
CHILHAM PARISH COUNCIL

Minutes (for approval) of the Meeting held at Chilham Village Hall on 8th March, 2018 at 730pm

Present: Cllrs Hansen, Heasman, Lester-Davis, Linter, Lulham (Chairman), Marriott and White

Apologies: Cllr Schofield, Boro Cllr Dehnel

In Attendance: Mr G Dear (Clerk), no members of the public

3/1 Apologies

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

Boro Cllr Dehnel had advised the clerk he could not attend due to family commitments.

These apologies were approved.

3/2 Minutes of the meeting held on 1st February 2018

The minutes were signed as a true record.

3/3 Matters arising from the Minutes

(2/3) 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: No further action required.

(2/7) 'Great British Spring Clean'

Update: The clerk had registered participation and advertised for volunteers.

(2/7) Reporting of Crime

Update: The clerk had publicised through usual channels

(2/7) Report It – Let's work together

Update: The clerk had publicised through usual channels

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

Update: The clerk was unable to register support as the survey closed on 7 February.

(2/7) GDPR - new NALC legal briefing on the Data Protection Officer

Update: KALC will be providing details of 4 companies that can offer an external DPO service. The clerk will provide a further update at the April meeting.

(2/7) Kent Men of the Trees Membership Renewal

Update: The clerk had raised a cheque for approval.

(2/7) Renewal of street cabinet (PCP6) Bagham Road opp jcn Felborough Close

Update: The clerk had responded with the following comments:-

- 1) any opportunity to increase capacity should be considered
- 2) visibility splays for road users and pedestrians should not be impaired

(2/7) CPRE Membership Renewal Invitation

Update: The clerk had raised a cheque for approval.

(2/8) Parish Question Time 2018:

Summary of previous minutes: 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. 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.

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

The clerk was asked to establish whether there was any conflict of interest risk in the work Clague Architects were carrying out on behalf of the parish council.

Update: The clerk had taken advice from SLCC and obtained the recommended assurances from Clague. This information had been circulated to councillors.

(2/8) OWL Adult Gym:

Summary of previous minutes: The results of a survey of approx. 250 households in Old Wives Lees had been publicised with the agenda. Council asked Cllr Schofield to draw up a scheme proposal for Option B (the FreshAir

Fitness option).

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

(2/8) Little Owls Scheme Proposal:

Summary of previous minutes: A scheme proposal to improve the artificial grassed area been publicised with the agenda. Council accepted the proposal and awarded £4000 from s106 Play Area monies as requested.

Update: The clerk has raised a cheque for approval.

3/4 Declarations of Interest

None.

3/5 Planning

Decisions Received from Ashford Borough Council:

None.

Applications Considered:

18/00137/AS - Calico Cottage, Lower Lees Road, Old Wives Lees - Proposed detached outbuilding with accommodation in the roof space providing external storage, games room gym and family den.

NO OBJECTION

3/6 Finance

Payments:

The following payments were approved:-

From General Fund:

2274	G Dear	February salary	542.34
2275	G Dear	February expenses	126.59
2276	Victory Cleaning	THT-Cleaning	373.92
2277	Kent Men of the Trees	Subscription	25.00
2278	CPRE	Subscription	36.00
2279	OWL Village Hall	Hall hire	18.00
2280	Orchard Environmental	THT-WaterHygieneChecks	114.00
2281	Canterbury City Council	PC Tips	16.00
2284	Seiretto	Domain hosting	179.70

From Ringfenced funds:

2282	M Froggatt	Parish Community Grant	350.00
2283	Little Owls	s106 Grant	4966.00

Total Payments 6747.55

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

None.

Contract Renewal:

A paper had been publicised with the agenda reporting that the clerk had obtained tenders from current contract holders for PAYE processing (ATS), Independent Internal Audit (David Buckett), THT-Electrical (Ball Contractors), THT-WaterHygiene (Orchard Environmental) and THT-Asbestos (Elite) along the same lines as the previous contracts (ie for a 3 year term) and that these had been forwarded to councillors.

Following consideration, council instructed the clerk to renew these contracts with the current contract holders.

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 and Medway Stroke Services Review

The clerk was asked to forward to parish contacts

(3/2) Gypsy and Traveller Issues and Options consultation

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

(3/3) Ashford Local Plan Examination

It was agreed no parish council attendance was required.

The clerk was asked to forward to parish councillors.

KALC items:-

(3/5) Event Announcement: Annual Planning Conference, 16 March 2018

Decided not to respond.

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(3/6) Event Announcement: CiLCA Workshops 2018, 13 April 2018

Decided not to respond.

(3/7) Local Government ethical standards - Stakeholder Consultation - deadline 5pm on 18 May

The clerk was asked to forward to parish councillors.

(3/8) IMPORTANT - 2018 KALC Membership Survey - deadline Thursday 29 March 2018

The clerk was asked to respond on behalf of the parish council.

(3/9) Parishes in Bloom

The clerk was asked to forward to parish contacts.

