
CHILHAM PARISH COUNCIL

Minutes (for approval) of the Meeting held at Old Wives Lees Village Hall on 5th April, 2018 at 730pm

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

Apologies: Cllrs Heasman and Linter

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

4/1 Apologies

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

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

These apologies were approved.

4/2 Minutes of the meeting held on 8th March 2018

The minutes were signed as a true record including the 'pink papers' in respect of agenda item 3/11.

4/3 Matters arising from the Minutes

(3/3) GDPR - new NALC legal briefing on the Data Protection Officer

Summary of previous minutes: KALC will be providing details of 4 companies that can offer an external DPO service. The clerk will provide a further update at the April meeting.

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

(3/7) Kent and Medway Stroke Services Review

Update: The clerk had forwarded to parish contacts

(3/7) Gypsy and Traveller Issues and Options consultation

Summary of previous minutes: Cllr Lulham was asked to prepare a draft response for consideration at the April meeting.

Update: It was agreed that no response was required at this stage.

(3/7) Ashford Local Plan Examination

Update: The clerk had forwarded to parish councillors.

(3/7) Local Government ethical standards - Stakeholder Consultation - deadline 5pm on 18 May

Update: The clerk had forwarded to parish councillors.

(3/7) IMPORTANT - 2018 KALC Membership Survey - deadline Thursday 29 March 2018

Update: The clerk had responded on behalf of the parish council.

(3/7) Parishes in Bloom

Update: The clerk had forwarded to parish contacts

(3/7) Rural Kent Membership 2018-2019

Update: The clerk had raised a cheque for approval.

(3/7) Road signs and dog fouling bins

Update: The clerk had responded supporting the principle of reduced speed, noting that there were a number of criteria needed to be met before KCC would consider speed restrictions and that alternative measures such as enhanced village gateway signage may be a more deliverable solution in the short-term.

(3/7) Kent Downs Area of Outstanding Natural Beauty Management Plan Consultation

Update: The clerk had forwarded to Cllrs Marriott and White.

(3/7) Kent Men of the Trees – Trees in the Village competition

Update: The clerk had forwarded to the Parish Tree Warden for an opinion on entering and had entered the parish in the competition on his recommendation.

(3/7) Have your say on South East Water's draft Water Resources Management Plan 2019

Update: The clerk had forwarded to parish contacts

(3/7) KALC SOCIAL MEDIA SURVEY

Update: The clerk had responded on behalf of the parish council.

(3/8) Parish Question Time 2018:

Summary of previous minutes: Council approved the draft questionnaire and instructed the clerk to:- 1) arrange for the distribution of the questionnaire to all households in the parish allowing sufficient time for them to be completed and returned by Saturday 7th April; 2) arrange for an online version of the questionnaire to be set up; 3) book Chilham Village Hall for the exhibition on 10th May.

Update: The clerk had arranged distribution, an online version had been set up and the village hall had been booked.

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(3/8) OWL Adult Gym:

Update: The clerk had included this in the schemes to be submitted to ABC for funding by the s106 monies.

(3/10) Community Clean Up:

Update: This had been rearranged for 14th April and publicised in the parish.

(3/10) Commonwealth Flag Day:

Update: The ceremony had been held as planned on 12th March and a press release had been issued.

4/4 Declarations of Interest

All councillors present declared Other Significant Interests in respect of planning application 18/00298/AS and it was agreed that no comment would be made.

4/5 Planning

Decisions Received from Ashford Borough Council:

17/01872/AS - The Bungalow, East Stour Farm, Ashford Road, Godmersham - Replacement farm manager's bungalow.

PERMIT

18/00137/AS - Calico Cottage, Lower Lees Road, Old Wives Lees - Proposed detached outbuilding with accommodation in the roof space providing external storage, games room gym and family den.

PERMIT

Applications Considered:

18/00298/AS - Chilham Sports Centre, Branch Road, Chilham - Construction of an all weather MUGA 34.5m x 18.25m, relocation of childrens play area 18m x 18m, to provide a seating and picnic area located between the play area and the MUGA pitch. Relocation of 3 no. existing floodlights for the MUGA pitch

NO COMMENT

18/00335/AS - Mervyn Crest, Canterbury Road, Chilham - Outline planning application with all matters reserved for the demolition of existing house and erection of 2 blocks of 2 no.two bedroom semi detached and one 2 bedroom detached house

OBJECT due to concerns over access from A28, overdevelopment of the plot, and inadequate space for parking.

