
CHILHAM PARISH COUNCIL

Minutes (for approval) of the Meeting held at Old Wives Lees Village Hall on 2nd August, 2018 at 730pm

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

Apologies: Boro Cllr Dehnel

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

8/1 Apologies

Boro Cllr Dehnel had advised the clerk he could not attend due to holiday commitments. These apologies were approved.

8/2 Minutes of the meeting held on 5th July 2018

The minutes were signed as a true record.

8/3 Matters arising from the Minutes

(7/3) Emergency Planning

Summary of previous minutes: The clerk had taken up the offer of support from ABC and obtained advice on next steps and would prepare a proposal for consideration at the June meeting.

Update: This had been deferred to a future meeting.

(7/3) 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.

(7/3) 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.

(7/3) Model Standing Orders

Summary of previous minutes: The clerk was asked to produce a new version of standing orders based upon this model.

Update: To be considered at a future meeting.

(7/3) 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.

(7/3) Asset Register:

Summary of previous minutes: A report listing the councils assets had been published with the agenda with a proposal for an annual inspection. Council agreed that :

- 1) Cllrs Lulham, Heasman and Hansen would inspect assets in Chilham;
- 2) Cllrs Lester-Davis, Schofield and White would inspect assets in Old Wives Lees;
- 3) Cllr Linter would inspect assets in Shottenden.
- 4) The clerk would update the register based upon these inspection reports and produce a paper recommending any maintenance work required for consideration by council at a future meeting.

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

(7/3) Parish Question Time 2018:

Summary of previous minutes: A paper had been publicised with the agenda providing an analysis of responses from the questionnaires. Council approved the report and (1) asked the clerk to post the analysis on the parish council website and promote through Parish News, local press (in the section for each village) and parish contacts; (2) agreed that the analysis should form part of a consultation report which would be produced when the CAMP had been finalised.

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

(7/3) Ribbon Development:

Summary of previous minutes: A paper had been publicised with the agenda setting out the background and a recommended way forward to determine council policy on this matter. Council asked Cllr Lester-Davis to produce a position paper incorporating the following requirements:- (1) sensible infill; (2) safe access; (3) defending views and existing outlook onto the North Downs AONB; (4) sympathetic design, in character and not over-developed;

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(5) no new access created; (6) no dramatic increase in use of existing access

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

(7/7) Rights of Way Improvement Plan 2018 – 2028 - Invitation to Join

Summary of previous minutes: Cllr Lester-Davis was asked to review the consultation and if appropriate produce a draft response for consideration at the August meeting.

Update: Cllr Lester-Davis found no reason to make any response.

(7/7) 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: A meeting is being arranged with Kent Highways to discuss the recent works in Cobbs Hill and this matter was raised at the meeting. Cllr Lester-Davis gave a brief report of the meeting and it was agreed that the Scheme Report provided by KCC should be forwarded to parish contacts. There will be an agenda item to consider this matter at the September meeting.

(7/8) Allocation of s106 monies:

Summary of previous minutes: A paper had been publicised with the agenda summarising the current position and the requirement to sign contracts as soon as the drawdown of the remaining s106 monies had been completed. Council authorised the clerk to sign contracts and arrange release of s106 monies received from ABC in accordance with the cabinet paper, having first reviewed proof of expenditure with the chair and vice-chair, and provide a report of funds released at the next council meeting.

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

8/4 Declarations of Interest

None.

8/5 Planning

Decisions Received from Ashford Borough Council:

18/00598/AS - Home Lea, Canterbury Road, Chilham - Construction of a new 3 bedroom dwelling
PERMIT

18/00786/AS - 4 Lees Terrace, Cobbs Hill, Old Wives Lees - Installation of vehicle access/crossing
PERMIT

Applications Considered:

18/01005/AS - Rose Farm, Denne Manor Lane, Chilham - Variation of condition 9 on planning permissions
16/00057/AS & 16/00057/AMND/AS to alter the design of approved dwelling to provide entrance atrium
NO OBJECTION

8/6 Finance

Payments:

The following payments were approved:-

From General Fund:

2328	G Dear	July salary	552.26
2329	G Dear	July expenses	128.99
2330	Victory Cleaning	THT-Cleaning	413.81
2331	Record UK	THT-Maintenance	261.00
2332	Ball Contractors	THT-Maintenance	88.46
2333	RoSPA Play Safety	Play area inspections	159.60
2334	AR Groombridge	OWL grass cutting	376.80

From Ringfenced funds:

None

Total Payments 1,980.92

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

D/debit Rentokil-Initial	THT Maintenance	64.90
D/debit RoyalMail	PO Box fee	330.00

7/7 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:-

(8/3) Ashford Community Network Event

Decided not to respond.

(8/5) Interim Polling Districts and Polling Places Review 2018

Decided not to respond.

KALC items:-

(8/14) Consultation: Bye Laws on Sites of Special Scientific Interest (SSSI's)

Decided not to respond.

(8/15) PCC Annual Policing Survey 2018 - PCC asks residents "How safe do you feel where you live?"

