

## CHILHAM PARISH COUNCIL

### Minutes of the Meeting held at Old Wives Lees Village Hall on 2nd April, 2015 at 7.30pm

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

**Apologies:** Cllrs B Glancy, A Ranns, G Swan, Boro Cllr D Marriott

**In Attendance:** Mr G Dear (Clerk), 3 members of the public

#### 4/1 Apologies

Cllr Glancy had advised the clerk he would not be attending the meeting due to work commitments.  
Cllr Ranns had advised the clerk he would not be attending the meeting due to family commitments.  
Cllr Swan had advised the clerk he would not be attending the meeting due to ill health.  
Boro Cllr Marriott had advised the clerk that he would be late arriving due to another meeting commitment.

#### 4/2 Minutes of the meeting held on 5th March 2015

The minutes were signed as a true record.

#### 4/3 Matters arising from the Minutes

(3/4) War Memorials Trust – suggestion that a listing application should be submitted

The clerk was asked to submit a listing application.

*The clerk had contacted St Marys PCC in order to get approval from the diocese for submitting the application and an application has been submitted.*

*Update required from the clerk at May meeting*

(3/4) 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. A meeting report had been circulated by cllr Ralph to cllrs prior to the meeting proposing next steps. Cllr Ralph was authorised to proceed as proposed and had arranged a site meeting to finalise requirements.

*Update required from cllr Ralph at extra April meeting.*

(3/4) KALC - 'GO 20' Toolkit Launched - For Your Information

The R&T team were asked to review this correspondence and report back at the February meeting.

*Following consideration it was decided not to pursue this matter.*

#### [Cllr Brown arrived at 7:34pm]

(3/4) Elham PC - Request to install footpath map at Taylors Hill car park

The clerk was asked to follow up the information provided by Elham PC and report back at the March meeting.

*The clerk had contacted the KCC PROW team and established that the service they provided to Elham (ie producing a laminated map including local images and photos at cost – c£450 in this case) was no longer available. The parish council would therefore need to find an alternative supplier for the map and purchase a suitable noticeboard.*

*The clerk was asked to forward the information gathered to CTRG with the suggestion that this might be a matter it wished to pursue.*

(3/4) Issues raised with Kent Highways:

Cllr Kennett reported that a meeting had been arranged with Kent Highways.

Cllrs Ralph and Kennett were asked to report back at the March meeting providing a spreadsheet listing the details of the issues raised and the current status of action taken to address them.

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

(3/7) Tenders for Taylors Hill Toilets toilet inspection and maintenance contracts:

Following consideration it was decided to award contracts as follows:- 1) Taylors Hill Toilets Electrical contract to Ball Contractors; 2) Taylors Hill Toilets Water Hygiene contract to Orchard Environmental; 3) Taylors Hill Toilets Asbestos Management contract to Elite

*The clerk had confirmed the contracts with the successful bidders and thanked the remaining bidders for participating.*

(3/8) ABC – Land Management Plan Information Pack – request to complete questionnaire

The meeting agreed responses to the questionnaire .

*The clerk had submitted the completed questionnaire to ABC.*

(3/8) KALC - Learning & Development - Template Training Policy and Plan

*The clerk was holding this for consideration by the new council elected in May.*

*Update required at May meeting.*

(3/8) Kent Police – Mobile Police Station – Request for details of local events suitable for PCSO attendance to meet the community

*The clerk had responded listing PC meetings and forwarded to parish contacts so they could respond*

(3/8) ABC - Ashford Safety Advisory Group for Events – request for details of events

*The clerk had forwarded to parish contacts so they could respond*

(3/8) A McLean – Hawkins Rough – request to look into application for Lawful Development Certificate Action taken – forwarded to planning team.

It was agreed that Cllr Glancy should request a site meeting with ABC officers, the applicant and immediate neighbours to establish the position with regard to the Lawful Development Certificate and earlier enforcement action taken by ABC.

*Cllr Glancy had reported that ABC were aware of the local concerns and would be producing a report which was expected to set out enforcement action required. He also reported that ABC had not yet responded to his request for a meeting.*

*Update required from the cllr Glancy at extra April meeting*

(3/10) NALC model financial regulations:

*The clerk had circulated copies of the adopted Financial Regulations to all cllrs.*

(3/11) Community Broadband

The clerk advised that no update had been received from KCC and that he had asked for a date when an update could be provided.

