

# CHILHAM PARISH COUNCIL

## Minutes (for approval) of the Meeting held at Chilham Village Hall on 3rd September, 2015 at 7.30pm

**Present:** Cllrs Bouzekria, Brennan, Gretton, Heasman, Lulham (Chairman), Marriott, Rooke-James and Schofield  
**Apologies:** None.

**In Attendance:** Mr G Dear (Clerk), Boro Cllr Dehnel, 11 members of the public

**Prior to the meeting, there was an Open Forum at which parishioners presented their comments regarding an application for prior approval of existing cold store and agricultural store to be converted to two separate dwellings with own parking and garden areas at Glebe Orchard, OWL.**

### 9/1 Apologies

None.

### 9/2 Minutes of the meeting held on 6th August 2015

The minutes were signed as a true record.

### 9/3 Matters arising from the Minutes

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

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

*Update: This is being considered as part of councils response to the Independent Review.*

(8/3) 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 had obtained copies of model procedures from KALC and ABC.

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

(8/4) The Planning Inspectorate – Byway Open to All Traffic AE429 at Chilham – Notification of Public Inquiry

*Update: The clerk had notified the planning inspectorate that the parish council would speak, give evidence and contribute to the inquiry.*

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

(8/5) Station Car Park Management Scheme:

A copy of the approved car park management scheme and the letter confirming the position agreed with the previous council was included in the meeting papers.

Council agreed that the clerk should contact Stour Valley Estates (SVE) with a request for a meeting to continue the dialogue and explore opportunities to ensure a positive outcome for the parish. It was agreed that Cllrs Lulham, Marriott and Boro Cllr Dehnel should attend.

*The clerk had contacted SVE requesting a meeting but had not received a response.*

(8/6) Community Broadband:

Cllr Lulham had held discussions with KCC regarding an approach to resolve this matter and recommended that the parish council requested a meeting with representatives from the parish council, KCC and Vfast to agree a mutually acceptable way forward. Council approved this recommendation.

*Update: Cllr Lulham had contacted KCC to establish a suitable date for the meeting but this had yet not been possible due to holiday commitments.*

(8/7) KALC - Phase 3 & 4 of Operation Stack – request for feedback

Cllrs were asked to email the clerk with examples of “unintended impacts” in the local area immediately after the meeting.

*Update: The clerk had collated the comments and forwarded them to KALC.*

(8/7) ACR Kent - Rural Retailer Competition - Please encourage your local shop to enter

*Update: The clerk had advised Chilham Shop that it would support its entry.*

(8/7) Friends of Kings Wood - King's Wood - leaking ponds – offer to speak to council about efforts made by the Friends

*Update: The clerk had forwarded to Cllr Bouzekria who had invited the group to speak at the next Chilham Environmental Protection Society (CEPS) meeting and would report back to council after this.*

*Update required from Cllr Bouzekria at the October meeting*

(8/7) KCC - KCC welcomes grant applications from rural parishes, to match-fund for bus shelters

*Update: The clerk had established that potential costs could exceed £2000, and was awaiting confirmation that no planning permission would be required and that a key requirement would be to meet KCC Guidance on Shelter Design and Location*

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(8/7) Kent Highways - Gritting Route requests Cobbs Hill and Mulberry Hill, Chilham – confirmation required by 14th August

*Update: The clerk had confirmed support and established that the gritting of bus routes in Old Wives Lees would not be affected.*

(8/8) 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.

*Update: 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.*

R3 (Need to Know Policy) - CPC should consider the Policy Guide obtained from Hoey Ainscough Associates, with reference to its existing Need to Know Policy, and adopt a revised policy based on this review by the end of the year.

*The clerk had circulated the information provided by Hoey to councillors.*

R5 (Borough Councillor) - No further action re: Borough Councillor. A quarterly or bi-annual invitation to the County Councillor should be made.

