

---

## CHILHAM PARISH COUNCIL

---

### Minutes of the Meeting held at Chilham Village Hall on 3rd March, 2016 at 7.30pm

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

**Apologies:** Cllr Bouzekria

**In Attendance:** Mr G Dear (Clerk), Boro Cllr Dehnel, 3 members of the public

*Prior to the meeting, Cllr Lulham advised that Cllr Brennan had resigned due to family commitments and that this resignation had been accepted.*

#### **3/1 Apologies**

Cllr Bouzekria had advised the clerk that she could not attend due to family commitments. These apologies were approved.

#### **3/2 Minutes of the meeting held on 4th February 2016**

The minutes were signed as a true record.

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

(2/3) 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.*

(2/3) 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.

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

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

(2/3) 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 and 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: the clerk had registered parish involvement in the celebrations, Cllr Bouzekria had obtained agreement from the church and Cllr Rooke-James would be meeting the headmaster. However it was now understood that a specific commonwealth flag could only be used.*

*Following consideration, it was decided not to proceed with the ceremony and Cllr Rooke-James agreed to advise the school.*

(2/3) Taylors Hill Toilets Reply to ABC with regard to costs incurred obtaining the Business Rate discount:

Following consideration, the clerk was asked to accept the ABC offer and contact other parish and town councils in the borough advising them of the availability of a business rate discount and suggest they consider contributing to the cost incurred by the parish council in establishing any saving they are able to make as a result.

*Update: the clerk had accepted the offer from ABC and contacted other parish and borough town councils. The offer was not applicable to those councils that had responded but responses had not yet been received from Charing Wye and Woodchurch.*

*The clerk reported that no further responses had been received and council decided not to pursue the matter.*

(2/3) 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.*

(2/5) Report from s106 consultation board meeting and next steps:

A report of the consultation board meeting on 14th January setting out a consultation plan and next steps had been publicised with the agenda.

Following consideration, Council accepted the report and endorsed the consultation plan and next steps. The Community Engagement working group were asked to draw up assessment criteria to be used by council to prioritise the resulting eligible schemes.

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

(2/6) Proposal for parish council grants:

A paper setting out a proposal to simplify arrangements for allocating parish council grants had been publicised with the agenda. Following consideration, council agreed to simplify and rationalise these arrangements in the light of current circumstances by combining the Concurrent Function and Recycling Fund into a Parish Community Grant Fund and adopting a policy for allocating grants from this fund that corresponds to the current Recycling Grant Allocation Policy extended by the following budget policy assumptions: (a) Current levels of support for wholly voluntary services should continue as previously (b) Funding for trading entities, even where they are provided through voluntary labour should be limited to affordable levels consistent with grant income received. The clerk was instructed to present a policy for adoption at the March meeting based upon this decision.

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

(2/6) Expenditure on OWL "children at play" road sign:

A paper explaining that the cost of installing these signs had increased from the £400 previously approved to £460 had been publicised with the agenda. Following consideration, the parish council approved the increased expenditure and instructed the clerk to authorise the works.

*Update: The clerk had authorised the works.*

(2/6) Renewal of contracts:

A paper setting out the contracts due for renewal on 1st April 2016 had been publicised with the agenda. Following consideration, council agreed to extend the OWL Grounds Maintenance contract for a 4th year and extend the toilet cleaning fallback contract until 31st March 2017. The clerk was instructed to renew these contracts accordingly.

*Update: The clerk had renewed these contracts.*

The clerk was asked to obtain from A R Groombridge the cost of increasing the number of cuts for OWL Green to 4 per month and using a finishing mower so this could be considered at the March meeting.

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

(2/6) Expenditure on OWL play area repairs:

A paper explaining that 3 firms had been asked to quote for wetpour repairs identified by the recent RoSPA inspection. The resulting quotes had been circulated to councillors prior to the meeting. Following consideration, the parish council selected the quote from SSP and instructed the clerk to make the necessary arrangements. The clerk was asked to obtain a quote from SSP to relay the complete wetpour surface and submit a Scheme Summary for this project to the s106 consultation board for consideration.

*Update: The clerk had authorised SSP to carry out the repairs and requested a quote from them for a complete relay. The clerk had also submitted a Scheme Summary to the s106 consultation board.*

(2/7) HM Queen's 90th Birthday celebrations:

*Update: The clerk had contacted the school, St Marys Church, CPRGT, CFDB, Chilham Village Hall and Old Wives Lees village hall and advised that the parish council would consider requests to fund any celebrations they might wish to organise.*

(2/7) KCC Consultation on their Mobile Library Service - deadline 4 March:

*Update: The clerk had identified implications for the parish forwarded to parish contacts.*

(2/11) 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.

