
CHILHAM PARISH COUNCIL

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

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

Apologies: Cllrs Gretton and Schofield

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

Prior to the meeting, the clerk explained that the council currently has 8 members. A ninth member, Paul Hardisty of Felborough Close, was co-opted prior to the September meeting. Paul has recently moved to the parish and will formally take office after his electoral registration has been processed in December.

11/1 Apologies

Cllr Gretton had advised the chair he was unable to attend due to family commitments.

Cllr Schofield had advised the clerk she was unable to attend due to illness.

These apologies were approved.

11/2 Minutes of the meeting held on 1st October 2015

The minutes were signed as a true record.

11/3 Matters arising from the Minutes

(10/3) Friends of Kings Wood - King's Wood - leaking ponds – offer to speak to council about efforts made by the Friends:

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: Cllr Bouzekria reported that there had been no response to her offer.

(10/3) 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.

(10/3) 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 5m pole, and was awaiting suitable dates for a meeting at which any outstanding concerns could be discussed. The clerk advised that he had obtained suitable dates for a meeting from the owner of Belwethers and would be contacting ABC and Kent Highways requesting attendance.

Update: 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 required from the clerk at the December meeting.

(10/3) Planning Training for Parish Councils – 7th October:

Decided that Cllrs Schofield, Bouzekria and Brennan would attend with Cllr Marriott as reserve. The clerk had booked places accordingly.

Update: The clerk had confirmed attendance and provided details to those councillors attending.

(10/3) 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.

Update: Cllr Bouzekria agreed to investigate whether other information could be provided but had concluded that no further helpful information was available.

Update: It was agreed that this matter should continue to be monitored by the parish council.

(10/3) 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 draw up a draft proposal at its October meeting based upon the example policies obtained by the clerk.

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

(10/3) Attendee for Kent Police and Crime Commissioner event on 23rd September:

The clerk had forwarded details of the event to Cllrs Lulham and Bouzekria. Cllr Lulham had attended and summarised important items covered at the event. As a result, the clerk was asked to:- 1) contact Kent Police with regard to the possibility that parish councils could 'part fund' PCSO's and obtain more details including expected

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costs 2) contact Kent Fire and Rescue Service to confirm whether a defibrillator would be available at Chilham Fire Station within the next year.

Update: the clerk had contacted Kent Police and the response had been circulated to councillors, it had advised that the Chief Constable would be looking at all options in order to avoid, where possible, any reduction in PCSO numbers. Whilst he will consider part funding as one of the options, no further details were available.

(10/7) KCC Highways and Transportation Survey 2015:

The clerk was asked to forward to the Roads & Transport team requesting a suggested response for consideration at the November meeting.

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

Update: The clerk had forwarded the collated feedback from councillors regarding Operation Stack to all councillors.

(10/7) 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.

Update: 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 required from Cllrs Bouzekria and Rooke-James at the December meeting.

The clerk was asked to register for participating in the celebrations.

(10/7) KCC Consultation - Street Lighting - deadline 29 November:

Update: The clerk had forwarded to all councillors so they could respond as individuals.

(10/7) Salt Bags for Winter 2015/16 - Response required by 2nd October 2015:

Update: The clerk had requested a 1 tonne bag to be located on the green adjacent to 27 to 35 Felborough Close.

(10/7) Parish and Town Seminar - 29th October 2015, at Ditton Community Centre:

Cllr Hardisty agreed to attend.

Update: The clerk had forwarded details.

(10/9) Borough Councillor:

Update: The clerk had requested a written report on progress he had made with regard to the Hawkins Rough planning enforcement issue.

11/4 Declarations of Interest

None.

11/5 Planning

Decisions Received from Ashford Borough Council:

15/00141/TC - Deepwell House, Chilham Castle Estate, Chilham - 13 x Cypress Leylandii Evergreen Conifers – fell
RAISE NO OBJECTION

15/00975/AS - Hatfield House, The Street, Chilham - Certificate of lawful development - existing - use of property as private single dwelling
EXISTING USE/DEVELOPMENT IS LAWFUL

15/01106/AS - 7 Dovecote Court, Chilham Castle Estate, Chilham - Proposed infill extension
PERMIT

15/01307/AS - Home Farm House, Chilham Castle Estate, Chilham - Certificate of lawful development - proposed - Erection of single storey side extension
PROPOSED USE/DEVELOPMENT NOT LAWFUL

Applications Considered:

15/01278/AS - 8 Dovecote Court, Chilham Castle Estate, Chilham
Proposed infill extension & 2 roof lights
NO OBJECTION

15/01284/AS - Tudor Lodge Gift Shop, The Square, Chilham
Replacement of timber frame to dormer window in rear roof slope
NO OBJECTION

15/01302/AS - Badgers Hill House, New Cut Road, Chilham
Proposed demolition of existing conservatory and replacement with two storey extension
NO OBJECTION

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15/01307/AS - Home Farm House, Chilham Castle Estate, Chilham - Certificate of lawful development - proposed -
Erection of single storey side extension
NO COMMENT REQUIRED

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.

