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## CHILHAM PARISH COUNCIL

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### Minutes of the Meeting held at Old Wives Lees Village Hall on 4th February, 2016 at 7.30pm

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

**Apologies:** Cllrs Marriott and Boro Cllr Dehnel

**In Attendance:** Mr G Dear (Clerk), no members of the public

*Prior to the meeting, there was an Open Forum to allow representatives from the Community Payback Scheme to explain the services they could provide in the parish.*

#### **2/1 Apologies**

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

Boro Cllr Dehnel had advised the clerk that he could not attend due to a prior commitment.

These apologies were approved.

#### **2/2 Minutes of the meeting held on 7th January 2016**

The minutes were signed as a true record.

#### **2/3 Matters arising from the Minutes**

(1/3) 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.*

(1/3) 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 ABC had produced an agreement for the property owner to sign but there had been no further progress.*

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

(1/3) 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 had met the headmaster and reported that a ceremony at the Fire Station was being considered .*

*Update required from Cllr Rooke-James at the March meeting confirming location and format of the ceremony.*

(1/3) 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.*

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

(1/3) 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.*

(1/6) Precept and Budget for 2016/17:

A paper setting out the Resources Committee proposal had been publicised with the agenda. Following consideration, council accepted this budget and precept proposal.

*Update: The clerk had submitted the Parish Precept and Grant Claim Form to ABC on this basis.*

(1/6) Fixed Term Deposit:

A paper explaining the options now that the current 2yr fixed term deposit had matured had been publicised with the agenda. Following consideration, council decided to reinvest the £10k deposit for a 3 year fixed term.

*Update: The clerk had set up a new fixed term deposit on this basis.*

(1/6) Request to fund plaque on Chilham village sign:

A paper setting out the estimated costs for a plaque on the village sign been publicised with the agenda. Following consideration, council approved this expenditure.

*Update: The clerk had authorised the work.*

(1/7) Planning application 15/01554 Conversion of Cumberland Cottage to Residential Dwelling contributions for open space provision:

*Update: Following the meeting ABC advised that no contributions would be requested.*

(1/7) Event Announcement: New Councillor Induction, 02 February 2016:

*Update: The clerk had registered Cllr Hardisty for this event.*

(1/7) The Office of Her Majesty's Lord Lieutenant – Invitation to Annual Civic Service:

*Update: The clerk had accepted the invitation nominating Cllr Hardisty as attendee with Cllr Lulham as reserve.*

(1/7) CTRG - Chilham Information Leaflet – request for funding:

It was agreed that funding of £500 should be provided towards the costs of 40,000 leaflets.

*Update: The clerk had responded accordingly.*

(1/8) Proposal for Working Together, Community Engagement and Strategic Plan:

A paper proposing an approach to a local consultation drawn up by the working group had been publicised with the agenda. Following consideration, Council approved the approach proposed above together with a number of supplementary points. The working group were instructed to progress the project on this basis.

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

### **2/4 Declarations of Interest**

Cllrs Hardisty, Heasman and Lulham expressed an interest in the Felborough Close allotments matter.

### **2/5 Planning**

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

15/01256/AS - Matthew Farm, Shottenden Road, Shottenden - Removal of wall to ground floor. Relocation of the boiler. Lifting of beam and support steel in utility room. Removal and replacement of modern plaster to lime plaster in medieval wing. Rebuilding of modern stud wall and replacing modern doors with bespoke boarded doors. Replacement of joists to 1st floor bathroom. Erection of satellite dish.

GRANT CONSENT

15/01554/AS - Cumberland Cottage, The Street, Chilham - Change of use from business use to residential use.

PERMIT

15/01581/AS - Home Farm House, Chilham Castle Estate, Chilham - Single storey extension to side to form larger kitchen/dining.

PERMIT

15/01659/AS - Underhill, Mountain Street, Chilham - Revised scheme to 15/00984/AS - front and side single storey extension.

PERMIT

#### **Applications Considered:**

16/00036/AS - 1 Lower Road, Stone Stile Road, Shottenden - Proposed front porch, rear extension and loft conversion.

NO OBJECTION

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

NO OBJECTION

#### **Appeal Notifications 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

NO COMMENT

**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.

The consultation plan will include the following steps:

- parish council invites scheme proposals from the board and the community with a deadline of 14Feb
- consultation board meets on 18Feb to review proposals and agree those to be sent to ABC for eligibility check
- eligible scheme proposals passed to parish council for inclusion in public consultation

The next steps are:

- board members submit scheme proposals using the agreed template to the parish clerk by 14Feb
- the clerk invites proposals from the community in the same manner
- board to reconvene on 18Feb to review proposals received

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.*

**2/6 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:

2018	G Dear	January salary	531.80
2019	G Dear	January expenses	23.00
2020	K Jeffery	January toilet cleaning	221.24
2023	Staples	Office Supplies	27.46

From Ringfenced funds:

2021	Hart Lee Tree Surgery	OWL Green	432.00
2022	D Stewart	RecFnd-War Graves maintenance	54.50
2024	D Kennett	RecFnd-Chilham Village Sign	21.99

Total Payments 1,311.99

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

D/debit	Southern Water	THT Waste Water Bill	156.67
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**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.*

**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.*

**Renewal of contracts:**

A paper setting out the contracts due for renewal on 1st April 2016 had been publicised with the agenda, ie:

1) OWL Green Grounds Maintenance:

3 yr contract currently held by Hart Lee Tree Surgery with 4th year extension to be agreed mutually from 1st April 2016.