*Update: The clerk had contacted Cllr Wickham regarding the frequency of his attendance and whilst this was possible, he had suggested that an alternative would be to invite him when there were specific matters to be discussed.*

*Decided to keep a watching brief and invite Cllr Wickham when there were specific matters to discuss.*

(8/10) Correspondence from a resident regarding trees on Old Wives Lees Green:

The correspondence and a paper providing the background for decisions taken by the previous council had been circulated to councillors prior to the meeting.

*Update: The clerk had asked the tree warden to review the issues raised, and provide specifications for recommended action that could be taken and the tree warden had met with 3 councillors to discuss his recommendations.*

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

(8/10) 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.

*Update: 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 5m pole, and was awaiting suitable dates for a meeting at which any outstanding concerns could be discussed.*

*Update required from the clerk at the October meeting.*

### 9/4 Declarations of Interest

Cllr Marriott declared a Disclosable Pecuniary Interest regarding planning application 15/01035/AS.

Cllr Schofield declared a Disclosable Pecuniary Interest regarding the agenda item to consider Trees on Old Wives Lees Green.

### 9/5 Planning

#### Decisions Received from ABC:

15/00454/AS - Noveis, Canterbury Road, Chilham - Outline application for the erection of two detached dwellings and access with some matters reserved - PERMIT

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 - REFUSE  
CONSENT

15/00936/AS - Old House Meadow, Long Hill, Old Wives Lees - Proposed replacement 2 bay garage - PERMIT

15/00972/AS - 11 Felborough Close, Chilham - Two storey side extension - PERMIT

#### Applications Considered:

15/00965/AS - Chilham Mill Fisheries, Mill Lane, Chilham - Alterations to stable block to form a fishing store, conversion of the pump house with a new mezzanine floor and part of mill to form two dwellings, demolition of various outbuildings, erection of building to house site office and dwelling. Erection of new amenity block, fishing lodge and provision of defined parking spaces

OBJECT on the grounds of flood risk and in acknowledgement of the objection made by the Environment Agency

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15/00975/AS - Hatfield House, The Street, Chilham - Certificate of lawful development - existing - use of property as private single dwelling  
NO OBJECTION

15/01035/AS - Agricultural buildings, Glebe Orchard, Bowerland Lane, Old Wives Lees - Prior approval of existing cold store and agricultural store to be converted to two separate dwellings with own parking and garden areas. OBJECT on the grounds that residents had submitted evidence that Building 3 was not in agricultural use on 23 March 2013 and that the parish council is not aware any opposing evidence that would support prior approval being granted.

*The clerk was asked to request that any evidence found by ABC that overturns this evidence and enables prior approval to be granted is shared with the parish council.*

[Cllr Marriott left the room for this item and did not vote.]

15/01106/AS - 7 Dovecote Court, Chilham Castle Estate, Chilham - Proposed infill extension  
NO OBJECTION

### Planning Inspectorate Public Inquiry re Byway AE429:

A paper explaining the background to the enquiry and a recommended way forward had been published with the agenda.

Council authorised Cllr Lulham to work with representatives from Godmersham and Wye parish councils to agree a joint "statement of case" that can be submitted to the Inspectorate in time for the 22nd September deadline and subsequently endorsed by the parish council at its October meeting.

Cllr Lulham explained that he would also consult with the councils PROW representative.

### 9/6 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:

1976	G Dear	August salary	531.80
1977	G Dear	August expenses	23.00
1978	K Jeffery	August toilet cleaning	220.54
1979	PKF Littlejohn	External Audit	360.00
1981	Staples	Office Supplies	40.46
1982	Canterbury City Council	PC Tips	16.00
1983	K H Marsh & Sons	THT Maintenance	180.67
1984	A R Groombridge	OWL grass cutting	331.20

From Ringfenced funds:

1980	JRB Enterprise Ltd	Recycling Grant-DogBin-Felboro	252.00
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Total Payments 1,955.67

### Recommendations from Resources Committee:

A paper explaining matters considered at the Resources Committee meeting on 20th August and the committee's recommendations had been published with the agenda.