*The clerk had contacted KCC Cllr Andrew Wickham and asked that he follows up this issue on behalf of the council and had requested copies of all correspondence held by individual cllrs in respect of this matter so that it could be made available to the new council elected in May.*

The meeting expressed concern that cllr Millar was one of only two cllrs who had not responded.

*The clerk was asked to write a letter to remind cllr Millar of the need to provide copies of all correspondence held in respect of this matter in the interest of a clean handover to the new council in May.*

(3/12) Emergency Plan:

A draft document from Cllrs Ranns, Tharp and Brown had been circulated to cllrs prior to the meeting.

The document was approved pending:- 1) inclusion of photographs of locations 2) confirmation of contact details Cllrs Ranns, Tharp and Brown were asked to complete this in time for the April meeting. There is an agenda item to consider this matter.

(3/15) Team Summaries

It was agreed that the Planning, R&T and Film teams should draw up a short summary of their responsibilities for the new council and that these should be presented for consideration at the April meeting.

There is an agenda item to consider this matter.

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

Cllr Kennett declared a DPI (Disclosable Pecuniary Interest) with regard to planning items 15/00161/AS and 15/000165/AS.

#### **4/5 Planning.**

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

Application No. 15/00050/AS

Tudor Lodge Antiques, The Square, Chilham

Remove existing clay tile roof covering and battens and replace with new breather membrane, battens and Kent Peg tiles - to main building (not rear single storey extensions)

**GRANT CONSENT**

Application No. 15/00093/AS

Castle Cottage, School Hill, Chilham

Removal of in situ concrete gate lintel and step, construction of a brick Tudor Arch and Yorkstone step with solid oak gate and frame. Removal of standard BOE copings and reinstatement of semi-circular copings to short section of wall above gate.

**GRANT CONSENT**

##### **Applications Considered**

Application No. 15/00235/AS

Hawkins Rough, Long Hill, Old Wives Lees

An Application for Lawful Development Certificate - Existing - Permission sought for the occupation of two mobile homes and four sheds for holiday's, weekend's and overnight stays

**NO COMMENT – it was noted that this application had been provided for information only.**

Application No. 15/00290/AS

The Bungalow, North Court Farm, Lower Lees Road, Old Wives Lees

The creation of a new driveway and access

**SUPPORT with the recommendation that the minimum of hedgerow is removed to create the new driveway and access.**

Application No. 15/00329/AS

Street Record, The Street, Chilham

Erection of street light column.

**SUPPORT**

##### **Late Applications Considered**

**[Cllr Kennett left the room and did not participate in the debate regarding the next 2 planning items.]**

Application No. 15/00161/AS (Amended)

8 Herons Close, Chilham

Erection of a two storey extension to the rear of the property

**OBJECT with the following comments:**

**1. The reduction in size (as per the amended application submitted on 30 March) does not affect the comments previously submitted on 11 March.**

**2. Increasing the size of the property in this way will remove the property from the affordable housing stock in the parish when this is already limited.**

Application No. 15/00165/AS (Amended)

7 Herons Close, Chilham

Erection of 2 storey extension to rear of property.

**OBJECT with the following comments:**

**1. The reduction in size (as per the amended application submitted on 30 March) does not affect the comments previously submitted on 11 March.**

**2. Increasing the size of the property in this way will remove the property from the affordable housing stock in the parish when this is already limited.**

## 4/6 Finance

### Accounts for 2014/15:

Payments:

The following payments were approved:

From the General Fund:

