
CHILHAM PARISH COUNCIL

Minutes (for approval) of the Meeting held at Chilham Village Hall on 3rd May, 2018 at 730pm

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

Apologies: Cllr Heasman, Schofield and White

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

5/1 Apologies

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

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

Cllr White had advised the clerk she could not attend due to holiday.

These apologies were approved.

5/2 Election of Chairman

Cllr Lulham was elected unopposed.

5/3 Election of Vice-chairman

Cllr Lester-Davis was elected unopposed.

5/4 Election of Committees and Representatives

A paper proposing options for consideration by council had been published with the agenda including a list of current committees, teams and representatives.

Council accepted the proposal and Appendix A provides the agreed list of teams and representatives.

5/5 Closure of Annual General Meeting

The annual general meeting closed at 7:45pm.

5/7 Minutes of the meeting held on 5th April 2018

The minutes were signed as a true record.

5/8 Matters arising from the Minutes

(4/7) Ashford Civic Awards

Update: The clerk had advertised using the usual channels.

(4/7) Government consultations on the National Planning Policy Framework & Developer Contributions

Update: The clerk had forwarded to councillors and included an item of the agenda of the May meeting to consider a response.

(4/7) Consultation - Refresh of Kent Joint Municipal Waste Management Strategy - deadline 27 April

Update: The clerk had forwarded to Cllr Lester-Davis whose comments had been forwarded to parish councillors.

The clerk was asked to forward these comments to KCC cc County Cllr Bell.

(4/7) Local Government ethical standards - Stakeholder Consultation

Update: The clerk was asked to forward to councillors.

(4/7) RecordUK – Automatic Door Maintenance Contract

Update: The clerk had renewed the contract for 5 years and forward the terms to Cllr Marriott.

(4/7) Home-start and District are looking for new volunteers - can you display a poster in your local community?

Update: The clerk had publicised using the usual channels.

(4/7) Emergency Planning

Update: 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.

(4/8) 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.

Update: 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.

(4/9) Allocation of s106 Monies:

Summary of previous minutes: A report had been publicised with the agenda providing an update on progress following a meeting with ABC officers. Council approved the report and asked the clerk to provide another update at the May meeting.

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

5/9 Declarations of Interest

None.

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5/10 Planning

Decisions Received from Ashford Borough Council:

17/01591/AS - Old White Hill Cottage, Canterbury Road, Chilham - 1. Installation of conservation roof windows to northeast elevation

WITHDRAWN BY APPLICANT

17/01592/AS - Old White Hill Cottage, Canterbury Road, Chilham - Removal of existing partitions and new doors at ground and first floor; removal and infill of staircase; replacement flooring in bedroom; removal of wall coverings to expose original timbers and apply lime render; insulation, fibreboards and plasterboards; refurbish dormer timbers and new plasterboard

GRANT CONSENT

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

PERMIT

Applications Considered:

18/00435/AS - North Lodge, Chilham Castle Estate, Chilham - Underpin the existing foundations under load bearing internal and external walls

NO OBJECTION

18/00519/AS - Orchard Rise, Selling Road, Old Wives Lees - Removal of existing rear dormer window and replacement with larger dormer window.

NO OBJECTION

Council asked the clerk to put an item on the agenda of the June meeting to consider council's position on ribbon developments along Canterbury Road.

National Planning Policy Development Framework Consultations:

A paper introducing these consultations and how to respond had been published with the agenda.

Cllr Lulham referred to presentation providing an overview for the draft revised NPPF.

The clerk was instructed to forward this to councillors so that council could consider its response at the June meeting.

Cllr Lulham also referred to the KALC response to the consultations.

Council agreed to endorse the KALC response and add emphasis to:

- 1) the local authority being adequately resourced to meet its NPPF obligations;
- 2) the cumulative impact of multiple developments being identified more effectively (as opposed to the current site by site approach);
- 3) the negative implications of local authorities having little control over the housing delivery test.

5/11 Finance

Payments:

The following payments were approved:-

From General Fund:

2299	G Dear	April salary	552.46
2300	G Dear	April expenses	107.24
2301	Victory Cleaning	THT-Cleaning	413.81
2302	OWL Village Hall	Hall hire	18.00
2303	Clague Architects	CAMP	3630.00
2304	Y White	APM refreshments	56.71
2305	Y White	OWL Planters	53.00
2306	Y White	THCP tidyup	17.85
2307	Came & Company	Insurance	845.76

From Ringfenced funds:

2308	Chilham Remembrance Grp	Parish Community Grant	1000.00
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Total Payments 7734.79

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

D/debit	South East Water	THT Waste Water Bill	207.07
D/debit	South East Water	THT Water Bill	174.60

Accounts for 2017/18:

A report from the clerk including the final accounts had been published with the agenda and were formally approved.

