
CHILHAM PARISH COUNCIL

Minutes (for approval) of the Meeting held at Old Wives Lees Village Hall on 1st December, 2016 at 7.30pm

Present: Cllrs Heasman, Lulham (Chairman), Marriott, Schofield and White

Apologies: Cllrs Hardisty, Linter and Whiting

In Attendance: Mr G Dear (Clerk), Boro Cllr Dehnel, KCC Warden Richard Sinden, 6 members of the public

KCC Warden Richard Sinden introduced himself to councillors explaining that he expected to spend more time in the parish from January and would try to attend monthly council meetings. He agreed to provide the clerk with an introductory letter for distribution to parish contacts.

12/1 Apologies

Cllr Hardisty had advised the clerk he could not attend due to family commitments.

Cllr Linter had advised the clerk he could not attend due to illness.

Cllr Whiting had advised the clerk he could not attend due to business commitments.

These apologies were approved.

12/2 Minutes of the meeting held on 3rd November 2016

The minutes were signed as a true record.

It was noted that the amenity light column and lantern had been installed awaiting electrical connection.

The clerk was asked to request a copy of the risk assessment carried out by ABC with regard to the amenity light in The Street.

12/3 Matters arising from the Minutes

(11/3) Independent Review recommendations:

Summary of previous minutes: 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 / It was agreed that Cllr Heasman would produce a paper on this matter for consideration at the November meeting.

Update required from Cllr Heasman at January meeting.

(11/3) Proposal regarding toilet cleaning contract:

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

Update: There is an agenda item to consider this matter.

(11/5) Planning

Update: The clerk had obtained annual updates from the local GP surgery with regard to its ability to cope with local demand and from the primary school with regard to annual school entrance statistics and had circulated both to councillors.

(11/6) Budget and Precept for 2017/18:

Council instructed the clerk to draw up a 3yr budget forecast for 2017/20 and budget proposal for 2017/18 based upon the commitment made by the previous council and the mandate provided by the 2016 Parish Question Time community engagement for consideration at the December meeting using best available estimates for Council Tax Support and Concurrent Function Grant.

Update: There is an agenda item to consider this matter.

(11/7) KALC Community Awards Scheme 2017 launched:

Update: Requests for nominations have been publicised via noticeboards, website, parish news and parish contacts.

(11/7) Derrick Kennett - Village planters and benches:

Update: The clerk had thanked Derrick Kennett and Helen Tharp for their continued volunteering support and added the refurbishment of parish benches to the community project list.

(11/7) Lynn Crowhurst – Closure of OWL village hall car park and impact on residents:

Update: The clerk had provided the contact details for the local PCSO and KCC community warden so that the matter could be raised with them. The PCSO and KCC Community Warden (or their representative) had also been invited to the December meeting.

CHILHAM PARISH COUNCIL

(11/9) Promoting tourism in the parish:

A paper providing details of a proposal from Chilham Tourism and Retailers Group (CTRG) regarding signage in the parish had been publicised with the agenda. Following consideration, council agreed to form a working group comprising councillors and members of CTRG to review/update the proposal.

Update: The clerk had advised CTRG accordingly and requested names of CTRG representatives on the working group.

(11/10) Old Wives Lees Bus Shelter: A paper summarising the next steps in order to apply for a grant from Kent County Council to replace/install a bus shelter in Old Wives Lees had been publicised with the agenda. Following consideration, council asked Cllr Schofield to:-

- 1) consult the bus company to obtain views on a proposal to install a bus shelter
- 2) circulate a survey to Old Wives Lees residents to gain their views on the proposal

Update required from Cllr Schofield at January meeting.

(11/11) Latin Field Maintenance:

A paper proposing options for consideration by council had been publicised with the agenda. Following consideration, council asked Cllr White to 1) draw up a costed proposal for work required now to bring Latin Field up to an acceptable standard; 2) produce a scheme proposal for consideration in the 2017 Parish Question Time consultation to upgrade the equipment provided to better meet current needs with a view to retaining it.

