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## CHILHAM PARISH COUNCIL

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### Minutes of the Meeting held at Chilham Village Hall on 1st September, 2016 at 7.30pm

**Present:** Cllrs Heasman, Lulham (Chairman), Linter, Rooke-James and White

**Apologies:** Cllrs Hardisty, Marriott, Schofield

**In Attendance:** Mr G Dear (Clerk), 1 member of the public

#### 9/1 Apologies

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

Cllr Schofield had advised the clerk she could not attend for health reasons.

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

These apologies were approved.

#### 9/2 Minutes of the meeting held on 4th August 2016

The minutes were signed as a true record following the inclusion of an opening statement that Cllr Lulham had welcomed the 3 co-opted councillors to the meeting.

#### 9/3 Matters arising from the Minutes

(8/3) 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.

*It was agreed that Cllr Heasman would produce a paper on this matter for consideration at the November meeting.*

(8/3) 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 allow a 5m pole. 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. The property owner had accepted the modifications and confirmed receipt of the legal agreement from ABC

*Update: The property owner has signed the legal agreement and the clerk has requested an outline of what now needs to be done to complete the project.*

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

(8/3) Proposal regarding toilet cleaning contract:

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

*The clerk will provide this information for consideration at a meeting later in the year.*

(8/3) Parish Caretaker Activities:

A paper setting out potential options for carrying out activities including amenity grass cutting, vegetation clearance, cleaning street signs and highway signs and other maintenance duties permitted by Ashford Borough Council and Kent Highways in the parish had been publicised with the agenda. Following consideration, council agreed to take advantage of the offers from Community Payback and a group of volunteers led by Cllr Hardisty for the benefit of the parish and agree a policy and a budget. Council instructed the clerk to draw up a policy and proposed budget for consideration at a future meeting that covered liability insurance, a list of tasks to be covered, a programme of works, use of equipment and materials. Cllr Hardisty was instructed to liaise with Kent Highways and the clerk with regard to cleaning road signs.

Cllr Hardisty reported that Kent Highways had made equipment available and that he would be cleaning those signs in the parish that did not require a road closure.

*Update: there was an agenda item to consider this matter.*

(8/3) A Practitioners Guide to Proper Practices March 2016:

The clerk was asked to update councils governance review policy to refer to this new guide.

*Update required from the clerk at a future meeting when section 5 of the guide is available.*

(8/3) Fly a Flag for the Commonwealth:

The clerk was asked to investigate the purchase of a flag and had circulated detail of prices to councillors.

*Update: The clerk had confirmed arrangements for the 2017 event with the school, registered for the event and ordered a 90in x 54in flag.*

### (8/3) Station Car Park:

Cllr Marriott was asked to produce a paper for consideration at a future meeting that assessed current activity by the developer against the spirit of the planning condition relating to the station car park. It was agreed that a draft of this paper would first be reviewed by ABC enforcement officers through Cllr Dehnel with the aim of producing a paper that all parties agree with. This paper will then drive the debate on the course of action to be taken.

*Update: There is an agenda item to discuss this matter.*

### (8/6) Response to Draft Ashford Local Plan:

A paper setting out a proposed response to this consultation had been publicised with the agenda. After consideration, Council approved the representations contained in the paper with the following additional comment regarding Policy SP6 – Promoting High Quality Design:- “The Bagham Place development is an example of a recent scheme in our parish where increased housing density apparently came at the expense of design and landscaping quality.”

*Update: The clerk had submitted the approved representations on behalf of the council.*

### (8/8) Template Training and Development Policy and Plan:

*Action required: to be considered later in year for council's training plan*

### (8/8) Bus Shelter Grant 2016-17:

The clerk was asked to investigate what is required to instal a new bus shelter in Old Wives Lees and report back at the September meeting.

*Update: There is an agenda item to discuss this matter.*

### (8/9) Strategic Plan:

A draft Strategic Plan based upon Parish Question Time feedback had been publicised with the agenda. Following consideration, Council accepted the draft report and it was agreed a revised version (including pictures from the engagement events) would be brought to the September meeting for approval.

*Update: There is an agenda item to discuss this matter.*

### (8/12) Report from Cllr Hardisty on volunteer activities:

Council requested that a paper was tabled for the September meeting setting out the objectives of volunteer activities in the parish and how this volunteering would work.

