension. Complete refurbishment of kitchen including re-roofing, removal of wall between kitchen and dining room, installation of french doors, removal of modern door and window to East wall of kitchen and re-siting of WC and boiler. Re-planning North end of first floor to provide master

bedroom suite including the removal of a wall between master bedroom and dressing room and stud walls forming an internal corridor together with installation of wall insulation to three external walls. Replace wrought iron side gate with solid oak boarded gate in castle estate boundary wall

## **SUPPORT**

### **Sawmills Development:**

Cllr Lincoln reported that the developer was planning to get the footings started for the dwellings adjacent to the A28 Ashford Road before christmas.

### **Public Right of Way around Chilham Lakes:**

Cllr Lincoln proposed that this matter was deferred until the January meeting after which time cllrs would have been able to consider the information provided by Vince Leader as well as that provided by parishioners regarding their use of the footpath. This proposal was approved by the meeting.

*The clerk was asked to include an item on the agenda for the January meeting and provide cllrs with copies of the information collected following the appeal for evidence.*

## **12/6 Finance**

### **Accounts for 2014/15:**

Payments:

The following payments were approved:

From the General Fund:

1866	G Dear	November salary	513.29
1867	G Dear - Expenses	November expenses	50.20
1868	K Jeffery	November litter / toilet cleaning	399.27
1869	ABC	THT-Business Rates	181.00
1870	South East Water	THT-WaterBill	16.00
1871	OWL Village Hall	Hall hire	135.00
1872	JH Marsh & Sons	Bus Shelter repairs	249.42
1873	Staples	Office supplies	32.42
1874	Staples	Office supplies	26.48

From Ringfenced Funds:

1875	Hart Lee	OWL Green - 6mth payment	360.00
1876	Hart Lee	OWL Green - tree surgery	210.00
1877	Hart Lee	OWL Green - extra cut	210.00
1878	KCC	Community Broadband Grant	47,400.00

Total Payments 49,783.08

Cllr Lincoln reported that he and cllr Tharp had reviewed the timesheet and expenses submitted by the clerk for November and accepted them as reasonable.

The clerk provided the following information to explain the payment to Ball Contractors approved at the November meeting, subject to obtaining a breakdown of the costs, for a new light fitting in Taylors Hill toilets:-

- 1) CPC uses Ball Contractors for the electrical inspections and associated maintenance with regard to the toilets as they had previous experience of maintaining the facility for ABC. They were therefore asked to provide an estimate for the work required to repair a faulty light fitting in the ceiling of the mens toilets. This fitting is a vandal proof fitting designed for use in public places such as public toilets.
- 2) The cost of fitting was Materials @ £411.97 Labour @ £55.62 plus VAT
- 3) The instruction was to replace like with like.

### **Recycling Bids:**

The following bids were approved:

OWL Community Choir – £100 towards running costs

Chilham Square Xmas Tree - £300 towards costs

### **Report from Resources Committee:**

At its meeting on 20th November, the RC committee:-

- 1) reviewed performance against the 2013/14 budget and identified a projected underspend of £1756
- 2) noted that outstanding asset maintenance requirements would not jeopardise a breakeven position
- 3) asked the clerk to prepare a 3year budget forecast for consideration at the December committee meeting based upon the following assumptions: a) each year breaks even against budget; b)the annual expenditure anticipated by our reserving policy rules is accurate.
- 4) reviewed tenders for the Independent Internal Audit contract and asked Cllr Lincoln to produce a proposal for consideration at the December council meeting recommending its preferred contractor

### **Independent Internal Audit contract:**

A paper from cllr Lincoln had been circulated to cllrs prior to the meeting.

It was decided to offer a 3 year contract to David Buckett.

*The clerk was asked to circulate the 3 tenders received to cllrs for information.*

### **12/7 Correspondence**

(12/3) Ashford Counselling Service – request for donation  
Decided not to donate.

