

CHILHAM PARISH COUNCIL

Minutes of the Meeting held at Old Wives Lees Village Hall on 9th January, 2014 at 7.30pm

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

Apologies: Cllrs A Brown, B Glancy, Boro Cllr D Marriott

In Attendance: Mr G Dear (Clerk), Community Warden Peter Willows, 7 members of the public

Prior to the meeting Ian Grundy and Dan Carter from Ashford Borough Council introduced the work being undertaken to support the preparation of a new Local Plan for the Borough that will cover the period to 2030. This included a Q&A session regarding the site submissions received for the parish of Chilham and options for consulting with the local community.

1/1 Apologies

Cllr Glancy had advised the clerk that he was unable to attend due to family holiday.

Cllr Brown had advised the clerk that she was unable to attend due to work commitments.

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

1/2 Minutes of the meeting held on 5th December 2013

The minutes were signed as a true record.

1/3 Matters arising from the Minutes

(12/4) 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. Cllr Lincoln advised the meeting that he and cllr Kennett would send a letter to ABC in consultation with Mr Perrett.

Cllr Lincoln reported that a letter had been sent to ABC, a reply had been received and the required remedial action had been agreed.

(12/4) 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. After consideration, the clerk was asked to apply to KCC Cllr Andrew Wickham requesting a KCC traffic survey was conducted in Branch Road similar to that recently conducted in Mountain Street.

The clerk had advised PACT of this decision and Cllr Wickham had subsequently submitted this application from his Members Highway Fund.

(12/6) Amenity Light in the Street:

Following an update from Cllr Lincoln, it was decided that Council should review the matter again in January 2014 in pursuance of its objective to retain the facility previously provided in the safety interests of parishioners and visitors. The clerk was asked to chase a response from ABC if nothing heard in the week following the meeting. Cllr Millar requested sight of a copy of the letter originally sent by cllrs Lincoln and Kennett to ABC, this was agreed.

The clerk had forwarded copies of the letters sent to Cllr Millar.

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

(12/6) Sawmills Development:

In response to the developers agreement to a meeting, the Planning team and the council chair were asked to agree suitable dates for the meeting so that the clerk could respond to the developer.

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

(12/7) Payments:

Cllr Millar asked for sight of the receipt supporting cheque 1709 approved at the November meeting and this was agreed.

The clerk had forwarded a copy of the supporting invoice.

(12/7) Recycling Fund Bids:

A bid from Chilham Village Hall for exterior works had been circulated to cllrs prior to the meeting. It was decided to award a grant of £750.

The clerk had notified the bidder.

(12/7) Reserving policy for Latin Field:

The Resources Cttee proposed that the following policy:-

- 1) Plan to replace all play area equipment after 30yrs with 50% funded by an external grant
 - 2) Plan to maintain a maintenance fund equal to 5 times average annual expenditure over the last 4 years.
- The meeting agreed to meet with youth club leaders to agree how this affects the use of the OWL Small Games Area ring-fenced fund.

Cllr Lincoln agreed to arrange a meeting with youth club leaders in the next few weeks.

(12/7) High interest deposit account:

Options for the £10k previously held in a high interest deposit account that had now matured had been circulated to cllrs prior to the meeting.

The meeting:-

- 1) chose the 2 year option at 1.2% fixed interest rate
- 2) 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 clerk confirmed that the 2 year option had been set up.

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

(12/7) KCC – draft document of intention re 40mph speed limit on A28 c400m each side of Shalmsford Bridge

Decided to support the intention to reduce speed limit to 40mph.

The clerk had responded accordingly.

(12/7) KALC - KCC Budget Consultation

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

(12/7) KCC - KCC Shared Lives Dementia – request to help raise awareness

The clerk had forwarded to Elisabeth Arter for inclusion in Parish News and village news in local press.

(12/7) KALC - Have your say on Kent and Medway Fire and Rescue Authority's Safety Plan 2014

The clerk had obtained a paper copy so that cllr Kennett could respond as an individual.

(12/7) KALC - NALC Council tax support funding survey

The clerk had completed and submitted the survey.

