

CHILHAM PARISH COUNCIL
Minutes of the Meeting held at
Chilham Village Hall on
2nd July, 2015 at 7.30pm

Present: Cllrs **Bouzekria**, Lulham (Chairman), Marriott, Rooke-James and Schofield

Apologies: Cllrs Brennan, Gretton.

In Attendance: Mr G Dear (Clerk), Boro Cllr Dehnel, 4 members of the public

7/1 Apologies

Cllr Brennan had advised the clerk that she could not attend for medical reasons.

Cllr Gretton had advised the clerk he could attend for family reasons.

7/2 Minutes of the meeting held on 11th June 2015

The minutes were signed as a true record.

7/3 Matters arising from the Minutes

(6/5) Parish Council Vacancies

The clerk reported that 3 parishioners had put their names forward for co-option and the council expressed its appreciation of the interest shown by these candidates. The meeting agreed to hold interviews on Thursday 18th June before making a decision on filling vacancies.

The clerk had booked Old Wives Lees village hall and informed the candidates.

*As a result of these interviews, Florence **Bouzekria**, Giovanna Brennan and Allan Rooke-James were co-opted to the council and had been invited to the July meeting.*

(6/8) Election of Committees and Representatives

A list of committees, teams and representatives relating to the previous council had been circulated to cllrs prior to the meeting together with a briefing note from the retiring council summarising roles, responsibilities and outstanding issues. The meeting agreed to defer any consideration of this matter until the July meeting after it had made a decision on filling vacancies.

The clerk had contacted those parishioners currently on the list, thanked them for their contribution in the past, and established whether they were willing to continue in their voluntary roles on behalf of the council.

(6/10) KALC - Learning & Development - Template Training Policy and Plan:

The clerk was asked to hold this for consideration by the new council elected in May.

The clerk will include this on the agenda of a future meeting.

(6/10) A McLean – Hawkins Rough – request to look into application for Lawful Development Certificate:

Cllr Glancy had advised ABC of local concerns.

The clerk had contacted ABC and obtained an update on enforcement action being taken.

(6/10) Community Broadband:

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. Cllr Millar advised that he had forwarded correspondence to KCC but would not be disclosing this information to the current council.

The clerk had contacted KCC and established that no correspondence had been received.

Cllr Marriott provided a copy he had been given of a letter from Vfast to the parish council.

(6/10) 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. A paper including a schedule of priority issues had been circulated to cllrs with the meeting papers. Cllr Lulham expressed disappointment at the response from Kent Highways on these issues.

The clerk had requested a site meeting with the engineer involved and passed potential dates and times to Cllr Lulham so that a meeting could be arranged.

(6/10) Dog bin for Felborough Close:

Cllr Lincoln advised that ABC would empty a replacement dog bin in Felborough Close provided it was within 10m of the original location. The clerk was asked to obtain costs to purchase and install a new dogbin. It was noted that expenditure of £220 to cover costs had been already approved.

The clerk had obtained details of costs and confirmation from ABC regarding location and emptying. A bin had been ordered and arrangements had been made for its installation.

(6/10) Councillors Expenses:

It was noted that the parish council had agreed to fund a councillor's expenses budget with effect from 2015/16 financial year. After consideration, it was recommended that the new council should :- 1) formally adopt a policy based upon the details in the paper. 2) request that the Resources Committee draft a policy for consideration. The clerk was asked to bring this recommendation to the attention of the new council.

The clerk will include this on the agenda of a future meeting. The clerk was asked to obtain copies of model procedures from KALC and ABC.

(6/10) KALC - NALC's direction of travel – request for views:

Deadline for response is 17th June.

The clerk had forwarded to cllrs and it was noted that there was no need to comment.

(6/10) Emergency Plan:

It was agreed that the draft plan should be handed over to the new council to finalise.

The clerk will include this on the agenda of a future meeting.

(6/10) Old Wives Lees Car Park - Provision of salt bin:

A paper from cllr Lincoln had been circulated to cllrs prior to the meeting. After consideration, the meeting agreed to provide a salt bin, in line with recent policy, at the OWL Village Hall car park. Funding was to be provided from the Recycling Fund in the sum of c£250.

The clerk had arranged for the purchase and installation of the salt bin.

(6/10) Community Governance Review of Ashford Borough:

Correspondence from KALC on this subject had been circulated to cllrs prior to the meeting. It was agreed that any representations on this review should come from the new council. The clerk was asked to bring this review to the attention of the new council at its first meeting.

The clerk had forwarded to cllrs noting the deadline for submissions had passed.

The Borough Councillor was asked to keep the parish council abreast of developments

(6/13) KALC Event Announcements: New Councillor Inductions, 25 June, 21 July & 30 July The meeting agreed to defer a decision on places to book until the July meeting after it had made a decision on filling vacancies.

The clerk had contacted KALC and reserved places on 21 July and 30 July events.

Cllr Schofield was asked to distribute the training material from the event she had attended.

