

CHILHAM PARISH COUNCIL

Minutes of the Meeting held at Chilham Village Hall on 5th March, 2015 at 7.30pm

Present: Cllrs B Glancy, D Kennett (Chairman), R Lincoln, A Ranns, H Tharp

Apologies: Cllrs A Brown, A Ralph, G Swan, Boro Cllr D Marriott

In Attendance: Mr G Dear (Clerk), 2 members of the public

3/1 Apologies

Cllr Brown had advised the clerk she would not be attending due to a prior engagement.

Cllr Ralph had advised the clerk he would not be attending the meeting due to ill health.

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 an important matter being discussed at a concurrent meeting.

3/2 Minutes of the meeting held on 5th February 2015

The minutes were signed as a true record.

3/3 Minutes of the meeting held on 26th February 2015

The minutes were signed as a true record.

3/4 Matters arising from the Minutes

(2/3) Recycling Centre:

As no information had been forthcoming from cllrs with regard to companies that could provide an income generating collection service for metal and glass, the meeting decided to :-

- 1) Agree to the removal of the Metal and Glass recycling bins.
- 2) Enter into an agreement with WhyNotRecycle bearing in mind there will be a responsibility to undertake the cleansing of the area around the banks.

The clerk had contacted WhyNotRecycle in order to enter into an agreement but had not yet received confirmation of the arrangement despite numerous attempts to make contact.

It was agreed that this matter should not be pursued any further.

(2/3) 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 April meeting

(1/3) 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 arrange a site meeting to finalise requirements.

Update required from cllr Ralph at April meeting.

(2/3) Ashford Local Plan to 2030 shortlisted sites in Chilham:

A paper from cllr Ralph had been circulated to members prior to the meeting advising that ABC were inviting the parish council to hold a workshop facilitated by ABC officers on the 3 shortlisted sites in the village of Chilham.

The meeting decided:

- 1) to book Chilham Village Hall from 7pm to 10pm on Wednesday 11th February
- 2) to contact the parishioners who, at the meeting in St Marys Church on 7th May, volunteered to attend a workshop and invite them to attend
- 3) to publicise the workshop through normal channels

Cllr Lincoln reported that the volunteers from the church meeting had been contacted.
Cllr Millar requested a copy of the list of volunteers so he could check the validity of cllr Lincolns report.
The clerk had provided Cllr Millar with the list of volunteers.

(2/3) Maintenance contracts:

A draft maintenance contract Request for Tender had been circulated to cllrs prior to the meeting.
The Resources Committee were asked to request tenders for the electrical and water hygiene maintenance contracts using this draft as the basis of the tenders.
There is an agenda item to consider this matter.

(2/3) 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.
Update required from R&T team at the April meeting.

(2/5) Claim to upgrade Byways AE18 and AE429:

The clerk reported that the deadline for submitting a formal representation to KCC had just passed but he had submitted an informal objection to an upgrade of this byway prior to the deadline and that this allowed council to consider endorsing this objection at the meeting.

The meeting endorsed the informal objection.

The clerk had formally advised KCC of this objection.

The planning team were asked to prepare a formal representation for consideration at the March meeting.
The clerk advised that KCC had confirmed receipt of the objection and had advised that the Planning Inspectorate would contact the parish council regarding resolving the matter.

(2/6) Finance:

The clerk had withheld cheque 1897 and released it following clarification of issues raised with regard to proof of expenditure.

(2/6) Allocation of concurrent function grant:

A paper from the clerk had been circulated to cllrs prior to the meeting reminding cllrs that a decision had been made to restrict the amount of grant allocated in 2014/15 to £1000.

It was decided that this grant should be allocated to village halls and the recreation ground in proportion to their latest insurance premiums as had been the case in previous years.

It was also decided that the rules for allocation of this grant in future years in line with restrictions agreed in councils 3 year budget should be a matter for the new council elected in May 2015.

The clerk had requested latest insurance premiums from the village halls and recreation ground and would allocate the grants accordingly so payments could be approved at the April meeting.

(2/6) Use of direct debit for regular payments:

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

The clerk had prepared direct debit instructions for Taylors Hill toilet utility bills for approval at the March Meeting.

(2/7) ACR Kent - Possible cessation of Government funding for Action with Communities in Rural Kent

The clerk had forwarded to cllrs in order that they could respond as individuals.

