
CHILHAM PARISH COUNCIL

Minutes of the Meeting held at Chilham Village Hall on 5th January, 2017 at 7.30pm

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

Apologies: Cllr Whiting and Boro Cllr Dehnel

In Attendance: Mr G Dear (Clerk), 3 members of the public

Prior to the meeting Cllr Lulham made a brief statement following the death of Tessa Wheeler, recognising the significant contribution Tessa had made to life in the parish and offering sincere condolences to her family on behalf of the parish council.

1/1 Apologies

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

Boro Cllr Dehnel had advised the clerk that he would be out of the country and could not attend.

These apologies were approved.

1/2 Minutes of the meeting held on 1st December 2016

The minutes were signed as a true record.

1/3 Matters arising from the Minutes

(12/2) Amenity Light:

The clerk had requested a copy of the risk assessment carried out by ABC with regard to the removal of the amenity light in The Street and had updated councillors with the response. This was accepted by council by majority decision with Cllr Marriott voting against on the grounds of health and safety and the lack of a risk assessment.

(12/3) 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 required from Cllr Heasman at February meeting.

(12/3) 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 required from Cllr Schofield at February meeting.

(12/3) 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: There is an agenda item to consider this matter.*) 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*)

(12/3) Latin Field Access:

Council agreed that 3 councillors should meet residents in Green Lane to achieve a satisfactory outcome. A meeting had been arranged for 4 December.

Update: Cllr Lulham advised that he had met the residents with Cllrs Heasman and Schofield and reached a satisfactory compromise solution.

(12/5) Local response to Mulberry Hill planning application:

A paper providing the background to this matter had been publicised with the agenda. Following consideration, council asked the clerk to:- 1) request that the application should be considered by the ABC planning committee and not delegated to an officer; 2) publicise that members of the public can request the opportunity to make a representation to the planning committee

Update: the clerk contacted Cllr Dehnel to request that the application should be considered by the ABC planning committee and publicised that members of the public can request the opportunity to make a representation to the planning committee

(12/6) Xmas Tree working group:

It was noted that £300 had been received from ABC in respect of the Ward Member Community Grant to the Xmas

Tree working group.

Update: The clerk had arranged full payment of this grant to the Xmas Tree committee.

(12/6) 3 year budget proposal for 2017/18 to 2019/20:

A paper proposing a 3year budget for 2017 till 2020 and a precept proposal for 2017/18 had been publicised with the agenda. After consideration, council accepted this forecast and asked the clerk to finalise the 3yr budget and precept requirement for 2017/18 for approval at the January meeting on the basis that any additional expenditure as a result of the Parish Question Time consultation would be covered by the allowance for discretionary expenditure and not require an increase in precept.

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

(12/7) NALC Dependant Carers' Survey - Deadline 18/1/17

Decided to support the proposal to extend the dependant carers allowance to include parish councillors and instructed the clerk to respond accordingly.

Update: The clerk had responded supporting the proposal.

(12/7) ACR Kent - Annual Meeting Announcement

Update: The clerk had forwarded the invitation to councillors

(12/7) Chilham Remembrance Group – request for a parish council representative

Update: The clerk had forwarded this request to Cllr Hardisty who had agreed to represent council.

(12/7) East Kent Strategy Board update

Update: The clerk had forwarded to parish contacts and encouraged them to complete the survey.

(12/8) Refurbishment of Taylors Hill Toilets:

A paper proposing a plan to refurbish the toilets in Taylors Hill car park had been publicised with the agenda. Following consideration, council formed a working group comprising cllrs Hardisty, Schofield and White with support from the clerk to take this proposal forward.

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

(12/8) Improving the sustainability of the toilet cleaning regime:

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

(12/8) 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 required from the clerk at the February meeting

(12/8) Volunteer Activities:

Cllr Lulham agreed to contact the volunteers that put their names forward during the Parish Question Time consultation.

Update: Cllr Lulham had drafted a letter and this would be sent out during January.

(12/8) Shottenden Phone Box:

A proposal regarding the future of the telephone kiosk in Shottenden had been publicised with the agenda.

Following consideration, council supported the proposal and instructed Cllr Linter to develop this further and report back at the January meeting.

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

(12/10) Parish Council Vacancy:

A paper setting out the background to this matter had been publicised with the agenda. Following consideration, in the event that no election is required to fill the vacancy, council instructed the clerk to advertise the vacancy so that candidates could be interviewed prior to the January meeting.

Update: The clerk had advertised the vacancies and candidates would be interviewed prior to the January meeting.

1/4 Declarations of Interest

None.