The clerk was asked to check with cllrs Brennan and Gretton before cancelling the reserved places.

(6/13) KCC – Electoral Review of Kent: Draft Recommendations – deadline for comments 6th July

The clerk had circulated to cllrs so that consideration could be given to commenting at the July meeting.

7/4 Declarations of Interest

None.

7/5 Planning

Decisions Received from ABC:

15/00543/AS - Clovers, 1 The Street, Chilham - Erection of summer house in garden – PERMIT

Applications Considered:

15/00592/AS - Castle Oak, School Hill, Chilham - Insertion of dormer window to the rear elevation

NO OBJECTION

15/00838/AS & 15/00839/AS - Wisteria House, The Street, Chilham - Erection of a two storey side extension and partial removal of internal wall

NO OBJECTION

7/6 Finance

Accounts for 2015/16:

Payments:

The following payments were approved:

From the General Fund:

1955	G Dear	June salary	532.00
1956	G Dear	June expenses	15.47
1957	K Jeffery	June toilet cleaning	220.54
1958	A R Groombridge	OWL Grass Cutting - May	331.20
1959	Kent Men of the Trees	Subscription	25.00
1960	KALC	New Councillor Training	25.00
1961	ATS Services	PAYE processing	135.00
1962	HMRC	PAYE payment	380.00
1963	Staples	Office Supplies	36.96
1964	Staples	Office Supplies	43.28
1965	G Schofield	Induction Course - Travel	13.60
1966	Y White	OWL planters	11.15

From Ringfenced Funds:

None

Total Payments 1,769.20

It was agreed that until a new bank mandate had been set up, the clerk could arrange for ex-councillors to be signatories for approved payments.

7/7 Correspondence

(7/1) Open Spaces Society - Open Space magazine and OSS AGM

(7/2) Kent Men of the Trees – Arbor – Spring 2015

(7/3) The Planning Inspectorate – Byway Open to All Traffic AE429 at Chilham – Notification of Public Inquiry

The clerk was asked to notify the planning inspectorate that the parish council would speak, give evidence and contribute to the inquiry.

The clerk was asked to include an item on a future agenda to consider the councils involvement in the inquiry.

(7/4) Mid Kent Downs Countryside Partnership – Perrywood Management Steering Group – invitation to select a representative

The clerk was asked to accept the invite and advise that the representatives would be cllrs Bouzekria and Lulham.

(7/5) Swale Borough Council – Gypsy and Traveller Site Allocations – Call for sites

(7/6) ACR Kent – Oast to Coast – Summer 2015

(7/7) KALC Ashford Area - Minutes from 3rd June meeting

(7/8) Kent Film Office Location Search - Great British Sewing Bee

Action taken: forwarded to parish contacts

(7/9) Kent Film Office - Canterbury, Ashford, Swale and Medway film request - Mercedes Online - 15-22.06.15

(7/10) Kent Film Office - Kent Film Office Tudor Trail - Heritage Locations – Request for Chilham to be included

The clerk was asked to respond advising that council had no objection to Chilham being included.

(7/11) ABC - Planning Training for Parish Councils

(7/12) KCC - KCC Consultation on Kent's "Drainage and Local Flood Risk draft Policy Statement"

Cllr Lulham was asked to draft and submit a response after consultation with other cllrs.

(7/13) Kent Film Office - Dymchurch and Chilham film request - KFO Promotional Film - 29.06-13.07.15

Action taken: responded with no objections

(7/14) Southeastern - August 2016 timetable consultation – closes on 26 June

Action taken: forwarded to parish contacts

(7/15) KALC – Scam Alert

(7/16) KALC/PCC/Chief Constable/ SECAMB Events - 22 July and 23 September

The clerk was asked to reserve a place on the 23 September event.

The clerk was asked to include an item on the August agenda to consider questions to be submitted in advance of the event.

(7/17) Event Announcement: Councillors Conference 2015, 24 July 2015

(7/18) KCC - LRA (Libraries, Registration and Archive) consultation update

(7/19) ABC - Ashford Meet the Funder – Tues 30th June

(7/20) Southeastern - Autumn leaf fall timetable 4 October - 12 December

Action taken: forwarded to parish contacts

(7/21) KCC - Inside Track 228

(7/22) KALC - Flood Warden Training

7/8 Parish Clerk Briefing for New Council.

A briefing note had been circulated to cllrs prior to the June meeting and set out the priorities to be addressed. Following consideration of these priorities, council made the following decisions.

Independent Review:

Agenda items would be included on the next 2 meetings to consider the 11 recommendations set out for the new council.

Cllr Lulham agreed to liaise with councillors and bring proposals to these meeting for consideration.

Template Training Plan:

This would be considered as part of the Independent Review considerations.

Local Council Award Scheme – The Foundation Award:

This would be considered as part of the Independent Review considerations.

Emergency Plan:

The retiring council had drawn up a draft Emergency Plan.

Cllr Rooke-James was asked to propose next steps for this document for consideration at the August meeting.

