

## CHILHAM PARISH COUNCIL

### Minutes of the Meeting held at Chilham Village Hall on 4th September, 2014 at 7.30pm

**Present:** Cllrs A Brown, B Glancy, D Kennett, A Ralph (Chairman), A Millar, H Tharp

**Apologies:** Cllrs R Lincoln, A Ranns, Boro Cllr D Marriott

**In Attendance:** Mr G Dear (Clerk), Community Warden Peter Willows, 6 members of the public

#### 9/1 Apologies

Cllr Lincoln had advised the clerk that he would not be attending due to holiday.

Cllr Ranns had advised the clerk that she would not be attending due to holiday.

Boro Cllr Marriott had advised the clerk that he would not be attending due business commitments.

#### 9/2 Minutes of the meeting held on 7th August 2014

The minutes were signed as a true record.

**[Cllr Brown arrived at 7:35pm]**

#### 9/3 Minutes of the meeting held on 21st August 2014

The minutes were signed as a true record.

**The meeting decided that the agenda item concerning Clerks Performance Review would be held in closed session due to the sensitive nature of the business to be considered. Cllr Millar voted against.**

#### 9/4 Matters arising from the Minutes

(8/4) Review of Council Contracts:

The clerk was asked to investigate whether options should be considered for the internal audit contract as, with the transfer of the toilets, council accounts had become more complex so that a decision could be made in October.

*Update required from the clerk at October meeting*

(8/4) KALC – NALC updates including Model Financial Regulations

The Resources Cttee was asked to consider the proposed update to Financial Regulations at its July meeting.

*Resource Cttee meeting deferred until October, update required from the Resources Cttee at November meeting*

(8/6) Response to ABC following Open Exhibition:

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

The meeting approved the proposal.

*The clerk had submitted the agreed outcome statement to ABC as set out in the paper, and publicised the table of results and proposal via PC website and noticeboards.*

(8/6) Proposal from Planning Team following recent Open Forum:

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

The meeting approved the proposal with one amendment.

*The clerk had asked updated Standing Orders with the adopted policy and circulated this to members.*

(8/7) Recycling bids:

*The clerk had advertised for bids for grants from the recycling fund via Parish News, noticeboards and PC website.*

(8/8) Correspondence:

The clerk advised members that a parishioner had submitted a Freedom of Information request for “copies of all communications to and from CPC or any council members regarding the application and appeal of land between Mulberry House and Highdown, Mulberry Hill, Chilham.”

Members were asked to provide the clerk with the following information by end 15th August:-

- 1) whether they held any correspondence covered by the request
- 2) copies of this correspondence

*The clerk had responded to the FoI request with copies of communications held in CPC records and those provided by parish councillors.*

(8/8) 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 was asked to submit a listing application.*

(8/8) Doug Marriott - Station Car Park Management

Action taken: forwarded to cllrs

*The clerk had put an item on the agenda for the September meeting to consider this correspondence.*

(8/8) Yve White - Council charges for garden waste removal

Cllr Ralph was asked to raise this issue at the next KALC Ashford Area committee meeting.

*The clerk had responded advising the action being taken. Cllr Ralph advised that he had made a request for the issue to be considered at the KALC Ashford Area meeting on 24th September.*

*Update required from cllr Ralph at the October meeting*

(8/8) Local Works - Empowering Parish Councils to sell electricity – request to submit proposal

*The clerk had responded confirming that CPC supported the proposal.*

(8/8) Kent Downs AONB Unit - AONB Village signs

The meeting decided to support the proposal to improve signage but asked Cllr Ralph to investigate and report on the current AONB signs before any commitment would be made on expenditure.

*The clerk had responded advising this decision. There was an agenda item later in the meeting to consider this matter.*

(8/8) James Fraser – Chilham Lakes – request to query the status of a public footpath around the lake

*The clerk had queried the status of the footpath and there is an agenda item later in the meeting to consider this matter.*

*The clerk had responded advising the action taken.*

(8/8) Kent Highways - Denne Manor Lane, Shottenden – request for approval to tarmac the triangle at the junction with Chequers Farm Road

Action taken: forwarded to cllrs

*The clerk had responded advising support.*

(8/8) Air Ambulance – Request for donation

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

(8/8) ABC – Stables, Arenas and other horse related development – SPD Consultation

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

(8/8) KCC – proposed change to Bridleways AE27 and AE28 in the parish of Chilham

Decided not to comment

*The clerk had responded advising this decision.*

(8/8) Streetlife - Can you help strengthen your community?

*The clerk had forwarded to parish contacts.*

(8/8) ABC - Recycling Banks – collections expected to cease by 30th September 2014 – option for parishes to make individual arrangements

The clerk advised that volumes collected from the Taylors Hill recycling centre for 2013/14 had been obtained from ABC.

