

CHILHAM PARISH COUNCIL

Minutes of the Meeting held at Chilham Village Hall on 8th January, 2015 at 7.30pm

Present: Cllrs A Brown, B Glancy, D Kennett, R Lincoln, A Ralph (Chairman), A Ranns

Apologies: Cllrs G Swan, H Tharp

In Attendance: Mr G Dear (Clerk), Boro Cllr D Marriott, Community Warden Peter Willows, 2 members of the public

Cllr Ralph reminded cllrs of the Independent Review presentation to the parish council on 20th January in Chilham Village Hall starting at 7pm.

1/1 Apologies

Cllr Tharp had advised the clerk she would not be attending the meeting due to work commitments.

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

1/2 Minutes of the meeting held on 4th December 2014

The minutes were signed as a true record.

1/3 Matters arising from the Minutes

(12/3) The Milestone Society – Survey of local milestones and advice on restoration

The clerk had contacted the ABC conservation officer with regard to listing the milestone and Kent Highways with regard to clearing vegetation to improve visibility.

With regard to listing the milestone, ABC advised that the milestone needs to:

- 1) Be demonstrably under serious threat of demolition or major alteration
- 2) Be a Designation Department priority under the National Heritage Protection Plan, and
- 3) Possess evident significance, and is obviously worthy of inclusion on the National Heritage List for England (eg lettered milestones in original positions are of interest).

The clerk had submitted a listing application and had been asked to provide historical information and had issued an appeal for information to parishioners. Cllr Kennett had also collected information from a parishioner.

The clerk advised that a metal mileage plate had been found and several photos had been submitted to support the application.

(12/3) 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.

Update required from the clerk at February meeting

(12/3) Station car park management:

A paper from cllrs Kennett and Lincoln had been circulated to cllrs prior to the October meeting.

Following consideration, it was agreed that:-

- 1) Cllrs Lincoln and Kennett should meet with the developers agent in order to understand future plans in respect of the management scheme and provide feedback on the management plan and current usage of parking spaces.

Cllr Lincoln reported that a meeting had been arranged for the following week.

A meeting report had been circulated to cllrs prior to the meeting.

It was agreed that cllrs Lincoln and Kennett should hold further meetings with the developer and his agent.

Update required from cllrs Lincoln and Kennett at February meeting.

(12/3) Grove Lane Street Naming:

Cllr Lincoln reported that he had requested a grant from Cllr Andrew Wickham's KCC Members Highway Fund and had received confirmation that a funding application had been approved and that KCC would be liaising with ABC on this matter.

Cllr Lincoln advised that an application for a grant from The KCC Members Community Fund was required in order to obtain the required funding.

The clerk was asked to complete and submit this application.

(12/3) 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.

Update required from the clerk at February meeting.

(12/3) 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 February meeting.

(12/5) Public Right of Way around Chilham Lakes:

Cllr Lincoln proposed that this matter was deferred until the January meeting after which time cllrs would have been able to consider the information provided by Vince Leader as well as that provided by parishioners regarding their use of the footpath. This proposal was approved by the meeting.

The clerk had included an item on the agenda for the January meeting and provided cllrs with copies of the information collected following the appeal for evidence.

(12/6) Independent Internal Audit contract:

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

It was decided to offer a 3 year contract to David Buckett.

The clerk had circulated the 3 tenders received to cllrs for information.

(12/7) ABC – Local Plan to 2030 – Shortlisted Rural Sites

The clerk had publicised in local press, Parish News, noticeboards and website. (The 3 sites shortlisted were DN2-Land at Harvest House, Branch Road; DN12-Land between Bagham Lane and Felborough Close; DN13-Land between Bagham Road, Arden Grange & recreation ground)

The clerk had advised ABC that the parish council requested further public consultation on the shortlisted sites and would take up the ABC offer made after the consultation in the summer to run workshops.

There is an agenda item to consider this matter.

(12/6) Jane Martin – Dirty road signs and Community Broadband

The clerk had responded explaining that:-

1) The resource committee was considering arranging for the cleaner to clean ABC street signs

2) Kent Highways had been contacted to establish whether the same was possible for KCC road signs

3) The clerk would be contacting KCC to request an update on the Making Kent Quicker broadband initiative with regard to the parish.

