
CHILHAM PARISH COUNCIL

Minutes of the Meeting held at Old Wives Lees Village Hall on 3rd December, 2015 at 7.30pm

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

Apologies: Cllr Brennan. Boro Cllr Dehnel

In Attendance: Mr G Dear (Clerk), no members of the public

Prior to the meeting Cllr Lulham advised that Cllr Gretton had resigned from the parish council due to family commitments. Consideration would be given to filling the vacancy at the January meeting. Councillors expressed their gratitude for the contribution Cllr Gretton had made during his time as councillor.

12/1 Apologies

Cllr Brennan had advised Cllr Schofield that she could not attend due to a family commitment.

These apologies were approved.

Borough Cllr Dehnel had advised the clerk he would be out of the country.

12/2 Minutes of the meeting held on 5th November 2015

The minutes were signed as a true record.

12/3 Matters arising from the Minutes

(11/3) Independent Review recommendations:

The following course of action was agreed. R2 (Grievance Policy) - CPC should seek KALC/ABC advice re: model grievance policies for future consideration and/or adoption. The clerk had obtained a legal topic note from KALC regarding handling complaints that included an outline complaints procedure and details of the ABC complaints procedure. Cllr Dehnel had provided a copy of the Kingsnorth parish council grievance policy.

The clerk will provide this information for consideration at a meeting later in the year.

(11/3) Amenity Light in The Street:

A report from the previous council summarising the background, current status and suggested next steps with regard to replacing the amenity light in The Street had been circulated to councillors prior to the meeting. The clerk had contacted the owners of the property on which the new light was proposed, established with ABC that a heritage style light fitting would be installed and that highway regulations would allow it to be fitted on a allow a 5m pole. A meeting had been held to address the concerns of the property owner. It was hoped that the modifications suggested by ABC would lead to the property owner agreeing to sign an agreement with ABC to install a replacement street light.

Update: The property owner had accepted the modifications and ABC were now working towards producing an agreement for the property owner to sign.

Update required from the clerk at the January meeting.

(11/3) Letter from NALC chairman on The Commonwealth Flag Day:

Council agreed it should participate in the celebrations and the clerk was asked to contact Chilham Primary School and suggest a short, joint ceremony and Chilham Primary School had confirmed it would participate in a joint ceremony.

Cllrs Bouzekria and Rooke-James were asked to liaise with the school and the church with regard to arranging a short ceremony.

Update: the clerk had registered parish involvement in the celebrations, Cllr Bouzekria had obtained agreement from the church and Cllr Rooke-James would be meeting the headmaster.

Update required from Cllrs Rooke-James at the January meeting.

(11/5) Arrangements for speaking at the Public Inquiry re Byway AE429:

It was agreed that Cllr Lulham and the clerk would attend at the start of the inquiry to hear the agenda and be present to make the statement of case. It was noted that the chair from Godmersham parish council would be attending for the duration.

Cllrs Marriott and Bouzekria agreed to attend if this fitted in with other commitments.

Update: the clerk had made all councillors aware of the agenda as soon as it was known. There is an agenda item to consider this matter later in the meeting.

(11/5) Concern raised with regard to the Bagham Place pedestrian crossing:

Update: the clerk had contacted ABC planning department and confirmed that a stage 3 safety audit had been carried out on the pedestrian crossing on the A28 and that ABC were now waiting on the final report with the designers recommendations.

(11/6) Recommendations from the Resources Committee regarding future expenditure:

Update: The clerk had submitted the expressions of interest to Cllr Dehnel with regard to funding Xmas tree celebrations and the proposed community consultation

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(11/7) Notice of AGM on 21st November 2015 – invitation for 2 councillors

The clerk had forwarded to all councillors asking for a volunteer to attend.

Cllr Marriott had attended and circulated a report to councillors.

(11/7) KALC Community Awards Scheme 2016 launched

Council agreed to adopt the 2016 scheme.

Update: The clerk had advised KALC accordingly and forwarded the email so councillors could consider potential nominations

(11/7) Kent County Council 2016/2017 Budget Consultation - deadline 24 November

Update: The clerk had forwarded to parish councillors and parish contacts to respond as individuals if they wished.

(11/7) Message from Kent Police – request for views on its website

Update: The clerk had forwarded to parish councillors and parish contacts to respond as individuals if they wished.