*The clerk had contracted contractors asking:-*

*1) would they provide a collection service based upon 2013/14 volume*

*2) what payment would they make for the materials collected*

*3) what charges would they make for collection*

*4) what is the minimum viable tonnage for the service*

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

*Cllr Ralph had made a request for a borough-wide initiative on this issue to be considered at the KALC Ashford Area Committee on 24th September.*

*Update required from cllr Ralph at the October meeting.*

(8/9) Need To Know Policy

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

The meeting approved the recommended policy with one amendment. Cllr Glancy abstained. Cllr Swan voted against.

*The clerk had updated Standing Orders with the adopted policy and circulated this to cllrs.*

(8/18) Ward Member Relationship - Offer from Ashford Borough Council:

After consideration, the meeting passed the following motion:-

Chilham Parish Council accepts the offer from ABC to provide an independent facilitation solution to its problems with regard to:

(1) Its relationship with the ward member

(2) The behaviour of parish councillors

and asks ABC to instigate the design and implementation of this solution and requests that ABC provide the parish council with its proposed design as soon as possible. Cllr Swan abstained.

*The clerk had advised ABC of this decision and an initial introductory meeting had been arranged for 25th September.*

The meeting noted that the terms of reference for this internal review had changed from those originally understood at the meeting on 21st August and had been broadened.

## **9/5 Declarations of Interest**

None.

## **9/6 Planning.**

### **Decisions received from Ashford**

Application No. 14/00558/AS

Hollytree Cottage, Cobbs Hill, Old Wives Lees

Change of use of land to residential garden and erection of a detached storage building and workshop.

### **PERMIT**

Application No. 14/00746/AS

Chilham Castle, Chilham Castle Estate, Chilham

Reinstate open and closed storage units - greenhouse area.

### **GRANT CONSENT**

Application No. 14/00787/AS

Clifton Cottage, The Street, Chilham

Strip and re tile entire roof replacing any broken tiles with old kent tiles. Replace windows with and replace 3 doors with purpose made

### **GRANT CONSENT**

Application No. 14/00802/AS  
Chilham Castle, Chilham Castle Estate, Chilham  
Re-instate open and closed storage units in greenhouse area for domestic use.

**PERMIT**

Application No. 14/00809/AS  
Shrimpton House, Selling Road, Old Wives Lees  
Erection of a single storey rear extension.

**PERMIT**

Application No. 14/00837/AS & 14/00838/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. Replace wrought iron side gate with solid oak boarded gate in castle estate boundary wall

**PERMIT & GRANT CONSENT**

**Applications Considered**

Application No. 14/00181/TP  
Chilham Village Hall, Chilham Castle Estate, Chilham  
4 x Sycamores (T2, T4, T5 and T6) - Section fell, 2 x Sycamores (T1 and T3) - Crown lift by 4/5 metres and remove dead wood. Section ivy.

**SUPPORT**

Application No. 14/01003/AS  
Cherry Cottage, Green Lane, Old Wives Lees  
Insertion of dormer window to front elevation.

**SUPPORT**

Application No. 14/01082/AS  
Old Plough Cottage, Soleshill Road, Shottenden  
Erection of a ground floor side extension

**SUPPORT**

**Sawmills Development:**

Cllr Kennett reported he and cllr Lincoln had attended a meeting with representatives from Orbit on 20th August to discuss the development. Orbit had advised that start of work had been delayed by wildlife issues and that steps were being taken to address drainage issues. Another meeting was planned in September.

**Correspondence from Ward Member on station car park management:**

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

*The clerk was asked to clarify whether 'free car parking' was included in the s106 agreement.*

It was agreed that the paper should be reconsidered at the October meeting when this clarification had been obtained.

**Approach regarding a public right of way around Chilham Lakes:**

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

*The clerk was asked to arrange for cllrs Brown and Glancy to meet the owner of Chilham Lakes during September to discuss the footpath around the southern edge of the lakes.*

It was agreed that the paper should be reconsidered at the October meeting when the information gathered by cllrs Brown and Glancy could also be considered.

## 9/7 Finance

### Accounts for 2014/15:

Payments:

The following payments were approved:

From the General Fund:

1834	G Dear	August salary	513.29
1835	G Dear	August expenses	58.18
1836	K Jeffery	August litter picking / toilet cleaning	480.05
1837	ABC	THT-Business Rates	181.00
1838	South East Water	THT-WaterBill	16.00
1839	A R Groombridge	OWL grass cutting	309.60
1842	D Kennett	Matls-Planters/Noticeboard/Benches	40.83

From Ringfenced Funds:

1840	Playdale	OWL play area repairs	3,019.07
1841	Chilham Drama Society	Recycling Grant - Stage Equipt	200.00

Total Payments 4,818.02

The meeting expressed its gratitude at the work done by Cllrs Kennett and Tharp to maintain planters, noticeboards and benches.

It was noted that, following a performance review in October 2012, the clerk had been submitting monthly timesheets and an expense claim supported by invoices or receipts so that they could be approved by his reviewers and the PC chair prior to the council meetings at which the corresponding cheques were presented for payment.

**Following a disturbance the meeting was adjourned for a period of 5 minutes.**

## 9/8 Correspondence

(9/2) Dr Lisa Stead – Location filming research project – Request to become a community partner

The meeting decided to become a community partner and request the terms of reference for the project before it starts.