(3/13) KALC PARISH NEWS - FEBRUARY 2018

Action taken: forwarded to parish councillors

KALC Ashford Area Committee items:-

(3/14) Review of KALC Constitution - Area Committee Terms of Reference - deadline 22 May

Decided not to respond.

KCC items:-

(3/15) Temporary 30 mph Speed Limit – Canterbury Road, Godmersham, Ashford – 19/02/2018

Action taken: forwarded to parish contacts

(3/16) Urgent Road Closure - Mulberry Hill, Chilham – 14th February 2018 (Ashford)

Action taken: forwarded to parish contacts

(3/17) Bridging the Gap

Action taken: forwarded to parish contacts

(3/18) Temporary Closures – Chilham Level Crossing, Chilham, (Ashford) – 26 Feb and 3 March 2018

Action taken: forwarded to parish contacts

Southeastern items:-

None.

Other items:-

(3/19) Good news from Ashford Community Policing Team

Action taken: forwarded to parish councillors

(3/22) Kent Police: online crime reporting

Action taken: forwarded to parish contacts

(3/23) Rural Kent Membership 2018-2019

The clerk was instructed to renew membership.

(3/24) Road signs and dog fouling bins

The clerk was asked to respond supporting the principle of reduced speed, noting that there were a number of criteria needed to be met before KCC would consider speed restrictions and that alternative measures such as enhanced village gateway signage may be a more deliverable solution in the short-term.

(3/25) Young people & volunteering

Action taken: forwarded to parish contacts

(3/26) Kent Downs Area of Outstanding Natural Beauty Management Plan Consultation

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

(3/29) FLY A FLAG FOR THE COMMONWEALTH - 12TH MARCH 2018

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

Late correspondence:-

(3/30) Kent Men of the Trees – Trees in the Village competition

The clerk was asked to forward to the Parish Tree Warden for an opinion on entering

(3/32) Police attendance at your KALC Meeting

Action taken: forwarded to Cllr Lulham

(3/34) Have your say on South East Water's draft Water Resources Management Plan 2019

The clerk was asked to forward to parish contacts

(3/35) KALC Ashford Area Committee meeting agenda

Action taken: forwarded to Cllr Lulham

(3/36) KALC SOCIAL MEDIA SURVEY

The clerk was asked to respond on behalf of the parish council.

(3/37) UK Power Networks information on weather and the electricity network

Action taken: forwarded to parish contacts

(3/38) Kent Resilience Team - Advice for Parish Councils

Action taken: forwarded to parish contacts

(3/39) Important winter water advice from South East Water

Action taken: forwarded to parish contacts

3/8 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 questionnaire) had been publicised with the agenda.

Following consideration, Council approved the draft questionnaire and instructed the clerk to:-

- 1) arrange for the distribution of the questionnaire to all households in the parish allowing sufficient time for them to be completed and returned by Saturday 7th April;*
- 2) arrange for an online version of the questionnaire to be set up;*
- 3) book Chilham Village Hall for the exhibition on 10th May.*

OWL Adult Gym:

A scheme proposal for an adult gym on Old Wives Lees Green been publicised with the agenda.

Following consideration, Council accepted the proposal and asked the clerk to include this in the schemes to be submitted to ABC for funding by the s106 monies.

Council noted the commitment Cllr Schofield had put into this project and congratulated her on her efforts.

3/9 Borough Councillor

Cllr Dehnel was not present to give his report.

3/10 Parish Matters

Community Clean Up:

A paper had been publicised with the agenda setting out the arrangements made for the clean up which had been cancelled due to bad weather

Following consideration, it was agreed to rearrange for 14th April.

Commonwealth Flag Day:

A paper had been publicised with the agenda setting out the arrangements made for the ceremony.

Following consideration, Council approved the arrangements noting that Kent County Councillor Bell would be raising the flag.

3/11 Governance

Complaint received by the parish council:

A paper had been circulated to councillors prior to the meeting setting out an informal complaint. Due to its sensitive nature, Council agreed to consider the matter in Closed Session.

ALL Councillors were reminded of the high standards required under the members Code of Conduct and the importance of maintaining the excellent reputation of the Chilham Parish Council.

Council agreed :-

- 1) Complaints are processed correctly and internally, and officers are respected at all times;
- 2) The need for clarity in information requests and the need to heed para. 3 (2a) and 3 (2b) of the code at all times in conversations and correspondence;
- 3) Cllr X cited in the complaint apologises to the two parties identified in the complaint [file reference CF-18-01-01 & file reference CF-18-01-02];
- 4) Cllr X modifies behaviour to prevent a reoccurrence of the actions which prompted this informal complaint;
- 5) All future requests for information and clarification are addressed to the Clerk.

Following further consideration, Council decided that although in principle there appears to have been a breach of the General Obligations of its Code of Conduct, there was no need to refer the matter to the Monitoring Officer on this occasion as the action it has taken constitutes an informal warning.

The meeting closed at 8:39 pm.

3/11 Date of next meeting

Thursday 5th April 2018 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*.