(2/7) Paul Lulham – Offer to meet regarding undertaking a Traffic Study

Action taken – forwarded to R&T team

The clerk had acknowledged the offer and advised that council would not pursue it

(2/7) KALC - Consultation on future delivery of Library, Registration and Archive services in Kent

The clerk had forwarded to parish contacts recommending they consider responding supporting the benefits to older people in rural areas provided by the mobile library.

The clerk had responded on behalf of the parish council using the same argument.

(2/7) David Reid - Public Right of Way around Chilham Lakes – Request to reconsider

The clerk had responded advising that council had given very careful consideration to this matter at its February meeting before making its decision and would therefore not be reconsidering its position.

(2/7) 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.

Update required from the clerk at the April meeting.

(2/10) 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.

Update required from the cllrs Ralph and Kennett at the April meeting.

(2/12) Annual Parish Meeting:

It was noted that this would be held on Thursday 16th April at 730pm in Chilham Village Hall (small hall).

The clerk had invited parishioners, representatives from parish organisations, Ward Member and County Councillor using normal channels.

3/5 Declarations of Interest

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

3/6 Planning.

Decisions received from Ashford

Application No. 15/00013/TC

Castle Oak, School Hill, Chilham

1 x Pine - fell

RAISE NO OBJECTION

Application No. 15/00014/TC

The Woolpack Inn, The Street, Chilham

1 x Portugal Laurel (*Prunus Lusitanica* T1) - crown reduce by removing up to 1m from the branch tips, 2 x Hawthorn (*Crataegus Monogyna* T2) - sever and strip ivy and crown reduce up to 2 m from the branch tips, Stand of Hazel (*Corylus Avelana* T3) - cut down in height to approx 1 m, Row of Hornbeam (*Carpinus Betulus* G1) - crown reduce row by 25%

RAISE NO OBJECTION

Application No. 15/00020/FC

Hawkins Rough, Long Hill, Old Wives Lees

Case Reference Number 37606 - Felling coppice to compartments 1f, 1i, 3c, 2d, 3b, 3d, 1b, 2a, 2f, 3a, 1c and 1d

RAISE NO OBJECTION

Application No. 15/00026/TC

Old Vicarage, The Square, Chilham

To crown lift three lower limbs overhanging public footpath, one x foxglove tree (*Paulownia tormentosa*); to crown lift to 3m, one x walnut (*Juglans regia*); to remove one x ash (*Fraxinus excelsior*); to remove cluster of self sown sycamore (*Acer pseudoplatanus*); to remove one x hawthorn (*Crataegus monogyna*); to dismantle one x multi-stemmed sycamore (*Acer pseudoplatanus*); to fell or brace one x wild cherry (*Prunus avium*); to lift branches resting on barn roof, one x yew (*Taxus baccata*); and to coppice to 1500mm, one x hazel (*Corylus avellana*)

RAISE NO OBJECTION

Application No. 14/01578/AS

Barn and cold store at, Glebe Orchard, Bowerland Lane, Chilham

Prior approval of proposed change of use of agricultural building to single dwelling and associated operational development

PRIOR APPROVAL NOT REQUIRED

Application No. 14/01620/AS
Dane Cottage, Dane Street, Chilham
Two storey side extension
PERMIT

Applications Considered

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.

SUPPORT

[Cllr Kennett left the room and did not participate in the debate regarding the next 2 planning items. It was agreed that Cllr Lincoln should chair the meeting for these items.]

Application No. 15/00161/AS

8 Herons Close, Chilham

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

OBJECT with the following comments:

- 1. The increase in floor space (over 70%) is excessive and the extension will unreasonably block light to neighbouring properties.**
- 2. Herons Close won a local government award for housing design in 1954 and with no precedent of extensions to these properties they should be protected from this type of alteration.**
- 3. Herons Close had become part of the heritage of Chilham and had been used in the Parish Design Statement as a good example of post war development.**
- 4. The application does not conform with the guidelines for minimal intervention advocated in the Parish Design Statement and prejudices the distinctive characteristics of the property.**
- 5. Council consider that this is a balanced view (ie the view it would expect a reasonable parishioner presented with the same information to hold).**

Application No. 15/00165/AS

7 Herons Close, Chilham

Erection of 2 storey extension to rear of property.