(12/8) Community Broadband:

An invoice in order to repay the grant to KCC had been received prior to the meeting and a cheque payment had been approved allowing the clerk to repay the grant. The responsibility was now with KCC to handle the procurement process for the Vfast service.

The clerk had requested an update from KCC on this procurement process.

(12/9) Parish Highway Issues:

Cllr Ralph had circulated a report of the meeting recently held with Kent Highways on parish issues to cllrs prior to the meeting.

It was agreed that cllrs Ralph and Kennett should monitor progress on the issues raised and provide regular updates at future council meetings.

Cllrs Ralph updated the meeting with progress made.

It was agreed that cllrs Ralph and Kennett should present an updated schedule listing issues raised and action taken by Kent Highways at future meetings.

(12/10) Sawmills Development – Developer Contributions:

Cllr Lincoln circulated a report to cllrs of an initial meeting with ABC officers to regarding s106 developer contributions towards the provision of Play Areas, Outdoor Sport and Informal Open Space in the parish.

The clerk had included an item on the agenda for the January meeting to consider a list of items to be discussed in future meetings and how CPC should manage a public consultation on the use of the monies.

(12/11) Village Reports

The clerk had updated the schedule of responsibilities issued with council meeting papers with regard to PACT and the now defunct Police and Parish Forum.

1/4 Declarations of Interest

Cllr Glancy declared a Disclosable Pecuniary Interest in the funding application from St Marys PCC.

The meeting decided that the agenda item concerning Toilet cleaning arrangements would be held in closed session due to the sensitive nature of the business to be considered.

1/5 Planning.

Decisions received from Ashford

None.

Applications Considered

Application No. 14/01512/AS

Redthorn, Branch Road, Chilham

Erection of a new 2 storey side extension

SUPPORT

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

SUPPORT noting comments submitted by a neighbour.

Tree Preservation Orders received

Application No. TPO/14/00003

Chilham Village Hall, Chilham Castle Estate, Chilham

Sawmills s106 Developers Contribution:

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

The meeting adopted the proposals in the paper. Annex A contains the paper.

Public Right of Way around Chilham Lakes:

Cllrs had been provided with copies of the information collected following the appeal for evidence prior to the meeting.

Following consideration, the meeting concluded that it would not pursue a claim for a right of way as:-

- 1) there was insufficient support from parishioners (only 23 had responded to the appeal)
- 2) producing sufficient evidence of use without force, permission or secrecy was unlikely
- 3) there was concern about the effect on a local business and the impact on the local economy if it failed

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

Update required from Cllr Ralph at the February meeting.

1/6 Finance

Accounts for 2014/15:

Payments:

The following payment had been made from the recycling fund prior to the meeting in accordance with councils decision to fund the Chilham Village Sign:

1879	Black Forge Signs	December salary	206.25
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The following payments were approved:

From the General Fund:

1880	G Dear	December salary	513.29
1881	G Dear - Expenses	December expenses	22.89
1882	K Jeffery	December litter / toilet cleaning	393.34
1883	ABC	THT-Business Rates	181.00
1884	South East Water	THT-WaterBill	16.00
1885	A R Groombridge	OWL Grass Cutting - November	206.40
1886	Southern Electric	THT-ElectricBill	165.54
1887	Canterbury City Council	PC Tips	16.00
1889	HMRC	PAYE payment	366.20

From Ringfenced Funds:

1888	Y White	Recycling Grant - OWL Choir	100.00
1890	T Vallis	CF Grant - Xmas in Square	20.28
1891	A Greenwood	CF Grant - Xmas in Square	120.00

Total Payments			2,120.94
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Cllr Lincoln reported that he and cllr Tharp had reviewed the timesheet and expenses submitted by the clerk for November and accepted them as reasonable.

Funding request from St Marys PCC:

Cllr Glancy left the room and did not participate in the debate.

A request from St Marys PCC in respect of churchyard maintenance expenses had been circulated to cllrs prior to the meeting.

It was decided that to award a grant of £500 from the recycling fund but make no commitment to further funding.