Council approved the following recommendations:-

#### TERMS OF REFERENCE AND KEY PRIORITIES

1) Quarterly Budget Review and 3 year forecast: The committee should consider the 3 year budget forecast for 2016-19, precept and concurrent grant claim for 2016/17 at its October meeting in order that these can be finalised by January 2016 to meet anticipated ABC budget timescales. This work should be based upon the commitment made by the previous council, ie:- a) precept increases should be limited to inflation increases (based on September 2015 C.P.I.) and lost grant revenue in respect of council tax support; b) the parish council should provide funding to meet the cost of maintaining those services for which it has specific responsibility and at current levels; c) current levels of support for wholly voluntary services should continue as previously; d) funding for trading entities, even where they are provided through voluntary labour should be limited to affordable levels consistent with grant income received.

2) Annual Governance Review: The committee should conduct this review in March 2016 in time to complete the Governance section of the 2016/17 Audit Return. It was noted that this review would follow policy CPC/FIN01.

3) Review of Council Contracts: The committee should consider the option to extend the OWL Grass Cutting and OWL Green grounds maintenance for a 4th year in March 2016

4) Review of council employees: The committee should schedule these reviews at its October meeting.

5) Committee Terms of Reference: The committee should review these in July 2016.

#### QUARTERLY REVIEW OF BUDGET 2015/16

1) Projected End of Year Position: That the committee should monitor this and any end of year surplus used to

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used to reduce the impact of reduced government funding when the committee produces its 3 year budget forecast for 2016 to 2019 at the end of the year.

2) Chilkidz Recycling Fund Bid for Halloween 2016: That a grant of £200 should be made consistent with previous grant decisions.

### INDEPENDENT INTERNAL AUDITORS REPORT FOR 2014/15

1) Assets Register: Projected End of Year Position: (a) That council adopts the proper practice of valuing assets at their "original purchase price or proxy values", where the original cost is not known; (b) That the clerk uses one of the examples provided to maintain the council's asset register; (c) That council build up a digital library of all its assets before the winter months.

2) Pension Provision: That council should keep a watching brief on the need for a pension scheme for employees of the council appropriate to the eligible and non-eligible criteria of its employees in relation to such considerations as level of gross pay and age before end March 2016. It was noted that there was currently no requirement for such a scheme.

3) Offsite Backup and Council Laptop: That council should create an off-site back-up of data by swapping over of memory sticks with the chairman at each council meeting. It should also continue with the arrangement whereby the clerk used his own computer instead of a providing a council laptop.

### TAYLORS HILL TOILETS

1) Refurbishment: That the Resources Committee should investigate the following refurbishment options: a) redecoration; b) automatic door opening at set times; c) an inspection by a builder to identify and assess building maintenance issues that need addressing

2) Reserving Policy: That council the Resources Committee should produce a reserving policy that estimates the future expenditure required to maintain the toilets in a condition fit for purpose and ensures reserves are maintained to meet this expenditure.

3) Cleaning Regime: That the Resources Committee should review the current situation to reduce the risk of having to close the toilets due to unavailability of cleaning staff.

The clerk also reported recent water utility bills had highlighted an increase in water usage, that investigations had shown that this was due to a faulty flush valve and that a course of action had been taken to reduce future water wastage.

*The clerk was asked to contact the water utility companies and request statistics that might enable usage of the toilets to be estimated.*

### 9/7 Correspondence

ABC items:-

(8/1) Planning Training for Parish Councils – 7th October

Decided that Cllrs Schofield, Bouzekria and Brennan would attend with Cllr Marriott as reserve.

*The clerk was asked to book places accordingly*

(8/2) Leader's Briefing – Ashford's Thriving Visitor Economy

Action taken: forwarded to Parish Contacts

(8/5) Minutes of the Parish & Urban Forum meeting on 22nd July

Action taken: forwarded to parish councillors

KALC items:-

(8/6) Business Rates & Toilets – request to write to MP

Decided to take no action

(8/7) KCC Consultation: Kent Environment Strategy - deadline 25 September

Decided that this should be considered by CEPS for its consideration.