Update required from Cllr White at a future meeting

(11/11) Latin Field Access:

Council agreed that 3 councillors should meet residents in Green Lane to achieve a satisfactory outcome.

Update: a meeting has been arranged for 4 December.

12/4 Declarations of Interest

None.

12/5 Planning

Decisions Received from Ashford Borough Council:

16/01467/AS - Provident House, Shottenden Road, Shottenden - Replacement timber framed garage and shed
PERMIT

Applications Considered:

16/01664/AS - Martens Kiln, Lower Ensden Farm, Lower Ensden Road, Old Wives Lees - Construction of a standalone oak framed garden room.

NO OBJECTION

16/01726/AS - 2 Garden Cottages, Lower Lees Road, Old Wives Lees - An application for a Lawful Development - Existing - timber clad cabin used as a self contained annexe to no 2 Garden Cottages.

NO OBJECTION

Local response to Mulberry Hill planning application:

A paper providing the background to this matter had been publicised with the agenda.

Following consideration, council asked the clerk to:-

1) request that the application should be considered by the ABC planning committee and not delegated to an officer.

2) publicise that members of the public can request the opportunity to make a representation to the planning committee

12/6 Finance

Payments:

The following payments require formal approval:-

From General Fund:

2123	G Dear	November Salary	405.40
2124	G Dear	November Expenses	17.84
2125	K Jeffery	November Wages	237.71
2126	Ball Contractors	THT maintenance	175.68
2127	Staples	Office Supplies	84.94
2128	D Kennett	Planters	35.37

From Ringfenced funds:

2129	Chilham Seniors	Parish Community Grant	400.00
------	-----------------	------------------------	--------

Total Payments 1356.94

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

D/debit Southern Water	THT Waste Water Bill	35.88
------------------------	----------------------	-------

A refund of £450 has been received from Southern Water in respect of overpayment.

It was noted that £300 had been received from ABC in respect of the Ward Member Community Grant to the Xmas Tree working group.

The clerk was authorised to make payments from this grant if required by the Xmas Tree committee prior to the January meeting.

Budget Report for 2016/17:

A report showing performance against budget for 2016 had been publicised with the agenda.

Following consideration, council accepted this report and authorised up to £5000 from the general fund to be spent on toilet refurbishment.

3 year budget proposal for 2017/18 to 2019/20:

A paper proposing a 3year budget for 2017 till 2020 and a precept proposal for 2017/18 had been publicised with the agenda.

After consideration, council accepted this forecast and asked the clerk to finalise the 3yr budget and precept requirement for 2017/18 for approval at the January meeting on the basis that any additional expenditure as a result of the Parish Question Time consultation would be covered by the allowance for discretionary expenditure and not require an increase in precept.

12/7 Correspondence

A paper listing items of correspondence received since the last meeting had been publicised with the agenda. Any action or decisions taken are listed below.

ABC items:-

(12/1) Leader's Briefing regarding Proposed Changes to Parliamentary Constituency Boundaries

Action taken: forwarded to Cllr Lulham

(12/2) Leader's Briefing regarding Council Launches New Online Reporting System

Action taken: forwarded to parish contacts

(12/3) Leader's Briefing regarding Help us to Recycle Smarter

Action taken: forwarded to parish contacts

(12/4) Ashford Development Update

Action taken: forwarded to parish councillors

KALC items:-

(12/6) November 2016 edition of the Parish News

Action taken: forwarded to parish councillors

(12/9) KCC Volunteer Support Warden Scheme

Action taken: forwarded to parish councillors

(12/10) Policing in Kent 2017-2021: Autumn 2016 Survey

Action taken: forwarded to parish contacts

(12/11) NALC Dependant Carers' Survey - Deadline 18/1/17

Decided to support the proposal to extend the dependant carers allowance to include parish councillors and instructed the clerk to respond accordingly.

