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## CHILHAM PARISH COUNCIL

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### Minutes of the Meeting held at Old Wives Lees Village Hall on 2nd June, 2016 at 7.30pm

**Present:** Cllrs Hardisty, Heasman, Lulham (Chairman), Rooke-James and Schofield

**Apologies:** Cllr Marriott

**In Attendance:** Mr G Dear (Clerk), Boro Cllr Dehnel, 2 members of the public

#### 6/1 Apologies

Cllr Marriott had advised the clerk that he could not attend due to business commitments. These apologies were approved.

#### 6/2 Minutes of the meeting held on 5th May 2016

The minutes were signed as a true record.

#### 6/3 Matters arising from the Minutes

(5/4) Election of Committees and Representatives:

A list of current committees, teams and representatives had been published with the agenda and this was amended for the coming year.

*Update: The clerk had confirmed the responsibilities of non-councillors - see AnnexA for finalised list.*

(5/7) 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.*

(5/7) 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.

*Update: The property owner had accepted the modifications and confirmed receipt of the legal agreement from ABC.*

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

(5/7) 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.*

(5/7) 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 required from the clerk regarding a policy and proposed budget at a future meeting.*

(5/7) Policy for parish council grants:

A paper setting out a proposed policy for allocating parish council grants had been publicised with the agenda. Following consideration, council adopted the proposed policy.

The clerk was instructed to include the new policy in Standing Orders and draw up a grant application form.

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

(5/7) Update to the Model Financial Regulations:

Action required: clerk to update Financial Regulations accordingly for approval at future meeting.

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

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(5/9) Report from a recent Planning Team meeting:

A paper setting out a proposal for a policy with regard to meeting requests concerning proposed developments in the parish had been publicised with the agenda together with a report of a recent planning team meeting of this nature. The inclusion of a statement noting councils preference that prospective developers should attend an Open Forum was agreed.

It was agreed that an amended paper should be considered at the June meeting.

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

(5/12) 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 the July meeting when section 5 of the guide is available.*

(5/12) M Wise – Ashford Lodge – comments regarding property name:

*Update: The clerk had written a letter of support.*

(5/15) Safety concerns regarding major roads in the parish:

A report setting out action taken by the parish council in respect of these concerns had been publicised with the agenda. Council accepted this report.

*Update: The clerk had requested more information regarding the timescales of the planned route study and included an item in June Parish News to provide parishioners with an update on the steps taken by the parish council to address this matter.*

Cllr Hardisty was asked to investigate the possibility of using Speedwatch equipment to gather data to add weight to these concerns.

*Update: Cllr Hardisty had obtained the equipment and was making arrangements for training in its use.*

### 6/4 Declarations of Interest

None.

### 6/5 Planning

#### Decisions Received from Ashford Borough Council:

16/00057/AS - Rose Farm, Denne Manor Lane, Chilham - Replacement dwelling with detached garage/kitchen building

Permit

16/00437/AS - Dane Cottage, Dane Street, Chilham - Proposed link extension between garage and host dwelling including change of use of existing garage into new bedroom with bathroom and office

Permit

#### Tree Decisions Received from Ashford Borough Council:

16/00071/TC - Hatfield Lodge, The Street, Chilham - To fell 2 x evergreen cypress (T1 & T2) and one x leylandii (T3)

Raise No Objection

#### Applications Considered:

None

#### Policy for meeting requests regarding proposed developments:

A paper setting out a proposal for a policy with regard to meeting requests concerning proposed developments in the parish had been publicised with the agenda together with a report of a recent planning team meeting of this nature.

*After consideration, Council adopted the policy and asked the clerk to include it in Standing Orders.*

### 6/6 Finance

Payments:

The following payments were approved :-

From General Fund:

2069	G Dear	May salary	405.60
2070	G Dear	May expenses	20.78
2071	K Jeffery	May toilet cleaning	237.71
2072	Staples	Office Supplies	39.98
2073	Kent Men Of The Trees	Subscription	25.00
2074	SLCC	Subscription	128.00
2075	Canterbury City Council	PC Tips	16.00

From Ringfenced funds:

None

Total Payments 873.07

**Grant application form for parish council grants:**

A paper setting out a proposed application form had been publicised with the agenda.

