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## CHILHAM PARISH COUNCIL

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### Minutes (for approval) of the Meeting held at Chilham Village Hall on 11th May, 2017 at 7.30pm

**Present:** Cllrs Heasman, Lester-Davis, Linter, Lulham (Chairman), Schofield and White

**Apologies:** Cllr Marriott

**In Attendance:** Mr G Dear (Clerk), Boro Cllr Dehnel, 10 members of the public

**Prior to the meeting Cllr Lulham advised that Mike Whiting had resigned from the parish council creating a second vacancy.**

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

Cllr Marriott had advised the clerk he could not attend due to business commitments.  
These apologies were approved.

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

Cllr Lulham was elected unopposed.

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

This was deferred until the June meeting.

#### **5/4 Election of Committees and Representatives**

A paper proposing options for consideration by council had been published with the agenda including a list of current committees, teams and representatives.  
Council accepted the proposal and Appendix A provides the agreed list of teams and representatives.

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

The annual general meeting closed at 7:43pm.

#### **5/6 Minutes of the meeting held on 6th April 2017**

The minutes were signed as a true record.

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

(4/3) 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; (*Update: Resolved at January meeting.*) 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. (*Update required from Cllr White at a future meeting*)

(4/5) 17/00417/AS - Norwinds, Selling Road, Chilham: The clerk had obtained an explanation of action taken to address flaws in the original application including inaccuracies in the site plan and had been advised that the decision was valid.

(4/7) Upcoming Councillor Events - Spring 2017:

*Update: The clerk had forwarded to Cllr Lester-Davis.*

(4/7) Event Announcement: Clerks Conference 2017, 07 June 2017:

*Update: The clerk had enrolled for this event.*

(4/7) Event Announcement: Councillors' Conference 2017, 08 July 2017

*Update: The clerk had forwarded to Cllr White.*

(4/7) Subscription to KALC & NALC for 2017/2018:

*Update: There is a cheque payment to be approved.*

(4/8) Refurbishment of Taylors Hill Toilets:

*Update: (1) J H Marsh & Sons have been engaged as maintenance contractors; (2) Annual maintenance agreement will be signed with Record UK in order to meet warranty requirements for the automatic doors; (3) Opening hours have been simplified to 8am to 6pm all year; (4) A letter has been written to J H Marsh & Sons commending them on their diligent approach to the refurbishment work despite a number of unexpected and unpleasant challenges.*

(4/8) Improving Sustainability of Taylors Hill Toilets:

*Update: A satisfactory review of the cleaning operation after one month has been completed and an agreement has been prepared with Initial with regard to disposal of sanitary towels.*

(4/8) Volunteer Network:

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

(4/8) Kent Highways Crash Cluster Study:

*Update: The clerk had contacted KCC requesting information on any further action planned in the light of the two fatalities that have occurred within the Parish in the last year and specifically whether KCC plans to bid for the Road Safety Funding made available by national government in respect of the A252.*

(4/10) Improvements to Taylors Hill car park: Council agreed an initial budget of £1000 and instructed Cllr White to proceed giving priority to the cycle rack and placing a notice in Parish News and local press inviting parishioners to sponsor a bench.

*Update: a notice had been placed in Parish News and Cllr White was instructed to proceed with the installation of the cycle rack subject to formal approval from ABC.*

(4/10) Tree works at Taylors Hill car park: Council accepted the estimate from Parish Tree Warden giving authority for him to proceed as soon as possible.

*Update: this work had been completed.*

(4/10) Parish Welcome Pack: Council agreed a number of alterations and instructed the clerk to prepare a final version which could be printed in time for the Annual Parish Meeting. Cllr Lulham agreed to arrange an evening at the Sports Hall in June for new residents to meet parish councillors and other local organisations.

*Update: The latest version of the Welcome Pack has been circulated to parish councillors.*

(4/10) Rail Service Public Consultations: Council approved the proposal and instructed Cllr Lester-Davis to consult with parish councils at Chartham and Wye and report back at the May meeting.

*Update: a draft response had been prepared and the clerk was instructed to circulate to parish councillors for comment by 21May so that Cllr Lester-Davis to respond by the 23May deadline.*

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

None.

