

CHILHAM PARISH COUNCIL

Minutes of the Meeting held at Chilham Village Hall on 6th November, 2014 at 7.30pm

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

Apologies: Cllrs A Brown, G Swan, Community Warden Peter Willows

In Attendance: Mr G Dear (Clerk), Boro Cllr D Marriott, 1 member of the public

11/1 Apologies

The clerk had been advised that Cllr Swan would not be attending due to illness.

Cllr Brown advised the clerk after the meeting that she was unable to attend due to work commitments at late notice.

11/2 Minutes of the meeting held on 2nd October 2014

The minutes were signed as a true record after 3 amendments.

11/3 Matters arising from the Minutes

(10/4) 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.

The Resource Cttee report under an agenda item later in the meeting covers this matter.

(10/4) KALC – NALC updates including Model Financial Regulations

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

The Resource Cttee report under an agenda item later in the meeting covers this matter.

(9/4) 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 December meeting

(10/4) 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. There is 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.

Cllr Ralph reported that he had been asked to present this matter for discussion at the next Parish Forum.

The clerk had publicised the planned date of removal (w/e 24th October) via Parish News, local press, noticeboards, PC website and parish contacts.

(10/4) Improved Road Safety Issues:

This item has been deferred until the November meeting. There is an agenda item later in the meeting to consider this.

(10/6) 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.

It was agreed that cllrs should consider the matter further so that a decision on next steps could be taken at the November meeting.

The clerk had obtained the latest information from ABC regarding the car park management scheme and circulated this to cllrs.

(10/6) Approach regarding a public right of way around Chilham Lakes:

A paper from cllrs Glancy and Tharp had been circulated to cllrs prior to the meeting.

The paper and its proposal was accepted with one amendment.

The clerk had:-

1) Requested copies of the evidence of restrictions held by the owner

2) Issued an appeal for evidence of use via local press, Parish News, PC website, parish contacts and noticeboards

The owner had been contacted to explain the parish council approach to this matter and had provided the clerk with contact details for evidence of restricted access that were now being followed up. The clerk had also apologised for not contacting the owner in advance of the appeal for information.

(10/8) Diana Holbrook – Chilham Square – opportunity to revisit the CFDB consultation outcome

The clerk had requested that CFDB responded directly copying in CPC and to advise Diana Holbrook accordingly.

(10/8) R Brook – Comments on behaviour by parish councillors

The clerk had responded explaining that the offer of an independent review had been accepted in order to resolve the concerns raised.

(10/8) Anthony Perrett – Chilham Square – Comments on letter from Diana Holbrook

The clerk had responded explaining the action agreed for the letter.

(10/8) St Marys PCC – Invitation to Licensing of Rev Sue Starkings

The clerk had forwarded the invitation to all cllrs.

(10/8) KALC - Information to help your Parish/Town Council promote the 2015 elections

The clerk had publicised this via local press, Parish News, PC website, parish contacts and noticeboards

(10/9) Community Broadband:

Cllr Lincoln proposed that an ultimatum should be given to KCC (cc Cllr Andrew Wickham) to provide a final report by end October explaining how the issues preventing this project moving forward would be addressed, adding that if a satisfactory response was not forthcoming a cheque for returning the grant would be presented for approval at the November meeting. This proposal was approved by the meeting.

The clerk had responded to KCC accordingly.

(10/10) 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 confirmed details of the arrangement.

Update required from the clerk at December meeting

(10/12) Winter Salting Routes:

Cllr Lincoln expressed his disappointment at the response from Kent Highways not to consider including Cobbs Hill and Mulberry Hill in its winter salting routes.

The clerk had resubmitted the request (cc Cllr Andrew Wickham) citing the number of houses along these 2 roads, the fact that both are steep hills and also bus routes but KCC had replied stating its decision would not be reconsidered.

(10/14) Community Warden consultation:

The clerk had publicised this consultation via local press, Parish News, PC website, parish contacts and noticeboards.

(10/14) Xmas Tree in the Square:

Cllr Kennett reported that a budget of £300 was anticipated and agreed to confirm the names on the working group. He was asked to suggest to the working group that they submit a recycling grant bid limited to £300 to cover the costs of the event.

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

11/4 Declarations of Interest

Cllr Glancy declared an Other Significant Interest in respect of planning application 14/00225/TC.

The clerk declared an interest in street naming application 14/0152/CR.

11/5 Planning.