Report from Xmas Tree Working Group:

Cllr Kennett reported on feedback received following the successful event in the Square and the meeting endorsed his vote of thanks to the working group.

Report from Resources Committee:

At its meeting on 18th December, the committee:-

- 1) Approved a proposal for a 3 year budget forecast and precept for 2015/16 for consideration by council.
- 2) Approved a draft tender proposal for maintenance contracts for consideration by council.
- 3) Endorsed the clerk's decision to enter into an emergency contract to ensure a toilet cleaning service was provided up to 31st March 2015.
- 4) Approved a proposal for committee terms of reference for consideration by council.

3 year budget and precept for 2015/16:

The 3year budget forecast and a paper from cllr Lincoln had been circulated to cllrs prior to the meeting on behalf of the Resources Committee.

Cllr Lincoln explained the background behind the 3 year budget forecast and the proposal for a precept in 2015/16 of £26,321. This would mean an increase in the Band D rate from £35.06 to £36.73.

The meeting approved the proposed precept and the clerk was asked to advise ABC accordingly.

Toilet cleaning arrangements (held in closed session):

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

Cllr Lincoln and the clerk were asked to meet the current toilet cleaner in order to clarify toilet cleaning arrangements and document these in a new signed contract.

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.

Update required from Resources Committee at the March meeting.

Resource Committee terms of reference:

Draft terms of reference had been circulated to cllrs prior to the meeting.

The meeting adopted these terms of reference with 2 amendments. Annex B contains the revised terms of reference.

1/7 Correspondence

(1/1) ABC – Request to pay of Business Rates by Direct Debit

Action taken – forwarded to IIA David Buckett for comment

(1/2) Open Spaces Society – Request for donation

No action required as not in list of budgeted donations

(1/3) Lord Lieutenant of Kent – Invitation to Civic Service

Decided not to attend

(1/5) Swale Borough Council – Bearing Fruits 2031 – invitation to make representations

No action required

(1/7) 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

(1/8) KALC - Kent Police leaflet - Shutting the Gate on Rural Crime

Action taken: forwarded to parish contacts

(1/10) KALC - Community Resilience and Emergency Planning

Action taken – forwarded to Emergency Planning team

(1/11) Kent Police - Mobile Police Station

Action taken: forwarded to parish contacts

(1/12) KALC - Fire Strike 9 - 10 December 2014

Action taken: forwarded to parish contacts

(1/15) ABC - Christmas recycling collections

Action taken: forwarded to parish contacts

(1/16) KALC - DCLG Consultation on Parish Polls

The clerk was asked to respond with the comment that it considered the proposals were reasonable.

(1/18) Andy MacLean - Behaviour of Cllr. Millar

The clerk was asked to respond advising that council hoped the independent review currently in progress would consider the concerns raised.

(1/20) Kate Dann – Request to install footpath map at Taylors Hill car park

The clerk was asked to investigate costs by contacting parish councils that had installed similar signs and respond advising this action.

(1/22) Anthony Perrett - Council proceedings: a complaint

The clerk was asked to respond advising that council hoped the independent review currently in progress would consider the concerns raised.

(1/23) KALC - the Local Government Boundary Commission on the Electoral Review of Kent County Council

The clerk was asked to publicise through the normal channels.

(1/25) ABC - Parish Precepts and Concurrent Grants 2014-2015 Information Request

Action taken: forwarded to Resources Cttee

(1/26) Kent Police - Mobile Police Station – Ashford

Action taken: forwarded to parish contacts

(1/28) UK Power Networks - UK Power Networks - Severe Weather Notification - Friday 12th December 2014

Action taken: forwarded to parish contacts

(1/30) KALC - Outcome of KCC Consultation on Community Wardens

Action taken: forwarded to parish contacts

(1/33) KALC - Election Awareness Campaign

Action taken: forwarded to parish contacts, posted on noticeboards and item planned for inclusion in February PC Tips

(1/35) KALC - Flooding risk – advice for residents and businesses

Action taken – forwarded to Emergency Planning team

(1/36) Kent Police - Message from Kent Police

Action taken: forwarded to parish contacts

(1/38) Jane Martin - Site Submissions and thanks

Cllr Ralph agreed to respond advising the decision to accept the ABC offer of a workshop and advise that council did not consider the informal manner in which the clerk addressed parishioners in emails as rude or offensive or inappropriate

(1/39) Mary Norton – Request to take up highways issues in Felborough Close

Cllrs Ralph and Kennett were asked to add the issues raised to the schedule currently being reviewed with Kent Highways and monitored regularly by council.

