
CHILHAM PARISH COUNCIL

Minutes (for approval) of the Meeting held at Chilham Village Hall on 1st June, 2017 at 7.30pm

Present: Cllrs Lulham (Chairman), Marriott, Schofield and White

Apologies: Cllr Heasman, Lester-Davis, Linter

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

6/1 Apologies

Cllr Heasman had advised the clerk she could not attend due to business commitments.

Cllr Lester-Davis had advised the clerk he could not attend due to business commitments.

Cllr Linter had advised the clerk he could not attend due to family commitments.

These apologies were approved.

6/2 Minutes of the meeting held on 11th May 2017

The minutes were signed as a true record.

6/3 Matters arising from the Minutes

(5/7) Latin Field Maintenance:

Summary of previous minutes: 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*)

(5/7) Rail Service Public Consultations:

Summary of previous minutes: 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 to the South Eastern franchise consultation was circulated to parish councillors for comment and a final response submitted by the 23May deadline. Cllr Lester Davis had offered to circulate a draft response to the Network Rail consultation on the Kent Area Route Study to councillors for comment in order to respond by the 30 June deadline and this was accepted.

Update required from Cllr Lester-Davis at the July meeting.

(5/9) Public Space Protection Order - Footpath AE661:

Summary of previous minutes: 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.

Update: the clerk had contacted ABC as requested.

(5/10) Direct Debit Instructions:

Summary of previous minutes: 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

Update: the clerk had renewed direct debits as instructed.

(5/10) Parish Council Insurance:

Summary of previous minutes: Council agreed to continue to use the specialist services provided by Came & Company and instructed the clerk to accept the Inspire/AXA quotation.

Update: the clerk had renewed the insurance as instructed.

(5/10) Little Owls s106 Scheme:

Summary of previous minutes: 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.

Update: the clerk had contacted ABC as requested.

(5/11) Annual Review of Risk Assessments:

Update: the clerk had provisionally included this matter on the agenda for the May 2018 meeting.

(5/13) Good Councillors Guide 2017 £2.99 plus postage:

Update: The clerk had ordered 10 copies of the Guide.

(5/13) CARE Group Foundation Trust Consultation:

Update: The clerk had circulated to parish councillors for comment and Cllr Lulham had responded by the 25May deadline.

CHILHAM PARISH COUNCIL

(5/13) Proposed Road closure - The Street:

Update: The clerk had responded 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

Update required from Cllr Linter

(5/13) Selling Parish Council:

Summary of previous minutes: Council agreed to set up a joint working arrangement.

Update: The clerk had responded accordingly.

(5/14) Parish Question Time 2017:

Summary of previous minutes: 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.

Update: The clerk had circulated the findings to attendees at the APM and there is an agenda item to consider this matter.

(5/14) Volunteer Network:

Summary of previous minutes: Council approved the proposed guidelines and instructed the volunteer coordinators to proceed on this basis.

Update required from coordinators at the August meeting

(5/16) Parish Council Vacancies:

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

6/4 Declarations of Interest

None.

6/5 Planning

Decisions Received from Ashford Borough Council:

17/00478/AS - Agricultural buildings, Glebe Orchard, Bowerland Lane, Old Wives Lees - Installation of a sewerage treatment plant in connection with 15/1035/AS for conversion to dwelling
PERMIT

17/00504/AS - 8 Herons Close, Chilham - Proposed single storey detached annexe and carport.
PERMIT

Applications Considered:

17/00657/AS - Hope View School, Station Approach, Chilham - Installation of 1 No. temporary Portakabin building to be used as an additional science teaching space.
NO OBJECTION

17/00733/AS - Dane Street House, Dane Street, Chilham - Change of Use from turnout area for horses to an Outdoor Riding Arena 20 x 40 metres for private use.
NO OBJECTION subject to the restriction of use for the arena being confirmed as "private only".

Applications received after 26th May:

17/00787/AS - Thydon Cottage, The Street, Chilham - Reconstruction of dangerous garden wall adjacent listed building.
NO OBJECTION

17/00803/AS - Ashford Road Service Station, Ashford Road, Chilham - Demolition and change of use of vehicle service station and erection of 4 No 3bed and 1No 4bed house and associated parking.

NO OBJECTION subject to adequate reassurance from the Environment Agency with regard to the flood risk, specifically with respect to the 2 rear properties, and a satisfactory road safety risk assessment.