*Update: 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.*

(2/11) Annual Parish Meeting on 21st April:

A paper setting out the approach adopted by previous councils had been publicised with the agenda. Following consideration, council agreed that:- 1) the clerk should book Chilham Village Hall on 21st April from 730pm and advertise / invite parishioners as in previous years 2) Cllr Lulham should produce an annual report for inclusion in

## CHILHAM PARISH COUNCIL

---

PC Tips 3) Cllr Brennan should arrange drinks and nibbles with a budget of £50.

*Update: the clerk had booked the village hall.*

(2/11) Allotments in Felborough Close:

A report of a site meeting attended by Cllr Hardisty and the clerk with Andrew Crossley from ABC and 2 of his team members on 18th January had been publicised with the agenda. A draft consultation letter prepared by ABC had also been forwarded to councillors. Following consideration, council agreed to:- 1) confirm support for the proposed allotment project 2) agree the wording of the proposed consultation letter with the amendment that the letter should be sent to residents in Herons Close and other properties within 50yds of the western boundary of Felborough Close, as well as Felborough Close.

*Update: The clerk had advised ABC accordingly.*

### **3/4 Declarations of Interest**

None.

### **3/5 Planning**

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

15/00965/AS & 15/00966/AS - Chilham Mill Fisheries, Mill Lane, Chilham - Alterations to stable block to form a fishing store, conversion of the pump house with a new mezzanine floor and raised terrace and part of mill to form two dwellings, demolition of various outbuildings, erection of building to house site office and dwelling. Erection of new amenity block, fishing lodge and provision of defined parking spaces.

WITHDRAWN BY APPLICANT

15/01641/AS - Phyllis Farm, Selling Road, Old Wives Lees - Prior approval for the change of use of agricultural building and any land within its curtilage to one single dwelling unit and for associated operational development  
PRIOR APPROVAL IS REQUIRED

15/01664/AS - 4 Cherry Orchard, Chilham - Erection of a single storey front and side extension.  
PERMIT

#### **Applications Considered:**

None

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

15/00687/AS - Outbuilding east of The Small Holding, Long Hill, Old Wives Lees - Alterations and conversion of existing building to a single dwelling house

RAISE NO OBJECTION

#### **Tree Preservation Orders Decisions Received from Ashford Borough Council:**

TPO/15/00011 - Glebe Orchard, Bowerland Lane, Old Wives Lees – T1 Oak – adjacent to access road to Glebe Orchard.

#### **Report from s106 consultation board meeting and next steps:**

A report of the consultation board meeting on 18th February had been publicised with the agenda.

Following consideration, Council accepted the report and endorsed the next steps which were:-

- 1) all 8 schemes will be submitted to ABC for a eligibility check;
- 2) eligible proposals will be included in the parish council community engagement culminating in exhibitions in Old Wives Lees and Chilham village halls on 18th and 19th March;
- 3) the parish council would agree assessment criteria in order to rank the schemes;
- 4) the results of this ranking were expected to be disclosed at the Annual Parish Meeting on 21st April;
- 5) the parish council would now work with ABC to plan the next steps.

### **3/6 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:

2025	G Dear	February salary	531.80
2026	G Dear	February expenses	20.66
2027	K Jeffery	February toilet cleaning	221.24
2030	Canterbury City Council	PC Tips	16.00
2031	CPRE	Subscription	36.00
2032	OWL Village Hall	Hall hire	30.00
2034	G Dear	Exhibition materials	236.55
2035	ACR Kent	Membership subscription	50.00

## CHILHAM PARISH COUNCIL

---

From Ringfenced funds:

2028	Hart Lee Tree Surgery	OWL Green	348.00
2029	Caseament Signs & Graphics	OWL Children Warning Sign	552.76
2033	Lockwell Security Ltd	THT - lock repair	60.00
Total Payments			2,103.01

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

D/debit Southern Water	THT Waste Water Bill	156.67
D/debit Southern Electric	THT Electric Bill	71.90

The annual electrical, water and asbestos inspections due in respect of Taylors Hill toilets have been requested and the respective payments will be presented for approval at the April meeting.

### **Renewal of Old Wives Lees grass cutting contract:**

The clerk advised the meeting of the costs tendered to extend this contract for a 4th year including the option of cutting Old Wives Lees Green 4 times a month instead of 3 when required.