Cllr Millar had been forwarded a copy of the submission before it was sent.

(12/7) ABC - Parish Council Finance Workshop

The clerk had attended the workshop.

(12/7) Andrew Wickham – Traffic Survey Results

Action taken: forwarded to cllrs

The meeting accepted the results, noted the findings with thanks and awaited the outcome.

The clerk had advised Cllr Wickham of this response.

(12/7) Tom Reed - Chesters, Mountain Street, Chilham. building development App No 13/00570/AS

The meeting agreed the content of a letter to ABC asking questions regarding the development.

The clerk had sent the letter to ABC.

(12/9) Community Broadband:

A timeline of decisions of decisions taken by the parish council at its meetings had been circulated to cllrs prior to the meeting. Cllr Lincoln outlined the key issues facing the council:-

- 1) KCC due diligence – confirmation of what this entailed
- 2) understanding the statutory power the council could use to pay the grant to Vfast
- 3) the outstanding contract with Vfast

The clerk had forwarded to all cllrs the email with KALC regarding the statutory power.
It was agreed that Cllrs Lincoln and Millar should meet with Vfast to explain the situation.
It was agreed that Cllr Lincoln and the clerk should meet with KCC to resolve the statutory power issue.
Cllrs were asked to note the current position and cllr Lincoln agreed to provide an update at the January meeting.

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

(12/10) Key outstanding highway issues:

The R&T team were asked to produce a draft list and circulate for comment by cllrs.

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

(12/12) Promoting Taylors Hill Recycling facility:

Cllr Brown circulated a draft leaflet and it was agreed that, after minor amendments, this should be included in January Parish News and distributed by cllrs throughout the parish before Christmas.

The clerk had liaised with Elisabeth Arter regarding inclusion in Parish News and arranged for the printing of 800 A5 copies.

1/4 Declarations of Interest

Cllr Ranns declared an Other Significant Interest in respect of cheque payment 1734 and did not participate in the debate or vote in respect of this payment.

1/5 Planning.

Decisions received from Ashford

Application No. 13/00867/AS

Clovers, 1 The Street, Chilham

Partial demolition and rebuild of brick boundary wall to lower height & replacement of double glazed windows.

GRANT CONSENT

Application No. 13/01141/AS

4 Rochester Villas, Lower Lees Road, Chilham

Conversion of existing garage to two bedroom holiday let.

PERMIT

Application No. 13/01188/AS

2 Cherry Cottages, Stone Stile Road, Shottenden

Proposed replacement of two existing roof lights with dormer windows

PERMIT

Application No. 13/01195/AS

1 Cherry Cottages, Stone Stile Road, Shottenden

Erection of pigeon loft in garden.

PERMIT

Application No. 13/01202/AS

Jessamine Cottage, Denne Manor Lane, Shottenden

Installation of a chimney breast to the gable wall of the property.

PERMIT

Application No. 13/01237/AS

Castle Cottage, School Hill, Chilham

Creation of bathroom and shower room.

GRANT CONSENT

Applications Considered

Application No. 13/01316/AS

Hollytree Cottage, Cobbs Hill, Old Wives Lees

Proposed first floor and rear extension to existing garage.

SUPPORT

Application No. 13/01370/AS
Orchard View, Selling Road, Old Wives Lees
Erection of a single storey porch to front of property.

SUPPORT

Application No. 13/01438/AS
Hares Farm, Soleshill Road, Shottenden
Prior notification for the erection of an agricultural sprayer storage building

NO COMMENT as ABC approval not required

Amenity Light in the Street:

Cllr Lincoln reported that ABC have been advised that CPC expect ABC to meet their responsibilities to relocate and continue to maintain a streetlight it has historically had the responsibility to maintain.

Update required at February meeting.

Sawmills Development:

Cllrs Kennett and Lincoln agreed to provide the clerk with suggested dates so that a meeting with the developer could be held before the end of January.

Consultation options re ABC site submissions for the parish of Chilham:

[The meeting was adjourned at 08:45 in order to hear views from the public in attendance and reconvened at 08:53].