(12/12) Kent Police's Weekly Rural Policing Updates – 4th, 11th November

Action taken: forwarded to parish councillors

(12/14) Porchlight - Homelessness Charity

Decided not to provide financial support.

KALC Ashford Area Committee items:-

None

KCC items:-

(12/17) Winter Letter to parishes - 2016-17

Action taken: forwarded to parish contacts and posted on noticeboards

(12/19) KCC Budget Consultation - 2017/18

Action taken: forwarded to parish contacts

(12/21) Bus Transport Select Committee – Survey

Action taken: forwarded to parish contacts

Southeastern items:-

(12/23) Southeastern stakeholder forum, Mermaid Theatre, Puddle Dock, Blackfriars, London EC4V 3DB, 9 December 2016, 1100

Action taken: forwarded to parish contacts

(12/24) Christmas and New Year engineering works/Southeastern Stakeholder Forum, 9 December

Action taken: forwarded to parish contacts

Other items:-

(12/26) Kent Fire & Rescue Service - KFRS is recruiting on-call firefighters

Action taken: forwarded to Parish News

(12/28) ACR Kent - Annual Meeting Announcement

The clerk was asked to forward the invitation to councillors

(12/29) Chilham Remembrance Group – request for a parish council representative

The clerk was asked to forward this request to Cllr Hardisty.

(12/30) Applause Rural Touring Spring 2017 Menu

Action taken: forwarded to parish contacts

(12/32) Transforming health and social care in Kent and Medway

Action taken: forwarded to parish contacts

(12/33) East Kent Strategy Board update

The clerk was asked to forward to parish contacts and encourage them to complete the survey.

12/8 Strategic Plan Priorities

Refurbishment of Taylors Hill Toilets:

A paper proposing a plan to refurbish the toilets in Taylors Hill car park had been publicised with the agenda.

Following consideration, council formed a working group comprising cllrs Hardisty, Schofield and White with support from the clerk to take this proposal forward.

A paper setting out options for improving the sustainability of the toilet cleaning regime had been publicised with the agenda.

This matter was considered in closed session and the clerk was asked to provide further information regarding the options available so that the matter could be reconsidered at the January meeting.

Planning Policy:

A paper proposing an approach for improving understanding of local capacity for key services had been publicised with the agenda.

Following consideration, council instructed the clerk to contact the KCC Infrastructure Services and request information they held with regard to local capacity for key services.

Improving quality of life in the parish:

Volunteer Activities: A report on activities during the previous month and others planned for the coming month had been publicised with the agenda and an update on planned activity was provided by Cllr Hardisty. The report was approved by council.

Cllr Lulham agreed to contact the volunteers that put their names forward during the Parish Question Time consultation.

Summer event in the parish: It was noted that planning for an event in July continues and that a date would be confirmed in due course.

Shottenden Phone Box: A proposal regarding the future of the telephone kiosk in Shottenden had been publicised with the agenda.

Following consideration, council supported the proposal and instructed Cllr Linter to develop this further and report back at the January meeting.

12/9 Borough Councillor

Cllr Dehnel gave his report covering the following matters:

- 1) Encouraging use of the Report IT feature on the ABC website.
- 2) Attendance at a Chilham Tourism and Retailers Group meeting.
- 3) Encouraging parishioners to Recycle Smarter.
- 4) Influencing the implementation of the Station Car Park Management Scheme.
- 5) Xmas Tree Celebrations in Chilham Square (Cllr Dehnel will be switching on the lights)
- 6) Hawkins Rough enforcement matter reviewed in last month and at top of enforcement priority list, further update to be provided in January.

12/10 Parish Matters

Parish Council Vacancy:

A paper setting out the background to this matter had been publicised with the agenda.

Following consideration, in the event that no election is required to fill the vacancy, council instructed the clerk to advertise the vacancy so that candidates could be interviewed prior to the January meeting.

The meeting closed at 9:14pm.

12/11 Date of next meeting

5th January 2017 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*.