### **5/9 Planning**

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

16/01086/AS - Bagham Barn, Canterbury Road, Chilham - Erection of 1No. non illuminated hoarding  
GRANT CONSENT

16/01137/AS - Thorpe Farm Oast, Cobbs Hill, Old Wives Lees - Erection of a single storey rear extension  
PERMIT

17/00291/AS - Vine Cottage, Cobbs Hill, Old Wives Lees - Erection of a single storey rear extension.  
PERMIT

17/00311/AS - Garage at 4 Rochester Villas, Lower Lees Road, Old Wives Lees - Conversion of existing garage to two bedroom holiday let  
PERMIT

17/00338/AS - 1 Mount Pleasant, Pilgrims Lane, Chilham - Conversion of garage to games room including external alterations  
PERMIT

17/00417/AS - Norwinds, Selling Road, Chilham - Reserved matters application for details of layout, access, scale, landscaping and appearance pursuant to outline permission granted under 16/01047/AS  
PERMIT

#### **Applications Considered:**

17/00504/AS - 8 Herons Close, Chilham - Proposed single storey detached annexe and carport.  
NO OBJECTION

17/00519/AS - The Bothy, 9 Church Hill, Chilham - Erection of a single storey side and rear extension with first floor window in north west elevation.  
NO OBJECTION

17/00522/AS - The Bothy, 9 Church Hill, Chilham - Demolition of existing barn and erection of a new dwelling  
NO OBJECTION

17/00528/AS - Fairview, Selling Road, Old Wives Lees - Demolition of existing bungalow and erection of replacement dwelling. (Resubmission of 12/00653/AS)  
NO OBJECTION

17/00651/AS - Chalklands, Selling Road, Old Wives Lees - Erection of uPVC orangery  
NO OBJECTION

**Other Consultations Considered:**

Public Space Protection Order - Footpath AE661

Cllr Lulham adjourned the meeting to allow Cllr Dehnel to make a statement.

*Following consideration, Council instructed the clerk to contact ABC and :-*

*1) request a further extension of this consultation due to the lack of detail provided regarding the reasons for the consultation and justification for the proposed order.*

*2) request that the missing detail is provided so that respondents are fully aware of the evidence prompting the consultation and the options available to address the matter.*

**5/10 Finance**

**Payments:**

The following payments require formal approval:-

From General Fund:

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2186	G Dear	April Salary	542.14
2187	G Dear	April Expenses	102.88
2188	KALC	Annual Subscription	618.36
2189	Royal Mail Group	PO Box Annual Fee	318.00
2190	OWL Village Hall	Hall hire	18.00
2191	Kent County Council	THT-Electricity	116.14
2192	Victory Cleaning	THT-Cleaning	254.60
2194	AR Groombridge	OWL Grass Cutting	362.40
2196	Pete Vogel Tree Surgery	Taylors Hill Car Park tree works	816.00

From Ringfenced funds:

2193	Chilham Chase	Parish Community Grant	1000.00
2195	Hart Lee Tree Surgery	OWL Green Grounds Maintenance	432.00

Total Payments 4580.52

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

D/debit	Southern Water	THT Waste Water Bill	35.88
D/debit	South East Water	THT Water Bill	146.68

**Accounts for 2016/17:**

A report from the clerk including The final accounts had been published with the agenda and were formally approved.

**Direct Debit Instructions:**

A report from the clerk setting out existing and proposed debit instructions had been published with the agenda.

*Following consideration, Council accepted the proposal and instructed the clerk to:-*

*1) transfer the direct debit for the Taylors Hill Toilets Waste Water service to South East Water Choice*

*2) set up a direct debit for the Taylors Hill Electrical Supply with Kent County Council*

*3) set up a direct debit for the PO Box with Royal Mail*

**Parish Council Insurance:**

A report from the clerk setting out quotations from 4 insurers had been published with the agenda.

*Following consideration, Council agreed to continue to use the specialist services provided by Came & Company and instructed the clerk to accept the Inspire/AXA quotation.*

**Little Owls s106 Scheme:**

A paper confirming the completion of this scheme had been published with the agenda.

