
CHILHAM PARISH COUNCIL

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

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

Apologies: Cllrs Lester-Davis and White

In Attendance: Mr G Dear (Clerk), Boro Cllr Dehnel, 2members of the public

11/1 Apologies

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

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

These apologies were approved.

11/2 Minutes of the meeting held on 4th October 2017

The minutes were signed as a true record.

11/3 Matters arising from the Minutes

(10/3) Planning training for councillors:

Summary of previous minutes: Council approved the proposal and asked the clerk to arrange a training session one Saturday morning in November.

Update: the clerk had requested availability from councillors and was now liaising with KALC and village halls to establish the dates in January and February that allowed maximum attendance.

(10/3) Local Flood Risk Management Strategy 2017-2023 - Invitation to Join

Summary of previous minutes: Cllr White agreed to respond on behalf of council.

Update required from Cllr White at December meeting.

(10/3) Allocation of s106 monies:

Summary of previous minutes: A paper proposing next steps for the OWL adult gym and Latin Field schemes had been publicised with the agenda. Following consideration, Council approved the proposal and asked scheme promoters to:- 1) confirm the specification of equipment to be installed and installation work required and provide 3 up to date estimates for this, indicating their preferred supplier; 2) confirm the annual cost to keep the scheme sustainable including an allowance to fund replacement when the expected life of the equipment is exceeded; 3) provide evidence that there is sufficient need to justify this use of s106 monies; 4) contact PCSO and Community Warden for their comments on the potential for mis-use of the equipment and anti-social behaviour.

Update required from Cllrs White and Schofield at a future meeting.

(10/7) One month left to share your councils views on broadband universal service obligation

Update: Not received in time for council to respond.

(10/7) DCLG Consultation - Planning for the right homes in the right places

Update: the clerk had forwarded to Cllrs Lester-Davis and Lulham and Boro Cllr Dehnel advised that ABC were vigorously contesting proposed increases in housing allocations.

(10/7) Heating Oil Club

Update: The clerk had publicised via Parish News

(10/7) Annual Meeting of Action with Communities in Rural Kent

Update: The clerk had forwarded to Cllr White.

11/4 Declarations of Interest

None.

11/5 Planning

Decisions Received from Ashford Borough Council:

None

Tree Preservation Orders received from Ashford Borough Council

TPO/17/00008 - Shalmsford Bridge Cottage, Canterbury Road, Chilham
CONFIRMED WITHOUT AMENDMENT

Applications Considered:

17/01485/AS - Terra Nova, Pilgrims Lane, Chilham - Erection of chalet bungalow within the grounds of Terra Nova, with associated access improvement to existing drive and provision of additional parking spaces and vehicular turning area

NO OBJECTION

17/01591/AS & 17/01592/AS - Old White Hill Cottage, Canterbury Road, Chilham - 1.Installation of conservation roof windows to northeast elevation 2.Removal of existing partitions and new doors at ground and first floor; removal and infill of staircase; replacement flooring in bedroom; removal of wall coverings to expose original

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timbers and apply lime render; insulation, fibreboards and plasterboards; refurbish dormer timbers and new plasterboard; installation of secondary glazing; addition of rooflights to northeast elevation
NO OBJECTION

11/6 Finance

Payments:

From General Fund:

2244	G Dear	October salary	542.11
2245	G Dear	October expenses	93.51
2246	OWL Village Hall	Hall hire	18.00
2247	Record UK	THT-Maintenance	297.00
2248	Victory Cleaning	THT-Cleaning	373.92
2249	Y White	OWL Planters	48.32
2250	Y White	Bench maintenance	22.75

From Ringfenced funds:

2251	Little Owls	s106 Grant	5094.00
2252	Playsafety Ltd	RoSPA report	159.60

Total Payments 6649.21

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

D/debit	South East Water	THT Waste & Water Bill	214.50
D/debit	Kent County Council	THT Electric Bill	0.29

The clerk also reported that the Parish Community Grant of £250 awarded to Chilkidz had been declined as other funding sources had been found for the Halloween event.

Budget and Precept for 2018/19:

A paper proposing an approach for consideration by council had been publicised with the agenda.

Following consideration, council instructed the clerk to draw up a 3yr budget forecast for 2018/21 and budget proposal for 2018/19 based upon the commitment made by the previous council and the mandate provided by the 2017 Parish Question Time community engagement, ie

- 1) £7500 updating the Parish Design Statement*
- 2) £1000 supporting a summer event in the parish (ie Chilham Chase and Chill)*
- 3) £500 using social media*
- 4) £500 improving its website*

for consideration at the December meeting using best available estimates for Council Tax Support and Concurrent Function Grant.

Parish Community Grant Application – Chilham School:

A grant application had been published with the agenda.

Following consideration, Council approved a grant of £250.

