
CHILHAM PARISH COUNCIL

Minutes (for approval) of the Meeting held at Old Wives Lees Village Hall on 2nd February, 2017 at 7.30pm

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

Apologies: Cllr Lester-Davis and Whiting

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

2/1 Apologies

Cllr Lester-Davis had advised the clerk he could not attend due to a prior commitment.

Cllr Whiting had advised the clerk he could not attend due to a business commitment.

These apologies were approved.

2/2 Minutes of the meeting held on 5th January 2017

The minutes were signed as a true record with one amendment.

2/3 Matters arising from the Minutes

(1/3) 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: There is an agenda item to consider this matter.

(1/3) Old Wives Lees Bus Shelter: A paper summarising the next steps in order to apply for a grant from Kent County Council to replace/install a bus shelter in Old Wives Lees had been publicised with the agenda. Following consideration, council asked Cllr Schofield to:-

1) consult the bus company to obtain views on a proposal to install a bus shelter

2) circulate a survey to Old Wives Lees residents to gain their views on the proposal

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

(1/3) 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*)

(1/3) Planning Policy:

A paper proposing an approach for improving understanding of local capacity for key services had been publicised with the agenda. Following consideration, council instructed the clerk to contact the KCC Infrastructure Services and request information they held with regard to local capacity for key services.

Update: The clerk had forwarded the response to councillors.

(1/5) 16/01866/AS - Garage at 4 Rochester Villas, Lower Lees Road, Old Wives Lees - Conversion of existing redundant garage to dwelling with associated facilities - Councillors were asked to provide their comments to the clerk after the meeting.

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

(1/6) Budget and Precept proposal for 2017/18: Council approved a 3year budget for 2017 till 2020 and a precept proposal for 2017/18. This showed an annual precept for 2017/18 of £26498. An increase of £114 compared with 2016/17 as a result of an inflation provision of £264 offset by an increase in Council Tax Support grant of £150. With the Tax Base for the parish of Chilham increasing from £740.50 to £746.22, the effect on the Band D precept charge is a reduction of £0.12 from £35.63 to £35.51.

Update: The clerk had submitted the Parish Precept and Grant Claim Form to ABC on this basis.

(1/6) Contract Renewal: Council instructed the clerk to request tenders from Hartlee (OWL Grounds Maintenance) and Groombridge (OWL Grass Cutting) along the same lines as the previous contracts (ie for a 3 year term with the option of a 4th year extension and including the option for council to request additional work as required). Cllrs Schofield and White agreed to monitor these contracts and identify any additional work required.

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

(1/7) Parish Council Legal Scheme: This correspondence was not considered at the January meeting and has therefore been listed under correspondence to be considered at this meeting.

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(1/7) Kent Police - Help us fight modern slavery and human trafficking in Kent:

Update: The clerk had forwarded to parish contacts

(1/7) Victim Support - David Naylor – Offer to present to council: Cllr White was asked to liaise with David Naylor with regard to an A5 notice that could be posted on noticeboards.

Update: Cllr White reported that an item had been included in February Parish News.

(1/7) Lord-Lieutenant of Kent – Invitation to annual Civic Service: Cllr Hardisty agreed to attend.

Update: The clerk had arranged for Cllr Hardisty to attend.

(1/8) Refurbishment of Taylors Hill Toilets: A paper setting out a plan to refurbish the toilets on the basis of agreement reached at the December meeting had been publicised with the agenda. Following consideration, council :- 1) approved the specification of work and recommended approach as set out in the paper; 2) instructed the clerk to appoint Record UK as the contractor to install the automatic doors and agree a week for toilet closure based upon their availability; 3) instructed the working group to obtain estimates from local contractors to complete the deep clean / refurbishment work required during this week for consideration at the February meeting; 4) instructed working group to obtain estimates for future work (ie that not required to be done during the toilet closure week) for consideration by March meeting at the latest; 5) instructed working group to implement an annual review and bi-annual maintenance schedule; 6) instructed the clerk to contact local businesses to ensure the toilet closure dates would not present a problem; 7) instructed the working group to investigate the installation of 'free' portaloos during the toilet closure week.