*Following consideration, Council instructed the clerk to request a drawdown from the s106 monies held by Ashford Borough Council to cover the expenditure incurred supported by the invoices and photographic evidence provided.*

**5/11 Annual Review of Risk Assessments**

A report from the clerk setting out current and proposed future risk assessments had been published with the agenda.

*Following consideration, Council accepted the findings of the review and instructed the clerk to arrange for the next review of risk assessments in a years time.*

**5/12 Audit Return for 2016/17**

**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.

### **5/13 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:-

(5/1) Open Spaces Strategy. Rural Stakeholders Consultation Session 2, Wednesday 10th May

Action taken: forwarded to Cllr Lulham and Cllr White booked on event.

(5/2) Fundraising Training: Improving Your Applications

KALC items:-

(5/3) Clerks and Councillors - Give Us Your Expertise!

(5/4) Governance and Accountability for Local Councils in England 2017 edition

Action taken: the clerk has reviewed implications for Policy CPC/FIN1 – Annual Governance Review and there is no further action required.

(5/5) Pothole Blitz update

(5/6) NALC Chief Executive's Bulletin 12 - 31 March 2017

(5/7) Village of the Year 2017 TV

(5/8) Community Learning Network event at the University of Kent on 26th June 2017

(5/9) The Death of Municipal England ? Lecture on Saturday 20 May at 11am at Canterbury Christ Church University

(5/10) NALC Chief Executive's Bulletin 14 - 13 April 2017

(5/11) Parish News - April 2017

Action taken: forwarded to parish councillors

(5/12) NALC Chief Executive's Bulletin 15 - 21 April 2017

(5/13) NALC Chief Executive's Bulletin 16 - 28 April 2017

(5/14) Kent Police - Rural Policing Update

Action taken: forwarded to parish councillors.

(5/15) Good Councillors Guide 2017 £2.99 plus postage

*Decision Required: The clerk was instructed to order 10 copies of the Guide.*

KALC Ashford Area Committee items:-

(5/16) Next Ashford Area Committee meeting May 24th

Action taken: forwarded to parish councillors.

KCC items:-

(5/17) Spring/Summer Vegetation Information Letter

Action taken: forwarded to parish contacts.

(5/18) Start Of Works Notice: Perrywood Road, Chilham - 19th April

Action taken: forwarded to parish contacts.

(5/19) Kent Film Office Newsletter April 2017 - Welcoming Martin and Productions Filmed in Kent!

(5/20) Kent Film Office - Home owners required for new Kirstie and Phil TV format

Action taken: forwarded to parish contacts.

(5/21) Urban and Rural Networking Meeting Notes April 2017

Southeastern items:-

(5/22) Stakeholder update - Easter engineering works/London Marathon

(5/23) Stakeholder update: Train performance, stakeholder forum 19 June, Re-franchising

Action taken: forwarded to parish contacts.

Other items:-

(5/24) Open Space Society – Request for donation.

(5/25) CPRE – Countryside Voice Spring 2017

(5/26) Catha's Seat Awards 2017

Action taken: forwarded to parish contacts.

(5/27) Battle's Over - A Nation's Tribute & WWI Beacons of Light

Action taken: forwarded to parish councillors.

(5/28) East Kent health and care listening events report

Action taken: forwarded to parish councillors

(5/29) Are you part of a walking or rambling group?

Action taken: forwarded to parish contacts.

(5/30) Crafters we need you

Action taken: forwarded to parish contacts.

(5/31) Humans of Ashford - Theatre Project

Action taken: forwarded to parish contacts

(5/32) Tree and Pond Warden activities - May

(5/33) Catha's Seat Picnic - This Saturday!

Action taken: forwarded to parish contacts.

(5/34) CARE Group Foundation Trust Consultation

Action taken: forwarded to parish councillors.

*The clerk was instructed to circulate to parish councillors for comment by 21May so that Cllr Lulham could respond by the 25May deadline.*

(5/35) Proposed Road closure - The Street

Action taken: forwarded to parish councillors.

