
CHILHAM PARISH COUNCIL

Minutes of the Meeting held at Chilham Village Hall on 7th January, 2016 at 7.30pm

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

Apologies: Cllrs Bouzekria and Rooke-James

In Attendance: Mr G Dear (Clerk), Boro Cllr Dehnel, 1 member of the public

Prior to the meeting Cllr Lulham advised that Cllr Paul Hardisty had accepted office as co-opted member of council now his electoral registration had been completed.

1/1 Apologies

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

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

These apologies were approved.

1/2 Minutes of the meeting held on 3rd December 2015

The minutes were signed as a true record.

1/3 Matters arising from the Minutes

(12/3) 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.

(12/3) 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.

Update required from the clerk at the February meeting.

(12/3) 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.

Update required from Cllrs Bouzekria and Rooke-James at the February meeting.

(12/5) Action to be taken with regard to Bagham Place s106 Developers Contributions:

After consideration, Council approved:-

1) the composition of the consultation board, ie:- Chilham Parish Recreation Ground Trust (Play Provision, Outdoor Sport), Chilham Primary School (Play Provision, Outdoor Sport), Chilham 1st Brownies (Play Provision), Chilkidz (Play Provision), Chilham Tourism & Retailers Group (Informal Open Space), Chilham's Future Delivery Board (Informal Open Space), St Marys Church (Play Provision), Little Owls (Play Provision), Borough Councillor Dehnel (liaison with ABC). Note : the criteria for selection is given in brackets.

2) the terms of reference for the board (ie. meet to discuss potential schemes and agree a list to be considered at the parish council local consultation planned for the Spring, 2016.)

Update: the clerk had contacted ABC and confirmed the planning team assumptions with regard to funding and location and obtained clarification of the split between capital and revenue, and set up the first consultation board meeting for 14th January, 2016.

(12/6) Request for funding from Seniors Club:

Following consideration, a grant of £320 was agreed.

Update: The clerk had informed the Seniors Club accordingly.

(12/6) Estimate for tree maintenance on Old Wives Lees Green:

Update: The clerk had authorised the work.

(12/6) Request to fund plaque on Chilham village sign:

Following consideration, the clerk was asked to obtain estimates for the work required.

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

(12/7) Kent Fire & Rescue Service Consultation: Safety and Wellbeing Plan 2016-2018 - deadline 16 January 2016

Update: The clerk had forwarded to Parish Contacts so they could respond as individuals.

(12/8) 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 but had not yet received any response.

Update required from the clerk at the February meeting.

(12/8) Request from toilet cleaner for change of hours:

After consideration, the following revision to toilet opening hours was agreed: April to September: 8am to 6.00pm.

October to March: 8am to 4.30pm.

Update: The clerk had implemented this revision and posted notices setting out opening hours on each of the 3 entrances.

(12/8) 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.

(12/9) Borough Councillor:

Update: The clerk had requested an update from Cllr Dehnel on Station Car Park management scheme compliance with planning conditions and clarification of the acceptability of the parish council's request for funding of the xmas tree celebrations and its planned community consultation from his Ward Member Community Grant.

(12/10) Road Junction Improvement - Shalmsford Road and the A28:

Update: The clerk had reported the fault on the Kent Highways website and advised the resident of this action.

1/4 Declarations of Interest

None.

1/5 Planning

Decisions Received from Ashford Borough Council:

15/00897/AS & 15/00898/AS - Matthew Farm, Shottenden Road, Shottenden - Conversion of barn to dwelling, installation of oil tanks, erection of detached garage and fencing

PERMIT & GRANT CONSENT

15/01504/AS - Cutlers Barn, Maidstone Road, Chilham - Erection of a single storey rear extension

PERMIT

Applications Considered:

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

NO OBJECTION

15/01634/AS - 1 Denne Manor Cottages, Denne Manor Lane, Shottenden - Proposed single storey rear extension.

NO OBJECTION

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.

NO OBJECTION

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

NO OBJECTION

15/01664/AS - 4 Cherry Orchard, Old Wives Lees - Erection of a single storey front and side extension.

NO OBJECTION

CHILHAM PARISH COUNCIL

1/6 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:

2009	G Dear	December salary	532.00
2010	G Dear	December expenses	24.73
2011	K Jeffery	December toilet cleaning	221.24
2013	Canterbury City Council	PC Tips	16.00
2014	KALC	Councillor Training	20.00
2015	OWL Village Hall	Hall hire	45.00
2016	HMRC	PAYE payment	380.20
2017	K Jeffery	December toilet cleaning	55.31

From Ringfenced funds:

2012	Chilham Seniors	Concurrent Function grant	320.00
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Total Payments 1,614.48

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

D/debit Southern Water	THT Waste Water Bill	209.00
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Precept and Budget for 2016/17:

A paper setting out the Resources Committee proposal had been publicised with the agenda. This showed an annual precept of £26384. An increase of £63 compared with 2015/16 as a result of an inflation provision of £263 offset by an increase in Council Tax Support grant of £200. With the Tax Base for the parish of Chilham increasing from £716.70 to £740.50, the effect on the Band D precept charge is a reduction of £1.10 from £36.73 to £35.63.