Following discussion it was decided that:-

- 1) the clerk should confirm with ABC that its letter and attachments on this matter could be circulated to parishioners
- 2) parishioners should be involved in open meeting(s) as part of the consultation
- 3) the consultation approach should include workshops, open meetings and/or an exhibition

The Planning team together with cllr Lincoln were asked to prepare a consultation plan for consideration at the February meeting.

The clerk was asked to clarify with ABC monitoring officer whether there needed to be any restrictions in the involvement CFBF directors could have in this consultation.

1/6 Finance

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:

1728	K Jeffery	Dec litter picking / toilet cleaning	434.04
1729	ABC	THT business rates	176.00
1730	South East Water	THT Water Bill	55.00
1731	G Dear	December salary	513.29
1732	G Dear	December expenses	45.24
1733	Southern Electric	THT ElectricBill	167.24
1736	Staples	Office Supplies	4.18
1737	Robert Acton Product Devt	Litter picking pliers	37.20
1738	Canterbury City Council	PC Tips	16.00
1739	G Dear	Recycling leaflet	59.00
1740	HMRC	PAYE payment	366.20
1743.1	Hart Lee	Bus Shelter repairs	180.00
1745	Landscape Supply Co	Salt bins	926.40

From Ringfenced Funds:

1734	Chilham Village Hall	Recycling Grant	750.00
1741	G Glover	CF Grant Xmas in Square	28.00
1742	D Kennett	CF Grant Xmas in Square	43.15

1743.2 Hart Lee	Latin Field maintenance	165.00
1744 Hart Lee	OWL Green tree surgery	110.00
Total Payments		4075.94

The following payment:-

1735 M O'Shea	Recycling Grant	500.00
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was withheld subject to further consideration at the February meeting.

Policy for setting 2014/15 budget and precept:

A policy proposed by the Resources Cttee had been circulated to cllrs prior to the meeting and was presented to the meeting by cllr Lincoln.

It was decided to adopt this policy with cllrs Millar and Swan abstaining.

Update from clerk on memorial refurbishment funding:

The clerk advised that estimates had been received from 2 contractors and a third was expected.

Grant applications had been submitted to the War Memorials Trust and the ABC Ward Members Fund.

Allocation of Concurrent Function Grant:

The clerk explained the allocation process used in previous years and it was decided to allocate the grant as in previous years advising recipients that this level of support could not be guaranteed in the future and may be withdrawn.

The clerk was asked to allocate the grant on this basis for approval at the February meeting.

Signatories for the National Savings Investment Account:

The clerk explained that at least 2 cllrs were required as signatories for the NS investment account.

It was decided that the chair (cllr Lincoln) and vice chair (cllr Kennett) should be signatories.

The clerk was asked to arrange for the Change of Signatory form to be completed on this basis and returned to National Savings.

1/7 Correspondence

(1/5) Lord-Lieutenant of Kent – Invitation to annual Civic Service

Decided not to attend

(1/12) Peter Higgs - Chilham Street lighting

Action taken: forwarded to cllr Lincoln

(1/16) Brian Bastick - National Kidney Federation – Request for donation

Decided not to donate

(1/20) KALC – Parish News November 2013

Action taken: forwarded to cllrs

(1/21) Hidden Britain - Act now to improve your chances of success in 2014

Decided not to respond

(1/22) Neighbourhood Watch - Weald Neighbourhood Watch Association Survey'

Action taken: responded to questions

(1/27) ABC - New Standards Committee Regime - Code of Conduct Training

Decided not to respond

(1/28) CPRE Kent - 2014 Lottery – invitation to join

Decided not to join

(1/29) ABC - Parish Precepts and Concurrent Grants 2014-2015 – request for parish precept

The 2014/15 precept would be considered at the February meeting.

(1/31) ABC - Chair Contact Details

Action taken: contact details provided

(1/33) Len Budd – War Memorial – suggestion that certain WW1 and WW2 graves are refurbished
The meeting decided that the maintenance of individual WW1 and WW2 graves was outside the remit of the parish council.