*Update: There is an agenda item to discuss this matter.*

### (8/12) Latin Field Access:

A paper had been publicised with the agenda. After consideration, Council instructed the clerk to write a letter to residents in Green Lane clarifying the extent of the public highway and investigate the costs of producing a sign.

*Update: A letter had been delivered to residents of Green Lane and a contractor had been contacted with regard to providing a suitable sign.*

## 9/4 Declarations of Interest

None.

## 9/5 Planning

### Decisions Received from Ashford Borough Council:

16/01002/AS - Norwinds, Selling Road, Chilham - Single storey rear and side extension  
PERMIT

16/00749/AS - Martens Kiln, Lower Ensden Farm, Lower Ensden Road, Old Wives Lees - Installation of a conservation roof light.  
PERMIT

16/00915/AS - The Mission Hall, Watery Lane, Shottenden - Conversion of garage to living accommodation with link extension to main dwelling and store to front elevation and minor alteration works.  
PERMIT

### Applications Considered:

16/01137/AS - Thorpe Farm Oast, Cobbs Hill, Old Wives Lees - Erection of a single storey rear extension  
NO OBJECTION

Cllr Lulham advised the meeting that an application for Tollgate Cottage (16/01275/AS) was expected and that a decision was required prior to the October meeting in order that EU grant funding linked to improving facilities in the rural area could be approved.

*Council considered the matter and delegated authority to Cllr Lulham and members of the planning team to respond on behalf of the parish council when details of the application had been received from ABC and report back at the October meeting.*

**Station Car Park Concerns:**

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

After consideration, Council agreed the following terms of reference for the paper requested from Cllr Marriott on this matter. The paper should:

- 1) briefly set out the concerns with sufficient evidence to substantiate them.
- 2) ask what action can be taken by ABC enforcement officers to address these concerns
- 3) ask what action the parish council can take to address the concerns and support any action taken by ABC
- 4) not include any personal information or data at this stage

*Cllr Marriott was asked to produce a paper based upon these terms of reference for consideration at the October meeting.*

**9/6 Finance**

Payments:

The following payments were approved :-

From General Fund:

2100	G Dear	August Salary	405.40
2101	G Dear	August Expenses	37.40
2102	K Jeffery	August Wages	237.71
2103	Canterbury City Council	PC Tips	16.00
2104	Staples	Office Supplies	33.98
2105	Ball Contractors	THT Maintenance	73.44

From Ringfenced funds:

None

Total Payments 803.83

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

D/debit Southern Water	THT Waste Water Bill	86.20
D/debit Southern Electric	THT Electricity Bill	118.68

The following bank transfer was approved :-

£25,000 from current account (balance at 28/07/2016 £32,339.72) to investment account in accordance with the minimum current account surplus of £5,000 stated in Financial Regulation 5.5(c).

**Renewal of electricity supply contract for Taylors Hill Toilets:**

A paper from the clerk setting out the background and options available to the parish council had been publicised with the agenda.

After consideration, Council decided to renew the contract to Laser (KCC) for a period of 3 years.

*The clerk was asked to renew the contract on behalf of the council.*

**9/7 Correspondence**

ABC items:-

(9/1) Leader Briefing Notes for Parishes

Action taken: forwarded to Cllr Lulham

(9/2) Kent & Medway NHS and Social Care Partnership Trust (KMPT)

*The clerk was asked to forward to Parish Contacts*

(9/3) Parish & Urban Forum 7 September - Agenda

Action taken: forwarded to Cllrs Lulham and Whiting

KALC items:-

(9/4) NALC Community Led Housing Survey [30/9 Response Deadline]

*Cllr Lulham agreed to respond on behalf of council.*

*Update required from Cllr Lulham at the October meeting.*

(9/6) East Kent NHS - Time to Change

*The clerk was asked to forward to Parish Contacts asking to be advised of any important local issues and encouraging them to raise them by responding as individuals*

(9/7) Bulletin on national developments and meetings - 5 August 2016

*Decided not to respond*

(9/9) Kent County Council: Local Transport Plan Consultation

*Cllr Lulham agreed to respond on behalf of council.*

*Update required from Cllr Lulham at the October meeting.*

(9/11) Kent Resilience Team Emergency Planning Event - 27th of September (Volunteers required)

Action taken: notice posted on noticeboards

(9/12) Highways England consultation - Managing freight vehicles through Kent

*Decided not to respond*

(9/13) Ashford Health Summer Newsletter

Action taken: forwarded to parish contacts

(9/14) Autumn event schedule is up and running - available for online booking now!