Following consideration, council accepted this budget and precept proposal.

The clerk was instructed to submit the Parish Precept and Grant Claim Form to ABC on this basis.

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.

The clerk was instructed to set up a new fixed term deposit on this basis.

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.

The clerk was instructed to authorise the work.

1/7 Correspondence

ABC items:-

(1/1) Parish Precepts and Concurrent Grants

Action taken: item included on agenda to consider this matter.

1/2) Street naming

Action taken: forwarded to parish councillors

(1/3) Tesco community funding

Action taken: forwarded to parish councillors

(1/4) Planning application 15/01554 Conversion of Cumberland Cottage to Residential Dwelling contributions for open space provision

Action taken: forwarded to parish councillors

Council agreed in principle that the priority order when considering local projects to benefit from these contributions should be:

1) Old Wives Lees play area (since this was the only land owned by the parish council that could benefit)

2) St Marys Churchyard

3) Any other local options advised to the clerk by councillors

Council authorised the clerk and Cllr Lulham to liaise with ABC based upon these principles in order that a council view on the use of the contributions can be provided by the anticipated 22 January deadline.

(1/5) Leader Briefing Note - Out of Hours Service for ABC over Christmas and New Year Break

Action taken: forwarded to parish councillors

KALC items:-

(1/15) Parish News December 2015

Action taken: forwarded to parish councillors

(1/20) Event Announcement: New Councillor Induction, 02 February 2016

Decision Required: The clerk was asked to register Cllr Hardisty for this event.

KALC Ashford Area Committee items:-

(1/21) Ashford Patient Participation Group

Action taken: forwarded to parish councillors

(1/22) KALC Area Committee Draft Minutes from 9th December

Action taken: forwarded to Cllr Lulham

(1/23) Agenda for meeting on 13th January

Action taken: forwarded to Cllr Lulham

Southeastern items:-

(1/25) REMINDER - Southeastern services affected by Network Rail Engineering work 24 December 2015 - 4 January 2016

Action taken: forwarded to parish contacts

(1/26) Stakeholder update - New ticket booking engine

Action taken: forwarded to parish contacts

(1/27) Southeastern Christmas and New Year services - Please check journey times on Christmas Eve

Action taken: forwarded to parish contacts

Other items:-

(1/29) The Office of Her Majesty's Lord Lieutenant – Invitation to Annual Civic Service

It was agreed that Cllr Hardisty would attend with Cllr Lulham as reserve.

The clerk was asked to respond accordingly.

(1/30) CTRG - Chilham Information Leaflet – request for funding

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

The clerk was asked to respond accordingly.

1/8 Independent Review Recommendations

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 approve the approach proposed together above together with the following supplementary points:

1. Ideas for the exhibitions:- assets board with photos showing location on a parish map; likes/dislikes board as per Top Gear; schedule showing current expenditure by statutory power.
2. Ideas for questionnaire:- responses uniquely numbered; questionnaire online as well as on leaflet; respondent details limited to post code, age and gender.
3. Hot topics:- s106, parish clustering, toilets, CFDB, Local Plan
4. Other questions:- communication methods (current approach, use of social media)
5. Collection points:- Post Office, Chilham Shop plus phone number to call for collection
6. Publicity:- current communication methods plus article in Kent Messenger to publicise "the story"
7. Other ideas:- involve school children, need name for 'catchy' consultation (Chilham Decides?), name tags for councillors plus photos and short pen pictures
8. Suggested timeline:-
 - 07Jan - Council decision re suggested approach
 - 21Jan - Working Group meeting to agree detail for questionnaire, publicity, invitations, exhibition content etc
 - 04Feb - Council to agree above
 - 18Feb - 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

The working group were instructed to progress the project on this basis.

1/9 Borough Councillor

Cllr Dehnel reported on the following matters:-

- a) Planning enforcement in respect of Hawkins Rough and Chilham Station Car Park
- b) Ward Members Community Grant Scheme
- c) Tree Preservation Order in Glebe Orchard, OWL
- d) Syrian Refugee families
- e) Public Consultation re Operation Stack

More detail, including links to the public consultations, can be found at the following link:-

[WardMembersReport](#)

The meeting closed at 8:54 pm.

1/10 Date of next meeting

4th February 2016 in Old Wives Lees Village Hall

715pm for 730pm

After the meeting, the clerk provided councillors with an update on the Community Broadband project and advised that the following statement would be posted on the parish council website:-

"The Parish Council are pleased to be able to confirm its continued working relationship with vFast for the provision of wireless broadband services for the benefit of the parish".

PLEASE NOTE: All updates reported under Matters Arising are recorded in *black italics*. All agreed actions are recorded in *red italics*.