Following consideration, council agreed to extend the contract for a 4th year and take up the option for a 4th cut when required. It was agreed that a site meeting would be arranged in July to review the effect of the 4th cut during the growing season.

*The clerk was instructed to renew this contract accordingly.*

### **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..*

### **3/7 Correspondence**

ABC items:-

(3/1) Parish & Urban Forum Minutes - 27th January 2016

Action taken: forwarded to Cllr Lulham

(3/2) The Star Inn, Old Wives Lees - EN/14/00220 - Hawkins Rough, Long Hill, Chilham – Planning Enforcement Update

Action taken: forwarded to Cllr Lulham

(3/3) Governance Review – Final Recommendations

Action taken: forwarded to parish councillors

KALC items:-

(3/4) Advance Notice: Delivery to Kent Residents, Encouraging Greater Recycling of Metals (w/c 1st February & w/c 29th February)

Action taken: forwarded to parish councillors

(3/5) IMPORTANT - Sector Led Body - Deadline extended to 31 March 2016 - 2 Communications from the chair of Smaller Authorities' Audit Appointments Limited

Action taken: forwarded to parish councillors

(3/6) Bulletin on National Developments and Meetings - 29 January 2016

*The clerk was asked to add the parish council to the petition to give parish and town councils the right to appeal planning decisions.*

(3/7) Update to the Model Financial Regulations

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

(3/8) IMPORTANT - 2016 KALC Membership Survey - deadline Thursday 31 March 2016

*The clerk was asked to respond on behalf of the parish council.*

(3/9) 2016 Good Councillors Guide

Action taken: forwarded to parish councillors

(3/11) Parish News February 2016

Action taken: forwarded to parish councillors

(3/13) Government Update - Neighbourhood Planning and a new Consultation on planning changes - deadline 15 April.

Decided not to respond

(3/16) Stop the Scammers - Adverts to raise awareness

Action taken: forwarded to Elisabeth Arter

(3/19) KALC/KRT Community Resilience and Emergency Planning Workshops

Action taken: forwarded to Cllr Rooke-James

Southeastern items:-

(3/24) Possible RMT strike, London Underground services 6, 7 and 8 February

Action taken: forwarded to parish contacts

(3/25) This morning's disruption

Action taken: forwarded to parish contacts

(3/26) Additional meet the Manager sessions

Action taken: forwarded to parish contacts

(3/27) Stakeholder Update: Check before you travel – Easter Engineering Works 25 - 28 March 2016

Action taken: forwarded to parish contacts

Other items:-

(3/32) Free energy switching advice / latest project!

Action taken: forwarded to parish contacts

(3/35) Membership Renewal of Action with Communities in Rural Kent

Action taken: included in payments for approval

(3/36) Accidents on A28 Canterbury Rd, Chilham and on A252 around Dane Street junction

Action taken: matter raised with Kent Highways

(3/37) UK Power Networks – Partnership working with Parishes

*The clerk was asked to respond agreeing to including some text in our parish newsletter about the Priority Services Register to inform and encourage residents to sign up.*

*The clerk was asked obtain more information with regard to actively recruiting eligible individuals to sign up to the register and the potential £500 contribution to our parish budget.*

### **3/8 Independent Review Recommendations**

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

A report of the working group meeting held on 25th February with the objective of finalising leaflet, questionnaire, invitations, publicity and exhibition content had been publicised with the agenda.

Following consideration, Council accepted this report.

The proposed assessment criteria for ranking scheme proposals was also considered and accepted.

### **3/9 Borough Councillor**

Cllr Dehnel gave his report covering the following matters:

- the continuing commitment from ABC regarding enforcement action at Hawkins Rough
- the Station Car Park
- Chilham Chase
- Ward Members Community Grant Fund
- enforcement options being considered by ABC regarding littering and dog fouling

*The clerk was asked to include an item in Parish News inviting community groups to apply for funding for community projects from the Ward Members Community Grant Fund.*

### **3/10 Parish Matters**

#### **Dog Waste Bags:**

A paper setting out a proposal from Cllr Schofield to provide dog waste bags free of charge had been publicised with the agenda. It was noted that free dog waste bags were now available from the Post Office.

*Following consideration, the clerk was asked to contact the Post Office and establish whether this free supply could be publicised and made available in other parts of the parish.*

***The meeting closed at 8:42 pm.***

### **3/11 Date of next meeting**

7th April 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*.