

CHILHAM PARISH COUNCIL

Minutes (for approval) of the Meeting held at Chilham Village Hall on 1st November, 2018 at 730pm

Present: Cllrs Hansen, Lester-Davis (Chairman) and White

Apologies: Cllrs Heasman, Glancy, Lulham, Linter, Marriott and Schofield

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

11/1 Apologies

Cllrs Heasman, Glancy and Marriott had advised the clerk that they could not attend due to work commitments.

Cllr Linter had advised the clerk he could not attend due to injury.

Cllr Lulham had advised the clerk he could not attend due to holiday.

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

These apologies were approved.

11/2 Minutes of the meeting held on 4th October 2018

The minutes were signed as a true record.

11/3 Matters arising from the Minutes

(10/3) New Data Protection Laws:

Summary of previous minutes: Council agreed that Councillors review the documents produced so far, provide any comments directly to the clerk, and instructed the clerk to produce final versions of the action plan, audit questionnaire and internal register for review at the May meeting. The clerk was in the process of producing final versions of the action plan, audit questionnaire and internal register for review at the June meeting.

Update: This had been deferred to the future meeting.

(10/3) Annual Review of Risk Assessments:

Summary of previous minutes: Council instructed the clerk to produce additional risk assessments to cover emergency lighting and water hygiene and obtain advice from council's insurer and ABC with regard to best practice regarding health risks.

Update: To be considered at a future meeting.

(10/3) Template Learning & Development/Training Policy and Plan and Training Budget

Summary of previous minutes: The clerk was instructed to take this into account as part of the outstanding action on this matter.

Update: To be considered at a future meeting.

(10/3) Stowe Cottage - flooding from the road

Summary of previous minutes: Council agreed that this matter should be considered as part of the Highways agenda item to be included on the August agenda. The clerk was asked to forward to parish councillors.

Update: Cllr Lester-Davis reported that he had notified KCC of residents views regarding the drainage maintenance policy and the standard of reinstatement following works on OWL Green but had not yet received a response. He would provide an update at the December meeting.

(10/3) Allocation of s106 monies:

Summary of previous minutes: The clerk reported that a funding agreement between Ashford Borough Council and the parish council needed to be signed before the monies could be transferred into council's bank account. Council authorised the clerk to sign this agreement having first reviewed it with the chair and vice-chair.

Update: The funding agreement has not yet been issued for signing.

(10/3) Planning Policy – Draft CAMP:

Summary of previous minutes: A paper had been publicised with the agenda recommending the next steps towards approving the Conservation Area Management Plan. Comments had also been received from an officer at ABC and a parishioner. Council:- 1) identified corrections required to descriptions provided for the parish; 2) agreed changes required to the suggested policy proposals; 3) agreed other changes required to enable council to adopt the report; 4) agreed changes required to the questionnaire; 5) agreed that Cllrs Lulham and Lester-Davis should liaise with the clerk to document these changes so they could be fed back to Clague Architects; 6) instructed the clerk to notify Clague Architects of this approach so that a date could be agreed for a special meeting to review the revised version.

The required changes had been documented and fed back to Clague.

Update: A revised version is being produced by Clague and will be circulated to councillors so it can be considered at the December meeting.

(10/3) Long Hill Kiosk:

Summary of previous minutes: A paper had been publicised with the agenda setting out the next steps to resolve this matter. Council instructed the clerk to:- 1) appoint BTF as its agents in this matter; 2) sign the consent form on behalf of council requesting 14 days notice; 3) request that Southern Water arrange a letter drop to local residents when the work schedule has been agreed.

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The clerk had appointed BTF, signed the consent form and requested the letter drop.

Update: The clerk had chased Southern Water for an update and was awaiting a response.

(10/3) Highway Maintenance Issues:

Summary of previous minutes: A paper had been publicised with the agenda proposing an approach to addressing this matter. Council:- 1) approved the proposal; 2) appointed Cllrs Lulham, White and Linter as contacts to support parishioners reporting faults; 3) instructed the clerk to forward to Kent County Councillor Clair Bell and the Highways Officer and ask for comment to promote a collaborative approach.

Update: The clerk had forwarded to KCC for comment. There will be an agenda item to consider this matter at the December meeting.