1/5 Planning

Decisions Received from Ashford Borough Council:

16/01275/AS - Tollgate Cottage, Maidstone Road, Chilham - Conversion of attic area above detached garage to form space for teaching art /craft studio Conversion of the rear part of the ground floor of the garage to form a break area

PERMIT

16/01497/AS - Chrisolme, The Square, Chilham - Take down chimney to roof level and rebuild using reclaimed bricks &; lime mortar to original height &; detail.

GRANT CONSENT

CHILHAM PARISH COUNCIL

Applications Considered:

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. (Amended plans)

NO FURTHER COMMENT (Noting that Cllr Dehnel had requested that this application should be considered at a planning committee meeting and that council's comments regarding the earlier application still applied).

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

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

Councillors were asked to provide their comments to the clerk after the meeting.

1/6 Finance

Payments:

The following payments require formal approval:-

From General Fund:

2131	G Dear	December Salary	405.40
2132	G Dear	December Expenses	17.84
2139	K Jeffery	December Wages	297.14
2134	KCC	Legal Advice	236.70
2140	OWL Village Hall	Hall Hire	15.00
2138	HMRC	PAYE Payment	759.60

From Ringfenced funds:

2130	M Froggatt	Ward Members Grant	300.00
2135	Chilkidz	Parish Community Grant	150.00
2136	Playdale	OWL Play Area Repairs	1637.21

Total Payments 3834.79

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

D/debit Southern Electric	THT Electricity Bill	47.50
D/debit Southern Water	THT Waste Water Bill	35.88

It was noted that cheque payment 2130 had already been made as authorised at the December meeting.

Budget and Precept proposal for 2017/18:

A paper proposing a 3year budget for 2017 till 2020 and a precept proposal for 2017/18 had been publicised with the agenda on the basis that any additional expenditure as a result of the Parish Question Time consultation would be covered by the allowance for discretionary expenditure, and not require an increase in precept.

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.

Following consideration, council accepted this budget and precept proposal and instructed the clerk to submit the Parish Precept and Grant Claim Form to ABC on this basis.

Contract Renewal:

A paper listing parish contracts and renewal dates had been publicised with the agenda.

Following consideration, 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.

1/7 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:-

(1/3) Leader's Briefing regarding UK Power Networks' Priority Register

Action taken: forwarded to parish contacts

KALC items:-

(1/5) Kent Minerals and Waste Sites Plans - Call for Sites - deadline 1700 on 30th January 2017

Decided not to respond

(1/7) KCC Volunteer Support Warden Scheme

Decided not to respond

(1/9) Rural Weekly Report from Kent Police
Action taken: forwarded to parish councillors

(1/11) Country Eye App
Action taken: forwarded to parish contacts

(1/14) Inaugural Communications and Social Media Conference - 19 January 2017. Book Your Place!
Decided not to respond

(1/16) Parish News December 2016
Action taken: forwarded to parish councillors

KCC items:-

(1/19) Temporary Road Closure – Church Hill, Chilham – from 9 January 2017
Action taken: forwarded to parish contacts

(1/20) Parish Council Legal Scheme
This was considered under a later agenda item.

Southeastern items:-

(1/21) Stakeholder Forum - Friday 9th December
Action taken: forwarded to parish contacts

Other items:-

(1/22) Kent Police - Introduction to local Policing in your area
Action taken: forwarded to parish councillors

(1/23) Kent Police - Help us fight modern slavery and human trafficking in Kent
The clerk was asked to forward to parish contacts

(1/24) Kent Police - Kent Against Burglary campaign
Action taken: forwarded to parish contacts

(1/25) 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

(1/26) Ashford Borough Citizens Advice - A celebration of 75 years of Advice - Invitation
Cllr Hardisty agreed to attend

(1/29) Lord-Lieutenant of Kent – Invitation to annual Civic Service
Cllr Hardisty agreed to attend. The clerk was asked to respond accordingly

1/8 Strategic Plan Priorities

Refurbishment of Taylors Hill Toilets:

A paper setting out a plan to refurbish the toilets on the basis of agreement reached at the December 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*

A paper setting out options 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 matter could be considered again at the February meeting.

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.*

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. Clearing the footpath in Goldups Lane, Shottenden was added to the list of activities for next month.

Summer event in the parish: Cllr Lulham reported that there was a meeting in January to review plans for this event.

1/9 Borough Councillor

Cllr Dehnel was not present to give a report.

1/10 Parish Matters

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. The clerk was asked to contact applicants to advise them of the decision.

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.

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*

Shottenden Phone Box:

This item was deferred until the February meeting.

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.

The meeting closed at 9:41pm.

1/11 Date of next meeting

2nd February 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*.