
CHILHAM PARISH COUNCIL

Minutes (for approval) of the Meeting held at Chilham Village Hall on 2nd March, 2017 at 7.30pm

Present: Cllrs Hardisty, Lester-Davis, Linter, Lulham (Chairman), Marriott, Schofield and White

Apologies: Cllrs Heasman and Whiting

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

Prior to the meeting Cllr Lulham formally welcomed Cllr Lester-Davis to the parish council.

3/1 Apologies

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

Cllr Whiting had advised the clerk he could not attend due to an injury.

These apologies were approved.

3/2 Minutes of the meeting held on 2nd February 2017

The minutes were signed as a true record.

3/3 Matters arising from the Minutes

(2/3) 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*)

(2/6) Contract Renewal: Council instructed the clerk to renew the contracts with Hartlee and Groombridge and advise them accordingly and provide Cllrs Schofield and White with the contract details so they could arrange liaison meetings with the contractors.

Update: The contracts had been renewed as instructed and contract details forwarded to Cllrs Schofield and White.

(2/6) Parish Community Grant Application re Summer Event: Council awarded a grant of £1000.

Update: The clerk had advised the applicant accordingly.

(2/7) 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.

Update: Cllr Hardisty had completed the survey and the results had been returned to ABC by the 1st March deadline.

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

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

(2/7) Battle's Over – A Nation's Tribute - 11th November 2018

Update: The clerk had confirmed parish council involvement.

(2/7) Event Announcement: Energy and Renewable Power for the Local Council of Tomorrow - Saturday Morning Workshop, 18 February 2017

Update: The clerk had forwarded to Cllr Marriott.

(2/7) Draft Kent Drug and Alcohol Strategy 2017 - 2022 consultation

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

(2/7) Invitation to listening events about health and social care

Update: The clerk had booked a place for Cllr Hardisty at this event.

(2/7) KCC Consultation - Freight Action Plan - deadline 12 March

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

(2/7) IMPORTANT - Joint KALC/KFAS Information Event - Tuesday 28 February 2017: Delivering Effective Partnership Working in Kent's Communities 2017

Update: The clerk had booked a place for Cllr Hardisty at this event.

(2/7) Rural Kent Membership 2017/2018

Update: The clerk had raised a renewal payment for approval.

(2/7) An Exciting New Service for Communities in Rural Kent and Medway

Update: The clerk had forwarded to parish contacts suggesting suggest community groups consider inviting Rural Kent Coffee and Information Project along to one of their meetings.

(2/7) Great British Spring Clean

Update: The clerk had forwarded to Cllr Hardisty.

CHILHAM PARISH COUNCIL

(2/8) Grievance Policy:

Update: Standing Orders had been update to include the adopted policy and the clerk had publicised it via local press, Parish News, website, noticeboards and parish contacts.

(2/9) Refurbishment of Taylors Hill Toilets: A work schedule had been drawn up and estimates for the work obtained were available to councillors. 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.

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

(2/9) Community Engagement: 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.

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

(2/9) Volunteer Activities: 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.

Update: Cllr Hardisty decided not to pursue this option.

(2/9) Parish Welcome Pack: Cllrs Linter and Schofield agreed to progress this idea and report back at the March meeting.

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

(2/11) Improvements to Taylors Hill car park: 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.

Update: Cllr White advised that the parish tree surgeon had liaised with ABC, agreed the remedial work that was required and would be making the required application to ABC to carry out the work. A quotation for this work would be considered at the April meeting.

(2/11) Shottenden Phone Box: Council instructed Cllr Linter to pursue adoption of the kiosk and installing a defibrillator and report back at the March meeting.

Update: Cllr Linter reported that the phone box was on private land and that the owners supported the parish council plans. It was hoped that the status of the kiosk and the options available could be confirmed at the April meeting so that a decision could be taken regarding next steps.

3/4 Declarations of Interest

None.