Direct Debit Instructions:

A report from the clerk setting out existing direct debit instructions had been published with the agenda.

Following consideration, Council confirmed its approval of these direct debits.

Parish Council Insurance:

A report from the clerk setting out the renewal invitation for the long term agreement with Inspire/AXA had been published with the agenda and a cheque payment raised for approval. The clerk advised a minor alteration to include new benches in Taylors Hill car park.

Following consideration, Council accepted the renewal invitation from Inspire/AXA.

Community Event Budget:

A paper from the clerk setting out a request from the Chilham Chase & Chill organising committee for a grant of £500 towards this years event had been published with the agenda.

Following consideration, Council approved this grant.

5/11 Annual Review of Risk Assessments

A report from the clerk setting out a review of current risk assessments had been published with the agenda.

Following consideration, Council instructed the clerk to produced 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.

5/12 Audit Return for 2017/18

Annual Governance Statement (Section 1):

A report of a governance review carried out by the chair and the clerk had been published with the agenda.

After consideration, Council:-

- 1) accepted this report and concluded that the annual governance review had been conducted according to its Governance Review Policy (CPC/FIN01) and that this review confirmed there was a sound system of internal control.
- 2) approved the Annual Governance Statement in its Audit Return for 2017/18 agreeing statements 1 to 8, recognising that statement 9 is Not Applicable.
- 3) instructed the clerk to produce a paper to extend its email hosting service to include parish councillor email accounts for consideration at a future meeting

Accounting Statements (section 2):

The accounting statements based upon the finalised accounts had been published with the agenda and were approved by Council after noting a transcription error affecting boxes 7 and 8 which were subsequently corrected in the published statements and reissued to councillors.

5/13 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:-

(5/3) North Downs Way 40th Anniversary Led Walks- Bookings Now Open!

Action taken: forwarded to parish contacts

KALC items:-

(5/9) Government Consultation: unauthorised developments and encampments

Decision Taken: Cllrs were asked to notify the clerk if they had any comments to include in a response.

(5/10) Subscription to KALC & NALC for 2018/2019

Decision Taken: The clerk was asked to renew membership.

(5/12) Model Standing Orders

Decision Taken: The clerk was asked to produce a new version of standing orders based upon this model.

(5/14) Don't Ignore it, Share it

Action taken: forwarded to parish contacts

(5/15) Kent Fire and Rescue - Volunteer Info for Parishes

Action taken: forwarded to parish contacts

(5/16) Kent Police & Crime Commissioner Newsletter March - April 2018

Action taken: forwarded to parish councillors

(5/18) Armed Forces Day

Decision Taken: The clerk was asked to forward to Chilham Remembrance Group

(5/20) Template Learning & Development/Training Policy and Plan and Training Budget

Decision Taken: The clerk was instructed to take this into account as part of the outstanding action on this matter.

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(5/21 PCC PRESS RELEASE: Kent's rural residents encouraged to have their say on crime where they live

Action taken: forwarded to parish contacts

(5/22) Kent Police Rural Liaison Team Report and Rural Matters magazine

Action taken: forwarded to parish councillors

KALC Ashford Area Committee items:-

(5/23) Minutes from March Meeting - KALC Ashford Area Committee meeting

Action taken: forwarded to Cllr Lulham

(5/24) Briefing Paper for the Minister

Action taken: forwarded to Cllr Lulham

KCC items:-

5/26) Kent Film Office - request for Arts 7 Crafts house to participate in new BBC Show

Action taken: forwarded to parish contacts

(5/29) Walk on North Downs Way 6th May

Action taken: forwarded to parish contacts

(5/30) Temporary Road Closure – Soleshill Road, Chilham, Ashford – 14-18 May 2018

Action taken: forwarded to parish contacts

Other items:-

(5/31) Catha's Seat Picnic

Action taken: forwarded to parish contacts

(5/32) We want... planning for people

Decided not to respond.

(5/36) Cathas Seat - Launching our 2018 awards & celebrating achievements of last year's winners

Action taken: forwarded to parish contacts

(5/38) CPRE - Two weeks to save the countryside

Decided not to respond.

(5/40) Soleshill Road, Shottenden

Decision Taken: The clerk was asked to bring this to the attention of County Cllr Bell.