Decisions received from Ashford

Application No. 14/01071/AS

Station Yard, Station Approach, Chilham

Change of use for a section of land adjacent to a school from sui generis to non-residential educational, D1

PERMIT

Application No. 14/01082/AS

Old Plough Cottage, Soleshill Road, Shottenden

Erection of a ground floor side extension

PERMIT

Application No. 14/01092/AS

Barn and cold store at, Glebe Orchard, Bowerland Lane, Chilham

Prior approval for the proposed change of use of agricultural buildings to 1no. dwellinghouse with detached garage/office and associated operational development

PRIOR APPROVAL REFUSED

Application No. 14/01115/AS

Woodchip, Maidstone Road, Chilham

Erection of a garage to front of property (retrospective)

PERMIT

Applications Considered

Application No. 14/00225/TC

St Marys Church, Church Hill, Chilham

1 x Lime (70) - remove lower branch and climb tree to inspect, 13 x Lime's (4-15 and 70) - remove and dispose of suckers, 1 x Whitebeam (56) and 1 x Sorbus (57) fell, 3 x Lime's (11-13) - dead wood, 8 x Lime's (4-8, 10, 14, 15) and 1 x Yew (9) - remove dead branches and 1 x Yew (8) - remove branches and growth below 2m

SUPPORT

[Cllr Glancy left the room, did not participate in the debate and did not vote]

Street Naming applications received

Application No. 14/0152/CR

Grove Lane, Old Wives Lees

To formalise road name 'Grove Lane' and in turn update addresses to reflect this change.

SUPPORT

[The clerk left the room while this item was considered]

Sawmills Development:

Cllr Lincoln reported that the ecological issue delaying work was expected to be resolved within the next week. Cllr Glancy was asked to forward concerns regarding water draining from the site into Chilham Lake to cllr Lincoln so these concerns could be raised with Orbit.

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.

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

Amenity light in The Street:

Cllr Lincoln reported that ABC had been formally advised of the location required for the light (ie outside Belwethers).

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 was asked to forward a copy of this correspondence to cllrs.

11/6 Finance

Accounts for 2014/15:

Payments:

The following payments were approved:

From the General Fund:

1856	G Dear	October salary	513.09
1857	G Dear - Expenses	October expenses	29.65
1858	K Jeffery	October litter picking / toilet cleaning	485.75
1859	ABC	THT-Business Rates	181.00
1860	South East Water	THT-WaterBill	16.00
1861	A R Groombridge	OWL grass cutting	309.60
1862	A R Groombridge	OWL grass cutting	309.60
1863	Ball Contractors	THT-Maintenance	561.11
1864	PKF Littlejohn	External Audit	360.00
1865	D Kennett	Chilham Planters	37.00

From Ringfenced Funds:

None

Total Payments 2,802.80

The clerk was asked to withhold cheque 1863 dependent on receiving a breakdown of the costs.

The clerk reported that the Audit Return for 2013/14 had been approved by the external auditor with 2 minor comments. He also reported that the contractor responsible for maintaining OWL Green had been authorised to carry out an extra cut of the hedges due to higher than usual growth.

Recycling Bids:

The following bids were approved:

Chilham Seniors - £250 towards expenses

CPRGT - £400 towards extra outdoor furniture for play area

Consideration of the following bids was deferred until the December meeting:-

OWL Community Choir – £100 towards running costs

Funding decisions regarding the following were deferred until the December meeting:-

1) Grove Lane Street Naming

Cllr Lincoln was asked to request a grant from Cllr Andrew Wickham's KCC Members Highway Fund.

2) Xmas Tree - £300 towards project costs

Report from Resources Committee:

At its meeting on 30th October, the RC committee decided :-

1) to recommend that, in line with the budget proposal agreed at the February council meeting, the cleaners hourly rate is increased from 1st October by 2% from £6.55 per hour to £6.68.

The meeting agreed to the recommended proposed increase in hourly rates.

2) to meet in November, December and January in order to produce a budget for 2015/16 and tackle the issues of reduced grant income and moving to a 3 year budget cycle

3) to review the latest NALC Practitioners Guide and consider how this could be used in future with regard to the Governance statement completed in the annual Audit Return

4) to review our financial regulations against the latest model NALC regulations

5) to investigate an option to move towards a wider reaching Independent Internal Audit regime.

11/7 Correspondence

(11/1) 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 were asked to include provision for the suggested training in the 2015/16 budget

(11/4) Southern Water – Water Resources & Drought Strategy – invitation to attend workshop

Decided not to respond

(11/6) KALC – Invitation to AGM on 22nd November

The clerk was asked to register 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