11/7 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.

KALC items:-

(11/6) DCLG Consultation - Disqualification Criteria for Councillors and Mayors

Decided not to respond

(11/7) KALC 70th ANNUAL GENERAL MEETING - 18TH NOVEMBER 2017

The clerk was asked to forward to parish councillors.

(11/8) Event Announcement: Crime Prevention And Safety Conference, 07 December 2017

The clerk was asked to forward to NhW coordinators.

(11/9) KALC Community Awards Scheme 2018

The clerk was asked to forward to parish contacts.

(11/10) NALC Chief Executive's Bulletin 35 - 6 October 2017 - inc GDPR update

(11/11) 2018 Boundary Review of parliamentary constituencies - deadline 11 December

Decided not to respond

(11/12) Parish News

Action taken: forwarded to parish councillors

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KALC Ashford Area Committee items:-

(11/13) KALC Ashford Area Committee Revised Minutes - 27th September

Action taken: forwarded to Cllr Lulham

(11/14) Presentation by Chris Morley at the KALC Ashford Area Committee meeting

Action taken: forwarded to Cllr Lulham

KCC items:-

(11/15) Invitation to Community Transport Awayday

Decided not to respond

(11/16) Overnight Road Closure – Chilham Mill Level Crossing, Chilham, Ashford – 9 October 2017

Action taken: forwarded to parish contacts

(11/17) Temporary Road Closure – Chilham Level Crossing, Mystole Lane, Chilham, (Ashford) – 30 October 2017

Action taken: forwarded to parish contacts

(11/18) Temporary 30 MPH Speed Limit - A28 Ashford Road, Chilham, Ashford - Wednesday 18th October

Action taken: forwarded to parish contacts

(11/19) KCC Budget Consultation - Have your say - Business Support and the Creative Sector in Kent

Decided not to respond

(11/20) Temporary Road Closure – Mulberry Hill, Chilham, Ashford – 6-10 November 2017

Action taken: forwarded to parish contacts

(11/22) KCC Highways & Transportation Winter Service Plan 2017-18

Action taken: forwarded to parish councillors

Other items:-

(11/24) Landscapes of the Mid Kent Downs - Draft reviews

The clerk was asked to forward to Cllrs Marriott and White to consider responding.

(11/25) BATTLE'S OVER - A NATION'S TRIBUTE 11TH NOVEMBER 2018 & EARLY UPDATE & NEW GUIDE TO TAKING PART

The clerk was asked to forward to Chilham Remembrance Group.

(11/26) Update from Southern Water - The Future of Water in the South East

Decided not to respond

(11/27) South East Water annual stakeholder survey 2017

Decided not to respond

11/8 Strategic Plan Priorities

Conservation Area Management Plan (CAMP):

A paper proposing an approach for evaluating tenders for the production of a CAMP had been publicised with the agenda.

Following consideration, council :-

1) approved the proposed evaluation with 2 minor amendments.

2) awarded the contract to Clague Architects

3) instructed the clerk to release the amended paper to all bidders to explain decision, thanking those that have been unsuccessful for responding to the RfT and agree suitable timescales with the successful bidder.

Allocation of s106 monies:

A paper providing an update of the current status had been publicised with the agenda.

Following consideration, council approved the report and, for those schemes not completed, the parish council:-

1) requested an update from each scheme promoter by the end of November on the progress they have made including notification of any significant changes, funding plan, evidence of sustainability, and outline timetable for scheme completion.

2) agreed to consider the progress made by these schemes at its December meeting so that next steps for each scheme can be agreed with the relevant scheme promoter and an approach agreed to identify schemes for unused s106 monies.

Promoting Tourism in the parish:

A paper proposing that council takes ownership of the refurbished tourism board in Taylors Hill car park and to add it to the list of village assets had been publicised with the agenda.

Following consideration, council :-

1) replaces the board using a donation from CT & RG group who have obtained match funding from the Ward Councillor's fund and Chilham Chase & Chill profits.

2) installs and maintains the notice board on the basis that CT & RG will take responsibility for the tourism notices.

3) allows the middle panel of the 3 panel board to be available for public notices advertising local events.

4) proceeds with the purchase and installation of the new board on this basis.

11/9 Borough Councillor

Cllr Dehnel gave his report covering the following matters:

- 1) encouraging use of Report It service for antisocial behaviour and take advantage of ABC's zero tolerance policy
- 2) opening of Ashford College
- 3) progress on the Commercial Centre
- 4) progress on Local Plan
- 5) due process with regard to Hawkins Rough

11/10 Parish Matters

Volunteer Activities

A report of volunteer activities in the parish had been publicised with the agenda and was approved by council.

The meeting closed at 8:49pm.

11/11 Date of next meeting

Thursday 7th December 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*.