Action taken: clerk booked onto Annual Finance Conference

KCC items:-

(9/15) Reminder Start Of Works Notice Ashford Road- Chilham 12th August 2016

Action taken: forwarded to parish contacts

(9/19) Temporary Closures – Chilham Level Crossing (Ashford) – 15 August & 18 September 2016

Action taken: forwarded to parish contacts

(9/21) Start Of Works Notice- Ashford Road, Chilham-16th September 2016

Action taken: forwarded to parish contacts

(9/23) Overnight Closures – A28 Ashford Road, Chilham (Ashford) – 16 & 19 September 2016

Action taken: forwarded to parish contacts

Southeastern items:-

(9/24) Stakeholder update

Action taken: forwarded to parish contacts

Other items:-

(9/25) Screen South - 100 miles for 100 years - Come & Find Out More, Ashford

Action taken: forwarded to parish contacts

(9/26) Playsafety Ltd – Play Area Inspection Reports

Action taken: there is an agenda item to consider this matter

(9/27) Kent Fire & Rescue – Test your safety

Action taken: forwarded to parish contacts

### **9/8 Strategic Plan**

A draft Strategic Plan based feedback received at the August meeting had been publicised with the agenda.

Following consideration, Council approved the plan and agreed that it should be distributed to all households in the parish.

*The clerk was asked to obtain estimates for printing as an A4 folded leaflet for consideration at the October meeting and look into increasing the font size of the summary table of questionnaire results.*

### **9/9 Borough Councillor**

Cllr Dehnel was not able to attend to give his report.

### **9/10 Parish Matters**

#### **Consultation Report:**

A draft report had been publicised with the agenda.

Following consideration, Council approved the report and agreed that it should be distributed to all households in the parish together with the Strategic Plan.

*The clerk was asked to obtain estimates for printing for consideration at the October meeting.*

#### **Volunteer Activities:**

A paper proposing objectives of volunteer activities in the parish and how this volunteering would work had been publicised with the agenda.

Following consideration, Council agreed to:-

- 1) identify individuals who are prepared to volunteer their time for the benefit of the parish with the objective of forming a volunteer network.
- 2) list the type of activities that could be performed by the parish volunteer network covered by parish council insurance and the outcomes intended.
- 3) assess the capability of the volunteers coming forward to agree the types of activities that could be undertaken and draws up corresponding risk assessments.
- 4) produce an annual plan of the activities to be carried out by the volunteer network assigning responsibilities and a budget to cover expenses incurred.

*As a start to this, Cllrs Lulham and Rooke-James agreed to work with Cllr Hardisty to contact those individuals who had offered their services during the Parish Question Time consultation and any others who were willing to volunteer.*

*The clerk was asked to include a regular agenda item on future meetings for reporting volunteer activities completed during the previous month and those planned for the coming month*

**RoSPA reports for OWL Play Area and Latin Field:**

A paper proposing action to be taken had been publicised with the agenda.

*Following consideration, Council agreed to address medium and high risk items and :-*

- 1) consider 3 quotes for the OWL play area and select one to carry out the work when they were available.*
- 2) arrange for the vegetation clearance at Latin Field to be carried out by volunteers.*

**Bus Shelter in Old Wives Lees:**

A paper outlining what is required to install a new bus shelter in Old Wives Lees had been publicised with the agenda.

*Following consideration, Council agreed that a parish councillor should engage with bus users and residents in Old Wives Lees to confirm the need, identify a suitable location, outline design and costing for a replacement bus shelter so that a decision on next steps can be taken at the October meeting.*

*The clerk was asked to contact Cllr Schofield with regard to this matter.*

***The meeting closed at 9:21pm.***

**9/11 Date of next meeting**

4st October 2016 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*.