
CHILHAM PARISH COUNCIL

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

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

Apologies: Cllrs Heasman and Whiting

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

Prior to the meeting Cllr Lulham advised that Cllr Rooke-James had resigned due to family and business commitments and council recorded a vote of thanks for his contribution as a parish councillor.

11/1 Apologies

Cllr Heasman had advised the clerk that she could not attend due to family commitments.

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

These apologies were approved.

11/2 Minutes of the meeting held on 6th October 2016

The minutes were signed as a true record.

11/3 Matters arising from the Minutes

(10/3) 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 December meeting.

(10/3) Amenity Light in The Street:

Summary of previous minutes: 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 / 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 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 / 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 / ABC have advised that arrangements were being made to carry out the installation and connect the new light column to the UK Power Network supply. It was hoped that the work could be completed before Christmas.

Update: ABC have advised that a risk assessment was initially carried out which resulted in the decision to find an alternative location to erect a replacement light (it was noted that there was no indemnity on the parish council) and that contractors have been instructed to install the column and that this was expected before the end of November.

(10/3) 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.

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

(10/3) A Practitioners Guide to Proper Practices March 2016:

Summary of previous minutes: The clerk was asked to update councils governance review policy to refer to this new guide.

Update: There is an agenda item to adopt a new version of Standing Orders to encapsulate the new guidance.

(10/3) Bus Shelter in Old Wives Lees:

Summary of previous minutes: 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.

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

(10/5) Norwinds Planning Decision:

Summary of previous minutes: A paper setting out the background to this matter had been publicised with the agenda and councillors had also received a copy of letter of complaint from 2 residents to ABC regarding the planning decision. After consideration, Council asked the clerk to contact ABC asking to be kept fully informed

regarding the action being taken to address this complaint.

Update: ABC have responded the complaint and the residents were considering their response to this. Cllr Dehnel advised that the complaint was still under investigation and that a response would be forthcoming addressing the points raised and that he was monitoring progress.

(10/6) Repairs to Old Wives Lees Play Area:

Summary of previous minutes: 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 select the Playdale quote (£1364) on the basis of best value for money. The clerk was asked to arrange for the repairs to be carried out.

Update: The clerk had placed an order for the repairs to be carried out.

(10/7) Free Website Training...Come and Join Us in October:

Update: The clerk had forwarded to Cllr Hardisty

(10/7) Kent County Council - Highways Tracker survey 2016:

Update: The clerk had forwarded to Cllr White who had agreed to complete the survey on behalf of council in consultation with Cllr Lulham.

(10/7) Tesco Bags of Help scheme – Funding for Community Projects:

Update: The clerk had forwarded to councillors for consideration at a future meeting

(10/7) Letter from Matthew Balfour - Kent County Council's pothole blitz:

Update: The clerk had forwarded to parish contacts

(10/7) Anthony Perrett – welcome meeting with new residents:

Update: The clerk had offered support from the parish council at the welcome meeting

(10/7) Ashford Age UK - Help with finding volunteers:

Update: The clerk had forwarded to parish contacts and posted on noticeboards

(10/7) ACR Kent Event – Social Media Workshop:

Update: The clerk had forwarded to Cllr Hardisty

(10/7) Chilham Tourism & Retailers Group – Signage Audit:

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

(10/7) Application for funding for the Junior Halloween event "Spooktastic VI":

Summary of previous minutes: Council agreed to consider a grant in the region of £200 at the November meeting (as per previous years) and request that a parish community grant application form should be completed with sufficient details for council to consider the application and that an application should also be made to Cllr Dehnel's Ward Member Community Grant.

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

(10/9) Report from Strategy Group:

Summary of previous minutes: A report had been publicised with the agenda. Following consideration, Council:- 1) adopted the finalised Strategic Plan and Consultation Report; 2) adopted the policy that, apart from statutory items (eg planning, finance, and correspondence), any other agenda item submitted for a council meeting must refer to the priorities set out in the Strategic Plan unless council agrees an exception; 3) agreed to ask for feedback in its future annual consultations on how well it has performed against its Strategic Plan; 4) approved the proposed publication and authorised the clerk to arrange for the printing of 1000 copies at a cost of £271 and distribution by the parish distribution network

Update: The publication had been printed and circulated. There is an agenda item to adopt a new version of Standing Orders to encapsulate item 2) above.