Action taken: forwarded to parish contacts

KALC Ashford Area Committee items:-

(8/17) KALC Ashford Area Committee meeting – Agenda - 18 July

Action taken: forwarded to Cllr Lulham

(8/18) KALC Ashford Area Committee meeting – Minutes - 18 July

Action taken: forwarded to Cllr Lulham

(8/19) IMPORTANT - KALC Strategic Meeting with the PCC and Kent Police - 2 August

Action taken: forwarded to Cllr Lulham

KCC items:-

(8/20) Big Conversation Parish Seminar - 12th July

Action taken: forwarded to Cllr Lulham

(8/21) Urgent Road Closure - Lower Lees Road, Chilham – 9th July 2018 (Ashford)

Action taken: forwarded to parish contacts

(8/22) Ashford Parish Seminar

Action taken: forwarded to Cllr Lulham

(8/23) Road Closures - Old Wives Lees

Action taken: meeting arranged with KCC representative

(8/24) Big Conversation Parish Seminar - Ashford 24th July

Action taken: forwarded to parish councillors

(8/25) Minutes of East Kent Urban and Rural Meeting

Action taken: forwarded to Cllr Lulham

(8/26) Summer Planner

Action taken: forwarded to parish contacts

(8/28) Rural Bus Services - Big Conversation

Cllr Lulham was asked to respond on behalf of the parish council.

Other items:-

(8/30) Perry Wood Community Consultation

The clerk was asked to forward to parish contacts.

(8/31) WW1 Beacons of Light – 11 November 2018

The clerk was asked to liaise with the landowner of the site of the beacon in Old Wives Lees and the Chilham Remembrance Group with regard to planning the commemoration and communicating this to the parish.

(8/33) Kent Wildlife Trust - Broadham Down Nature Reserve project - Request for Letter of Support

The clerk was asked to write a letter of support.

8/8 Strategic Plan Priorities

Consultation Report following Parish Question Time 2018:

A paper had been publicised with the agenda recommending the next steps towards producing a consultation report following the production of a draft Conservation Area Management Plan report and a suggested questionnaire for parishioners.

Following consideration, it was agreed that councillors review the draft CAMP and suggested questionnaire so that an approach can be agreed at the September meeting for finalising the CAMP and producing a consultation report for the Parish Question Time 2018 exercise. It was agreed that this would include a special meeting would be called for Clague to present the draft report and collect feedback from council.

Allocation of s106 monies:

A paper had been publicised with the agenda summarising the current position and setting out the proposed funding for submitted schemes.

Following consideration, Council approved the proposed funding schedule and authorised the clerk to:-

1) sign contracts with the suppliers selected by the scheme promoters and agree any non-s106 funding required

from the scheme promoter where this is requested by the scheme promoter;

2) arrange payment to these suppliers subject to appropriate proof of expenditure (ie invoices) and receipt of any non-s106 funding required from the scheme promoter, having first reviewed proof of expenditure with the chair and vice-chair;

3) arrange payment of allocated s106 funding to scheme promoters not wishing CPC to enter into contracts in order to reclaim VAT, having first reviewed proof of expenditure with the chair and vice-chair;

4) provide a report of funds released at future council meetings.

Planning Policy – Ribbon Development on A28 Canterbury Road:

A paper had been publicised with the agenda proposing a position statement on this matter.

Following consideration, the proposal was adopted as council policy.

The clerk was asked to update Standing Orders to include the policy, inform parish contacts and request that Boro Cllr Dehnel brings the new policy to the attention of ABC planning department.

8/9 Borough Councillor

Cllr Dehnel was not present to give his report.

The clerk was asked to request an update on the Hawkins Rough enforcement matter.

8/10 Parish Matters

Highway Maintenance Issues:

A paper had been publicised with the agenda recommending an approach to addressing this matter.

Following consideration, Council accepted the recommendations and asked Cllr White to liaise with the clerk to take these recommendations forward and produce a proposal for consideration at the September meeting

It was also agreed that Cllrs White and Hanson should review how council communicates with parishioners and produce a paper setting out their findings for consideration at a future meeting..

Asset Maintenance:

A paper had been publicised with the agenda proposing an approach for asset inspection and maintenance.

Following consideration, Council:-

1) asked councillors to complete their inspections of the assets allocated to them by the end of August and for each asset provide (1) an assessment of current condition; (2) a recommendation of maintenance required to bring up to satisfactory condition;

2) asked the Old Wives Lees councillors to review the R0SPA reports for the play areas, and in particular the findings for each item, and produce an itemised list of maintenance tasks required to satisfactorily meet the required standards;

3) agree a priority list and work schedule in preparation for tendering;

4) agreed that in future, Council conducts an equivalent review of all its assets each year immediately following receipt of the RoSPA reports.

Draft Minutes from Annual Parish Meeting:

The draft minutes had been publicised with the agenda and were accepted as a true record with the following amendment:-

The sentence “Jane Marriott asked the parish council to focus on road and pedestrian safety in the parish and was disappointed section 106 contributions couldn’t be used for this.” is replaced by “Jane Marriott asked the parish council to focus on road and pedestrian safety in the parish and felt the parish council should have pursued the matter of road safety through the S106 agreement. She was disappointed with the parish council for not dealing with the matter and for not challenging ABC/KCC instead of just pouring money into Chilham sports centre.”

It was noted that they would be considered for approval at the 2019 Annual Parish Meeting.

The meeting closed at 9:05 pm.

8/11 Date of next meeting

Thursday 6th September 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*.