Councillors Expenses:

This matter had already been considered under Matters Arising.

Sawmills Development s106 Developers Contribution:

The retiring council had established that advice on considering the allocation of s106 developer contributions in respect of the Sawmills development could be obtained by the new council from Kingsnorth, Great Chart and Singleton parish councils.

The clerk was asked to contact these parish councils and ask for a meeting.

Station Car Park:

Cllr Dehnel agreed to support the parish council in resolving this issue following a briefing.

The clerk was asked to put an item on the agenda of the August meeting to consider a way forward and provide a briefing for the cllr Dehnel.

7/9 Election of Committees and Representatives

A list of committees, teams and representatives relating to the previous council had been circulated to cllrs prior to the meeting together with a briefing note from the retiring council summarising roles, responsibilities and outstanding issues.

Annex A shows the committees, teams and representatives agreed at the meeting.

7/10 Borough Councillor

Cllr Dehnel introduced himself as the new ward member, explaining he had a steep learning curve and stressing the importance of his attendance at all forums and training made available to new borough councillors. He is a member of the ABC planning committee and stressed the importance and criticality of parish council input to negotiate the best possible outcome on key issues. He assured members that he would represent their views and interests at ABC and would provide reports to the parish council on relevant matters. He also stressed that he was more than aware that there were many local issues that required attention but asked for a degree of patience until he was fully up to speed.

7/11 Electoral Review of Kent

As there were no changes affecting our ward, Ashford Rural East, it was agreed there was no need to comment.

The meeting closed at 9:00 pm.

7/12 Date of next meeting

6th August 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*.

ANNEX A : PARISH COUNCIL COMMITTEES, TEAMS AND REPRESENTATIVES

CHILHAM PARISH COUNCIL						
2015/16						
Chairman	P Lulham					
Vice Chairman	D Marriott					
Clerk	G Dear					
Finance Officer	G Dear					
COMMITTEES						
Resources	P Lulham	D Marriott	G Schofield	F Bouzekria		
	-meets once a year to agree annual budget and decide on the next years precept					
	-meets quarterly to review performance vs budget					
	-adhoc meetings to resolve any finance, asset management or people management issues					
Complaints & Grievances (inclu Communications)	tba	tba	tba			
	-adhoc meetings to resolve any complaints&grievance issues passed to it from a council meeting					
	-adhoc meetings to resolve any communications issues					
TEAMS						
Planning	F Bouzekria	P Lulham	G Schofield	D Marriott		
	-review all planning applications and propose a response from the council					
	-adhoc meetings to resolve any planning issues passed to it from a council meeting					
	-current issue - Sawmills development					
Roads & Transport	F Bouzekria	P Lulham	A Perrett, N Lester (rail service)			
	-adhoc meetings to resolve any roads&transport issues passed to it from a council meeting					
	-current issues - traffic volumes around Bagham Junction (ex Sawmills devt)					
	-current issues - Road Safety and Rat Runs (ex Sawmills devt)					
Assets Maintenance	D Kennett	H Tharp				
	-quarterly inspection of all parish council assets, log this and any items that need attention					
	- G Hiscott to check OWL play area and Latin Field play area on weekly basis, log this and advise any items that need attention					
	-D Kennett and H Tharp to check bus shelters, noticeboards, planters and benches on a regular basis and advise any items that need attention (NB Y White maintains the planters in OWL)					
	-D Kennett and H Tharp to check OWL Green and Latin Field on regular basis, log this and advise any items that need attention					
Filming	A Rooke-James	G Schofield	F Bouzekria			
	-to act as parish council contact for filming in the parish following the process agreed at the May2013 meeting					
Emergency Planning	A Rooke-James					
	-to produce an Emergency Plan for the parish					
WORKING GROUPS						
Xmas Tree	D Kennett	M Froggett	T Sims	G Glover	R Marsh	D Parsons
	R Parton	P Froggett	T Vallis	A Greenwood	G Brennan	
	-to plan organise and provide a xmas tree in the Square					
REPRESENTATIVES						
Village organisations:	-represent the council at committee meetings and report back at council meetings					
CFDB	A Rooke-James (also corporate member), D Marriott, P Lulham					
Chilham Village Hall	F Bouzekria					
OWL Village Hall	G Schofield					
CPRGT	P Lulham					
Nursing Association	D Kennett					
Combined Charities	D Kennett					
Chilham United Charities	A Perrett					
Non-village organisations:	-represent the council at regular forums and report back at council meetings					
KALC Ashford Area Committee	P Lulham					
Parish Forum	P Lulham					
Perrywood Steering Group	F Bouzekria	P Lulham				
Other:						
PROW	tba					
	-keep abreast of PROW issues affecting the parish and attend council meetings where necessary to provide updates / raise issues					
Tree Wardens	P Vogel					
AUDITORS						
Internal Auditor	David Bucket - 01795 890240 - d.buckett@homecall.co.uk					
External Auditor	Littlejohn LLP					