(1/35) Southeastern - December 2014 draft service specification consultation
Consideration of this item was combined with (1/57) below

(1/36) ABC - Planning Application Consultations
Action taken: forwarded to cllrs

(1/38) KCC - Andrew Wickham - Kent County Councillor grant funding available
The clerk was asked to apply for a grant for a finger post in the Square.

(1/39) ABC - Council tax support - reviewing our local scheme
Action taken: forwarded to parish contacts

(1/48) ABC - Budget consultation
Action taken: forwarded to cllrs
Cllrs were asked to respond as individuals.

The clerk was asked to forward to parish contacts so they could do the same

(1/49) KCC - Public Consultation on the Pre Submission Draft of the Kent Minerals & Waste Local Plan
The clerk was asked to forward to cllr Glancy so he could respond as an individual.

(1/56) Anthony Perrett - Progress to restore power supplies - suggestion to evaluate present risks to power supplies in the parish
The clerk was asked to seek clarification from UK Power Networks regarding steps being taken to improve resilience of the network in the parish following the recent storms

(1/57) Nick Lester - Southeastern consults on changes to timetable in December 2014 - request to campaign against this deterioration in service
The meeting supported the views set out by Nick Lester.
The clerk was asked to offer that the parish council responded on behalf of parishioners using these views.

(1/58) Kent Police - Meet the Commissioner Event – 22nd January 2014
It was agreed that Cllr Ralph would attend on behalf of the parish council.
The clerk was asked to forward the email so cllr Ralph could register for the event.

(1/59) Ringmaster emails:- Help your local fire and rescue service plan for the future, jewelry theft, rural burglaries, Advent Crime prevention Calendar, Weald Survey, Ashford Police Station, Fire fighters strikes, LHS Security, Nhw over Christmas
Action taken: forwarded to cllrs

(1/60) Trading Standard alerts:- Scam Warning for Parish Councils, Scams and illegal puppy imports, CACS opening times
Action taken: forwarded to cllrs

(1/61) Elgin Roadworks alerts:- A28 Ashford Road
Action taken: forwarded to cllrs

(1/62) Road Closures: None

(1/63) UK Power Network Updates
Action taken: forwarded to parish contacts

1/8 Community Broadband

Cllr Lincoln reminded the meeting of the issues delaying this project, noting that the work on the church tower was expected to be completed by the end of January. This would enable the installation of the required mast subject to the necessary contract being signed by the church and Vfast. CPC has been formally advised that it does not have the power to pay the grant it received to Vfast. He reported that KCC had agreed to take back the grant and process the matter on behalf of CPC using its procurement process. It was expected that this would also resolve the issue of due diligence checks.

Cllrs Lincoln and Millar were asked to meet with Vfast (as agreed at the December meeting) once the KCC position had been clarified.

1/9 Highways

List of major outstanding highway issues:

On behalf of the R&T team, Cllr Ralph circulated a list of major outstanding issues at the meeting.

Cllr Ralph was asked to submit this list to KCC Cllr Andrew Wickham asking for support in getting them progressed by Kent Highways

The clerk was asked to contact UK Power Networks regarding the hole in the road next to the Woolpack asking for an explanation of the delay and an estimate for completing the works.

1/10 Meetings

Cllr Swan reported that he had attended a recent KALC meeting.

1/11 Village Reports

Community Warden Peter Willows gave his monthly incident report including a warning regarding bogus callers.

Cllr Kennett thanked the members of the Xmas tree team and all parishioners who contributed to the success of the celebrations in the Square and also for the funding received from the Chilham Chase committee and this was endorsed by the council.

Cllr Ranns advised that CFDB had nothing to report.

Cllr Swan advised the meeting that the Mr Dear maintained the CFDB website.

At the request of Cllr Swan, it was agreed that membership of APEK should be reconsidered at the February meeting.

The meeting closed at 10:30pm.

1/12 Date of next meeting

6th February 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*. Please provide the clerk with an update 2 weeks after the meeting.