(11/7) Kent County Council Consultation - LED Street Lighting Conversion Project

Update: The clerk had forwarded to parish councillors and parish contacts to respond as individuals if they wished.

(11/7) ACR Kent – Invitation to Annual Meeting on 10th November

Update: The clerk was asked to forward to Cllr Bouzekria

(11/7) Automated Defibrillator – request to contribute to costs of School project

Update: The clerk had advised the school of the 3 defibrillators planned in the parish adding that ensuring adequate defibrillator provision would be an element of the parish council's Emergency Plan and the school had advised in would therefore not pursue the matter.

(11/7) Assets Maintenance in Old Wives Lees

Update: The clerk had forwarded this to parish councillors so that volunteers for Old Wives Lees could be considered at the December meeting.

(11/7) Old Wives Lees Green Hedges – Request for hedge trim near property

Action taken: The clerk had forwarded this request to the OWL Green contractor asking for comment.

Update: the contractor confirmed that the hedge had been trimmed twice this year as set out in the contract and that the next trim was planned for May.

(11/8) Proposal for Recommendations 8,9&10 – Working Together, Community Engagement and Strategic Plan:

Update: The clerk had arranged the first meeting of the working group for 17th December.

(11/9) Emergency Plan

Cllr Rooke-James reported on progress made and agreed to provide the clerk with a formal report for circulation to councillors.

Update: Cllr Rooke-James would be circulating the latest version of the report in due course.

(11/12) Taylors Hill Toilets - Reply to ABC with regard to costs incurred obtaining the Business Rate discount:

Update: The clerk had responded in the manner recommended and had received a response from ABC. There is an agenda item to consider this matter later in the meeting.

(11/12) Recommendation from the Resources Committee regarding cleaning regime:

Council agreed to offer Ecoclean the following contracts :- 1) the “fallback” contract to carry out the cleaning when this could not be carried out by the toilet cleaner; 2) the annual contract if this became necessary between now and 31st March 2016.

It was agreed that any use of the fallback contract should be brought to the attention of the next council meeting. It was agreed that council approval would be required before entering into the annual contract.

Update: The clerk had advised Ecoclean accordingly and obtained formal acceptance of the arrangement.

(11/14) Report of meeting regarding allotments in Felborough Close:

Update: The clerk had advised ABC that it would like to provide feedback on selecting a suitable location and ABC had agreed to consult with the parish council again in the Spring to progress the matter.

(11/14) Response to KCC Highways and Transportation Survey 2015:

Update: The clerk had submitted the approved response to Kent Highways.

(11/14) Tree management report for trees on Old Wives Lees Green:

Update: The clerk had obtained estimates from the OWL Green grounds maintenance contractor for the work required. There is an agenda item to consider this matter later in the meeting.

(11/14) Report from Xmas Tree working group:

Update: The clerk was asked to inform the working group that funding of up to £350 would be provided.

(11/14) Proposal regarding walks around Chilham Lake:

Update: The clerk had provided Cllr Bouzekria with the file of documents collected by the previous council on this

matter. He had also contacted KCC Public Rights of Way to determine whether any action could be taken with regard to the unsightly fencing along the public right of way along the north bank of the lake and been advised to contact Kent Downs AONB but had not received a response.

12/4 Declarations of Interest

None.

12/5 Planning

Decisions Received from Ashford Borough Council:

15/01302/AS - Badgers Hill House, New Cut Road, Chilham - Proposed demolition of existing conservatory and replacement with two storey extension
PERMIT

15/01284/AS - Tudor Lodge Gift Shop, The Square, Chilham - Replacement of timber frame to dormer window in rear roof slope
GRANT CONSENT

15/01278/AS - 8 Dovecote Court, Chilham Castle Estate - Proposed infill extension & 2 roof lights
Permit

15/00854/AS & 15/00855/AS - 3 Church Hill, Chilham - Demolition of an existing glazed extension, removal of internal arch, erection of single storey rear extension and raised terrace.
PERMIT & GRANT CONSENT

Applications Considered:

15/01473/AS - 1 Palmers Cottages, Soleshill Road, Shottenden - Erection of two storey side extension and rear porch canopy
NO OBJECTION

15/01504/AS - Cutlers Barn, Maidstone Road, Chilham - Erection of a single storey rear extension
Replacement of timber frame to dormer window in rear roof slope
NO OBJECTION

15/01554/AS - Cumberland Cottage, The Street, Chilham - Change of use from business use to residential use.
NO OBJECTION

Appeals Considered:

15/00838/AS & 15/00839/AS - Wisteria House, The Street, Chilham - Erection of a two storey side extension and partial removal of internal wall and four replacement double glazed windows to rear elevation
NO COMMENT

Report from the Public Inquiry re Byway AE429:

The report from Cllr Lulham was accepted.