(10/7) Battle's Over - A Nation's Tribute - 11 November 2018

Update: The clerk had provided details of the commemoration taking place in the parish.

(10/7) Consultation on the Main Modifications to the Local Plan 2030 and addendum to the Sustainability Appraisal

Update: The clerk had notified council support of the change to remove Shottenden from the settlements considered suitable for windfall development and circulated the summary of proposed changes to councillors.

(10/7) Felborough Close Unofficial Allotment

Update: The clerk had organised a letter drop to residents advising the vacancy.

(10/7) KALC Community Awards Scheme 2019

Update: The clerk had asked for nominations from parishioners via noticeboards, website, Parish News and parish contacts.

(10/7) Energetic young people offering their service

Update: The clerk had investigate using this service to prepare the beacon for WW1 commemorations and a vegetation clearance project had been agreed.

(10/9) Communication Policy:

Summary of previous minutes: Work had started reviewing and understanding how council currently engages with its parishioners and that a paper would be produced for consideration at a future meeting.

Update: There will be an agenda item at the December meeting to consider this matter.

(10/9) WW1 Beacons of Light Commemoration:

Summary of previous minutes: A paper had been publicised with the agenda recommending steps to be taken to prepare the beacon in Old Wives Lees for this commemoration. Council:- 1) accepted the recommendation and set a budget of £1500 for the work; 2) instructed the clerk to liaise with the Chilham Remembrance Group and Old Wives Lees village hall so that the beacon lighting fits in with the commemoration event in the village hall; 3) instructed the clerk to obtain a 3yr management plan proposal (with the lands owners permission) for the area surrounding the beacon to preserve its suitability for use in future years.

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

(10/9) Asset Maintenance:

Summary of previous minutes: Council:- 1) asked councillors in each village to review their list of maintenance work required and put in place a plan to carry out the work that could be carried out by volunteers and inform the clerk of any that could not so this could be put out for tender to local firms; 2) accepted the proposal for signage and replacing the nets at Latin Field; 3) asked Old Wives Lees councillors to review the RoSPA reports for the Old Wives Lees play area, and in particular the findings for each item, produce an itemised list of maintenance tasks required to satisfactorily meet the required standards so that this could be put out to tender.

Update: The installation of signage and replacement nets has been organised and a request sent to the original installers of the Old Wives Lees play equipment to quote for the work recommended in the report. There will be an agenda item and a future meeting to consider this matter further.

(10/9) Emergency Plan:

Summary of previous minutes: Council:- 1) appointed an Emergency Planning team comprising Cllrs Lulham and Glancy with initial responsibility to develop an emergency plan and letter to residents based upon these first drafts making use of support available from Ashford Borough Council; 2) asked the Emergency Planning team to produce a project plan to achieve this goal for review at a future meeting.

Update: To be considered at a future meeting.

11/4 Declarations of Interest

None.

11/5 Planning

Decisions Received from Ashford Borough Council:

None.

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Applications Considered:

18/01475/AS - 1 Lower Road, Stone Stile Road, Shottenden - Revised application 16/00036/AS, proposed loft conversion to include hip to gable end roof. Rear dormer and front rooflights already approved.

NO OBJECTION

18/01512/AS - Castle View, Bagham Lane, Chilham - Lawful Development Certificate - Proposed - Construct a garden room

NO OBJECTION

18/01514/AS - April Cottage, Mountain Street, Chilham - Remove contaminated internal and external brickwork, following a kerosene oil spill, over an approximate area of 2.5 m2. Excavate internal floor over approximately 4 m2 to 1 m below ground level. Replace all material to original specification and levels.

NO OBJECTION

11/6 Finance

Payments:

The following payments were approved:-

From General Fund:

2351	G Dear	October salary	552.46
2352	G Dear	October expenses	110.16
2353	Victory Cleaning	THT-Cleaning	423.41
2354	Canterbury City Council	PC Tips	16.00
2357	OWL Village Hall	Hall hire	18.00
2355	A R Groombridge	OWL grass cutting	376.80
2356	A R Groombridge	OWL grass cutting	376.80
2358	JH Marsh & Sons	Various maintenance tasks	2,433.79
2359	Chilham Chase	Community Event - Chilham Chase	500.00
2361	Y White	Volunteer expenses etc	135.05
2362	Pete Vogel Tree Surgery	Beacon tree clearance	900.00

From Ringfenced funds:

2360	Stocksigns Ltd	Latin Field maintenance	52.44
2363	Friends of St Marys Church	Parish Community Grant	320.00

Total Payments 4,859.86

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

None.

