
CHILHAM PARISH COUNCIL

Minutes of the Meeting held at Old Wives Lees Village Hall on 6th October, 2016 at 7.30pm

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

Apologies: Cllr Rooke-James

In Attendance: Mr G Dear (Clerk), Boro Cllr Dehnel, 4 members of the public

10/1 Apologies

Cllr Rooke-James had advised the clerk he could not attend due to family commitments. These apologies were approved.

10/2 Minutes of the meeting held on 1st September 2016

The minutes were signed as a true record.

10/3 Matters arising from the Minutes

(9/3) 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 November meeting.

(9/3) 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.

Update: 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.

The clerk was asked to query the need for a risk assessment when the original light was removed.

(9/3) 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 future meeting.

(9/3) 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 required from the clerk at a future meeting when section 5 of the guide is available.

(9/4) Planning Applications Considered (Tollgate Cottage 16/01275/AS):

Summary of previous minutes: Cllr Lulham advised the meeting that an application for Tollgate Cottage (16/01275/AS) was expected and that a decision was required prior to the October meeting in order that EU grant funding linked to improving facilities in the rural area could be approved. Council considered the matter and delegated authority to Cllr Lulham and members of the planning team to respond on behalf of the parish council when details of the application had been received from ABC and report back at the October meeting.

Update: Cllr Lulham had raised no objection.

(9/4) Station Car Park Concerns:

Summary of previous minutes: A paper setting out the background to this matter had been publicised with the agenda. After consideration, Council agreed the following terms of reference for the paper requested from Cllr Marriott on this matter. The paper should:- 1) briefly set out the concerns with sufficient evidence to substantiate them. 2) ask what action can be taken by ABC enforcement officers to address these concerns 3) ask what action the parish council can take to address the concerns and support any action taken by ABC 4) not include any personal information or data at this stage. Cllr Marriott was asked to produce a paper based upon these terms of reference for consideration at the October meeting.

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

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(9/6) Renewal of electricity supply contract for Taylors Hill Toilets:

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 renew the contract to Laser (KCC) for a period of 3 years. The clerk was asked to renew the contract on behalf of the council.

Update: The clerk had renewed the contract for 3 years.

(9/7) Kent & Medway NHS and Social Care Partnership Trust (KMPT)

Update: The clerk had forward this correspondence to Parish Contacts

(9/7) NALC Community Led Housing Survey [30/9 Response Deadline]

Clr Lulham agreed to respond on behalf of council.

Update: the survey was not completed as it was not relevant to the parish.

(9/7) East Kent NHS - Time to Change

Update: The clerk had forwarded this correspondence to Parish Contacts asking to be advised of any important local issues and encouraging them to raise them by responding as individuals

(9/7) Kent County Council: Local Transport Plan Consultation

Clr Lulham agreed to respond on behalf of council.

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

(9/8) Strategic Plan:

Summary of previous minutes: A draft Strategic Plan based feedback received at the August meeting had been publicised with the agenda. Following consideration, Council approved the plan and agreed that it should be distributed to all households in the parish. The clerk was asked to obtain estimates for printing as an A4 folded leaflet for consideration at the October meeting and look into increasing the font size of the summary table of questionnaire results.

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

(9/10) Consultation Report:

Summary of previous minutes: A draft report had been publicised with the agenda. Following consideration, Council approved the report and agreed that it should be distributed to all households in the parish together with the Strategic Plan. The clerk was asked to obtain estimates for printing for consideration at the October meeting.

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

(9/10) Volunteer Activities:

Summary of previous minutes: A paper proposing objectives of volunteer activities in the parish and how this volunteering would work had been publicised with the agenda. Following consideration, Council agreed to:- 1) identify individuals who are prepared to volunteer their time for the benefit of the parish with the objective of forming a volunteer network; 2) list the type of activities that could be performed by the parish volunteer network covered by parish council insurance and the outcomes intended; 3) assess the capability of the volunteers coming forward to agree the types of activities that could be undertaken and draws up corresponding risk assessments; 4) produce an annual plan of the activities to be carried out by the volunteer network assigning responsibilities and a budget to cover expenses incurred.

