
CHILHAM PARISH COUNCIL

Minutes (for approval) of the Meeting held at Old Wives Lees Village Hall on 4th October, 2018 at 730pm

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

Apologies: Cllrs Heasman, Linter and White

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

PCSO Aaron Newell attended the meeting to give a verbal report which highlighted that crime in the parish was low. He explained that a monthly report would be produced which could be distributed to parish councillors. He agreed to report back on an incident reported in Old Wives Lees. It was noted that serious crimes and active investigations would not be included in updates provided to NhW schemes.

10/1 Apologies

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

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

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

These apologies were approved.

10/2 Minutes of the meeting held on 4th September 2018

The minutes were signed as a true record.

10/3 Matters arising from the Minutes

(9/3) 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: There is an agenda item to consider this matter.

(9/3) 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.

(9/3) 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.

(9/3) 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.

(9/3) 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 November meeting.

(9/3) Asset Maintenance:

Summary of previous minutes: 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 RoSPA 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.

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

(9/7) Community Resilience Workshop - Saturday 6 October

Update: The clerk had forwarded to councillors

(9/7) Share your thoughts on Ashford Volunteer Centre

Update: The clerk had forwarded to parish contacts.

(9/7) Ashford is Changing consultation

Action taken: forwarded to parish contacts

Update: The clerk had forwarded to parish councillors.

(9/8) 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.

(9/8) 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.

Update: The required changes had been documented and fed back to Clague. There will be an agenda item to consider this matter at the November meeting.

(9/10) 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.

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

(9/10) 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 November meeting.

(9/10) WW1 Beacons of Light Commemoration:

Summary of previous minutes: The clerk advised that a meeting was required with representatives from the land owner, Chilham Remembrance Group and the parish tree warden to agree tree surgery required to enable the beacon to be lit safely. This meeting would be held before the end of September.

Following consideration, Council accepted this report and approved expenditure up to £500 for any required tree surgery.

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

10/4 Declarations of Interest

None.

10/5 Planning

Decisions Received from Ashford Borough Council:

18/00749/AS - Land rear of Myrtle Cottage and Beauwell, Bowerland Lane, Old Wives Lees - Erection of 5-bed detached house with separate garage, parking, amenity space and garden landscaping.

WITHDRAWN BY APPLICANT

16/01856/AS & 16/01857/AS - Phyllis Farm, Selling Road, Old Wives Lees - Proposed single-storey, two storey and first floor side extensions

REFUSE

18/01005/AS - Rose Farm, Denne Manor Lane, Shottenden - 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

PERMIT

Applications Considered:

18/01285/AS - Land opposite 2 Rose Cottages, Soleshill Road, Shottenden - Change of use from amenity land to allotment, new access, erection of fencing, hardstanding and erection of greenhouse and additional timber

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structures (retrospective)

NO OBJECTION

18/01325/AS - Ashley, Pilgrims Lane, Chilham - Erection of a first floor extension with recessed balcony to the front elevation, and solar panels on roof slopes.

NO OBJECTION subject to ABC being satisfied that the proposed development does not overlook the adjacent property.

18/01330/AS - Chilham Sports Centre, Branch Road, Chilham - Variation of Condition 6 of planning permission reference 18/00298/AS to amend the floodlighting facility to 6No floodlights, 3No each long sides to give 100% lighting to the muga pitch

NO COMMENT

18/01394/AS - Noveis, Canterbury Road, Chilham - Demolition of the existing garage and erection of 2 new dwellings within the grounds of the existing house, with associated amenities.