Budget and Precept for 2019/20:

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 4yr budget forecast for 2019/23 and budget proposal for 2019/20 based upon the same rationale as used last year, as set out in the paper for consideration at the December meeting using best available estimates for Council Tax Support and Concurrent Function Grant.

Parish Community Grant Application – Friends of St Marys Church:

A revised grant application had been published with the agenda.

Following consideration, Council approved a grant of £320 and as proof of expenditure had also been provided, authorised the clerk to arrange the grant payment immediately (see cheque 2363 above).

Parish Community Grant Application – Xmas Tree Working Group:

A grant application had been published with the agenda.

Following consideration, Council approved expenditure of £350 from its community event budget.

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.

ABC items:-

(11/2) Invitation from the Mayor of Ashford - The Mayor's Hobby Horse Race Night - 16th November 2018

Decided not to respond.

(11/3) Defining village confines

Decided to wait for the draft village confines map before responding.

KALC items:-

(11/5) Your invite: Public events to explore potential options for changes to hospital and local care services in East

Kent

Decided not to respond.

(11/6) KCC Public Health Media release: Don't put off the flu vaccination – it's free because you need it
Action taken: forwarded to parish contacts

(11/9) Event Announcement: Effective Higher Level Planning For Local Councils - A Pilot, 03 & 07 December 2018
Decided not to respond.

(11/15) Event Announcement: Chairmanship Conference 2018, 13 December 2018
Decided not to respond.

(11/16) Invitation to AGM on Saturday 17th November
Decided not to respond.

KALC Ashford Area Committee items:-

(11/17) KALC Ashford Area Committee meetings 2019
Action taken: forwarded to Cllr Lulham

KCC items:-

(11/18) Urgent Road Closure - Selling Road, Chilham – 8th October 2018 (Ashford)
Action taken: forwarded to parish contacts

(11/19) 1 Tonne Salt Bag Delivery to Parishes 2018 - Reply by 31st October 2018
Action taken: delivery of salt bags to locations in the parish requested.

(11/20) Half Term Planner
Action taken: forwarded to parish contacts

(11/21) Bus Summit - Big Conversation - 30 October 2018
Action taken: forwarded to parish councillors

Other items:-

(11/23) Battles Over - Final Participants Letter 2018
Action taken: Press Release issued as requested

(11/24) Family Food Bank - 25 Days of Christmas
Action taken: forwarded to parish contacts

(11/25) ACR Kent AGM Invite
Decided not to respond.

11/8 Strategic Plan Priorities

Allocation of s106 monies:

The clerk reported that the production of a finalised funding agreement had been delayed by staffing issues at ABC and that CPRGT had requested an early release of c£2500 to enable a time and weather critical project to be completed before it resulted in a delay to other projects.

The clerk was authorised to release the required funds from its own funds provided this was acceptable to ABC and the council's Independent Internal Auditor.

11/9 Borough Councillor

Cllr Dehnel gave his report covering the following matters:-

- 1) Hawkins Rough enforcement action continuing in the required direction;
- 2) Battles Over commemorations in Ashford;
- 3) Local Plan;
- 4) Members Grant open for bids (£3000 available across Downs North Ward)

11/10 Parish Matters

WW1 Beacons of Light Commemoration:

A paper had been publicised with the agenda setting out the arrangements made in the parish for this commemoration.

Following consideration, Council:-

1) agreed to fund the Old Wives Lees tea party either as a parish community grant or from its community event budget.

2) agreed to fund the fireworks and refreshments at the beacon from its community event budget.

Additional Grounds Maintenance at Old Wives Lees Green:

A paper had been publicised with the agenda describing a course of action to be taken to address growth of ivy and vine on a number of trees.

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Following consideration, Council approved this course of action and instructed the clerk to arrange for the contractor to undertake the work under the "maintenance of trees, shrubs" element of his contract.

The meeting closed at 8:19pm.

11/11 Date of next meeting

Thursday 6th December 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*.