*The clerk was asked to forward to Cllr Bouzekria.*

KCC items:-

(8/18) Kent County Council Minerals & Waste Local Plan 2013-30 - Proposed Modifications Consultation

Decided to take no action.

Southeastern items (forwarded to Parish Contacts):-

(8/19) Network Rail - Major engineering work - August Bank Holiday – 29 to 31 August

(8/20) Southeastern stakeholder forum, 12 October 2015, 6.00 - 8.00PM

(8/21) Southeastern proposed time tables effective, Sunday, 13 December 2015

(8/22) Stakeholder update - London Underground strike 5/6 August

Other items:-

(8/25) Planning Inspectorate – Byway AE429 – Definitive Map Modification Order

(There is an agenda item to consider this matter)

(8/26) D Latta - Wealden Hall House on the Square – concern regarding deterioration

The clerk had provided the ABC conservation officer with information that might help make contact with the owners.

*Cllr Bouzekria agreed to investigate whether other information could be provided.*

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(8/30) Environment Agency - Changes to the Environment Agency Flood Warning Service on the River Stour  
Action taken: forwarded to Cllr Rooke-James (for Emergency Planning)

### 9/8 Governance

#### Independent Review recommendations:

A paper setting out a recommended course of action for review recommendations 9 to 12 had been published with the agenda.

Council agreed to the following courses of action with regard to recommendations 9 to 12, noting that recommendation 13 required no action :-

R9&R10 (Community Engagement and Strategic Plan) - The Parish Council will arrange consultative forums in Chilham and Old Wives Lees, early in 2016, to invite the views of all parishioners on the key challenges and opportunities facing the Parish and the practical steps the Council can take to address them over the course of its current term of office. This exercise will form the basis of the Council's a strategic priorities statement, which will be published ahead of the Annual Parish Meeting in April.

R11&R12 (Best Practice and Quality Status) - The Parish Council Clerk and Chairman will identify those local Councils that have achieved Quality Parish Council status and engage with them to share best practice, with a view to being in a position to achieve all elements of the Foundation award except that regarding the clerks professional development by March 2016 anticipating that opportunities will become available to enable the clerk to meet the professional development requirements by the end of 2016.

#### Councillors Expenses Policy:

A paper explaining the background to this matter and a recommended way forward had been published with the agenda.

*Council agreed that the Resources Committee should to draw up a draft proposal at its October meeting based upon the example policies obtained by the clerk.*

### 9/9 Emergency Plan

A report from Cllr Rooke-James had been published with the agenda.

Council accepted the report and agreed to the suggestions it contained, ie:

- 1) Emergency Co-ordinator would be Cllr Rooke-James and that the clerk would be part of the initial response team, along with another Councillor.
- 2) Cllr Rooke-James would place an item in the parish magazine, asking if any other residents within the parish would be willing to help to ensure coverage in all parts of the parish.
- 3) That the primary assembly point should be the village hall instead of the church. The secondary assembly point could stay the same (Chilham Sports Centre) with the church as the third if needed.
- 4) Village resources: Cllr Rooke-James would establish what medical resources could be made available (eg nurses that live within the parish and support from our local GP).
- 5) Cllr Rooke-James would contact KCC to establish whether KCC wardens could help with traffic control.
- 6) Cllr Rooke-James would put together a list of those in the parish who are deemed to be vulnerable.

*Cllr Rooke-James was asked to continue developing the plan along the lines suggested in his report and report back at the October meeting.*

### 9/10 Composition of Committees and Teams

The current composition of committees and teams had been published with the agenda.

A number of changes were agreed. Annex A contains the revised composition.

### 9/11 Borough Councillor

Cllr Dehnel reported on the following:

- 1) Glebe Orchard planning application – he was pursuing this matter with ABC planning officers.
- 2) Hawkins Rough – he had been taken on a tour of the site and reported that a process was underway to address planning enforcement issues.
- 3) ABC Annual Report – he considered this was a very positive document, provided copies for councillors and advised he would be distributing further copies throughout the parish.