|      |                       |                                 |        |
|------|-----------------------|---------------------------------|--------|
| 1908 | G Dear                | March salary                    | 615.02 |
| 1909 | G Dear - Expenses     | March expenses                  | 29.65  |
| 1910 | K Jeffery             | March toilet cleaning           | 220.54 |
| 1911 | JH Marsh & Sons       | Latin Field bench repair        | 92.88  |
| 1912 | JH Marsh & Sons       | OWL Green bench repair          | 339.56 |
| 1913 | JH Marsh & Sons       | Toilet maintenance repairs      | 407.99 |
| 1914 | Kantara               | Website / Email hosting         | 132.00 |
| 1915 | Wealden Wheels        | Subscription                    | 250.00 |
| 1916 | Elite                 | Asbestos Maintenance Inspection | 96.00  |
| 1917 | OWL Village Hall      | Hall hire                       | 135.00 |
| 1918 | Chilham Village Hall  | Hall hire                       | 229.00 |
| 1919 | Southern Water        | THT-Waste Water                 | 255.09 |
| 1920 | D Kennett             | Planters                        | 40.00  |
| 1921 | HMRC                  | PAYE payment                    | 416.78 |
| 1926 | J Culver              | OWL noticeboard repair          | 156.00 |
| 1928 | Orchard Environmental | THT-Water Testing               | 104.40 |

From Ringfenced Funds:

|      |                      |                           |        |
|------|----------------------|---------------------------|--------|
| 1922 | Chilham Seniors      | Concurrent Function Grant | 200.00 |
| 1923 | Chilham Village Hall | Concurrent Function Grant | 722.73 |
| 1924 | CPRGT                | Concurrent Function Grant | 541.47 |
| 1925 | OWL Village Hall     | Concurrent Function Grant | 265.80 |
| 1927 | St Marys PCC         | Recycling grant           | 500.00 |

Total Payments 5,749.91

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

It was also noted that the clerks salary included backdated pay consistent with the pay award for local government employees that became effective in November 2014.

### Report from Resources Committee:

At its meeting on 25th March, the RC committee:-

- 1) Reviewed an updated budget projection for 2014/15 and 3 year budget forecast for 2015 to 2018 showing a projected underspend in 2014/15 of £989 and a recycling fund balance of £1119 after 2017/18 after taking into account the latest position with regard to recycling fund grants. The reduction in Wealden Wheels subscription and creation of caretaker budget item were noted.
- 2) Considered a paper from Cllr Lincoln with regard to recovery of overpaid rates in respect of Taylors Hill toilets and agreed a recommendation to be submitted on behalf of the committee to the April council meeting to pursue the matter.
- 3) Following the review with the cleaner, it was agreed that the draft risk assessments should be submitted to the April council meeting for approval with minor amendments.
- 4) Considered a paper from Cllr Lincoln with regard to councillors expenses and agreed a recommendation to be submitted on behalf of the committee to the April council meeting.
- 5) Considered quotes from 4 local firms for the 3 year PAYE processing contract and agreed that a recommendation to be submitted on behalf of the committee to the April council meeting.

### **Recovery of Business Rates:**

A paper from the Resources Committee explaining how business rates might be recovered had been circulated to cllrs prior to the meeting.

*After consideration, the clerk was asked to instruct Goodman Nash to act on behalf of the parish council in this matter.*

### **Renewal of PAYE processing contract:**

A paper from the Resources Committee had been circulated to cllrs prior to the meeting.

After consideration, it was decided to award the contract to the existing provider, ATS Services.

*The clerk was asked to confirm the contracts with the successful bidders and thank the remaining bidders for participating.*

### **Approach to approving 2014/15 accounts and Audit Return:**

It was agreed that an extra meeting is called on 30th April to consider outstanding matters requiring consideration before the end of the council term (including 2014/15 accounts and Audit Return and other matters that would have been considered by the Resource Committee).

### **4/7 Correspondence**

(4/6) Southeastern - Changes to services in response to passenger feedback on timetable

*The clerk was asked to forward all future emails from Southeastern to Parish contacts.*

(4/14) Peter Willows – Transfer to Thanet

*The clerk was asked to write to Peter on behalf of the parish council thanking him for his excellent work as community warden in the parish since June 2011, in particular his support for local events such as the Xmas celebrations in the Square, the Halloween event and the Jubilee celebrations.*

*The clerk was asked to write to the KCC Community Warden co-ordinator expressing regret in the loss of a well respected warden who over 4 years had built up valuable local contacts that would now be lost and that the parish council had not been consulted regarding Peters transfer.*

(4/24) Lavinia Brydon - Community Project in Chilham - Request for continued support

*The clerk was asked to confirm continued support.*

(4/26) Kent Highways – Overhanging vegetation letter

Action taken: forwarded to parish contacts

(4/27) ABC – Elections - Parish Nomination Forms

Action taken: forwarded to cllrs

(4/30) Nick Mogford – Planning application advance notification

Action taken: forwarded to Planning team

(4/31) KALC - Community Rights & Questionnaire on Neighbourhood Planning, Assets of Community Value & General Power of Competence

A response was agreed at the meeting.