*The clerk was instructed to respond supporting to the proposed dates.*

*Cllr Linter was asked to obtain feedback with regard to the impact of the closure from Chilham Tourism and Retail Group.*

(5/36) CHEK (Concern for Health in East Kent)

Action taken: forwarded to parish councillors

*Decided not to respond.*

(5/37) Safety in Action VIP Sessions

Action taken: forwarded to parish contacts

(5/38) Fieldwork: CPRE's latest campaigning news and ideas

Selling Parish Council:

A paper setting out a request received from Selling PC for a joint working arrangement had been publicised with the agenda.

*Following consideration, Council agreed to set up a joint working arrangement and instructed the clerk to respond accordingly.*

### **5/14 Strategic Plan Priorities**

#### **Community Engagement:**

Parish Question Time 2017: A paper summarising the questionnaire responses had been publicised with the agenda.

*Following consideration, Council agreed to make these preliminary findings available at the Annual Parish Meeting and consider its response to these findings and the associated comments from parishioners at the June meeting.*

#### **Improving quality of life in the parish:**

Volunteer Network: A paper setting out a guidelines for the volunteer network had been publicised with the agenda.

*Following consideration, council approved the proposed guidelines and instructed the volunteer coordinators to proceed on this basis.*

### **5/15 Borough Councillor**

Cllr Dehnel gave his report covering the following matters:

- 1) Ashford Local Plan including resolving the 5yr land matter, publication expected in July.
- 2) New County Councillor Clare Bell.
- 3) Elwick Road development bought by ABC.

**5/16 Parish Matters**

**Annual Parish Meeting:**

Cllr White agreed to organise the drinks and nibbles.

It was confirmed that KCC Cllr Bell had been invited.

The clerk was asked to request Cllr Bell for an update on action taken to improve A252 road safety.

**Parish Council Vacancies:**

A paper setting out the background to this matter had been publicised with the agenda.

*The clerk was instructed to advertise the vacancies. Candidates would be invited to attend Co-option interviews prior to the July meeting.*

***The meeting closed at 9:30pm.***

**5/17 Date of next meeting**

1st June 2017 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

## APPENDIX A – TEAMS, WORKING GROUPS AND REPRESENTATIVES

<b>CHILHAM PARISH COUNCIL</b>							
<b>2017/18</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>	None						
<b>TEAMS</b>							
<b>Planning</b>	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						
<b>Roads &amp; Transport</b>	P Lulham	N Lester-Davis	A Perrett (rail service)				
	-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>Filming</b>	G Schofield						
	-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>	D Kennett	M Froggett	T Sims	G Glover	R Marsh	D Burch	G Burch
	D Parsons	P Froggett	T Vallis	A Greenwood	K Marsh Law	A Marsh Law	G Schofield
	-to plan organise and provide a xmas tree in the Square						
<b>Toilet Refurbishment</b>	G Schofield	Y White					
	-to conduct a bi-annula maintenance review of the public toilets in Taylors Hill car park in May and November each year						
<b>REPRESENTATIVES</b>							
<b>Village organisations:</b>	-represent the council at committee meetings and report back at council meetings						
CFDB	P Lulham (also corporate member), N Lester-Davis, D Marriott						
Chilham Village Hall	tba						
OWL Village Hall	G Schofield						
CPRGT	P Lulham						
CTRG	S Linter						
Nursing Association	D Kennett						
Combined Charities	D Kennett						
Chilham United Charities	A Perrett						
<b>Non-village organisations:</b>	-represent the council at regular forums and report back at council meetings						
KALC Ashford Area Committee	P Lulham						
Parish Forum	P Lulham						
Perrywood Steering Group	L Heasman	P Lulham					
<b>Other:</b>							
PROW	A Perrett						
	-keep abreast of PROW issues affecting the parish and attend council meetings where necessary to provide updates / raise issues						
Tree Wardens	P Vogel						
<b>AUDITORS</b>							
Internal Auditor	David Buckett - 01795 890240 - d.buckett@homecall.co.uk						
External Auditor	Littlejohn LLP						
May 2017							