3/5 Planning

Decisions Received from Ashford Borough Council:

16/01726/AS - 2 Garden Cottages, Lower Lees Road, Old Wives Lees - An application for a Lawful Development - Existing - timber clad cabin used as a self contained annexe to no 2 Garden Cottages
EXISTING USE/DEVELOPMENT IS LAWFUL

16/01866/AS - Garage at 4 Rochester Villas, Lower Lees Road, Old Wives Lees - Conversion of existing redundant garage to dwelling with associated facilities
WITHDRAWN BY APPLICANT

NOTE: the following application has been referred to Ashford Borough Council Planning Committee for decision:-

16/01531/AS - Land N of Bagham Road and SW of Berry House Lodge, Mulberry Hill, Chilham - Erection of 2No. dwellings with detached garages. Change of use of land to residential.

Applications Considered:

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

3/6 Finance

Payments:

The following payments require formal approval:-

From General Fund:

2150	G Dear	February Salary	409.34
2151	G Dear	February Expenses	24.12
2152	K Jeffery	February Wages	237.71
2153	Staples	Office Supplies	92.58
2154	ACR Kent	Subscription	50.00
2155	Kent County Council	THT Electric Bill	81.57
2156	Ball Contractors	THT Maintenance	324.72
2157	Orchard Environmental	THT Water Checks	339.60

CHILHAM PARISH COUNCIL

2158	Seiretto	Website hosting	178.80
2159	PHS Group	THT Supplies	101.95
2160	Kent County Council	Legal Advice	750.00
2161	Y White	Volunteer materials	54.97
2162	Y White	THT Refurbishment	27.22
2163	PHS Group	THT Supplies	71.76
2164	KALC	Renewable Energy Workshop	72.00

From Ringfenced funds:

2164	John Russell & Son	Latin Field Maintenance	1092.00
------	--------------------	-------------------------	---------

Total Payments 3936.34

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

D/debit	Southern Water	THT Waste Water Bill	35.88
---------	----------------	----------------------	-------

3/7 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:-

(3/1) Kent Community Speedwatch

Action taken: forwarded to parish councillors

The clerk was asked to register interest and establish the whereabouts of the equipment used in the past by the PACT group.

(3/2) Leader's Briefing regarding Boundary Review Proposals Available for Comment.

Action taken: forwarded to parish councillors

(3/3) Leader's Parish Briefing Note which covers setting the record straight on business rates

Action taken: forwarded to parish councillors

KALC items:-

(3/6) Online scams advertorial

Action taken: included in February Parish News

(3/7) Event Announcement: Planning Conference 2017, 23 March 2017

The clerk was asked to forward to councillors.

(3/9) Government Housing White Paper - "Fixing our broken housing market"

Cllr Lulham was asked to produce a response for consideration at the April meeting.

(3/11) 2017 KALC Membership Survey - deadline Friday 31 March 2017

Action taken: there is an agenda item to consider this matter

(3/12) Kent Estates Partnership Board

Decided not to respond.

(3/13) Parish News February 2017

Action taken: forwarded to parish councillors

Southeastern items:-

(3/15) Hold that date - Southeastern stakeholder forum, London, 3 May 1000am - 1.00pm

Action taken: forwarded to parish contacts

(3/16) Stakeholder update - adverse weather conditions

Action taken: forwarded to parish contacts

(3/17) Stakeholder alert No. 2 Storm Doris

Action taken: forwarded to parish contacts

Other items:-

(3/18) Kent Police volunteer opportunities

Action taken: forwarded to parish contacts

(3/19) Electoral Review of Ashford: Draft Recommendations

Action taken: forwarded to parish contacts

(3/22) Rural Community Energy Fund

Action taken: forwarded to Cllr Marriott

(3/23) Community Defibrillators: We want to help...

Action taken: forwarded to Cllr Linter

(3/24) Fly a Flag for the Commonwealth - 13th March 2017

Action taken: forwarded to Cllr Lulham

(3/25) Thank-you for attending a health and care listening event

Action taken: forwarded to parish councillors

(3/26) National Plant Monitoring Scheme

Action taken: forwarded to parish contacts

(3/27) CPRE Renewal Invitation

The clerk was instructed to renew membership.

