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## CHILHAM PARISH COUNCIL

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### Minutes of the AGM and Meeting held at Chilham Village Hall on 5th May, 2016 at 7.30pm

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

**Apologies:** Cllr Rooke-James

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

***Prior to the meeting, there was an Open Forum to allow David Hayes (chair of Chilham's Future Delivery Board (CFDB)) to provide councillors with an outline of the aims and objectives of the Chilham Square improvement project, a summary of the progress made to date and the plan for the remainder of the project, and answer questions.***

#### **5/1 Apologies**

Cllr Rooke-James had advised the clerk that he could not attend due to business commitments.

These apologies were approved.

Cllr Lulham read an email from Cllr Bouzekria tendering her resignation with regret as she has moved out of the parish.

#### **5/2 Election of Chairman**

Cllr Lulham was elected unopposed.

#### **5/3 Election of Vice-chairman**

Cllr Marriott was elected unopposed.

#### **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. See Annex A.

*The clerk was asked to confirm the non-councillors on this list.*

#### **5/5 Closure of Annual General Meeting**

The annual general meeting closed at 7:55pm.

#### **5/6 Minutes of the meeting held on 3rd March 2016**

The minutes were signed as a true record.

#### **5/7 Matters arising from the Minutes**

(3/3) 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.*

(3/3) 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 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 June meeting.*

(3/3) 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.*

(3/3) 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 required from the clerk regarding a policy and proposed budget at a future meeting.*

(3/6) 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.

*Update: The clerk had renewed this contract accordingly.*

(3/6) 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 required from clerk at June meeting*

(3/7) Bulletin on National Developments and Meetings - 29 January 2016:

*Update: The clerk had added 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.*

(3/7) IMPORTANT - 2016 KALC Membership Survey - deadline Thursday 31 March 2016:

*Update: The clerk had responded on behalf of the parish council.*

(3/7) UK Power Networks – Partnership working with Parishes

*Update: The clerk had included some text in our parish newsletter about the Priority Services Register to inform and encourage residents to sign up and 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 and material had been on display at the community engagement events.*

(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

*Update: The clerk would submit an item in a future edition of Parish News inviting community groups to apply for funding for community projects from the Ward Members Community Grant Fund.*

(3/10) 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.

*Update: The clerk had established that the supply could be publicised and was available for use in other parts of the parish.*

### **5/8 Declarations of Interest**

None.

### **5/9 Planning**

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

16/00321/AS - Lane House, New Forest Lane, Chilham - Conversion of existing garage to annexe and single storey link extension to existing dwelling. Erection of detached garage.

PERMIT

16/00377/AS - Mulberry Lodge, Mulberry Hill, Chilham - Replacement of existing garden room structure

PERMIT

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### Applications Considered:

16/00574/AS - Small Steps, 2 Stable Court, Chilham Castle Estate, Chilham - Retrospective planning permission for change of use for an internal garage into a second bedroom, with mezzine level.

NO OBJECTION

16/00602/AS - Mervyn Crest, Canterbury Road, Chilham - Demolition of existing house and erection of 5 No. Houses

OBJECT on grounds of over-development considering size of plot and inadequate access in particular with regard to traffic visibility

### 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.*

### 5/10 Finance

#### Accounts for 2015/16:

Payments:

The following payments have been made in accordance with minute (7/6), relate to financial year ending 31st March 2016 and were given formal approval:-

From General Fund:

2035	G Dear	March salary	531.80
2036	G Dear	March expenses	39.24
2037	K Jeffery	March toilet cleaning	276.55
2038	HMRC	PAYE payment	380.20
2039	Staples	Office Supplies	69.98
2040	Wealden Wheels	Annual subscription	250.00
2041	Orchard Environmental	THT-Maintenance	104.40
2042	G Dear	Exhibition Materials	163.95
2043	Staples	Office Supplies	39.58
2044	Ashford Borough Council	Latin Field Lease	6.25
2045	Chilham Village Hall	Hall hire	157.00
2046	Ball Contractors	THT-Maintenance	439.80
2047	Ball Contractors	THT-Maintenance	159.48
2048	Mg3 Environmental Ltd	THT-Maintenance	98.00
2049	G Schofield	Exhibition Materials	25.89
2050	AR Groombridge	OWL Grass Cutting - March	110.40

From Ringfenced funds:

2051	Chilkidz	RecBid-Halloween Event	200.00
2052	Chilham Village Hall	Concurrent Function Grant	500.71
2053	CPRGT	Concurrent Function Grant	375.14
2054	OWL Village Hall	Concurrent Function Grant	184.15

Total Payments 4,112.52

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	67.58
D/debit	South East Water	THT Water Bill	166.93

#### Accounts for 2016/17:

Payments:

The following payments had been prepared in accordance with minute (7/6) and were given formal approval:-

From General Fund:

2056	G Dear	April salary	531.80
2057	G Dear	April expenses	31.86
2058	K Jeffery	April toilet cleaning	237.71
2059	KALC	Annual subscription	596.18
2060	Royal Mail Group	PO Box annual fee	312.00
2061	Y White	OWL planters	97.92
2062	Seiretto	Domain registration	213.60

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2063	Open Spaces Society	Annual subscription	45.00
2064	Came & Company	Insurance	859.86
2065	AR Groombridge	OWL Grass Cutting - March	348.00
From Ringfenced funds:			
2066	SSP Ltd	OWL play area repairs	720.00
2067	Hart Lee Tree Surgery	OWL green maintenance	432.00
Total Payments			4,425.93

### **Approval of Accounts for 2015/16:**

The final accounts had been published with the agenda and were formally approved.

### **Website domain registration and hosting:**

A report from the clerk had been published with the agenda advising change in service provider. Council accepted the report and agreed to review the domain registration and hosting arrangement when the domain next comes up for renewal in 2 years time.