OBJECT with the following comments:

- 1. The increase in floor space (over 70%) is excessive and the extension will unreasonably block light to neighbouring properties.**
- 2. Herons Close won a local government award for housing design in 1954 and with no precedent of extensions to these properties they should be protected from this type of alteration.**
- 3. Herons Close had become part of the heritage of Chilham and had been used in the Parish Design Statement as a good example of post war development.**
- 4. The application does not conform with the guidelines for minimal intervention advocated in the Parish Design Statement and prejudices the distinctive characteristics of the property.**
- 5. Council consider that this is a balanced view (ie the view it would expect a reasonable parishioner presented with the same information to hold).**
- 6. Council noted the objections made by neighbours.**

Application No. 15/00175/AS

Hope View School, Station Approach, Chilham

New 4m fence to be located on southeast boundary with station footbridge.

SUPPORT

Application No. 15/00177/AS

2 Palmers Cottages, Soleshill Road, Shottenden

Application to vary conditions 1 & 3 to remove reference to holiday let and replace with annexe ancillary to main house and removal of condition 4 from planning permission reference 13/01328/AS

SUPPORT

3/7 Finance

Accounts for 2014/15:

Payments:

The following payments were approved:

From the General Fund:

1900	G Dear	February salary	513.09
1901	G Dear - Expenses	February expenses	86.90
1902	K Jeffery	February wages	220.54
1903	ACR Kent	Subscription	75.00
1904	Canterbury City Council	PC Tips	16.00
1905	CPRE Kent	Subscription	36.00
1906	Orchard Environmental	THT Water Hygiene RA	210.00
1907	ABC	Latin Field lease	6.25

From Ringfenced Funds:

None

Total Payments 1,163.78

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

The following payment had been made prior to the meeting in respect of Chilham village sign:

1899	Black Forge Signs	Recycling Fund – Chilham Sign	618.75
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Direct Debits for Taylors Hill Toilets utility bills:

Direct debit mandates for water, waste water and electricity were approved and signed by 2 councillors. The clerk was authorised to arrange for a direct mandate for business rates to be signed when the rate demand had been received.

Tenders for Taylors Hill Toilets toilet inspection and maintenance contracts:

Tenders and quotes for these 3 year contracts had been circulated to cllrs prior to the meeting.

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

PAYE processing contract:

The clerk was asked to obtain 3 quotes for this contract for a period of 3 years so that a decision could be taken at the April meeting.

3/8 Correspondence

(3/1) ABC – Land Management Plan Information Pack – request to complete questionnaire

The meeting agreed responses to the questionnaire .

The clerk was asked to submit the completed questionnaire to ABC.

(3/2) Spinal Injuries Association – Great Fish and Chip Supper 15th May – request to publicise

Action taken – posted on noticeboards where space

(3/6) KCC – Byway Open to All Traffic AE429 at Chilham – acknowledgement of objection to map modification order

Action taken: the clerk was asked to forward to cllr Glancy

(3/9) KALC – Parish News

Action taken: forwarded to cllrs

(3/11) KALC - IMPORTANT - local government finance settlement

(Action taken – forwarded to Resources Committee

(3/12) ABC - Leader Briefing Note - No 57 - National Acclaim for Ashford's Innovative Housing

Action taken: forwarded to cllrs

(3/13) Kent Police - Update from Ashford Police

Action taken: forwarded to parish contacts

(3/15) KALC - Learning & Development - Template Training Policy and Plan

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

(3/17) ABC - Leader Briefing Note for Parishes- No 2 - Green Light for International Signalling

Action taken: forwarded to cllrs

(3/21) Kent Police – Mobile Police Station – Request for details of local events suitable for PCSO attendance to meet the community

The clerk was asked to respond listing PC meetings and forward to parish contacts so they could respond

(3/22) ABC - Ashford Safety Advisory Group for Events – request for details of events

The clerk was asked to forward to parish contacts so they could respond

(3/25) ABC - Dare to Age Well workshop for older women

Action taken: forwarded to parish contacts

(3/28) ABC - Development Update - February 2015

Action taken: forwarded to cllrs

(3/29) KALC - 24 hour fire strike from 7am 25 Feb to 7am 26 Feb

Action taken: forwarded to parish contacts

(3/30) ACR Kent – Membership Renewal

Action taken: subscription included in payments for approval

(3/31) ABC - Leader's Briefing – Funding Secured for Ashford College Proposals

Action taken: forwarded to cllrs

(3/32) KALC - Finance Update 2nd March 2015

Action taken – forwarded to Resources Committee

(3/34) 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.