*The clerk was asked to respond accordingly.*

(9/6) KALC - Take extra care during Fire Brigades Union strike 9-16 August

Action taken: forwarded to parish contacts

(9/8) KALC - How would you deal with offenders? Have your say

The deadline for responding had passed

(9/9) KALC - Devolution of Services and Community Agents - Call for Evidence

Action taken: responded listing litter picking, public conveniences and community warden

(9/11) KALC - Open and Accountable Local Government

Action taken: forwarded to cllrs

(9/12) Marilyn Sansom - Behaviour at Chilham Parish Council Meetings

Action taken: acknowledged receipt and advised of proposed independent review

(9/27) Roger Hopkins - Parish Council Meeting 7th August 2014 – Request that mobile phones should be switched off in the gallery during parish council meetings

(9/28) Malcolm Smith - Parish Council Meeting 7th August 2014 – Request that mobile phones should be switched off in the gallery during parish council meetings

A paper addressing issues raised in these items of correspondence had been circulated to cllrs prior to the meeting.

The meeting agreed that, at the beginning of each parish council meeting, the chair should ask for all mobile phones to be switched to silent mode. Additionally, each meeting agenda should carry a polite notice to that effect. It was also agreed that Standing Orders should be updated to include this statement.

Cllr Millar voted against.

*The clerk was asked to update Standing Orders and circulate the updated version to cllrs for their records.*

(9/30) KALC - Amendment to NALC's 2013 Model Standing Orders (England)

*Action required: Standing Orders need to be updated to remove the clause preventing audio or video recording or photographs of the meeting.*

(9/34) ABC - Follow up Letter to parish clerks Recycling Banks

Action taken: there is an agenda item to consider this matter

(9/35) KCC - Ashford District Rural Networking Meeting invitation

*The clerk was asked to forward the invitation to OWL Toddlers Group and Chilham St Marys Pre-school*

(9/36) KCC - Urban Networking Meeting

Decided not to respond

(9/37) ACR Kent - Rural Community Retailer Competition

*The clerk was asked to forward to parish contacts noting the deadline date.*

(9/42) Ringmaster emails:- garden thefts, theft of motor vehicle, intimidating debt recovery phone calls, rogue traders, Blue Badge internet, forced entry

Action taken: forwarded to cllrs

(9/43) Trading Standard alerts:- telephone scam, rogue traders, Blue Badge internet scam, FIFSA World Cup lottery scam

Action taken: forwarded to cllrs

(9/44) Elgin Roadworks alerts:- Branch Road, A252 Maidstone Road, A28 Ashford Road, A28 Canterbury Road Action taken: forwarded to cllrs

(9/45) Road Closures: Emergency Road Closure - Long Hill, Chilham - 15 August 2014 (Ashford), Urgent Road Closure - Hunter Road, Ashford - 13 August 2014 (Ashford)

Action taken: forwarded to parish contacts

(9/46) APEK Emails: APEK Partner Briefing - Social Investment, APEK General Meeting at the APEK Partners' Forum on Tuesday 16-9-14, APEK Partner Briefing - Important opportunity to feed into the PIP review, APEK - AGM 15-7-14 draft minutes

Action taken: forwarded to cllrs

### **9/9 Community Broadband**

The clerk reported that KCC had advised that they expected to be able to provide an update by mid September.

### **9/10 Recycling Centre**

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

*Cllrs were asked to look for companies other than those advised by ABC that would provide an income for metal and glass.*

*The clerk was asked to forward to cllrs the original letter and the emails sent to the companies advised by ABC.*

It was agreed that the paper should be reconsidered at the October meeting when the information gathered by cllrs could also be considered.

**[Cllr Millar left the meeting at 9:33pm]**

## **9/11 Highways**

### **Improved Road Safety Issues:**

This item was deferred until the October meeting.

### **AONB signs:**

Council decided not to take up the offer from KCC to share the cost of upgrading AONB signs as it could not justify the expenditure.

### **Winter Snow Clearance Route:**

*The clerk was asked to request that Cobbs Hill and Mulberry Hill are included in the snow clearance route for the coming winter.*

**[Cllr Millar rejoined the meeting at 9:40pm]**

## **9/12 Meetings**

No reports received.

### **Xmas Tree in the Square:**

Cllr Kennett reported that the date for switching on the lights would be 14th December and that a request for a grant would be made at the October meeting.

## **9/13 Village Reports**

Community Warden gave his monthly incident report at the meeting.

There were no other reports.

## **9/14 Clerks Performance Review (Closed Session)**

Cllr Tharp confirmed that the clerks appraisal had been completed earlier that week and that a report would be provided at the October meeting. Cllrs were thanked for their contributions.

Cllr Millar asked to see copies of the clerks expenses and was advised that it was agreed by the council for the clerk to provide cllrs Lincoln & Tharp with receipts and invoices supporting his expenses each month for monitoring and approval prior to council meetings.

*The meeting closed at 10:10pm.*

## **9/15 Date of next meeting**

2nd October 2014 in Old Wives Lees 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*.