(12/6) ABC – Local Plan to 2030 – Shortlisted Rural Sites  
Action taken: forwarded to cllrs

*The clerk was asked to publicise in local press, Parish News, noticeboards and website. (The 3 sites shortlisted were DN2-Land at Harvest House, Branch Road; DN12-Land between Bagham Lane and Felborough Close; DN13-Land between Bagham Road, Arden Grange & recreation ground)*

*The clerk was asked to advise ABC that the parish council requested further public consultation on the shortlisted sites and would take up the ABC offer made after the consultation in the summer to run workshops.*

(12/14) Kent Highways - Parish Visits  
Action taken – considered at November meeting

(12/16) ABC - Parish Council Tax Support & Concurrent Grants  
Action taken – forwarded to Resources Cttee

(12/17) KALC - KCC Highways and Transportation Survey  
Action taken: forwarded to cllr Ralph

(12/24) ABC - Leader Briefing Note - No 55  
Action taken: forwarded to cllrs

(12/27) Kent Police - Mobile Police Station - Christmas period  
Action taken: forwarded to parish contacts

(12/29) Jane Martin – Dirty road signs and Community Broadband

*The clerk was asked to respond explaining that:-*

- 1) The resource committee was considering arranging for the cleaner to clean ABC street signs*
- 2) Kent Highways had been contacted to establish whether the same was possible for KCC road signs*
- 3)The clerk would be contacting KCC to request an update on the Making Kent Quicker broadband initiative with regard to the parish.*

(12/30) Weald NhW – Invitation to Spring Meeting  
Decided to accept the invitation.

(12/32) Ringmaster emails:- Burglaries, vehicle theft, Operation Castle, flyer scam  
Action taken: forwarded to cllrs

(12/33) Trading Standard alerts:- BMG survey for KHS, system security scam, TS Newsletter  
Action taken: forwarded to cllrs

(12/34) Elgin Roadworks alerts:- A28 Canterbury Road

Action taken: forwarded to cllrs

(12/35) Road Closures: Overnight A28 Closures – Ashford Area – from 3 November 2014

Action taken: forwarded to cllrs

(12/36) APEK Emails: APEK partners' job vacancies, APEK Partner Briefings, APEK Partner Events, Outcomes-based commissioning workshops

Action taken: forwarded to cllrs

### **12/8 Community Broadband**

An invoice in order to repay the grant to KCC had been received prior to the meeting and a cheque payment had been approved allowing the clerk to repay the grant. The responsibility was now with KCC to handle the procurement process for the Vfast service.

*The clerk was asked to request an update from KCC on this procurement process.*

### **12/9 Highways**

#### **Parish Highway Issues:**

Cllr Ralph had circulated a report of the meeting recently held with Kent Highways on parish issues to cllrs prior to the meeting.

*It was agreed that cllrs Ralph and Kennett should monitor progress on the issues raised and provide regular updates at future council meetings.*

### **12/10 Meetings**

#### **Sawmills Development – Developer Contributions:**

Cllr Lincoln circulated a report to cllrs of an initial meeting with ABC officers to regarding s106 developer contributions towards the provision of Play Areas, Outdoor Sport and Informal Open Space in the parish.

*The clerk was asked to include an item on the agenda for the January meeting to consider a list of items to be discussed in future meetings and how CPC should manage a public consultation on the use of the monies.*

#### **OWL Village Hall:**

Cllr Lincoln circulated a report of OWL village hall committee meetings including a recent AGM.

#### **Chilham Village Sign:**

Cllr Kennett reported on a meeting with the contractor chosen to manufacture the village sign and advised that he would be asking the clerk to arrange a cheque payment for a deposit as expenditure on this project had been approved at an earlier meeting.

**[Cllr Millar left the meeting at 09.26pm]**

### **12/11 Village Reports**

Community Warden Peter Willows gave his monthly incident report to cllrs at the meeting including liaison with PCSO Chris Ellingham.

#### **CFDB:**

Cllr Ranns reported that an AGM had been arranged for later in December.

*The clerk was asked to update the schedule of responsibilities issued with council meeting papers with regard to PACT and the now defunct Police and Parish Forum.*

*The meeting closed at 9:33pm.*

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

8th January 2015 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*.