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

(1/8) Community Engagement: A paper setting out an approach to the 2017 community engagement so that plans can be put in place for an engagement in March had been publicised with the agenda. Following consideration, council decided that :- 1) the engagement would follow the same approach and format as in 2016 but excluding the exhibitions; 2) the Consultation leaflet would consist of 4 pages: Page1 = introduction from chair; Page2 = update of progress made so far; Page3 = updated set of 20 questions; Page4 = same as for 2016 with added question to identify respondent's age group; 3) Councillors should submit suggested questions to the clerk so that a final set of 20 can be agreed at the February meeting; 4) The clerk was asked to contact ABC Planning Policy Team (cc Cllr Dehnel) to identify any local plan related questions that could be included; 5) The option to return questionnaires to councillors home addresses as well as Chilham Post Office should be available.

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

(1/10) Parish Council Vacancy: A paper setting out the background to this matter had been publicised with the agenda and two candidates had been interviewed prior to the meeting. This matter was considered in closed session and it was agreed that Nick Lester-Davis should be co-opted to fill the vacancy.

Update: The clerk had contacted applicants to advise them of the decision and Nick Lester-Davis had accepted the office of parish councillor.

(1/10) Latin Field Maintenance: A paper setting out the background to this matter, including a costed proposal to bring the facility up to standard, had been publicised with the agenda. Following consideration, council accepted the proposal and instructed the clerk to arrange for the work to be carried out and agree a deadline.

Update: The clerk had arranged for the work to be carried out when weather permits.

(1/10) Improvements to Taylors Hill car park: A paper setting out the background to this matter, including a preliminary proposal for improvements, had been publicised with the agenda. Following consideration, council agreed in principle to the preliminary proposals and agreed that:- 1) Cllr White should contact ABC Tree Officer with regard to the work required to the trees; 2) Cllr Lulham should contact CTRG with regard to progress arranging a meeting to pursue the groups signage proposals; 3) The clerk was asked to contact Cllr Dehnel to identify options for replacing waste bins ahead of the ABC review planned for later in the year; 4) Cllr Lulham should raise the proposals for tourist information boards with CTRG; 5) There should be an agenda item at the February meeting to review progress.

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

(1/11) Commonwealth Day celebrations: A paper setting out the background to this matter, and the agreement with the school to hold a brief flag raising ceremony, had been publicised with the agenda. Cllr Lulham agreed to follow up with the school to confirm arrangements.

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

2/4 Declarations of Interest

None.

2/5 Planning

Decisions Received from Ashford Borough Council:

16/01762/AS - Hatfield Cottage, The Street, Chilham - Single storey rear extension
PERMIT

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Applications Considered:

16/01856/AS & 16/01857/AS - Phyllis Farm, Selling Road, Old Wives Lees - Proposed two storey and first floor side extensions
NO OBJECTION

16/01866/AS - Garage at 4 Rochester Villas, Lower Lees Road, Old Wives Lees - Conversion of existing redundant garage to dwelling with associated facilities
OBJECT on grounds of overdevelopment of a small plot

17/00011/AS - Old House Meadow, Long Hill, Old Wives Lees - Erection of annexe
NO OBJECTION provided concerns regarding overbearing development and potential infringement of privacy for neighbouring residents are addressed by the applicant

17/00077/AS - Wisteria House, The Street, Chilham - Listed building consent to paint white the front elevation of the two storey side extension approved under 15/00838/AS.
NO OBJECTION

2/6 Finance

Payments:

The following payments require formal approval:-

From General Fund:

2141	G Dear	January Salary	440.70
2147	G Dear	January Expenses	42.99
2143	K Jeffery	January Wages	237.71
2144	Ball Contractors	THT electrical repair	105.54
2145	OWL Village Hall	Hall hire	18.00
2146	Canterbury City Council	PC Tips	16.00
2148	JH Marsh & Son	THT maintenance	221.40
2149	Y White	OWL planters	9.20

From Ringfenced funds:

None

Total Payments 1091.54

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

D/debit	Southern Water	THT Waste Water Bill	35.88
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It was noted that cheque 2137 approved at the January meeting had been made out for the incorrect amount and had been replaced by cheque 2140 made out for the correct amount of £15.