(10/9) S106 Scheme Proposal Ranking:

Summary of previous minutes: A report from the Strategy Group containing the results of the ranking exercise using criteria previously agreed by council and recommending next steps had been publicised with the agenda. Following consideration, Council agreed to:- 1) request an early release of Section 106 funds by Ashford Borough Council to enable the Old Wives Lees Play Area Wet Pour Surface and Little Owls Nursery Play Equipment schemes to proceed forthwith; 2) commence further dialogue with the remaining scheme promoters with a view to refining their submissions (for example, by increasing the level of third party funding that they can make available) and thus securing a means of progressing these projects in a manner which accords with the terms of the Section 106 Agreement.

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

11/4 Declarations of Interest

None.

11/5 Planning

Decisions Received from Ashford Borough Council:

None.

Applications Considered:

16/01467/AS - Provident House, Shottenden Road, Chilham - Replacement timber framed garage and shed
NO OBJECTION

16/01497/AS - Chrisholme, The Square, Chilham - Take down chimney to roof level and rebuild using reclaimed bricks & lime mortar to original height & detail.
NO OBJECTION

16/01531/AS - Land N of Bagham Road and SW of Berry House Lodge, Mulberry Hill, Chilham - Erection of 2No. dwellings with detached garages. Change of use of land to residential.
NO OBJECTION provided adequate pedestrian access was provided onto the adjacent A252 footpath and adequate sightlines provided for traffic in both directions on Mulberry Hill.

The clerk was asked to request an annual update from the local GP surgery of its ability to cope with local demand to complement the information it requested from the primary school with regard to annual school entrance statistics.

11/6 Finance

Payments:

The following payments require formal approval:-

From General Fund:

2113	G Dear	October Salary	405.40
2114	G Dear	October Expenses	23.34
2115	K Jeffery	October Wages	237.71
2117	A R Groombridge	OWL grass cutting - August	348.00
2118	A R Groombridge	OWL grass cutting - September	348.00
2119	OWL Village Hall	Hall hire	30.00
2120	KALC	Finance Conference	72.00
2121	G Dear	Strategic Plan Printing	280.00
2122	Canterbury City Council	PC Tips	16.00

From Ringfenced funds:

2116	Hartlee	OWL Green Grounds Maintenance	708.00
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Total Payments 2468.45

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	173.55

Funding application from Chilham Seniors:

A parish community grant application had been publicised with the agenda.

After consideration, Council decided to award Chilham Seniors a grant of £400.

The clerk was asked to arrange for the grant to be paid.

Funding application from Chikidz:

A parish community grant application had been publicised with the agenda.

After consideration, Council decided to award Chikidz a grant of £150 noting that this grant could in turn be funded by a Ward Members Community Grant if there were funds available.

The clerk was asked to arrange for the grant to be paid.

Funding application from Chilham Remembrance Group:

A parish community grant application had been publicised with the agenda.

It was noted that an application to Cllr Dehnel's Ward Member Community Grant had also been made.

After consideration, council agreed to earmark a grant of £1000 dependent on the remembrance project obtaining the necessary permissions and approvals and provided finalised details of their scheme.

Budget and Precept for 2017/18:

A paper proposing an approach for consideration by council had been publicised with the agenda.

Following consideration, 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.

11/7 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:-

(11/1) Heritage Workshops

Action taken: forwarded to parish councillors, Cllr White attended

(11 /2) Parish & Urban Forum 7 September 2016 - Feedback

Action taken: forwarded to Cllr Lulham

KALC items:-

(11/5) KALC Community Awards Scheme 2017 launched

Decided to adopt the scheme and ask (via noticeboards, website, parish news and parish contacts) parishioners to provide nominations

(11/6) Kent Police's Weekly Rural Policing Updates – 3rd, 14th, 21st October

Action taken: forwarded to parish councillors

(11/10) Autumn and Winter Events Now Ready for Online Booking

Decided not to respond.