(11/8) KCC - Community Warden Consultation – request to participate Council

Action taken: forwarded to parish contacts

(11/9) ABC - Volunteers needed for KCC Public Health Focus Group

Action taken: forwarded to cllrs

(11/10) KALC – KCC Community Warden Consultation

Action taken: forwarded to parish contacts

(11/11) Southeastern - Stakeholder forum, Ashford, 28 October 1800 – 2000

Action taken: rail rep attended

(11/13) ABC - Development Update

Action taken: forwarded to cllrs

- (11/14) KALC - KALC Community Awards Scheme 2015 – request to adopt scheme and identify a person of group that have made a significant contribution to the local community submitted
Decided not to respond
- (11/15) KALC - Sustainable Communities Act - Wingham Parish Council proposal – request to consider support
The clerk was asked to forward to cllrs so that a decision could be taken at the December meeting.
- (11/18) Kent Police - Introduction to Ashford & Tenterden District Commander
Action taken: forwarded to parish contacts
- (11/19) Kent Highways - Parish and Town Council Seminar – 18th November 2013 – invitation
Action taken: forwarded to cllr Ralph
- (11/20) CASE Kent - Ashford Funding Fair
Action taken: forwarded to parish contacts
- (11/21) KALC - DCLG Consultation - Planning and Travellers
The clerk was asked to forward to cllrs so they could respond as individuals
- (11/22) KALC - Update to the Model Financial Regulations
Action taken: forwarded to Resource Cttee to consider
- (11/23) KALC - National Ambulance Strike on Monday 13th October
Action taken: forwarded to parish contacts
- (11/24) 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
- (11/25) KALC - Kent County Council Budget Consultation
The clerk was asked to forward to cllrs so they could respond as individuals
- (11/26) KALC - NALC Events Survey
Decided not to respond
- (11/27) Kent Highways - Salt Bags - Urgent response required please
Action taken: forwarded to cllr Ralph and salt bags requested for OWL village centre and Shottenden cross roads
- (11/28) KALC – Parish News October 2014
Action taken: forwarded to cllrs
- (11/29) Niall Doherty – Village Road Signs – request to consider smartening up village road signs
The clerk was asked to contact Molash PC and Cllr Andrew Wickham to identify funding options
- (11/30) Nick Keegan - Catha's Seat Newsletter 024 - Launch Picnic Film
Action taken: forwarded to parish contacts
- (11/32) Kent Highways - Parish and Town Council Seminar – 18th November 2013 – agenda
(Action taken: forwarded to cllr Ralph
- (11/34) ACR Kent – Invitation to 91st Annual Meeting of Action with Communities in Rural Kent
Decided not to respond
- (11/35) UK Power Networks - Update from UK Power Networks on Adverse Weather on Tuesday 21st October 2014 Film
Action taken: forwarded to parish contacts
- (11/36) KALC - Community Resilience and Emergency Planning
Action taken: forwarded to Emergency Planning team
- (11/41) ABC Leader - Briefing Notes, alongside a re-issued digest of a number of previous briefings
Action taken: forwarded to cllrs

(11/42) ABC - Promoting free parking - we need your help Film

Action taken: forwarded to parish contacts

(11/43) Kent Highways - Winter Local Plan for 2014/15

Action taken: forwarded to cllrs

(11/44) KALC - Consultation on Policing in Kent – have your say

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

(11/45) KALC - National Fire Brigades Union strike from 6pm Friday 31 October to 6pm Tuesday 4 November

Action taken: forwarded to parish contacts

(11/46) ABC - Minutes of the Parish Forum held on 22nd October 2014

Action taken: forwarded to cllrs

(11/47) KALC – Elections 2015

Action taken: forwarded to cllrs

(11/48) KALC - Kent Police burglary campaign

Action taken: forwarded to parish contacts

(11/49) ABC Leader - Briefing Note 54

Action taken: forwarded to cllrs

(11/51) Marilyn Sansom – Road Sign

Action taken: forwarded to Planning team

(11/52) Ringmaster emails:- Operation Castle, vehicle damage and theft, fire strike, burglary leaflet, scam emails, burglaries, ticket scam

Action taken: forwarded to cllrs

(11/53) Trading Standard alerts:- debt collector scam email, rogue traders, bogus callers, lottery scam

Action taken: forwarded to cllrs

(11/54) Elgin Roadworks alerts:- Cobbs Hill, Soleshill Road, Chequers Farm Road

Action taken: forwarded to cllrs

(11/55) Road Closures: Temporary Overnight Road Closures – A28 Canterbury Road, Boughton Aluph / Kennington – 10 & 11 November 2014

Action taken: forwarded to cllrs

(11/56) APEK Emails: APEK partners' job vacancies, APEK Partner Briefings, APEK Partner Events, APEK Partner Request, APEK Welfare Benefits Advisers' Forum

Action taken: forwarded to cllrs

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 was asked to request an invoice in order that the grant could be repaid to KCC.

11/9 Chilham Village Sign

Cllr Kennett was authorised to give the go ahead for the project once it had been confirmed that the total cost would be within a budget of £1500 and the contractors insurance was acceptable to ABC.

The clerk was authorised to provide cheques required to pay any deposits need to allow the work to progress.

11/10 Highways

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.

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 was asked to advise this decision and obtain more details so a decision could be taken at the December meeting.

Parish Visit:

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

The clerk was asked to accept the offer and arrange 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

[Cllr Marriott arrived at 09:53 having been delayed at an earlier meeting]

11/11 Meetings

Cllr Ralph had circulated a report from a recent Parish Forum advising that the last payment from ABC of recycling credits would be in 2015/16 and not 2014/15.

11/12 Village Reports

Community Warden had provided a monthly incident report and this had been circulated to cllrs prior to the meeting.

CFDB:

Cllr Glancy advised that a meeting was planned and that CFDB would be replying to the correspondence from Diana Holbrook.

Xmas Tree in the Square:

Cllr Kennett reported that ABC approval had been obtained. He also confirmed the members of the working group.

Noticeboards:

The clerk was asked to:-

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

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

Community Payback:

The clerk was asked to contact this scheme with regard to painting the goal posts and ground maintenance work required at Latin Field.

OWL Youth Club:

Cllr Lincoln reported that the club had disbanded for the time being due to lack of volunteers and attendees.

The meeting closed at 10:12pm.

11/13 Date of next meeting

4th December 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*.