
CHILHAM PARISH COUNCIL

Minutes (for approval) of the Meeting held at Old Wives Lees Village Hall on 1st February, 2018 at 730pm

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

Apologies: Cllrs Hansen, Heasman, Lester-Davis and White

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

2/1 Apologies

Cllr Hansen had advised the clerk he could not attend due to family commitments

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

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 holiday commitments.

These apologies were approved.

2/2 Minutes of the meeting held on 4th January 2018

The minutes were signed as a true record.

2/3 Matters arising from the Minutes

(1/3) KCC Volunteer Support Wardens: New prospectus and letter

Summary of previous minutes: The clerk was asked to include a question on this matter in Parish Question Time 2018.

Update required from the clerk at a future meeting.

(1/6) 3 year budget proposal for 2018/19 to 2020/21:

Summary of previous minutes: A 3year budget for 2018 till 2021 and a precept proposal for 2018/19 had been published with the agenda. This included the Council Tax Support and Concurrent Function Grant figures provided by ABC and the mandate from the Parish Question Time engagement for the precept to be increased in order to spend:- 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.

The proposal indicated an annual precept for 2018/19 of £36883. An increase of £10,385 compared with 2017/18 explained by the extra expenditure of £9500 resulting from Parish Question Time engagement, inflation provision of £795 and reduction in Council Tax Support grant of £90. With the Tax Base for the parish of Chilham increasing from £746.22 to £753.00, the effect on the Band D precept charge is an increase of £13.47 from £35.51 to £48.98. Council accepted this budget and precept proposal.

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

(1/6) Contract Renewal:

Summary of previous minutes: Council considered the performance of the current contract holders where contracts were due for renewal and instructed the clerk to offer renewed contracts. The clerk was also instructed to arrange a deep clean of Taylors Hill toilets before the end of March.

Update: The clerk had contacted current contract holders with regard to a renewed contract and requested a deep clean of the toilets. A further update will be provided at the March meeting.

(1/7) Lord-Lieutenant of Kent's Civic Service

Update: the clerk had sent apologies on behalf of council.

(1/7) South East Water Stakeholder Survey

Update: the clerk had responded advising that it had no evidence to contribute to the survey.

(1/8) Parish Question Time 2018:

Summary of previous minutes: Council agreed that the following changes should be made for Parish Question Time 2018:- 1) the leaflet is restricted to a covering letter and no more than 10 simple questions; 2) a specific page is added to the parish council website for Parish Question Time 2018 providing useful background information with regard to the questions asked; 3) drop off points are provided in Old Wives Lees and Shottenden; 4) parishioners are also able to complete the survey online; 5) A3 posters are produced to advertise the engagement; 6) a proposal for Parish Question Time 2018 (based upon the above) is produced for consideration at the February meeting.

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

(1/8) Allocation of s106 monies:

Summary of previous minutes: Council:- 1) agreed to fund schemes using the method described in the paper to allow VAT to be reclaimed; 2) confirmed support of the recreation ground schemes including the amounts allocated; 3) agreed to the allocation of a further £20k to the recreation ground play area scheme; 4) instructed the clerk to issue a request for scheme proposals to make use of the outstanding amounts.

Update: the clerk had confirmed support of the recreation ground schemes including the amount allocated and had publicised the request for proposals to make use of the outstanding amounts.

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(1/10) KALC Community Award nominations:

Summary of previous minutes: Council adopted the 2018 KALC Community Awards Scheme and agreed that John Willis should be presented with the award to recognise his contribution over many years to organising community events and as a church warden.

Update: the clerk had arranged for an award to be made at the Annual Parish Meeting on 19th April.

2/4 Declarations of Interest

None.

2/5 Planning

Decisions Received from Ashford Borough Council:

17/00803/AS - Ashford Road Service Station, Ashford Road, Chilham - Demolition and change of use of vehicle service station and erection of 4 No 3bed and 1No 4bed house and associated parking.

WITHDRAWN BY APPLICANT

Applications Considered:

17/01872/AS - The Bungalow, East Stour Farm, Ashford Road, Chilham - Replacement farm manager's bungalow.
NO OBJECTION

18/00074/AS - Northdown, Green Lane, Chilham - New garage & single storey rear extension

NO OBJECTION

18/00085/AS - Terra Nova, Pilgrims Lane, Chilham - Proposed loft extension with 2 no dormers to the rear and 1 dormer to the front.

NO OBJECTION

18/00089/AS - Old House Meadow, Long Hill, Chilham - Extensions to and conversion of existing garage to provide ancillary home office/dance/art studios

NO OBJECTION

18/00092/AS - Yew Tree Lodge, Mulberry Hill, Chilham - Proposed detached double garage with storage in roof space

NO OBJECTION

18/00120/AS - Ashford Road Service Station, Ashford Road, Chilham - Demolition and Change of Use of Vehicle Service Station and erection of 4No 3bed and 1No 4bed house and associated parking.

NO OBJECTION

2/6 Finance

Payments:

The following payments were approved:-

From General Fund:

2271	G Dear	January salary	542.14
2272	G Dear	January expenses	21.03
2273	Victory Cleaning	THT-Cleaning	373.92

From Ringfenced funds:

None

Total Payments 937.19

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

None.