As a start to this, Cllrs Lulham and Rooke-James agreed to work with Cllr Hardisty to contact those individuals who had offered their services during the Parish Question Time consultation and any others who were willing to volunteer.

Update: a letter would be sent during October to the volunteers as a start to setting up the volunteer network.

(9/10) RoSPA reports for OWL Play Area and Latin Field:

Summary of previous minutes: A paper proposing action to be taken had been publicised with the agenda. Following consideration, Council agreed to address medium and high risk items and :- 1) consider 3 quotes for the OWL play area and selects one to carry out the work when they were available; 2) arrange for the vegetation clearance at Latin Field to be carried out by volunteers.

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

(9/10) 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: Cllr Schofield had agreed to address this matter and provide an update at the November meeting.

Update required from Cllr Schofield at the November meeting.

10/4 Declarations of Interest

None.

10/5 Planning

Decisions Received from Ashford Borough Council:

16/00879/AS - The White Horse, The Square, Chilham - Essential external repairs to the south-west, front elevation, first floor, only

GRANT CONSENT

16/01047/AS - Norwinds, Selling Road, Old Wives Lees - Outline application for erection of a new dwelling

PERMIT

16/01052/AS - Lane House, New Forest Lane, Old Wives Lees - Revision to garage design as approved under 16/00321/AS

PERMIT

16/01091/AS - Sunny View, Goldups Lane, Shottenden - Proposed first floor extension and pitched roofs to existing ground floor

PERMIT

Applications Considered:

16/01275/AS - Tollgate Cottage, Maidstone Road, Chilham - Conversion of attic area above detached garage to form space for teaching art /craft studio. Conversion of the rear part of the ground floor of the garage to form a break area.

NO OBJECTION

(This comment was formally approved having been submitted on behalf of council by Cllr Lulham prior to the meeting as agreed at the September meeting)

16/01327/AS - Mervyn Crest, Canterbury Road, Chilham - Demolition of existing house and erection of 4 No. Houses

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

Other Consultation Notifications Considered

16/00279/INF - BT Telephone Boxes in Ashford Borough - the removal of BT telephone boxes that, as a result of a search by BT, have been identified as no longer viable (this includes the telephone box in Shottenden).

OBJECT on grounds that this telephone box is a vital communication asset to a small, remote community with the additional comment that option of adoption would be considered if the call box was removed.

Station Car Park Concerns:

Cllr Marriott advised the meeting of his concerns with regard to both the current situation at the station car park and the history of this issue following the planning committee decision in August 2012.

An update had been received from the ABC enforcement officer describing action being taken to ensure the parking bays were repainted to allow space for 15 vehicles to park, and that the agent had advised that the electrical supply for the barrier should be installed in the autumn.

Following consideration, council agreed to wait until the barrier is installed and then review the situation including compliance with the station car park management scheme planning condition.

Norwinds Planning Decision:

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.

10/6 Finance

Payments:

The following payments require formal approval:-

From General Fund:

2106	G Dear	September Salary	405.40
2107	G Dear	September Expenses	24.30
2108	K Jeffery	September Wages	237.71
2109	PKF	Audit fee	240.00
2110	Staples	Office Supplies	65.29
2111	P Hardisty	Volunteer Equipment	140.98
2112	HMRC	PAYE payment	759.60

From Ringfenced funds:

None

Total Payments 1932.71

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

D/debit Southern Water	THT Waste Water Bill	86.20
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The audit fee from PKF is in relation to the annual audit which has been successfully completed. The notice of conclusion of audit and the certified audit return have both been published on noticeboards and the parish council website.

Repairs to Old Wives Lees Play Area:

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.