(3/37) Ringmaster emails:- Scams, NhW newsletter, Police Awareness Campaign, Weald NhW event, Fire strike, Thefts, Dementia Friends champions, fence damage, damage to premises

Action taken: forwarded to cllrs

(3/38) Trading Standard alerts:- None

(3/39) Elgin Roadworks alerts:- Selling Road, Branch Road, A28 Canterbury Road, Goldups Lane, A252 Maidstone Road, Bagham Road, A28 Ashford Road

Action taken: forwarded to cllrs

(3/40) Road Closures: Temporary Road Closure – Goldups Lane, Shottenden
Action taken: forwarded to cllrs

(3/41) APEK Emails: APEK partners' job vacancies, East Kent Social Policy Group Meeting - 26 Febuary, STAMP - Fundraising and Business Sustainability Event 17 February 2015
Action taken: forwarded to cllrs

3/9 Borough Councillors Report

Cllr Marriott was not present to make his report.

3/10 Governance

Use of NALC Practitioners Guide:

A paper from the Resources Committee had been circulated to cllrs prior to the meeting.
The meeting approved the 3 proposals set out in the paper, ie:

That the Resources Committee bases its annual review of CPC governance and accountability on the following sections from the guide.

1. Part2 (The annual return and corporate governance)

The following paras from this section should be referenced by the Resources Committee to review internal controls, the role of internal audit and risk management:

(a) The tables in paras 2.65 and 2.71 when considering of the council's selection of an Independent Internal Audit service.

(b) Appendix 9 when considering how the internal audit is carried out.

(c) The checklist referred to in para 2.92 when considering compliance with standards and overall effectiveness.

(d) The 3 tables at the end of Part 2 and referred to in para 2.114 when reviewing the effectiveness of risk management controls.

2. Part3 (Accounting guidance for local councils)

The following paras from this section should be referenced by the Resources Committee to review how council meets its statutory duties in the preparation of annual accounting statements:

(a) The table in para 3.7 when considering duties placed on the RFO.

(b) The table in para 3.33 when considering the process for preparing and making use of the annual budget.

That Part1 (The legal framework for local councils in England) should be issued to all councillors as useful reference to complement the Good Councillors Guide.

That these recommendations are reviewed by the Resources Committee each time council receives a revision to the NALC Practitioners Guide.

NALC model financial regulations:

A paper from the Resources Committee had been circulated to cllrs prior to the meeting.
The meeting approved the 2 proposals set out in the paper, ie:

That CPC adopts the NALC model financial regulations with the proposed amendments.

That the Resources Committee reviews future versions of the NALC model regulations after applying the above amendments to in order to recommend updated versions of financial regulations based upon the latest NALC model.

The clerk was asked to circulate 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 was asked to contact KCC Cllr Andrew Wickham and ask that he follows up this issue on behalf of the council.

The clerk was asked to request 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.

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.

3/13 Highways

Issues raised with Kent Highways

It was noted that the spreadsheet required from cllr Ralph and Kennett listing the details of the issues raised and the current status of action taken to address them was still outstanding.

Grove Lane street naming application:

The clerk reported that the application had been submitted and was being processed.

Reports from councillors:

It was noted that the leaning 50mph speed restriction sign in Branch Road was being addressed. Cllr Lincoln reported on road dressing activity in Selling Road and pothole makings.

3/14 Meetings

Nothing to report.

3/15 Village Reports

CFDB:

Cllr Ranns reported that a board meeting had been held on 9th February and there would be a follow up meeting in March. Next steps were to approach contractors for firm specifications and quotes on which funding applications can be made. There was also a need to consider the implications of a new parish council in May.

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.

Cllr Kennett had brought the new village sign to the meeting for cllrs to inspect and he was thanked for the efforts he had made on this project.

The meeting closed at 9:02pm.

3/16 Date of next meeting

2nd 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*.