Action to be taken with regard to Bagham Place s106 Developers Contributions:

A paper including a report of a meeting held by the planning team to consider this matter and a recommendation for next steps had been publicised with the agenda.

After consideration, Council approved:-

1) the composition of the consultation board, ie:- Chilham Parish Recreation Ground Trust (Play Provision, Outdoor Sport), Chilham Primary School (Play Provision, Outdoor Sport), Chilham 1st Brownies (Play Provision), Chilkidz (Play Provision), Chilham Tourism & Retailers Group (Informal Open Space), Chilham's Future Delivery Board (Informal Open Space), St Marys Church (Play Provision), Little Owls (Play Provision), Borough Councillor Dehnel (liaison with ABC). Note : the criteria for selection is given in brackets.

2) the terms of reference for the board (ie. meet to discuss potential schemes and agree a list to be considered at the parish council local consultation planned for the Spring, 2016.)

Council authorised the clerk to:-

1) contact ABC to test the planning team assumptions and understand the implications of the split between capital and revenue.

2) set up the consultation board and arrange a first meeting in January, 2016.

12/6 Finance

Accounts for 2015/16:

Payments:

The following payments had been prepared in accordance with minute (7/6) and were given formal approval:-

From General Fund:

1998	Staples	Office supplies	11.98
1999	G Dear	November salary	532.00
2000	G Dear	November expenses	82.24
2001	K Jeffery	November toilet cleaning	221.24
2002	Staples	Office supplies	46.54
2003	D Kennett	Chilham planters	19.60
2004	OWL village hall	Hall hire	90.00
2005	A Greenwood	Xmas tree working group	170.00
2006	D Kennett	Xmas tree working group	12.79
2007	Y White	OWL planters	47.04
2008	T Vallis	Xmas tree working group	25.57

From Ringfenced funds:

None

Total Payments 1,259.00

The following authorised payments have also be made from the General Fund:-

D/debit Southern Electric	THT Electric Bill	20.00
D/debit Southern Water	THT Waste Water Bill	209.00

Request for funding war grave maintenance:

A paper requesting funds for war grave maintenance had been publicised with the agenda. Following consideration, a grant of £100 was agreed.

Request for funding from Seniors Club:

A paper requesting funds for the Seniors Club had been publicised with the agenda. Following consideration, a grant of £320 was agreed.

The clerk was asked to inform the Seniors Club accordingly.

Estimate for tree maintenance on Old Wives Lees Green:

A paper describing the background to this matter and providing the estimated costs for the required tree maintenance had been publicised with the agenda.

Following consideration, the clerk was asked to authorise the work.

Request to fund plaque on Chilham village sign:

A paper requesting funds for a plaque on the village sign been publicised with the agenda.

Following consideration, the clerk was asked to obtain estimates for the work required.

Local Audit and Accountability Act 2014 options regarding appointment of auditor:

A paper describing the background to this matter and a proposed course of action had been publicised with the agenda.

Following consideration, it was agreed that council should "opt-in" to the Sector Led Body and have an auditor procured on its behalf.

12/7 Correspondence

ABC items:-

(12/1) Leader Briefing Note - Ashford is much richer for his service

Action taken: forwarded to parish councillors

(12/2) Enforcement Update - EN/14/00220 - Hawkins Rough, Long Hill, Chilham

Action taken: forwarded to parish councillors

(12/3) Leader Briefing Note - Free Sunday Parking this December for Ashford & Tenterden

Action taken: forwarded to parish councillors

(12/4) Christmas Recycling & Refuse Collections

Action taken: forwarded to parish contacts

(12/5) Leader Briefing Note - Customer Services to return to the Civic Centre

Action taken: forwarded to parish councillors

(12/6) Felborough Close - Allotment Proposals

Action taken: forwarded to parish councillors

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(12/7) Leader Briefing Note - Solidarity and Support to the Citizens of France