6/6 Finance

Payments:

The following payments require formal approval:-

From General Fund:

2197	G Dear	May Salary	542.14
2198	G Dear	May Expenses	102.08
2199	D Kennett	Chilham planters	7.50
2200	Y White	OWL planters	29.12
2201	Y White	APM refreshments	58.55
2203	Came & Company	Insurance	835.52

From Ringfenced funds:

None

Total Payments 1574.91

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

D/debit Business Stream THT Waste Water Bill 35.88

Parish Community Grant Application – OWL Village Hall:

A grant application had been published with the agenda.

Following consideration, Council awarded a grant of £600 towards hall improvements.

6/7 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:-

(6/1) Leader's Briefing regarding KCC Elections

Action taken: forwarded to parish councillors

(6/2) Leader's Heritage and History Briefing No. 1

Action taken: forwarded to parish councillors

(6/3) Public Space Protection Order - Footpath AE661

Action taken: forwarded to parish councillors and Cllr Lulham registered parish council objection to the order.

(6/4) Ashford Borough Council. Open Spaces Strategy Audit – Request for information

Action taken: responded with information requested.

(6/5) Leader's Heritage and History Briefing No. 2

Action taken: forwarded to parish councillors

(6/6) Ashford's Refugee Resettlement Project

Action taken: forwarded to parish contacts

(6/7) Ashford Sports Strategies Consultation

Action taken: forwarded to parish contacts

(6/8) "Skills for Volunteers" course – Ashford

Action taken: forwarded to parish contacts

KALC items:-

(6/10) Training Leaflet - 2017/18

Action taken: forwarded to parish councillors

(6/11) Kent County Council Highways Tracker Survey Report

Action taken: forwarded to parish councillors

(6/13) Kent Police Rural Update report 13th May 2017

Action taken: forwarded to parish councillors

KALC Ashford Area Committee items:-

(6/22) Agenda for meeting on May 24th

Action taken: forwarded to parish councillors

(6/23) Last Night's Area meeting

Action taken: forwarded to parish councillors.

There is an agenda item to consider this matter

Other items:-

(6/34) Chilham Remembrance Group Summer Fete – Sept – Request to use OWL Green
Council agreed to the request with the proviso that no vehicles were allowed on the green.

The clerk was instructed to respond on this basis.

(6/35) Southern Water consultation: Let's Talk Water - Starting the Conversation

Cllr Lulham agreed to respond on behalf of council.

Update required from Cllr Lulham at the July meeting.

(6/36) Landscapes of the East Kent Downs event 19th June

Action taken: Cllr White booked onto event

(6/37) Society for Local Council Clerks – Renewal Notification

The clerk was authorised to renew membership.

6/8 Strategic Plan Priorities

Community Engagement:

Parish Question Time 2017: A paper summarising the questionnaire responses together with a recommendation for next steps had been publicised with the agenda.

Following consideration, Council agreed to :-

- 1) follow the procedure adopted for the 2016 exercise and produce a consultation report setting out its response to the questionnaire feedback and associated comments including a plan of action to address the low response.*
- 2) instruct the chair and the clerk to compile this report for consideration at the July meeting.*
- 3) arrange for the consultation report to be distributed later in the summer by the parish distribution network.*

Planning Policy:

National Planning Policy Framework Lobby: A paper setting out a proposal to lobby for changes in rural areas had been publicised with the agenda.

Following consideration, Council decided not to join the lobby at this stage and wait for the local consultation on the Ashford Local Plan expected later in the summer.

6/9 Borough Councillor

Cllr Dehnel gave his report covering the following matters:

- 1) Action being taken by officers with regard to the Amenity Light.
- 2) Successful enforcement action taken against an illegally sited portacabin in Ashford.

6/10 Parish Matters

Welcome Pack:

A paper setting out proposed next steps had been publicised with the agenda.

Following consideration, Council :-

- 1) approved the final version of the pack.*
- 2) agreed a print quantity of c100 to be distributed to households in the Sawmills development and shops and pubs in the parish.*
- 3) asked Cllr Lulham to confirm the date for an evening at Chilham Sports Centre for residents of the Sawmills development to come and meet councillors in person.*

The meeting closed at 8:29pm.

6/11 Date of next meeting

6th July 2017 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*.