### 9/12 Other Parish Matters

#### Attendee for Kent Police and Crime Commissioner event on 23rd September:

It was agreed that Cllrs Lulham or Bouzekria would attend to raise the following issues:

- a) Emergency access in Chilham Square hindered by parked vehicles
- b) Future of the police Outreach Scheme
- c) Rat Runs in Branch Road resulting in unsafe driving in a narrow lane with no pedestrian walkway in the vicinity of a doctors surgery and a childrens play area
- d) Lack of continuity of PCSO's in the parish
- e) Lack of feedback from police to victims following burglaries
- f) Lack of promotion of Neighbourhood Watch schemes

If Cllrs Lulham and Bouzekria were unable to attend, council accepted an offer from Cllr Dehnel to raise them on

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council's behalf.

*The clerk was asked to forward details of the event to Cllrs Lulham and Bouzekria.*

### **Tree Warden's recommendations regarding trees on Old Wives Lees Green:**

A report from the tree warden including his recommendations had been published with the agenda together with a response from a resident.

Cllr Lulham reported that he had received a number of letters of support from parishioners for these recommendations.

Following consideration, council accepted the recommendations from the tree warden and agreed that there should be no change to the current management approach.

[Cllr Schofield left the room for this item and did not vote.]

***The meeting closed at 9:19 pm.***

### **9/13 Date of next meeting**

1st October 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*.

# CHILHAM PARISH COUNCIL

## ANNEX A – COMPOSITION OF COMMITTEES AND TEAMS

<b>CHILHAM PARISH COUNCIL</b>						
<b>2015/16</b>						
<b>Chairman</b>	P Lulham					
<b>Vice Chairman</b>	D Marriott					
<b>Clerk</b>	G Dear					
<b>Finance Officer</b>	G Dear					
<b>COMMITTEES</b>						
<b>Resources</b>	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					
<b>Complaints &amp; Grievances (inclu Communications)</b>	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					
<b>TEAMS</b>						
<b>Planning</b>	F Bouzekria	P Lulham	G Schofield	D Marriott	S Gretton	
	-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					
<b>Roads &amp; Transport</b>	F Bouzekria	P Lulham	<i>A Perrett, N Lester (rail service)</i>			
	-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)					
<b>Assets Maintenance</b>	L Heasman	<i>D Kennett</i>	<i>H Tharp</i>			
	-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					
<b>Filming</b>	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					
<b>Emergency Planning</b>	A Rooke-James					
	-to produce an Emergency Plan for the parish					
<b>WORKING GROUPS</b>						
<b>Xmas Tree</b>	G Brennan	<i>D Kennett</i>	<i>M Froggett</i>	<i>T Sims</i>	<i>G Glover</i>	<i>R Marsh</i>
	<i>D Parsons</i>	<i>R Parton</i>	<i>P Froggett</i>	<i>T Vallis</i>	<i>A Greenwood</i>	
	-to plan organise and provide a xmas tree in the Square					
<b>REPRESENTATIVES</b>						
<b>Village organisations:</b>	-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 Brennan					
CPRGT	P Lulham					
CTRG	A Rooke-James					
Nursing Association	<i>D Kennett</i>					
Combined Charities	<i>D Kennett</i>					
Chilham United Charities	<i>A Perrett</i>					
<b>Non-village organisations:</b>	-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				
<b>Other:</b>						
PROW	<i>A Perrett</i>					
	-keep abreast of PROW issues affecting the parish and attend council meetings where necessary to provide updates / raise issues					
Tree Wardens	<i>P Vogel</i>					
<b>AUDITORS</b>						
Internal Auditor	<i>David Buckett - 01795 890240 - d.buckett@homecall.co.uk</i>					
External Auditor	Littlejohn LLP					
September 2015						