The clerk was asked to make all councillors aware of the agenda as soon as it was known.

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

A paper describing the background to this matter and a recommendation for next steps had been publicised with the agenda.

After consideration, the planning team were asked to arrange a meeting during November with the following objectives:-

- (a) to better understand the section 106 agreement and the funding available;
- (b) to discuss potential schemes that were "in the land of the possible; and
- (c) to plan a local consultation that would take place in early 2016.

As a result of this meeting, the planning team was asked to produce proposals for consideration at the December meeting in respect of:

- 1) the composition of the "consultation board"
- 2) the terms of reference for the consultation board
- 3) the required timescales for the consultation

In response to a concern raised with regard to the Bagham Place development, the clerk was asked to contact ABC planning department and ask whether a stage 3 safety audit had been carried out on the pedestrian crossing on the A28.

11/6 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:

1991	G Dear	October salary	532.00
1992	G Dear	October expenses	25.24
1993	K Jeffery	October toilet cleaning	220.54
1994	A R Groombridge	OWL Grass Cutting-Sept	331.20
1995	PHS Group	THT Cleaning Materials	104.57
1996	A R Groombridge	OWL Grass Cutting-Oct	331.20
1997	R Marsh	Xmas Tree in The Square	96.00

From Ringfenced funds:

None

Total Payments 1,696.19

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

D/debit	South East Water	THT Water Bill	581.25
D/debit	Southern Water	THT Waste Water Bill	209.00

Recommendation from the Resources Committee regarding Councillors expenses:

A paper describing the background to this matter and a recommendation from the resources committee had been publicised with the agenda.

Following consideration, the draft policy publicised with the agenda was adopted.

Recommendations from the Resources Committee regarding future expenditure

A paper describing the background to this matter and a recommendation from the resources committee had been publicised with the agenda.

Following consideration, it was agreed that council should:-

- 1) submit "expressions of interest" to Cllr Dehnel with regard to part funding the Xmas Tree Celebrations and the proposed Community Consultation.
- 2) adopt a policy of looking for grants where possible to reduce "special projects" expenditure
- 3) seek views on future expenditure options during the proposed community consultation.

The clerk was asked to submit the expressions of interest to Cllr Dehnel.

11/7 Correspondence

ABC items:-

(11/1) Parish and Urban Forum – 28th October – Agenda

Action taken: forwarded to Cllr Lulham

(11/4) Minutes of Parish & Urban Forum on 28th October

Action taken: forwarded to Cllr Lulham

KALC items:-

(11/5) Notice of AGM on 21st November 2015 – invitation for 2 councillors

Cllr Marriott offered to attend.

The clerk was asked to forward to all councillors asking for a further volunteer and register attendees accordingly.

(11/10) KALC Community Awards Scheme 2016 launched

Council agreed to adopt the 2016 scheme.

The clerk was asked to advise KALC accordingly and forward the email to ask councillors so they could consider potential nominations

(11/11) October Edition of the Parish News

Action taken: forwarded to parish councillors

(11/13) Kent County Council 2016/2017 Budget Consultation - deadline 24 November

The clerk was asked to forward to parish councillors and parish contacts to respond as individuals if they wished.

(11/14) Message from Kent Police – request for views on its website

The clerk was asked to forward to parish councillors and parish contacts to respond as individuals if they wished.

KALC Ashford Area Committee items:-

(11/20) Agenda for meeting on 18 November

Action taken: forwarded to Cllr Lulham

(11/21) South East Coast Ambulance Service: Life-saving partnership launches with Kent Fire and Rescue Service

Action taken: forwarded to Cllr Lulham

KCC items:-

(11/24) Agenda Items for Parish and Town Seminar - 29th October 2015, at Ditton Community Centre

Action taken: forwarded to Paul Hardisty

(11/25) Kent County Council Consultation - LED Street Lighting Conversion Project

The clerk was asked to forward to parish councillors and parish contacts to respond as individuals if they wished.

Southeastern items:-

(11/27) Southeastern London stakeholder forum, 15 October 2016

Action taken: forwarded to parish contacts

(11/28) Please check before your travel - Network Rail Engineering work 24 December 2015 - 4 January 2016

Action taken: forwarded to parish contacts

Other items:-

(11/29) ACR Kent – Invitation to Annual Meeting on 10th November

The clerk was asked to forward to Cllr Bouzekria

(11/31) APEK 3 year membership review

Decided not to respond

(11/32) Automated Defibrillator – request to contribute to costs of School project

The clerk was asked to advise the school of the 3 defibrillators planned in the parish and ask if they were aware of this and add that ensuring adequate defibrillator provision would be an element of the parish council's Emergency Plan.

(11/34) Kent Police - Part Funding of PCSOs

Action taken: forwarded to Cllr Lulham

(11/37) Assets Maintenance in Old Wives Lees

The clerk was asked to forward this to parish councillors so that volunteers for Old Wives Lees could be considered at the December meeting.