Contract Renewal:

A paper had been publicised with the agenda reporting that the clerk had obtained tenders from Hartlee (OWL Grounds Maintenance) and Groombridge (OWL Grass Cutting) along the same lines as the previous contracts (ie for a 3 year term with the option of a 4th year extension and including the option for council to request additional work as required), that these were available to councillors and that any increases are due to cost of materials (eg fuel).

Following consideration, council instructed the clerk to renew the contracts on this basis with Hartlee and Groombridge and advise them accordingly.

The clerk was asked to provide Cllrs Schofield and White with the contract details so they could arrange liaison meetings with the contractors.

Parish Community Grant Application re Summer Event:

A grant application had been publicised with the agenda.

Following consideration, council awarded a grant of £1000.

2/7 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:-

(2/1) Tesco funding £5000

Action taken: forwarded to parish contacts

(2/3) Leader's Briefing regarding East Kent Health and Care Listening Events

Action taken: forwarded to parish contacts

(2/4) Sheds Grants - pls promote to your networks

Action taken: forwarded to parish contacts

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(2/5) Improving Grant Applications

Action taken: forwarded to parish contacts

(2/6) Litter & Dog Bin Review

Cllr Hardisty agreed to complete a survey of litter and dog bins in the parish and liaise with Cllr White and the clerk with regard to composing a response by the 1st March deadline.

KALC items:-

(2/7) Event Announcement: The Dynamic Councillor - Evening Workshop, 23 February 2017

The clerk was asked to forward to Cllr Lester-Davis.

(2/8) Battle's Over – A Nation's Tribute - 11th November 2018

The clerk was instructed to confirm parish council involvement.

(2/9) KFRS/KALC Fire Hydrant Initiative - Review Meetings

Decided not to respond.

(2/11) Event Announcement: Energy and Renewable Power for the Local Council of Tomorrow - Saturday Morning Workshop, 18 February 2017

The clerk was asked to forward to Cllr Marriott.

(2/12) Event Announcement: Neighbourhood Planning Workshop - A Morning Event, 22 February 2017

Decided not to respond.

(2/13) A message from the Police and Crime Commissioner Matthew Scott

Action taken: forwarded to parish contacts

(2/14) Draft Kent Drug and Alcohol Strategy 2017 - 2022 consultation

The clerk was asked to forward to cllrs so they could respond as individuals.

(2/16) Event Announcement: Rural Affairs Conference, 09 March 2017

Decided not to respond.

(2/17) Invitation to listening events about health and social care

The clerk was instructed to book a place for Cllr Hardisty at this event.

(2/18) KCC Consultation - Freight Action Plan - deadline 12 March

Cllr Lulham agreed to respond on behalf of the parish council.

(2/19) Business Case for Single council for East Kent

Decided not to respond.

(2/20) IMPORTANT - Joint KALC/KFAS Information Event - Tuesday 28 February 2017: Delivering Effective Partnership Working in Kent's Communities 2017

The clerk was instructed to book a place for Cllr Hardisty at this event.

(2/22) Kent Police Rural Update - 30 January 2017

Action taken: forwarded to parish councillors

KALC Ashford Area Committee items:-

(2/23) Agenda for Ashford Area Committee meeting 18th January

Action taken: forwarded to Cllr Lulham

(2/24) Joint Transportation Board

Action taken: forwarded to Cllr Lulham

(2/25) Minutes from Area Committee meeting of 18th January

Action taken: forwarded to Cllr Lulham

KCC items:-

(2/28) Update on Temporary Closure – Church Hill, Chilham – now until 10 February 2017

Action taken: forwarded to parish contacts

Southeastern items:-

(2/29) Hold that date - Southeastern stakeholder forum, London, 3 May 1000am - 1.00pm

Action taken: forwarded to parish contacts

Other items:-

(2/31) Catha's Seat News - including AGM, Picnic and Awards Reports

Action taken: forwarded to parish contacts

(2/32) Applause Rural Touring

Action taken: forwarded to parish contacts

(2/33) Rural Kent Membership 2017/2018

The clerk was instructed to renew membership for 2017/18.