*The clerk was asked to submit this response to KALC.*

(3/32) ABC - Notice of Election

Action taken: notices posted on noticeboards as requested

(3/35) ABC - Leader's Briefing – Whole Borough to benefit from rural business funding

Action taken: forwarded to cllrs

(3/36) KALC – Parish News

Action taken: forwarded to cllrs

(3/39) ABC - Leader's Briefing – Work Complete on New Bandstand Canopy

Action taken: forwarded to cllrs

(3/41) ABC – Community Governance Review of Ashford Borough – request for submission

*The clerk was asked to forward this to all cllrs so that a submission could be agreed at the extra April meeting.*

(3/42) Ringmaster emails:- Bogus callers, Top 5 scams, rogue traders, forced entry, apprehended youths, Kent Police conference, burglaries, scams, thefts, vehicle break-in, vehicle theft

Action taken: forwarded to cllrs

(3/43) Trading Standard alerts:- None

(3/44) Elgin Roadworks alerts:- Chilham Castle Estate, A28 Canterbury Road, Love Lane (Faversham), A252 Maidstone Road, A28 Ashford Road, The Square, Felborough Close, Cobbs Hill, Branch Road

Action taken: forwarded to cllrs

(3/45) Road Closures: Off-peak Closures – Pested Lane, Challock, Ashford – 23-27 March 2015

Action taken: forwarded to cllrs

(3/46) APEK Emails: APEK Partner Briefing updates, Ashford and Shepway Advice Needs Analysis, APEK Partners' Forum meeting 10-3-15 agenda

Action taken: forwarded to cllrs

#### **4/8 Borough Councillors Report**

Cllr Marriott was not present to make his report.

#### **4/9 Governance**

##### **Need to Know policy:**

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

*After consideration, the clerk was instructed to seek support from Hoey Ainscough Associates in drafting a revised "Need to know" policy for consideration by the new council in May, 2015.*

##### **Planning policy:**

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

After consideration, it was agreed that parish council agendas would include details relating to individual planning items under discussion received before the date the agenda was published in a footnote and that this footnote would also inform parishioners that additional planning matters may be discussed in order to comply with borough council timetables.

*The clerk was asked to implement this policy with immediate effect.*

#### **4/10 Community Broadband**

The clerk advised that arrangements had not yet been agreed for a meeting to discuss next steps.

*Update required from clerk at extra April meeting.*

#### **4/11 Emergency Plan**

This matter was deferred until the extra April meeting.

#### **4/12 Team Summaries**

##### **Planning team:**

##### **R&T team:**

##### **Film team:**

##### **Assets maintenance team:**

These matters were deferred until the extra April meeting.

#### **4/13 Highways**

##### **Issues raised with Kent Highways**

*Cllrs Ralph and Kennett were asked to provide a spreadsheet listing priority issues raised with Kent Highways and for each issue provide a brief description, current status, outstanding work required and Kent Highways contact details.*

##### **Grove Lane street naming application:**

Nothing to report.

##### **Reports from councillors:**

None.

#### **4/14 Meetings**

##### **Reports from councillors:**

None.

##### **Chairmans Report at Annual Parish Meeting:**

Cllr Ralph was asked to produce a report, with assistance from other councillors, so that this could be included in the May edition of PC Tips and provided for attendees at the Annual Parish Meeting.

##### **Annual Parish Meeting:**

The clerk was asked to provide copies of the Hoey Report and the parish council response for attendees. Cllr Ralph was given a £50 budget to provide wine, soft drinks and nibbles.

#### **4/15 Village Reports**

##### **CFDB:**

No report received.

##### **Reports from councillors:**

Cllr Kennett reported that the new village sign had been erected at the Felborough Close junction and that planters would be arranged around the base to prevent damage to the post from grass cutting machinery.

*The clerk was asked to include the new sign in the council's insurance schedule.*

*The meeting closed at 9:08pm.*

##### **4/16 Date of next meeting**

30th April 2015 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*.