2) OWL Green Grass Cutting:

3 yr contract currently held by A R Groombridge with 4th year extension to be agreed mutually from 1st April 2016.

3) Taylors Hill Toilets Fallback Cleaning Contract:

Contract currently held by Ecoclean.

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.*

*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.*

### **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.*

### **2/7 Correspondence**

ABC items:-

(2/1) Parish & Urban Forum Agenda - 27th January 2016

Action taken: forwarded to Cllr Lulham

(2/2) EN/14/00220 - Hawkins Rough, Long Hill, Chilham – Planning Enforcement Update

Action taken: forwarded to Cllr Lulham

(2/5) Parish Precepts – Confirmation of 2016/17 precept

Action taken: forwarded to Cllr Lulham

KALC items:-

(2/7) Advance Notice: Delivery to Kent Residents, Encouraging Greater Recycling of Plastic (11-15 January 2016)

Action taken: forwarded to parish councillors

(2/8) Kent MWLP 2013-30 Proposed Further Modifications

Decided not to respond

(2/9) Kent Police - Contact database

Action taken: parish council contact details provided as requested

(2/13) HM Queen's 90th Birthday celebrations

*The clerk was instructed to contact the school, St Marys Church, CPRGT, CFDB, Chilham Village Hall and Old Wives Lees village hall and advise that the parish council would consider requests to fund any celebrations they might wish to organise.*

(2/15) Email for Circulation to Clerks regarding Learning and Development Programme

Action taken: already being considered in response to Independent Review recommendations

(2/16) Our Learning and Development Programme - January through March 2016

Decided not to respond

(2/17) Event Announcement: Health And Safety Level Accreditation Training, 09 June 2016

Decided not to respond

(2/18) KCC Consultation on their Mobile Library Service - deadline 4 March

*The clerk was asked to check the implication for the parish and if there were, forward to parish contacts.*

(2/19) Lower Thames Crossing Route Consultation 2016 – Have Your Say

Decided not to respond

KALC Ashford Area Committee items:-

(2/23) Draft Minutes 13th January

Action taken: forwarded to Cllr Lulham

(2/24) Minutes and TOR from Local Plan Group

Action taken: forwarded to Cllr Lulham

(2/25) East Kent Strategy Board Stakeholder letter

Action taken: forwarded to Cllr Lulham

KCC items:-

(2/27) Bagham Place Development, Chilham - Planning Application 12/00052/AS - Pedestrian Crossing Safety Concern – update from Kent Highways

Action taken: forwarded to parish councillors

(2/28) Kent Film Office Locations Newsletter January 2016 - Our 10 year anniversary and special locations!

Southeastern items:-

(2/29) Stakeholder update: Southeastern's investment in trains and stations improves passenger experience

Action taken: forwarded to parish contacts

Other items:-

(2/35) Spinal Injuries Association - The Great British Fish and Chip Supper  
Action taken: forwarded to Elisabeth Arter

### **2/8 Community Broadband**

Council accepted a report from Cllr Lulham to conclude this matter.

### **2/9 Independent Review Recommendations**

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

A report of the working group meeting held on 21st January with the objective to agree detail for questionnaire, publicity, invitations, exhibition content and related matters had been publicised with the agenda.

Following consideration, Council accepted this report and endorsed the proposed next steps:-

25Feb - Working Group meeting to finalise leaflet, questionnaire, invitations, publicity, exhibition content

w/c 28Feb - Distribute leaflets

03Mar - Council endorse finalised arrangements

w/c 13Mar - Hold exhibitions

23Mar - Deadline for receipt of questionnaire feedback

07Apr - Council approve outline findings for APM

21Apr - Annual Parish Meeting

### **2/10 Borough Councillor**

Cllr Dehnel was unable to attend the meeting.

### **2/11 Parish Matters**

#### **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.*

#### **Annual Parish Meeting on 18th 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 PC Tips

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

*Update required from the clerk and Cllrs Lulham and Brennan at the March meeting.*

#### **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.

*The clerk was instructed to advise ABC accordingly.*

***The meeting closed at 9:34 pm.***

### **2/12 Date of next meeting**

3rd March 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*.