(5/41) Perry Wood Meeting 26/04/18

Action taken: forwarded to Cllr Lulham

(5/45) Kent Surrey Sussex Air Ambulance – Request for support

Decided not to respond.

(5/47) Swale Borough Council – Local Plan and GDPR request

Decided not to respond.

5/14 Strategic Plan Priorities

Parish Question Time 2018:

A report had been publicised with the agenda providing a summary of responses from the questionnaires.

Following consideration, Council approved the report and asked Cllr Lester-Davis to provide an analysis by settlement so that council could agree its response to the results at the June meeting.

The clerk was asked to forward the responses to Clague Architects so they could inform the production of the Conservation Area Management Plan (CAMP).

The clerk was asked to remind parish contacts of the exhibition between 630pm and 8pm on Thursday 10th May in Chilham Village Hall at which Clague would be exhibiting the results of the work to produce the CAMP.

Allocation of s106 monies:

The clerk explained that the monies relating to the Recreation Ground drainage scheme had been released and that an ABC cabinet paper to release the remainder of the monies was expected to be considered in July.

5/15 Borough Councillor

Cllr Dehnel gave his report covering the following matters:-

- 1) additional funding to KCC to repair potholes will take several months to show results;
- 2) Armed Forces Day;
- 3) ABC response to NPPF consultation would take a hard line especially with regard to infrastructure;
- 4) Fields of Battle / Lands of Peace exhibition now on tour in UK and coming to Ashford;
- 5) Globe and Chilham Chase weekend.

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5/16 Parish Matters

Asset Register:

A report listing the councils assets had been published with the agenda with a proposal for an annual inspection.

Following consideration, 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.*

The meeting closed at 9:13pm.

5/17 Date of next meeting

Thursday 7th June in Old Wives Lees Village Hall
715pm for 730pm

Cllr Lester-Davis congratulated Cllr Lulham on his forthcoming wedding and offered his best wishes for the honeymoon. These sentiments were unanimously endorsed by the other councillors.

PLEASE NOTE: All updates reported under Matters Arising are recorded in *black italics*. All agreed actions are recorded in *red italics*.

APPENDIX A

CHILHAM PARISH COUNCIL 2018/19							
Chairman	P Lulham						
Vice Chairman	N Lester-Davis						
Clerk	G Dear						
Finance Officer	G Dear						
COMMITTEES	None						
TEAMS							
Planning	P Lulham G Schofield D Marriott -adhoc meetings to resolve any planning issues passed to it from a council meeting						
Roads & Transport	P Lulham N Lester-Davis <i>A Perrett (rail service)</i> -adhoc meetings to resolve any roads&transport issues passed to it from a council meeting -current issues - traffic volumes around Bagham Junction (ex Sawmills devt) -current issues - Road Safety and Rat Runs (ex Sawmills devt)						
Filming	G Schofield <i>A Ralph</i> -to act as parish council contact for filming in the parish following the process agreed at the May2013 meeting						
Emergency Planning	TBA -to produce an Emergency Plan for the parish						
WORKING GROUPS							
Xmas Tree	<i>D Kennett M Froggett T Sims G Glover R Marsh D Burch G Burch</i> <i>D Parsons P Froggett T Vallis A Greenwood K Marsh Law A Marsh Law G Schofield</i> -to plan organise and provide a xmas tree in the Square						
Toilet Refurbishment	G Schofield Y White -to conduct a bi-annula maintenance review of the public toilets in Taylors Hill car park in May and November each year						
REPRESENTATIVES							
Village organisations:	-represent the council at committee meetings and report back at council meetings						
CFDB	P Lulham (also corporate member), N Lester-Davis, H Hansen						
Chilham Village Hall	tba						
OWL Village Hall	G Schofield						
CPRGT	P Lulham						
CTRG	S Linter						
Nursing Association	<i>D Kennett</i>						
Combined Charities	<i>D Kennett</i>						
Chilham United Charities	<i>A Perrett</i>						
Non-village organisations:	-represent the council at regular forums and report back at council meetings						
KALC Ashford Area Committee	P Lulham clerk to circulate agendas and minutes to all councillors						
Parish Forum	P Lulham clerk to circulate agendas and minutes to all councillors						
Perrywood Steering Group	<i>A Perrett</i>						
Other:							
PROW	<i>A Perrett</i> -keep abreast of PROW issues affecting the parish and attend council meetings where necessary to provide updates / raise issues						
Tree Wardens	<i>P Vogel</i>						
AUDITORS							
Internal Auditor	<i>David Buckett - 01795 890240 - d.buckett@homecall.co.uk</i>						
External Auditor	Littlejohn LLP						
May 2018							