### **5/11 Audit Return for 2015/16**

#### **Annual Governance Statement (section 1):**

A report of a governance review carried out by the chair and the clerk had been published with the agenda. After consideration, Council:-

- 1) accepted this report and concluded that the annual governance review had been conducted according to its Governance Review Policy (CPC/FIN01) and that this review confirmed there was a sound system of internal control.
- 2) approved the Annual Governance Statement in its Audit Return for 2015/16 agreeing statements 1 to 8, recognising that statement 9 is Not Applicable.

#### **Accounting Statements (section 2):**

The accounting statements based upon the finalised accounts had been published with the agenda and were approved by Council.

### **5/12 Correspondence**

#### **Items carried forward from cancelled April meeting:**

ABC items:-

(4/2) Tesco community Funding

Action taken: forwarded to parish contacts

(4/3) Unauthorised Encroachment by Gypsies and Travellers

Action taken: forwarded to parish councillors

KALC items:-

(4/9) Spring and Summer Conferences at KALC

Action taken: Clerk booked onto Clerks Conference on 14th June

(4/16) KCC Consultation - Review of KCC Funded Bus Services - deadline 15 May

Action taken: forwarded to parish contacts

It was noted that no local services were affected at this stage.

KALC Ashford Area Committee items:-

(4/21) Agenda for next meeting on 6th April

Action taken: forwarded to parish councillors

KCC items:-

(4/22) Proposed diversion of part of footpath AE5 at Chilham

Deadline for response passed.

(4/24) Kent County Council Consultation : Review of KCC Funded Bus Services (see 4/16 above)

Action taken: forwarded to parish contacts

(4/25) Kent Film Permit - Canterbury and Chilham - Hotter shoes aw2016- 3-6.05.16 – Request for agreement/stipulations

No decision required: permit cancelled

(4/27) Overnight Closure – Chilham Level Crossing, Mystole Lane, Chilham – 18 April 2016

Action taken: forwarded to parish contacts

(4/28) Kent Film Office Tudor Trail booklet featuring Chilham - how many copies would you like?

Action taken: requested 150 to be distributed to retail outlets in Chilham

Southeastern items:-

(4/30) Southeastern Stakeholder Forum - Change of date

Action taken: forwarded to parish contacts

(4/31) Southeastern Easter and May 2016 Timetable Changes

Action taken: forwarded to parish contacts

(4/32) Hold that Date!

Action taken: forwarded to parish contacts

Other items:-

(4/33) Ashford CAB - Access to Public Services

Action taken: forwarded to Parish News editor

(4/35) Submission for S106 Bagham Funding

Action taken: forwarded to Cllr Lulham

(4/36) Peter Higgs - Perry Wood Management Plan

Action taken: forwarded to Cllr Lulham

(4/38) PCSO Angie Burden – Report for February

Action taken: forwarded to parish councillors

(4/40) Proposed Road closure for BT Openreach – The Street, Chilham

Action taken: forwarded to parish contacts

(4/43) Matthew Scott | An introduction to your PCC Candidate for Kent

Deadline for response passed.

**Items received since cancelled April meeting:**

ABC items:-

(5/2) Review of Parish and Urban Forum

Decided not to comment

KALC items:-

(5/5) A Practitioners Guide to Proper Practices March 2016

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

KALC Ashford Area Committee items:-

(5/7) Agenda for next meeting on 18th May

Action taken: forwarded to Cllr Lulham

KCC items:-

(5/8) Vegetation letters

Action taken: forwarded to parish contacts

(5/9) Crashes (on A28 and A252)

There is an agenda item to consider this matter

(5/10) Start of Works Notice. Ashford Road- Chilham 20th May 2016

Action taken: forwarded to parish contacts and information provided that resulted in cancellation

Southeastern items:-

None

Other items:-

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

*The clerk was asked to write a letter of support*

(5/13) Various parishioners – Proposed development in Old Wives Lees

There is an agenda item to consider this matter

(5/16) Catha's Seat Picnic 2016 - Saturday 30th April 1-3pm

Action taken: forwarded to parish contacts

(5/18) Wealden Wheels Self-Drive Offer

Action taken: forwarded to parish contacts

(5/20) Mike & Mary Norton – Felborough Allotment proposals

Action taken: clerk responded advising of consultation approach agreed with ABC

(5/22) Marie Curie – Blooming Great Tea Party – 20 & 29 June

Action taken: forwarded to parish contacts

**5/13 Independent Review Recommendations**

**Report from Community Engagement working group:**

A report following the Parish Question Time events had been publicised with the agenda.

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

- 1) develop a course of action to respond to the Parish Question Time feedback and start work on the strategic plan.
- 2) arrange a meeting with officers at ABC and the ward member to establish the next steps with regard to the allocation of s106 monies.

**5/14 Borough Councillor**

Cllr Dehnel gave his report covering the following matters:

- 1) Compliance & Enforcement Board and its aim of zero tolerance
- 2) Bagham Place development – request for views from parishioners
- 3) Station Car Park – enforcement of management scheme
- 4) Hawkins Rough – update of enforcement action
- 5) Chilham Chase – up to 100 entrants
- 6) A28/A252 traffic concerns – issue raised with KCC Cllr Andrew Wickham

**5/15 Parish Matters**

**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.

*The clerk was instructed to request more information regarding the timescales of the planned route study and include 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.*

***The meeting closed at 9:19 pm.***

**5/16 Date of next meeting**

2nd June 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*.

## 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 on a regular basis and advise any items that need attention (NB Y White maintains the planters in OWL)					
	-D Kennett and H Tharp to check OWL Green and Latin Field 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						