*After consideration, Council approved the grant application form and instructed the clerk to update the adopted policy to include a stipulation that this form should be used for all grant applications and include it in Standing Orders.*

*The clerk was asked to publicise the new grant application process and other funding opportunities available via Parish News, Noticeboards, website and parish contacts.*

**Adoption Financial Regulations updated to conform to NALC model:**

Updated financial regulations had been published with the agenda.

After consideration, Council adopted the updated regulations.

**Annual report from the Independent Internal Auditor:**

The annual report had been published with the agenda.

After consideration, Council accepted the report.

**Annual review of direct debit instructions:**

A paper setting out current direct debit instructions had been published with the agenda.

After consideration, Council confirmed its approval of the listed direct debits.

**6/7 Correspondence**

ABC items:-

None.

KALC items:-

(6/1) Event Announcement: Health And Safety Level Accreditation Training - West Kent, 09 June 2016

Decided not to respond

(6/2) Event Announcement: Councillors' Conference 2016, 07 July 2016

*The clerk was asked to register Cllr Hardisty for the event.*

KALC Ashford Area Committee items:-

(6/3) Minutes of the meeting of 18th May

Action taken: forwarded to Cllr Lulham

KCC items:-

(6/5) Active Travel Strategy - Invitation to Join

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

Southeastern items:-

None.

Other items:-

(6/8) Royal Mail – Request to set up Direct Debit for PO Box service

*The clerk was asked to set up a Direct Debit for this service.*

(6/11) Anthony Perrett - Perry Wood Management Steering Group Meeting Notes

Action taken: forwarded to Cllr Lulham

*The clerk was asked to forward this correspondence to Cllr Heasman*

(6/12) Catha's Seat News

Action taken: forwarded to parish contacts

(6/13) Suggestion for the Parish Council Website

*The clerk was asked to confirm with KALC that including the suggested link was permissible and if so update the website accordingly.*

(6/14) Doug Marriott – Queries re May minutes

Decided no action required. There were items already on the agenda to address the queries raised.

(6/15) PI Productions - New Channel 5 Documentary – Kent

Action taken: forwarded to parish contacts

**6/8 Parish Council Vacancies**

Council agreed to interview candidates from 7pm prior to the July meeting.

*The clerk was asked to publish a reminder of the vacancies and the interview process via Parish News, noticeboards, website and parish contacts.*

### **6/9 Independent Review Recommendations**

#### **Report from Community Engagement working group:**

A report summarising feedback from the Parish Question Time questionnaires and proposed next steps had been publicised with the agenda.

*Following consideration, Council accepted this report and instruct the strategy working group to :-*

*1) collate both comments from questionnaires and the post-it notes and produce a report for consideration at the July meeting.*

*2) draft a strategic plan for the remainder of the council term based upon the findings from the Parish Question Time events.*

### **6/10 Borough Councillor**

Cllr Dehnel gave his report covering the following matters:

- 1) Ashford Local Plan now produced in draft, public consultation later in summer
- 2) Chilham Chase and Globe Theatre production at Chilham Castle an outstanding success
- 3) Station car park and Hawkins Rough - continued pressure on enforcement officers to act
- 4) Successful enforcement action taken by ABC in respect of illegal travellers site in Kingsnorth
- 5) The need to publicise funding opportunities available to organisations in the parish

### **6/11 Parish Matters**

#### **Minutes from Annual Parish Meeting on 21st April:**

Draft minutes had been publicised with the agenda.

Council accepted these minutes.

#### **Report from Cllr Hardisty on volunteer activities:**

Cllr Hardisty reported on volunteer work during May removing nettles, cleaning street and road signs. Grass cutting had been hampered by bad weather. Further work was planned for June.

***The meeting closed at 8:28 pm.***

### **6/12 Date of next meeting**

7th July 2016 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*.

