
CHILHAM PARISH COUNCIL

Minutes (for approval) of the Meeting held at Old Wives Lees Village Hall on 4th October, 2017 at 7.30pm

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

Apologies: Cllrs Heasman and Marriott

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

10/1 Apologies

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

Cllr Marriott had advised the clerk he could not attend due to business commitments.

These apologies were approved.

10/2 Minutes of the meeting held on 7th September 2017

The minutes were signed as a true record.

10/3 Matters arising from the Minutes

(9/3) Parish Question Time 2017:

Summary of previous minutes: Council approved the report and the clerk was instructed to distribute to households via the distribution network.

Update: see (9/5) below.

(9/5) Council Response to Main Changes to Ashford Local Plan Consultation:

Summary of previous minutes: Council approved the position statement (see Appendix A) and agreed that:- 1) the position paper is distributed to households in the parish together with the Parish Question Time 2017 Consultation Report and a synopsis included in October Parish News; 2) parishioners who corresponded directly with the parish council should also receive an emailed copy of the position paper with a covering letter from the chair thanking them for their feedback.

Update: The clerk had produced the agreed document for distribution to households incorporating a covering letter from the chair and this had been sent for printing. The synopsis had been included in October Parish News. Letters had been sent to parishioners who corresponded directly.

(9/5) 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 liaising with KALC and village halls to establish the best date.

Councillors were asked to provide availability for the 6 Jan and 13 Jan.

(9/8) Street Light, Chilham:

Update: The clerk had written to the chief executive at ABC expressing council's gratitude to the officers involved in the successful installation of the new street light.

(9/8) 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.

(9/8) Rights of Way Improvement Plan Stakeholders consultation:

Update: The clerk had forwarded to council PROW rep Anthony Perrett who had responded on behalf of council.

(9/8) Kent Highways Parish Seminar 2017:

Update: The clerk had registered Cllr Lester Davis on this event.

(9/8) Open Space Society – Renewal Invitation

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

(9/9) 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.

10/4 Declarations of Interest

None.

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10/5 Planning

Decisions Received from Ashford Borough Council:

17/00011/AS - Old House Meadow, Long Hill, Chilham - Erection of annexe
WITHDRAWN BY APPLICANT

17/00919/AS - Castle Cottage, School Hill, Chilham - Reconstruction of dilapidated outbuilding for use as garden storage
PERMIT

17/00920/AS - Castle Cottage, School Hill, Chilham - Reconstruction of dilapidated outbuilding
GRANT CONSENT

17/01050/AS - 2 Mulberry Cottages, Mulberry Hill, Chilham - Front Porch and Single Storey Rear Extension
PERMIT

Applications Considered:

None

10/6 Finance

The annual return for 2016/17 has been audited by the external auditor and published on noticeboards and website to meet statutory requirements. The only matter raised by the external auditor was a transposition error relating to a prior year comparative figure.

Payments:

From General Fund:

| | | | |
|------|---------------------|--------------------|--------|
| 2233 | G Dear | September salary | 541.94 |
| 2234 | G Dear | September expenses | 27.50 |
| 2235 | A MacLaren | THCP Improvements | 45.10 |
| 2237 | Victory Cleaning | THT-Cleaning | 373.92 |
| 2242 | PKF Littlejohn LLP | External Audit | 240.00 |
| 2239 | Open Spaces Society | Subscription | 45.00 |
| 2241 | HMRC | PAYE payment | 387.80 |
| 2243 | A R Groombridge | OWL grass cutting | 362.40 |

From Ringfenced funds:

| | | | |
|------|------------------|------------------------|---------|
| 2236 | OWL Village Hall | Parish Community Grant | 600.00 |
| 2240 | CFDB | Parish Community Grant | 1000.00 |

Total Payments 3261.26

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

| | | |
|-----------------------------|----------------------|-------|
| D/debit Business Stream | THT Waste Water Bill | 61.30 |
| D/debit Kent County Council | THT Electric Bill | 98.33 |

Parish Community Grant Application – Chilkidz:

A grant application had been published with the agenda.

Following consideration, Council approved a grant of £250.

Parish Community Grant Application – Xmas Tree Working Group:

A grant application had been published with the agenda.

Following consideration, Council approved a grant of £350.

10/7 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:-

(10/3) One month left to share your councils views on broadband universal service obligation

The clerk was asked to forward to Cllr Linter to respond.

(10/6) DCLG Consultation - Planning for the right homes in the right places

The clerk was asked to forward to Cllrs Lester-Davis and Lulham to respond.

(10/7) Kent Police Rural Report

Action taken: forwarded to parish councillors

KALC Ashford Area Committee items:-

(10/14) Agenda for September Meeting

Action taken: forwarded to Cllr Lulham

KCC items:-

(10/15) Urban and Rural Meeting 17 October

Decided not to attend.

Southeastern items:-

(10/18) Longer trains to be introduced for Southeastern passengers

Action taken: forwarded to parish contacts

Other items:-

(10/19) Heating Oil Club

The clerk was asked to publicise via Parish News, local press, noticeboards, parish contacts and website.

(10/20) Perry Wood Management Steering Group Meeting 9th November

Action taken: forwarded to Cllr Lulham

(10/21) Annual Meeting of Action with Communities in Rural Kent

The clerk was asked to forward to Cllr White.

10/8 Borough Councillor

Cllr Dehnel gave his report covering the following matters:

- 1) quality of housing development in the borough
- 2) Victoria Park project
- 3) Conningbrook Country Park project
- 4) Local Plan – finalising site allocations
- 5) Gypsy and Traveller site provision consultation
- 6) Success of Report IT as a Compliance and Enforcement tool.

10/9 Parish Matters

None.

The meeting closed at 8:19pm.

10/10 Date of next meeting

Thursday 2nd November 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*.