Action taken: forwarded to parish councillors

KALC items:-

(12/8) KALC/Kent Fire & Rescue Service – Information Update

Action taken: forwarded to parish councillors

(12/9) KCC Short Guide - How Roadworks are managed

Action taken: forwarded to parish councillors

(12/10) Service Devolution

Action taken: forwarded to parish councillors

(12/11) Defibrillators, and additional products at discounted prices

Action taken: forwarded to Cllr Rooke-James

(12/12) Event Announcement: New Councillor Induction, 02 December 2015

Action taken: forwarded to Paul Hardisty

(12/13) FW: Sector Led Body - Introduction Letter and Factsheet form NALC/SLCC/Association of Drainage Authorities

Action taken: forwarded to Cllr Lulham

(12/15) Kent Fire & Rescue Service Consultation: Safety and Wellbeing Plan 2016-2018 - deadline 16 January 2016

The clerk was asked to forward to Parish Contacts so they could respond as individuals.

KALC Ashford Area Committee items:-

(12/17) KALC Area Committee Minutes from 18 November and agenda for 9 December

Action taken: forwarded to Cllr Lulham

(12/18) Local Plan template

Action taken: forwarded to Cllr Lulham and registered interest in the project

It was agreed that Cllr Lulham or Bouzkria would attend.

KCC items:-

(12/20) Parish Caretaker Scheme - Contact Details for Ashford Borough Council

Action taken: forwarded to Cllr Lulham

(12/22) Parish Visits Offer from Highways Liaison Officer

Action taken: forwarded to Cllr Lulham and contacted liaison officer to arrange visit

(12/23) Ashford Local Winter Plan 2015-16

Action taken: forwarded to parish councillors

Southeastern items:-

(12/25) Southeastern; Amended off-peak timetable Friday, 6 November.

Action taken: forwarded to parish contacts

(12/26) Southeastern timetable changes effective Sunday, 13 December 2015

Action taken: forwarded to parish contacts

Other items:-

(12/28) Open Spaces Society – What Comes Now appeal

Decided not to donate. It was agreed that only budgeted donations would be considered in future.

(12/30) Peter Lusted - Road Junction Improvement - Shalmsford Road and the A28

Action taken: item included on agenda to consider this matter.

(12/31) Kent Fire & Rescue Service – Response to question regarding provision of defibrillators

Action taken: forwarded to Cllr Rooke-James

(12/32) UK Power Networks - Need extra support during a power cut?

Action taken: forwarded to parish contacts

12/8 Taylors Hill Toilets

Reply to ABC with regard to costs incurred obtaining the Business Rate discount:

A paper describing the background to this matter and the latest reply from ABC had been publicised with the agenda.

Following consideration, the clerk was asked to accept the ABC offer and contact other parish and town councils in the borough advising them of the availability of a business rate discount and suggest they consider contributing to the cost incurred by the parish council in establishing any saving they are able to make as a result.

Request from toilet cleaner for change of hours:

A paper describing the background to this matter and a recommended course of action had been publicised with the agenda.

After consideration, the following revision to toilet opening hours was agreed:

April to September: 8am to 6.00pm.

October to March: 8am to 4.30pm.

The clerk was asked to implement this revision with immediate effect and post notices setting out opening hours on each of the 3 entrances.

Proposal regarding toilet cleaning contract:

A paper describing the background to this matter and a recommended course of action was presented by the clerk.

Following consideration, the clerk was authorised to carry out further investigation into options that could improve the sustainability of the cleaning regime.

12/9 Borough Councillor

Cllr Dehnel was not present to make a report.

The clerk was asked to request an update from Cllr Dehnel on Station Car Park management scheme compliance with planning conditions and clarification of the acceptability of the parish council's request for funding of the xmas tree celebrations and its planned community consultation from his Ward Member Community Grant.

12/10 Other Parish Matters

Road Junction Improvement - Shalmsford Road and the A28:

A paper describing the background to this matter and comments made by a parishioner had been publicised with the agenda.

Following consideration, the clerk was instructed to report the fault on the Kent Highways website and advise the resident of this action.

Report from Xmas Tree working group:

A report from the working group had been publicised with the agenda and the report was accepted.

The meeting closed at 8:49 pm.

12/11 Date of next meeting

7th January 2016 in Chilham 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*.