(11/38) Open Spaces Society - Vote for Outdoor Personality of the Year

Decided not to respond

(11/39) 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 required from the clerk at the December meeting.

11/8 Independent Review Recommendations

Proposal to prioritise the actions agreed:

A paper describing the background to this matter and a recommendation for prioritisation had been publicised with the agenda.

Following consideration, Council approved the following prioritisation:-

- 1) R8 (Working Together) and R9&R10 (Community Engagement and Strategic Plan)
- 2) R11&R12 (Best Practice and Quality Status)
- 3) R6 and R7 (Parish Councillor Training)
- 4) R2 (Grievance Policy)
- 5) R3 (Need to Know Policy)

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

A paper describing the background to this matter and a recommendation had been publicised with the agenda.

Following consideration, Council agreed that, in order to act on Council previous decisions with regard to Independent Review recommendations 8, 9 and 10:-

- 1) That a working group of the Council is formed with responsibility for arranging the Consultative Forum and reporting back to full Council on its progress on a regular basis.
- 2) That the working group's membership should be a minimum of three and a maximum of five Councillors, supported by the Clerk.

It was agreed that the parish councillors on the working group would be Cllrs Lulham, Marriott, Bouzekria, Rooke-James and Heasman.

The clerk was asked to arrange the first meeting for early December.

11/9 Emergency Plan

Cllr Rooke-James reported on progress made.

He agreed to provide the clerk with a formal report for circulation to councillors.

11/10 Station Car Park

A report of a meeting held with Border Flight Ltd had been publicised with the agenda.

The meeting accepted this report and the action taken to address the concerns raised regarding compliance with the planning conditions imposed by ABC.

11/11 Community Broadband

Council accepted a report from Cllr Lulham of progress made on this issue.

11/12 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 a recommended reply had been publicised with the agenda.

Following consideration, Council asked the clerk to respond in the manner recommended.

Recommendation from the Resources Committee regarding cleaning regime:

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

Following consideration, 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.

The clerk was asked to advise Ecoclean accordingly.

Report from the clerk regarding the toilet cleaners annual review:

A report following the annual review with the toilet cleaner had been circulated to councillors prior to the meeting and this report was accepted.

11/13 Borough Councillor

Cllr Dehnel informed the Parish Council that he had been appointed the Chairman for the Policy and Compliance Task Group which is to consider the effectiveness of the current enforcement and compliance procedures with the aim of improving outcomes. He went on to say that enforcement and compliance required considerable resources and in the current climate of financial restraint this presented a considerable challenge but reassured members that effective action was and would continue to be taken to address current issues.

Cllr Dehnel also stressed the importance of a good working relationship with the officers of ABC who should be commended for their ongoing commitment and hard work and who had to work under challenging circumstances whereby they had to work within available resources but at the same time deliver what was expected of them.

Cllr Dehnel also spoke specifically on Hawkins Rough and reassured members that ABC was actively pursuing this case but at the current time the details were confidential. Nevertheless he has asked ABC to produce a statement on the current situation which can be released to the Parish Council and to the public at large. He also stated that he would review the situation with regards to Chilham Station Car Park and would be looking into the Peacock issue in Chilham Square.

In response to a concern raised by Cllr Marriott, Cllr Lulham confirmed his intention that the station car park management issue continued to be closely monitored by the parish council and stressed the importance of Cllr Dehnel pursuing enforcement action with officers at ABC.

11/14 Other Parish Matters

Report of meeting regarding allotments in Felborough Close:

A report of a meeting attended by 5 residents and 2 ABC officers and Cllr Schofield had been publicised with the agenda.

The meeting accepted this report and agreed that the parish council:

- 1) supports the proposal to provide allotments and advises ABC accordingly.
- 2) spreads the word among residents of Felborough Close, Herons Close and Cumberland Cottage.
- 3) asks Chilham Primary School if it would like to be involved in the project.

The clerk was asked to progress this matter and advise ABC that it would like to provide feedback on selecting a suitable location

Response to KCC Highways and Transportation Survey 2015:

A draft response had been publicised with the agenda.

Following consideration, Council accepted this response but councillors were asked to supply additional comments by 13th November so they could be included.

The clerk was asked to submit the resulting response to Kent Highways.

Tree management report for trees on Old Wives Lees Green:

A report from the parish tree warden had been publicised with the agenda.

Following consideration, Council accepted the report and its recommendations.

The clerk was asked to obtain estimates from the OWL Green grounds maintenance contractor for the work required.

Report from Xmas Tree working group:

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

Following consideration, the report was accepted and it was agreed that funding would be provided.

The clerk was asked to inform the working group accordingly.

Proposal regarding walks around Chilham Lake:

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

Following consideration, the clerk was asked to provide Cllr Bouzekria with the file of documents collected by the previous council on this matter.

The clerk was asked to contact 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.

The meeting closed at 9:42 pm.

11/15 Date of next meeting

3rd December 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*.