(3/28) Air Ambulance – Request for a Grant to cover costs

The clerk was asked to forward to parish contacts.

(3/29) Trees in the Village Competition 2017

Decided not to respond.

3/8 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. The clerk provided a further update at the meeting explaining that completion of the first phase (that required toilet closure) would be completed by 10th March at the latest.

Improving Sustainability of Taylors Hill Toilets:

The clerk reported that the project was on schedule for the new cleaning regime to be implemented on 1st April.

Community Engagement:

A draft consultation leaflet had been publicised with the agenda.

Following consideration, council agreed some amendments and instructed the clerk to organise printing and distribution.

Cllr Marriott suggested questions on additional topics including Station Car Park and Road Safety but it was agreed these matters were either already covered by the Strategic Plan or in the agreed questionnaire.

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 including involvement in the Great British Spring Clean planned for 11th March.

The clerk was asked to email parish contacts encouraging them to contact Cllr Hardisty and participate.

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

Following consideration, council approved the proposal and asked the clerk to work with Cllrs Hardisty, Linter, Schofield and White so that a more detailed proposal could be considered at the April meeting.

The clerk was instructed to encourage the use of Report IT! the ABC online reporting system for Flytipping, Litter and Potholes and many other issues in local village news, Parish News and parish council website.

Planning Policy:

Local Capacity for Key Services: A paper setting out a proposal for better understanding this matter had been publicised with the agenda. Following consideration, council noted the comprehensive reply from KCC regarding provision of school places and approved the proposal to gather information that could be used to assess performance on accessibility and meeting demand from other key services.

Cllr Lester Davis was instructed to gather information regarding Bus and Rail Service from Stagecoach and Southeastern.

Cllr Hardisty was instructed to gather information regarding GPO provision from NHS Ashford Clinical Commissioning Group.

3/9 Borough Councillor

Cllr Dehnell gave his report covering the following matters:

- 1) Hawkins Rough – on ABC enforcement committee priority list, officers now recruited to meet demand.
- 2) Mid-Kent Fisheries – vandalism and access rights and the need to raise local awareness of the legal position .
- 3) Station Car Park – establishing relationship with developer and his agent with regard to the implementation of the approved management scheme.
- 4) Ashford Local Plan – problem of predatory development applications and need to find sites for 600 dwellings.
- 5) NHS East Kent Strategy Boards plans for better health and care.
- 6) Ward Member Community Grant Fund 2017 now open for applications.

3/10 Parish Matters

Benches in Taylors Hill car park:

A proposal to install benches in Taylors Hill car park had been circulated to councillors prior to the meeting.

Following consideration, council approved the proposal and instructed Cllr White to confirm ABC permission to install benches and develop the proposal further so that a decision can be taken at a future meeting with regard to the installation of the benches.

Parish Welcome Pack:

A draft Welcome pack had been publicised with the agenda.

Following consideration, council asked to clerk to work with Cllrs Schofield and Linter to finalise the pack including details provided by village organisations describing what they offer.

KCC Freight Action Plan consultation:

A draft response to this consultation had been publicised with the agenda.

Following consideration, council instructed Cllr Lulham to submit the response including comments received from councillors.

KALC Membership Survey:

A draft response to this survey had been publicised with the agenda.

Following consideration, council instructed the clerk to submit the response including comments received from councillors.

Commonwealth Day celebrations:

Cllr Lulham reported that Cllr Dehnel would be attending along with pupils from Chilham primary school.

The clerk was asked to confirm arrangements with Chilham Fire Service.

Annual Parish Meeting:

Cllr Lulham reported that this had been rescheduled to avoid holidays and was now booked for 25th May at 730pm in Chilham Village Hall.

The meeting closed at 9:25pm.

2/12 Date of next meeting

6th April 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*.