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:-

(2/2) Notice of Local Plan Submission

Action taken: forwarded to parish councillors

(2/3) Ashford's 100th Anniversary of the End of WWI

Action taken: forwarded to Remembrance Group

(2/4) 'Great British Spring Clean'

Action taken: forwarded to parish councillors

The clerk was asked to register participation and advertise for volunteers

(2/5) Reporting of Crime

Action taken: forwarded to parish councillors

The clerk was asked to publicise through usual channels

(2/6) East Kent Survey - send us your thoughts

Decided not to participate

(2/8) Report It – Let's work together

The clerk was asked to publicise through usual channels

KALC items:-

(2/9) Request To Promote & Complete Cromer Town Council, Norfolk CALC & NALC Second Homes Survey By 7/2/18 To Support CTC SCA Proposal

The clerk was asked to register support

(2/10) GDPR - new NALC legal briefing on the Data Protection Officer

Action taken: forwarded to parish councillors

The clerk was asked to investigate options and obtain guidance from KALC

(2/11) Kent Minerals and Waste Local Plan (KMWLP) 2013-30 Consultation

Decided not to respond

(2/15) Kent Police - Rural Liaison Team Report

Action taken: forwarded to parish councillors

KALC Ashford Area Committee items:-

None.

KCC items:-

(2/26) Advance Works Notification - A28 Canterbury Road, Godmersham/ Bilting

Action taken: forwarded to parish councillors

Decided not to respond

(2/27) Temporary 30 mph Speed Limit – A28 Ashford Road, Chilham –from 24th January 2018

Action taken: forwarded to parish contacts

(2/28) Temporary Closure – Pilgrims Lane, Chilham, Ashford – 15 February 2018

Action taken: forwarded to parish contacts

Southeastern items:-

(2/29) Invitation to Southeastern stakeholder forum

Cllr Marriott advised he was attending

Other items:-

(2/32) Kent Men of the Trees Membership Renewal

The clerk was asked to renew membership

(2/33) Molash PC - Village Caretaker Scheme Enquiry

Action taken: advised that council was still interested in the scheme

(2/34) Southern Water – Help Reducing Sewer Blockages

Decided not to respond

(2/36) Renewal of street cabinet (PCP6) Bagham Road opp jcn Felborough Close

Action taken: forwarded to parish councillors

The clerk was asked to respond with the following comments:-

1) any opportunity to increase capacity should be considered

2) visibility splays for road users and pedestrian should not be impaired

(2/38) FOI Request declaration the grounds given to reject an applicant for co-option to the Chilham Parish Council

Action taken: explanation of process followed in making decision provided to applicant and copied to parish councillors

(2/39) CPRE Membership Renewal Invitation

The clerk was asked to renew membership

2/8 Strategic Plan Priorities

Parish Question Time 2018:

A proposal for Parish Question Time 2018 (based upon the decisions made at the January meeting and feedback from Clague Architects with regard to the proposed CAMP) had been publicised with the agenda.

Following consideration, and recognising that most respondents to previous Parish Question Times had identified Planning matters as their primary concern, and the production of a CAMP will help the PC to influence the Planning process, it was agreed that :-

1) Council works with Clague Architects to agree a set of suitable questions to inform the research they are carrying out;

2) these questions form the sole focus of Parish Question Time 2018

3) the details of the proposed engagement are finalised in time for approval at the March meeting.

Following a question from Cllr Marriott, the clerk was asked to establish whether there were any conflict of interest risk in the work Clague Architects were carrying out on behalf of the parish council.

OWL Adult Gym:

The results of a survey of approx. 250 households in Old Wives Lees had been publicised with the agenda.

Following consideration, Council asked Cllr Schofield to draw up a scheme proposal for Option B (the FreshAir Fitness option).

Little Owls Scheme Proposal:

A scheme proposal to improve the artificial grassed area been publicised with the agenda.

Following consideration, Council accepted the proposal and awarded £4000 from s106 Play Area monies as requested.

2/9 Borough Councillor

Cllr Dehnel gave his report covering the following matters:-

- 1) The Globe Theatre visit to Chilham Castle, the Chilham Chase weekend and the need for volunteer helpers
- 2) Hawkins Rough enforcement court case was progressing
- 3) G4S enforcement contract
- 4) Importance of reporting crime to ensure authorities have accurate statistics when deciding appropriate resourcing levels (eg. use of ReportIT, 101 and 999)
- 5) WW1 commemoration plans
- 6) Developments in Ashford

2/10 Parish Matters

Annual Parish Meeting:

This would be held at 730pm on Thursday 19th April in Chilham Village Hall. The clerk was asked to issue usual Invitations and include Kent County Councillor, PCSO and Community Warden, and publicise using usual channels.

Cllr White would be asked to organise refreshments.

It was noted that a community award would be presented to John Willis at the meeting.

The meeting closed at 8:24pm.

2/11 Date of next meeting

Thursday 1st March 2018 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*.