OBJECT due to the following concerns:-

- 1) creation of another access onto the busy A28 Canterbury Road with a poor highway safety record
- 2) inadequate parking provision

Planning Appeal Notices Received from Ashford Borough Council

18/00335/AS - Mervyn Crest, Canterbury Road, Chilham - Outline planning application for the demolition of existing house and erection of 2 blocks of 2 no.two bedroom semi detached and one 2 bedroom detached house with scale, appearance, layout and access to be considered at this stage

NO COMMENT

10/6 Finance

Payments:

The following payments were approved:-

From General Fund:

2343	G Dear	September salary	552.46
2344	G Dear	September expenses	118.31
2345	Victory Cleaning	THT-Cleaning	428.21
2346	PKF Littlejohn LLP	External Audit fee	240.00
2348	G R Higgs & Son	Memorial Planting	117.60
2349	A R Groombridge	OWL grass cutting	376.80
2350	HMRC	PAYE payment	395.60

From Ringfenced funds:

2347	Hart Lee Tree Surgery	OWL Green Grounds Maintenance	468.00
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Total Payments 2,714.98

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

D/debit Kent County Council	THT Electric Bill	96.57
D/debit Kent County Council	THT Electric Bill	97.83

It was noted that the Annual External Audit for 2017/18 had been completed with no matters arising and the required statutory notices had been published on noticeboards and the parish council website.

10/7 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:-

(10/5) Battle's Over - A Nation's Tribute - 11 November 2018

Decision taken: The clerk was asked to provide details of the commemoration taking place in the parish.

(10/6) Consultation on the Main Modifications to the Local Plan 2030 and addendum to the Sustainability Appraisal

Decision taken: The clerk was asked to notify council support of the change to remove Shottenden from the settlements considered suitable for windfall development and circulate the summary of proposed changes to councillors.

(10/7) Felborough Close Unofficial Allotment

Decision Required: The clerk was instructed to organise a letter drop to residents advising the vacancy.

(10/10) Incident on the A28 involving a Biffa Truck

Action taken: forwarded to parish contacts

KALC items:-

(10/11) KALC News

Action taken: forwarded to parish councillors

(10/12) North Downs Way Pilgrims Festival

Action taken: forwarded to parish contacts

(10/15) Newly available flu vaccine this winter could prevent 700 deaths, over 2000 hospitalisations and 30,000 GP consultations in those aged 65 and over in England

Action taken: forwarded to parish contacts

(10/18) KALC Community Awards Scheme 2019

Decision taken: The clerk was asked to ask for nominations from parishioners via noticeboards, website, Parish News and parish contacts.

(10/19) Event Announcement: The Dynamic Councillor (C101/C111), 22 October 2018

Decided not to attend.

(10/20) Kent Police Rural Liaison team - latest report

Action taken: forwarded to parish councillors

(10/21) Event Announcement: Annual Finance Conference 2018, 18 October 2018

Decided not to attend.

KALC Ashford Area Committee items:-

None.

KCC items:-

(10/23) Kent Household Waste Recycling Centre Consultation

Action taken: forwarded to parish contacts

(10/26) Big Conversation Update

Action taken: expression of interest to participate made on behalf of council

(10/27) Parish Seminar - Friday 9th November (AS/CA/F&H)

Action taken: booking made for Cllr White

Other items:-

(10/35) Energetic young people offering their service

Decision taken: The clerk was asked to investigate using this service to prepare the beacon for WW1 commemorations.

(10/41) Reporting Scam Mail

Action taken: forwarded to parish contacts

10/8 Borough Councillor

Cllr Dehnel gave his report covering the following matters:-

- 1) plans to implement zero tolerance approach to antisocial behaviour;
- 2) Ashford Town Centre Placemaking project;
- 3) KCC awarded grant to improve A252 but funds delayed by governance issues
- 4) an update on Station Car Park enforcement action.

10/9 Parish Matters

Communication Policy:

Cllr Hansen explained that work had started reviewing and understanding how council currently engages with its parishioners and that a paper would be produced for consideration at the November meeting.

WW1 Beacons of Light Commemoration:

A paper had been publicised with the agenda recommending steps to be taken to prepare the beacon in Old Wives Lees for this commemoration.

Following consideration, 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.*

Asset Maintenance:

A paper had been publicised with the agenda providing an update on progress and a proposal for next steps.

Following consideration, 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.*

Emergency Plan:

A paper had been publicised with the agenda providing an update on progress and a proposal for next steps.

Following consideration, 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.*

The meeting closed at 8:54pm.

10/10 Date of next meeting

Thursday 1st November 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*.