(11/11) Join our online community!

Cllr Hardisty agreed to join on behalf of the parish council.

(11/14) Notice of AGM – Saturday 19th November

Cllr Hardisty agreed to attend on behalf of the parish council.

KALC Ashford Area Committee items:-

None

KCC items:-

None

Southeastern items:-

(11/16) Stakeholder Forum, Mermaid Theatre, Puddle Dock, London EC4 on 9 December at 1100am

Action taken: forwarded to parish contacts

(11/17) Southeastern timetable changes

Action taken: forwarded to parish contacts

Other items:-

(11/18) NHS South East Commissioning Support Unit -Transforming health and social care in Kent and Medway

Action taken: forwarded to parish contacts

(11/19) Kent Police - Advice - Halloween & Bonfire Night

Action taken: forwarded to parish contacts and notices placed on noticeboards

(11/23) Derrick Kennett - Village planters and benches

The clerk was asked to thank Derrick Kennett and Helen Tharp for their continued volunteering support and add the refurbishment of parish benches to the community project list

(11/24) Lynn Crowhurst – Closure of OWL village hall car park and impact on residents

The clerk was asked to provide the contact details for the local PCSO and KCC community warden so that the matter could be raised with them.

The clerk was asked to invite the PCSO and KCC Community Warden (or their representative) to the December meeting as there had been no attendance for over a year.

(11/25) Kent Police – Burglary Campaign

Action taken: forwarded to parish contacts

(11/26) Gavin and Maria Davis – Parking in Green Lane

Note: there is an agenda item relating to this matter

(11/27) Wealden Wheels – Autumn 2016 Newsletter

(11/28) CPRE Kent – Kent Voice Autumn/Winter 2016

Late Correspondence items:

(11/29) Kent County Council 2017/2018 Budget Consultation - deadline 27 November

The clerk was asked to forward to parish contacts (including parish councillors) so they could respond as individuals.

11/8 Governance

Standing Orders revision for Practitioners Guide:

Standing Orders revision for Strategic Plan:

A revision to standing orders had been publicised with the agenda and this was adopted by council.

11/9 Strategic Plan Priorities

Allocation of Section 106 Monies:

A paper detailing the next steps following the decision taken at the October meeting had been publicised with the agenda.

Following consideration, council instructed the clerk to:-

- 1) requests release of section 106 funds to enable the Old Wives Lees Play Area Wet Pour Surface and Little Owls Nursery Play Equipment schemes to proceed forthwith.
- 2) scales down the requested Outdoor Sports funding by a factor so that the funding offered equals the section 106 funds available and writes to the scheme promoters offering the scaled down funding and requesting that the scheme submissions are refined accordingly (for example, by increasing the level of third party funding that they can make available) and thus securing a means of progressing these projects in a manner which accords with the terms of the Section 106 Agreement.
- 3) requests release of section 106 funds to enable the Football Pitch Drainage scheme to proceed.

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 form a working group comprising councillors and members of CTRG to review/update the proposal.

The clerk was asked to advise CTRG accordingly.

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.

Summer event in the parish: A report of a meeting to discuss a summer event in the parish had been publicised with the agenda. The report was approved by council.

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*

11/10 Borough Councillor

Cllr Dehnel gave his report covering the following matters:

- 1) Report IT – councillors and parishioners were encouraged to use this facility on the ABC website to report litter, flytipping, anti social behaviour and many other matters.
- 2) ABC Annual Report – this was currently being distributed to rural areas in the borough.
- 3) Handyman Scheme – council was encouraged to investigate how it could take advantage of this scheme.
- 4) Hawkins Rough – this matter was awaiting enforcement and legal resources but was being regularly monitored.

11/11 Parish Matters

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.*

Latin Field Access:

A paper proposing an approach to address this matter had been publicised with the agenda.

Following consideration, council agreed that 3 councillors should meet residents in Green Lane to achieve a satisfactory outcome.

The meeting closed at 9:17pm.

11/12 Date of next meeting

1st December 2016 in Old Wives 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*.