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## CHILHAM PARISH COUNCIL

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### Minutes (for approval) of the Meeting held at Chilham Village Hall on 4th January, 2018 at 730pm

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

**Apologies:** Cllrs Heasman, Schofield and Marriott

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

#### 1/1 Apologies

Cllr Marriott had advised the clerk he could not attend due to business commitments.

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

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

These apologies were approved.

#### 1/2 Minutes of the meeting held on 7th December 2017

The minutes were signed as a true record.

#### 1/3 Matters arising from the Minutes

(12/4) KALC Community Awards Scheme 2018:

Summary of previous minutes: The clerk had forwarded to parish contacts and suggestions had been received from parishioners. The clerk had forwarded the nomination papers to the proposers so they could complete and return them for consideration at the January meeting.

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

(12/7) 3 year budget proposal for 2018/19 to 2020/21:

Summary of previous minutes: A 3year budget proposal for 2018 till 2021 and a precept proposal for 2018/19 had been accepted by council. This forecast included 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 forecast showed that, apart from increases for the above in 2018/19, the commitment made by the previous council to limit precept increase to inflation can be met and also provide an average of £1000 each year for discretionary expenditure. It was noted that the forecast assumes a budget of around £1500 each year for parish community grants compared with a projected total of £4575 for 2017/18. On this basis the precept for 2018/19 would be £37123, an increase of £10,625 on 2017/18. The clerk was asked to finalise the 3yr budget and precept requirement for 2017/18 for approval at the January meeting on this basis.

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

(12/8) Help Kent Fire and Rescue Service - consultation

*Update: The clerk had forwarded to parish contacts to respond.*

(12/8) HAVE YOUR SAY: Kent Police and Crime Commissioner's Annual Policing Survey

*Update: The clerk had forwarded to parish contacts to respond.*

(12/8) 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.*

(12/9) Allocation of s106 monies:

Summary of previous minutes: Council:- 1) agreed that another meeting was required with the s106 officer to review the updates provided, answer questions raised and agree any further information required before s106 monies could be drawn down; 2) asked Cllr Schofield to distribute a questionnaire to collect views on 3 possible options for the Adult Gym on Old Wives Lees Green; 3) accepted the proposal from Cllr White, based upon the results of her questionnaire, not to use s106 monies to fund work at Latin Field; 4) asked Cllr White to draw up a proposal to bring the equipment in Latin Field up to the required level and address any matters raised by the recent RoSPA report using ringfenced funds for consideration at a future meeting; 5) asked the clerk to request proposals for outstanding s106 monies.

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

(12/9) Conservation Area Management Plan (CAMP):

Summary of previous minutes: A paper setting out Clague Architects request for a questionnaire to be completed and the suggestion that a date early in the new year should be agreed for an inception meeting had been publicised with the agenda. Following consideration:- 1) Cllr White was asked to make a start at completing the questionnaire and circulate to councillors for them to add their comments; 2) The clerk was asked to confirm the timescales for completion as some questions required research to answer.

*Update: Councillors had started completing the questionnaire and an inception meeting had been arranged for 9th January.*

## CHILHAM PARISH COUNCIL

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### 1/4 Declarations of Interest

None.

### 1/5 Planning

#### Decisions Received from Ashford Borough Council:

None.

#### Decided tree applications received from Ashford Borough Council

17/00268/TC - Carpenters, Chilham Castle Estate, Chilham - T1 Malus - Pruned to Horticultural standards. T2 Cypress - Severe root heave, leaning across lawn - section fell to the ground. T3 Yew - Cut back number of side branches overhanging side garden back by 1.5 - 2m to good re-growth points. Crown reduce by 1.5m and reshape.

RAISE NO OBJECTION

17/00269/TC - 10 Herons Close, Chilham - T1 Rowan - Crown reduce by 1.5m and reshape canopy. T2 Yellow Poplar - crown lift by 2.5m from ground level. Crown reduce by 3.5m and reshape crown.

RAISE NO OBJECTION

17/00287/FC - Park Wood, Canterbury Road, Chilham - Forestry Commission felling licence application 019/393/17-18 & AD 14/02/2018): Fell in-rotation sweet chestnut coppice in compartment 1a2, 1a4, 1a5, 1a7 and coppice mixed broadleaves including birch, hornbeam, sweet chestnut, oak (1a8) (Grid ref TR0420052600)

RAISE NO OBJECTION

#### Applications Considered:

None.

### 1/6 Finance

#### Payments:

The following payments require formal approval:-

From General Fund:

2263	G Dear	December salary	541.94
2264	G Dear	December expenses	48.03
2265	HMRC	PAYE payment	387.80
2266	Victory Cleaning	THT-Cleaning	373.92
2267	Greenbarnes	THCP tidy up	1963.01
2268	Codec Facilities Ltd	THCP tidy up	50.99
2269	Seton	THT-Maintenance	15.55

From Ringfenced funds:

2270	Chilham Seniors	Parish Community Grant	500.00
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Total Payments 3881.24

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

D/debit Kent County Council	THT Electric Bill	86.15
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### 3 year budget proposal for 2018/19 to 2020/21:

A paper proposing a 3year budget for 2018 till 2021 and a precept proposal for 2018/19 had been publicised 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.

*Following consideration, council accepted this budget and precept proposal and instructed the clerk to submit the Parish Precept and Grant Claim Form to ABC on this basis.*

### Contract Renewal:

A paper listing parish contracts and renewal dates had been publicised with the agenda.

*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.*

**1/7 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.

KALC items:-

(1/8) KALC PARISH NEWS – DECEMBER

Action taken: forwarded to parish councillors

(1/12) 2017 KALC AGM - Draft Minutes

Action taken: forwarded to parish councillors

(1/13) Lord-Lieutenant of Kent's Civic Service

*Decided not to attend.*

Other items:-

(1/18) Latest News & Merry Xmas from Catha's Seat

Action taken: forwarded to parish contacts

(1/21) South East Water Stakeholder Survey

*Council asked the clerk to respond noting that it had limited evidence to contribute to the survey.*

(1/22) Online crime reporting and non-injury collision – LIVE

Action taken: forwarded to parish contacts

**1/8 Strategic Plan Priorities**

**Parish Question Time 2018:**

A paper analysing the feedback obtained by councillors during sixty second interviews carried out with a random sample of parishioners who had not responded to Parish Question Time 2017 had been publicised with the agenda.

*Following consideration, 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.*

**Allocation of s106 monies:**

A paper providing an update on progress made since the December meeting had been publicised with the agenda together with a proposal on matters that could now be progressed.

*Following consideration, Council:-*

- 1) agreed to fund schemes using the method described in the paper to allow VAT to be reclaimed;*
- 2) confirmed support of the above 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.*

**1/9 Borough Councillor**

Cllr Dehnel was not present to give his report.

**1/10 Parish Matters**

**KALC Community Award nominations:**

A paper updating councillors on nominations received had been publicised with the agenda.

*Following consideration, 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.*

***The meeting closed at 8:43pm.***

**1/11 Date of next meeting**

Thursday 1st February 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*.