10/7 Correspondence

ABC items:-

(10/1) Badgers Farm Ltd – Licensing Application

Action taken: forwarded to parish councillors

Decided not to raise any objection

(10/2) Leader Briefing Notes for Parishes

Action taken: forwarded to Cllr Lulham

(10/3) Local Plan Omission Sites – Chilham

Action taken: forwarded to parish councillors

Decided no action required at this stage.

(10/4) Introducing Aspire Landscape Management

Action taken: forwarded to parish contacts

KALC items:-

(10/5) Kent Police - Rural weekly update

Action taken: forwarded to parish councillors

(10/6) Parish News – September 2016

Action taken: forwarded to parish councillors

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

The clerk was asked to forward to Cllr Hardisty

(10/8) Event Announcement: The Dynamic Councillor, 12 November 2016

Decided no action required

(10/10) Consultation on council tax referendum principles

Decided no action required

(10/11) Kent County Council - Highways Tracker survey 2016

The clerk was asked to forward to Cllr White

(10/13) DCLG Technical Consultation on implementation of Neighbourhood Planning provisions in the Neighbourhood Planning Bill

Decided not applicable

(10/14) Bulletin on national developments and meetings - 9 September 2016

Decided no action required

KALC Ashford Area Committee items:-

(10/22) Agenda for our meeting on 21st September

Action taken: forwarded to Cllr Lulham

(10/23) Ashford Area Committee meeting dates 2017

Action taken: forwarded to Cllr Lulham

(10/24) Draft Minutes from 21st September

Action taken: forwarded to parish councillors

KCC items:-

(10/27) KCC Highways Parish & Town Council Seminar invite - 3 November 2016

Action taken: forwarded to parish councillors, Cllrs White and Whiting to attend

Other items:-

(10/30) Tesco Bags of Help scheme – Funding for Community Projects

The clerk was asked to forward to councillors for consideration at a future meeting

(10/32) Letter from Matthew Balfour - Kent County Council's pothole blitz

The clerk was asked to forward to parish contacts

(10/33) Anthony Perrett – welcome meeting with new residents

The clerk was asked to offer support from the parish council at the welcome meeting

(10/34) Ashford Age UK - Help with finding volunteers

The clerk was asked to forward to parish contacts and post on noticeboards

(10/38) ACR Kent Event – Social Media Workshop

The clerk was asked to forward to Cllr Hardisty

(10/42) Chilham Tourism & Retailers Group – Signage Audit

The clerk was asked to forward to councillors for consideration at the November meeting

Late Correspondence items:

(10/44) Application for funding for the Junior Halloween event "Spooktastic VI"

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.

The clerk was asked to inform the organiser accordingly.

10/8 Borough Councillor

Cllr Dehnel gave his report covering the following matters:

- 1) Local Plan and steps required for the plan to be submitted to the external examiner by August 2017, stressing the urgency of this, and requesting assistance from council with regard to the omitted sites in Chilham.
- 2) Wye Neighbourhood Plan – the first of its type in the borough to successfully pass local consultation stage.
- 3) Expansion of Ashford – including pressure on building the required housing and the positive impact on the high speed rail service.

10/9 Parish Matters

Report from Strategy Group:

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*

S106 Scheme Proposal Ranking:

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.*

Report on 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.

KCC Local Transport Plan Consultation:

A draft response had been publicised with the agenda.

Following consideration, Council approved this response and instructed Cllr Lulham to submit it on its behalf.

Latin Field Maintenance:

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

It was decided to defer this matter until the November meeting.

Adult Exercise Equipment on OWL Green:

A paper proposing the installation of adult gym equipment had been publicised with the agenda.

Following consideration, Council asked Cllr Schofield to produce a s106 scheme proposal so that the parish could be given an opportunity to provide feedback on the proposal as had been the case with other schemes.

The clerk was asked to confirm with ABC that the scheme would be eligible for s106 monies.

The meeting closed at 9:31pm.

10/10 Date of next meeting

3rd November 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*.