## CHILHAM PARISH COUNCIL

<b>ANNEX A - CHILHAM PARISH COUNCIL - 2016/17</b>						
<b>Chairman</b>	P Lulham					
<b>Vice Chairman</b>	D Marriott					
<b>Clerk</b>	G Dear					
<b>Finance Officer</b>	G Dear					
<b>COMMITTEES</b>						
<b>Resources</b>	P Lulham	D Marriott	G Schofield	P Hardisty		
	-meets once a year to agree annual budget and decide on the next years precept					
	-meets quarterly to review performance vs budget					
	-adhoc meetings to resolve any finance, asset management or people management issues					
<b>Complaints &amp; Grievances (inclu Communications)</b>	tba	tba	tba			
	-adhoc meetings to resolve any complaints&grievance issues passed to it from a council meeting					
	-adhoc meetings to resolve any communications issues					
<b>TEAMS</b>						
<b>Planning</b>	P Hardisty	P Lulham	G Schofield	D Marriott		
	-review all planning applications and propose a response from the council					
	-adhoc meetings to resolve any planning issues passed to it from a council meeting					
	-current issue - Sawmills development					
<b>Roads &amp; Transport</b>	P Hardisty	P Lulham	<i>A Perrett, N Lester (rail service)</i>			
	-adhoc meetings to resolve any roads&transport issues passed to it from a council meeting					
	-current issues - traffic volumes around Bagham Junction (ex Sawmills devt)					
	-current issues - Road Safety and Rat Runs (ex Sawmills devt)					
<b>Assets Maintenance</b>	L Heasman	<i>D Kennett</i>	<i>H Tharp</i>			
	-quarterly inspection of all parish council assets, log this and any items that need attention					
	- G Hiscott to check OWL play area and Latin Field play area on weekly basis, log this and advise any items that need attention					
	-D Kennett and H Tharp to check bus shelters, noticeboards, planters and benches in Chilham on a regular basis and advise any items that need attention (NB Y White maintains the planters in OWL)					
	-G Schofield to check noticeboard and benches in OWL on regular basis, log this and advise any items that need attention					
<b>Filming</b>	A Rooke-James	G Schofield	P Hardisty			
	-to act as parish council contact for filming in the parish following the process agreed at the May2013 meeting					
<b>Emergency Planning</b>	A Rooke-James					
	-to produce an Emergency Plan for the parish					
<b>WORKING GROUPS</b>						
<b>Xmas Tree</b>	P Hardisty	<i>D Kennett</i>	<i>M Froggett</i>	<i>T Sims</i>	<i>G Glover</i>	<i>R Marsh</i>
	<i>D Parsons</i>	<i>R Parton</i>	<i>P Froggett</i>	<i>T Vallis</i>	<i>A Greenwood</i>	
	-to plan organise and provide a xmas tree in the Square					
<b>REPRESENTATIVES</b>						
<b>Village organisations:</b>	-represent the council at committee meetings and report back at council meetings					
CFDB	A Rooke-James (also corporate member), D Marriott, P Lulham					
Chilham Village Hall	tba					
OWL Village Hall	G Schofield					
CPRGT	P Lulham P Hardisty					
CTRG	A Rooke-James					
Nursing Association	<i>D Kennett</i>					
Combined Charities	<i>D Kennett</i>					
Chilham United Charities	<i>A Perrett</i>					
<b>Non-village organisations:</b>	-represent the council at regular forums and report back at council meetings					
KALC Ashford Area Committee	P Lulham P Hardisty					
Parish Forum	P Lulham P Hardisty					
Perrywood Steering Group	L Heasman P Lulham					
<b>Other:</b>						
PROW	<i>A Perrett</i>					
	-keep abreast of PROW issues affecting the parish and attend council meetings where necessary to provide updates / raise issues					
Tree Wardens	<i>P Vogel</i>					
<b>AUDITORS</b>						
Internal Auditor	<i>David Buckett - 01795 890240 - d.buckett@homecall.co.uk</i>					
External Auditor	Littlejohn LLP					
May 2016						