
CHILHAM PARISH COUNCIL

Minutes (for approval) of the Meeting held at Chilham Village Hall on 5th July, 2018 at 730pm

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

Apologies: Cllr Heasman, Lulham and Marriott, Boro Cllr Dehnel

In Attendance: Mr G Dear (Clerk), 3 members of the public

7/1 Apologies

Cllrs Heasman, Lulham and Marriott had advised the clerk they could not attend due to business commitments. Cllr Dehnel had advised the clerk he could not attend due to a prior engagement. These apologies were approved.

7/2 Minutes of the meeting held on 7th June 2018

The minutes were signed as a true record.

7/3 Matters arising from the Minutes

(6/3) 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.

(6/3) 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.

(6/3) 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.

(6/3) 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.

(6/3) 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.

(6/3) 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: To be considered at a future meeting.

(6/7) Rural Crime Survey

Update: The clerk had forwarded to parish contacts

(6/7) Have Your Say - Southern Water's commitments to customers

Update: The clerk had forwarded to parish contacts

(6/7) Open Spaces Society – membership renewal and donation request

Update: The clerk had raised a payment to renew membership

(6/7) Ashford Borough Citizens Advice – request for donation

Update: The clerk had forwarded to parish contacts

(6/7) Merchant Navy Day – 3rd September

Update: The clerk had forwarded to parish contacts

(6/8) 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: To be considered at a future meeting.

(6/8) Allocation of s106 monies:

Summary of previous minutes: A paper had been publicised with the agenda summarising the cabinet paper that will be presented in July with regard to the drawdown of the remaining s106 monies. Council (1) accepted the cabinet paper's recommendations; (2) accepted responsibility for ensuring the s106 monies are released to the programme of works at the recreation ground in accordance with the cabinet paper.

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

(6/8) 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; (5) no new access created; (6) no dramatic increase in use of existing access

Update: To be considered at a future meeting.

(6/10) Cobbs Hill Drainage Works:

Summary of previous minutes: A paper had been publicised with the agenda setting out a KCC proposal to install a soakaway on the perimeter of Old Wives Lees Green. Council:-

(1) accepted the "gentlemens agreement" option; (2) requested further information regarding the proposed schedule of cleansing and speed of response to problems and the anticipated benefits of the works.

Update: The clerk had responded accordingly.

(6/10) Long Hill Pumping Station Upgrade:

Summary of previous minutes: A paper had been publicised with the agenda setting out a Southern Water proposal to upgrade the kiosk for a pumping station in Long Hill. Council accepted the proposal.

Update: The clerk had responded accordingly.

7/4 Declarations of Interest

Cllr White declared an interest in the Friends of St Marys Church parish community grant application.

7/5 Planning

Decisions Received from Ashford Borough Council:

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
PERMIT

17/01768/AS - The Threshing Barn, Shottenden Road, Shottenden - Erection of new brick and flint boundary wall. New three bay garage building.
PERMIT

Applications Considered:

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.

OBJECT on the following grounds:

- 1) inadequate access with difficult turning from Bowerland Lane
- 2) concern that the farm track, which is also a public right of way (footpath (AE11) would be inappropriate for access to a residential property and of insufficient quality for vehicular access
- 3) overdevelopment for the size of the plot
- 4) material inaccuracies in the application (including the size of the plot)

18/00786/AS - 4 Lees Terrace, Cobbs Hill, Old Wives Lees - Installation of vehicle access/crossing.
NO OBJECTION

18/00828/AS - Chilham Sports Centre, Branch Road, Chilham - Proposed court-side facility with additional outside Tennis Court with perimeter fencing.
NO COMMENT

CHILHAM PARISH COUNCIL

7/6 Finance

Payments:

The following payments were approved:-

From General Fund:

2319	G Dear	June salary	552.46
2320	G Dear	June expenses	88.78
2321	Victory Cleaning	THT-Cleaning	454.61
2322	KALC	Subscription	637.85
2323	Open Spaces Society	Subscription	45.00
2324	HMRC	PAYE payment	395.40
2325	Y White	Planters	70.00
2326	SLCC	Subscription	115.00

From Ringfenced funds:

None

Total Payments 2,359.10

Parish Community Grant Application – Friends of St Marys Church:

A grant application had been published with the agenda.

Following consideration, Council approved a grant of £200.

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:-

(7/5) Grenadier Guards Ben Nevis Challenge 2018

Decided not to respond

(7/6) The Try Angle Awards 2018 - nominations now open until 1 August 2018

Decided not to respond

KALC items:-

(7/8) Highways England - Operation Stack Listening Exercise - deadline 22 July

Decided not to respond

(7/9) Remembrance Day Silhouette Installation Grants

Decided not to respond

(7/10) Event Announcement: Annual Councillors' Conference 2018, 10 July 2018

Decided not to respond

(7/12) Star Councils Awards

Decided not to respond

(7/13) Big Conversation - Rural Transport Update

Action taken: forwarded to parish contacts

KALC Ashford Area Committee items:-

None.

KCC items:-

(7/17) Temporary Road Closure – Chilham Level Crossing, Mystole Lane, Chilham (Ashford) – 25 June 2018

Action taken: forwarded to parish contacts

(7/19) Rights of Way Improvement Plan 2018 – 2028 - Invitation to Join

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

(7/20) Temporary Road Closure – Mulberry Hill, Chilham (Ashford) – 18 July 2018

Action taken: forwarded to parish contacts

(7/21) Rural Bus Services - Big Conversation

Action taken: consultation publicised via noticeboards and parish contacts

(7/23) SoWN - 20-07-18 - Mulberry Hill, Chilham, Ashford – SD

Action taken: forwarded to parish contacts

Other items:-

(7/24) Fracking laws set to change
Decided not to respond

(7/25) Ofwat supply issues report - our response
Decided not to respond

(7/26) Top tips for saving water during the heatwave
Action taken: forwarded to parish contacts

(7/27) Stowe Cottage - flooding from the road

Decision taken: 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.

(7/28) Carers Support Funding Request
Decided not to respond

7/8 Strategic Plan Priorities

Allocation of s106 monies:

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.

Following consideration, 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..

Planning Policy:

The review of the draft Conservation Area Management Plan report was deferred until the August meeting to provide councillors with sufficient time to review the document.

7/9 Borough Councillor

Cllr Dehnel was not present to give his report.

7/10 Parish Matters

Highways Issues:

This matter was deferred until the August meeting pending the outcome of enquiries under way with regard to Cobbs Hill drainage works and other highways matters referred to KCC.

It was noted that Council had requested that a representative from Kent Highways attends this meeting.

Parish Council Vacancy:

A paper had been publicised with the agenda setting out the options available to councillors following a co-option interview held prior to the meeting.

Following consideration, Council decided to co-opt Ben Glancy as a member of the council.

The meeting closed at 8:18 pm.

7/11 Date of next meeting

Thursday 2nd August 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*.