18/00427/AS - The Old Sawmill, Chilham Castle Estate, Chilham - Single storey oak framed orangery to rear

NO OBJECTION

4/6 Finance

Payments:

The following payments were approved:-

From General Fund:

2285	G Dear	March salary	541.94
2286	G Dear	March expenses	57.06
2287	Victory Cleaning	THT-Cleaning	493.92
2288	KALC	Planning training	360.00
2289	ABC	Latin Field rent	6.25
2290	N Lester-Davis	PQT 2018 - Online Form	30.00
2291	G Dear	PQT 2018 - Leaflets	59.00
2292	Chilham Village Hall	Hall hire	161.00
2293	ACR Kent	Subscription	50.00
2294	Wealden Wheels	Subscription	250.00
2295	HMRC	PAYE payment	387.80
2296	Ball Contractors	THT-Maintenance	159.48
2297	Victory Cleaning	THT-Cleaning	417.12
2298	Mg3 Environmental	THT-Maintenance	108.00

From Ringfenced funds:

None

Total Payments 3081.57

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

D/debit Kent County Council THT Electric Bill 98.91

4/7 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.

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ABC items:-

(4/3) Ashford Civic Awards

Decision taken: The clerk was asked to advertise using the usual channels.

KALC items:-

(4/6) Government consultations on the National Planning Policy Framework & Developer Contributions

Decision taken: The clerk was asked to forward to councillors and include an item of the agenda of the May meeting to consider a response.

(4/10) Weather Warning for the Weekend

Action taken: forwarded to parish contacts

(4/12) Consultation - Refresh of Kent Joint Municipal Waste Management Strategy - deadline 27 April

Decision taken: The clerk was asked to forward to Cllr Lester-Davis.

(4/13) Local Government ethical standards - Stakeholder Consultation

Decision taken: The clerk was asked to forward to councillors.

(4/14) Kent Police - Rural Liaison Team Report

Action taken: forwarded to parish councillors

KALC Ashford Area Committee items:-

(4/16) KALC meeting 14th March - working group meeting

Action taken: forwarded to Cllr Lulham

KCC items:-

(4/17) Letter from Mike Whiting - Snow emergency and resulting damage to the highway network

Action taken: forwarded to parish councillors

(4/18) Urgent Road Closure - Shottenden Road, Chilham – 15th March 2018 (Ashford)

Action taken: forwarded to parish contacts

Southeastern items:-

None.

Other items:-

(4/20) Briefing note: Provision of Collection Services in Adverse Conditions

Action taken: forwarded to parish contacts

(4/22) Save the date - Catha's Seat Picnic - 5th May 2018

Action taken: forwarded to parish contacts

(4/23) KSCP Walks and events

Action taken: forwarded to parish contacts

(4/24) NHW Message - National NHW newsletter

Action taken: forwarded to parish contacts

(4/25) Draft minutes March 2018 Meeting item 2/8 Parish Question Time content.

It was noted that Cllr Marriott did not accept the reassurances received in respect of his conflict of interest query and therefore distanced himself from the appointment of the contractor for the CAMP project.

(4/27) RecordUK – Automatic Door Maintenance Contract

Decision taken: The clerk was asked to renew the contract for 5 years and forward the terms to Cllr Marriott.

(4/29) Home-start and District are looking for new volunteers - can you display a poster in your local community?

Decision taken: The clerk was asked to publicise using the usual channels.

(4/31) How safe will your family be over the spring holidays?

Action taken: forwarded to parish contacts

Late correspondence:-

(4/32) Emergency Planning

Decision taken: The clerk was instructed to take up the offer of support from ABC and find out what was involved.

4/8 Governance

New Data Protection Laws:

A paper had been publicised with the agenda setting out an action plan to meet General Data Protection Regulations (GDPR) which comes into force on 25 May 2018.

Following consideration, 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.
Cllr Dehnel was asked to provide details of any training available from ABC.*

4/9 Strategic Plan Priorities

Allocation of s106 Monies:

A report had been publicised with the agenda providing an update on progress following a meeting with ABC officers.

Following consideration, Council approved the report and asked the clerk to provide another update at the May meeting.

4/10 Borough Councillor

Cllr Dehnel gave his report covering the following matters:-

- 1) New recruits for Enforcement team and the resultant positive effect on outstanding cases including Hawkins Rough
- 2) Extra funds made available for potholes and encouragement for public to use the ABC Report IT web page
- 3) WW1 commemoration events (inclu Lands of Battle, Fields of Peace)
- 4) The Globe Theatre visit to Chilham Castle, the Chilham Chase weekend

4/11 Parish Matters

Annual Parish Meeting:

The arrangements for the meeting at 730pm on Thursday 19th April in Chilham Village Hall were confirmed.

Community Clean Up:

The arrangements for the community clean up on Saturday 14th April were confirmed. Cllr White agreed to post notices.

The meeting closed at 8:23 pm.

4/12 Date of next meeting

Thursday 3rd May 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*.