(2/34) Sport England launches new Community Asset Fund

Action taken: forwarded to parish contacts

(2/36) An Exciting New Service for Communities in Rural Kent and Medway

The clerk was instructed to forward to parish contacts suggesting suggest community groups consider inviting Rural Kent Coffee and Information Project along to one of their meetings.

Late Correspondence:-

(2/37) Great British Spring Clean

The clerk was asked to forward to Cllr Hardisty.

2/8 Governance

Grievance Policy:

A paper setting out a proposed Grievance Policy had been publicised with the agenda.

Following consideration, council:-

1) adopted the policy

2) instructed the clerk to publicise via local press, Parish News, website, noticeboards and parish contacts.

2/9 Strategic Plan Priorities

Refurbishment of Taylors Hill Toilets:

A paper reporting progress made by the working group on the basis of agreement reached at the January meeting had been publicised with the agenda. A work schedule had been drawn up and estimates for the work obtained were available to councillors.

Following consideration, council approved this report and instructed the working group to proceed on the first phase of the refurbishment which would involve:-

1) installation of automatic doors

2) deep clean of all toilets

3) interior refurbishment

Improving Sustainability of Taylors Hill Toilets:

A paper setting out a procedure and timeline for improving the sustainability of the toilet cleaning regime had been circulated to councillors with the agenda.

This matter was considered in closed session and an agreed course of action was agreed so that the new procedure could be implemented by 1st April 2017. The clerk was instructed to proceed on this basis.

Community Engagement:

A paper setting out a first draft consultation leaflet had been publicised with the agenda.

Following consideration, council decided that the clerk and Cllr Lulham would develop the leaflet further and issue to councillors for comment so that a final version could be agreed at the March meeting.

Improving quality of life in the parish:

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. The report was approved by council and clearing overgrowth in the corner of OWL Green, cleaning signs and the shelter in Latin Field and cutting back branches from a tree overhanging a bench near the bus stop in Felborough Close were added to the list of activities for next month.

Council authorised Cllr Hardisty to draw up an application for a Shed Grant for storing volunteer equipment and bring this to the March meeting for approval.

Summer event in the parish: An update from Cllr White had been circulated to councillors prior to the meeting.

OWL Bus Shelter: A paper reporting feedback from the bus company and limited local support had been publicised with the agenda. Following consideration, council decided not to pursue this matter further.

Parish Welcome Pack: A paper proposing what a welcome pack should contain, how it could be produced and how it could be distributed had been publicised with the agenda.

Cllrs Linter and Schofield agreed to progress this idea and report back at the March meeting.

2/10 Borough Councillor

Cllr Dehnel gave his report covering the following matters:

1) ABC annual budget and achieving the aim of being self sufficient of government grants by 2020.

2) Local Plan and review of late site submissions.

3) Standards Committee's positive report of progress by Chilham Parish Council since its independent review.

4) Station car park discussions with developer re difficulties implementing the management scheme and the need to involve the parish council.

5) Hawkins Rough enforcement activity.

2/11 Parish Matters

Improvements to Taylors Hill car park:

An update from Cllr White had been circulated to councillors prior to the meeting.

Following consideration, council instructed Cllr White to :-

1) arrange for the parish tree warden to liaise with ABC re examining trees and making applications for the required remedial work.

2) contact the owners of Maelstrom with regard to cutting back vegetation

Shottenden Phone Box:

A paper setting out the background to this matter and the option to adopt the kiosk and install a defibrillator had been publicised with the agenda.

Following consideration, council instructed Cllr Linter to pursue adoption of the kiosk and installing a defibrillator and report back at the March meeting.

Commonwealth Day celebrations:

Cllr Lulham reported that he had contacted the school and would confirm arrangements at the March meeting.

The meeting closed at 9:19pm.

2/12 Date of next meeting

2nd March 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*.