(1/41) Ringmaster emails:- Christmas shut down, Community Warden Service, vehicle theft, December newsletter

Action taken: forwarded to cllrs

(1/42) Trading Standard alerts:- BMG survey for KHS, system security scam, TS Newsletter

Action taken: forwarded to cllrs

(1/43) Elgin Roadworks alerts:- Mystole Lane, A252 Maidstone Road, Mulberry Hill

Action taken: forwarded to cllrs

(1/44) Road Closures: Temporary Closure – Knockwood Lane, Molash, Ashford – 26 January 2015, DATES CHANGED -Temporary Road Closure – Hurst Lane, Charing, Ashford – NOW 22 December 2014, Urgent Road Closure - Mystole Lane, Chilham - 10 December 2014

Action taken: forwarded to cllrs

(1/45) APEK Emails: APEK partners' job vacancies

Action taken: forwarded to cllrs

1/8 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.

1/9 Highways

No new matters were raised at the meeting.

1/10 Meetings

There were no reports from cllrs.

1/11 Village Reports

Community Warden Peter Willows gave his monthly incident report including support provided following a breakin in Chilham. He also provided an update on the positive outcome from the recent KCC community warden survey. Cllr Kennett thanked him for his involvement in the Xmas event in the Square.

CFDB:

Cllr Ranns reported that CFDB held its AGM held on 17th December and met its statutory obligations. A board meeting was planned for 26th January.

Cllr Kennett updated the meeting with progress made on the Chilham village sign.

The meeting closed at 10:05pm.

1/12 Date of next meeting

5th February 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

SUBJECT: OLD SAWMILLS DEVELOPMENT S106 MONIES

REPORT FROM CLLRS D KENNETT AND R LINCOLN

BACKGROUND

Following presentation of our previous paper at the December 2014 meeting, it is suggested that the next steps should be as follows:-

- (1) Councillors should present to the clerk by 31st January 2015 any unanswered questions which they have regarding the use of these monies
- (2) Cllr Kennett and cllr Lincoln should arrange a further meeting with Ashford Borough Council officers to take place in February 2015, in order to seek further answers and clarification as necessary
- (3) Cllr Kennett and cllr Lincoln should seek to meet with other parishes who have had recent experience of managing the consultation process with their parishioners
- (4) Cllr Kennett and cllr Lincoln should present a further report to the parish council at its April 2015 meeting
- (5) All information available should then be provided to the new council elected in May 2015 to support its consultation programme

RECOMMENDATION

The parish council is recommended to adopt the proposals outlined above.

CHILHAM PARISH COUNCIL

RESOURCES COMMITTEE TERMS OF REFERENCE

Membership and appointment

Membership will be agreed by council at its Annual General Meeting and consist of the Responsible Finance Officer (RFO) and at least 3 parish councillors.

The term of office will be one year.

Chairing

A parish councillor will be appointed chairman at the first meeting.

Frequency of meetings and quorum

Meetings will be held at least quarterly.

Quorum and voting will be as defined in Parish Council Standing orders.

Record of meetings

The RFO will be responsible for recording minutes and these will be approved at the next committee meeting.

Reporting mechanism

The RFO will be responsible for submitting reports summarising matters considered at a committee meeting to the next council meeting.

Functions & delegated authority

To act as an advisory committee with regard to the following parish council responsibilities:

1. Annual review of council's governance and accountability arrangements
2. Annual review of 3year budget forecast and precept setting
3. Quarterly review of performance against budget
4. Annual review of the management of Taylors Hill toilets
5. Annual review the maintenance requirements of council assets
6. Annual review of council contracts
7. Annual appraisals of council employees
8. Annual review of it terms of reference
9. Any other responsibilities passed to it by council.

To make recommendations to council so it can meet these responsibilities in a satisfactory, timely and cost effective manner.