
CHILHAM PARISH COUNCIL

Minutes (for approval) of the Meeting held at Chilham Village Hall on 6th September, 2018 at 730pm

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

Apologies: Cllrs Hansen, Heasman and Marriott

In Attendance: Mr G Dear (Clerk), Boro Cllr Dehnel, 2 members of the public

9/1 Apologies

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

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

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

These apologies were approved.

9/2 Minutes of the meeting held on 2nd August 2018

The minutes were signed as a true record.

9/3 Matters arising from the Minutes

(8/3) 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.

(8/3) 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.

(8/3) 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.

(8/3) Model Standing Orders

Summary of previous minutes: The clerk was asked to produce a new version of standing orders based upon this model.

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

(8/3) 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.

(8/3) 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: A meeting is being arranged with Kent Highways to discuss the recent works in Cobbs Hill and this matter will be raised at the meeting. There will be an agenda item to consider this matter at a future meeting.

(8/7) Rural Bus Services - Big Conversation

Summary of previous minutes: Cllr Lulham was asked to respond on behalf of the parish council.

Update: Cllr Lulham had responded and suggested that the feeder service option was probably best suited to the needs of parishioners.

(8/7) Perry Wood Community Consultation

Update: The clerk had forwarded to parish contacts.

(8/7) WW1 Beacons of Light – 11 November 2018

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

(8/7) Kent Wildlife Trust - Broadham Down Nature Reserve project - Request for Letter of Support

Update: The clerk had written a letter of support.

(8/8) Consultation Report following Parish Question Time 2018:

Summary of previous minutes: Council agreed that councillors review the draft CAMP and suggested questionnaire so that an approach can be agreed at the September meeting for finalising the CAMP and producing

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a consultation report for the Parish Question Time 2018 exercise. It was agreed that this would include a special meeting would be called for Clague to present the draft report and collect feedback from council.

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

(8/8) Allocation of s106 monies:

Summary of previous minutes: Council approved the proposed funding schedule and authorised the clerk to:- 1) sign contracts with the suppliers selected by the scheme promoters and agree any non-s106 funding required from the scheme promoter where this is requested by the scheme promoter; 2) arrange payment to these suppliers subject to appropriate proof of expenditure (ie invoices) and receipt of any non-s106 funding required from the scheme promoter, having first reviewed proof of expenditure with the chair and vice-chair; 3) arrange payment of allocated s106 funding to scheme promoters not wishing CPC to enter into contracts in order to reclaim VAT, having first reviewed proof of expenditure with the chair and vice-chair; 4) provide a report of funds released at future council meetings.

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

(8/8) Planning Policy – Ribbon Development on A28 Canterbury Road:

Summary of previous minutes: A position statement on this matter was adopted as council policy and the clerk was asked to update Standing Orders to include the policy, inform parish contacts and request that Boro Cllr Dehnel brings the new policy to the attention of ABC planning department.

Update: Standing Orders had been updated to include this policy and Cllr Dehnel had been notified.

(8/10) Highway Maintenance Issues:

Summary of previous minutes: Council accepted the recommendations for addressing this matter and asked Cllr White to liaise with the clerk to take these recommendations forward and produce a proposal for consideration at the September meeting. It was also agreed that Cllrs White and Hanson should review how council communicates with parishioners and produce a paper setting out their findings for consideration at a future meeting.

Update: There is an agenda item to consider the highways matter. The communication matter will be considered at a future meeting.

(8/10) 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 R0SPA 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 will be an agenda item to consider this matter at the October meeting.

9/4 Declarations of Interest

None.

9/5 Planning

Decisions Received from Ashford Borough Council:

18/00694/AS - Kingsley, Green Lane, Old Wives Lees - Erection of a conservatory and veranda to rear of property
PERMIT

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

Applications Considered:

18/00993/AS - Chilham Sports Centre, Branch Road, Chilham - Variation of Condition 10 of planning permission reference to allow the use of the MUGA/floodlights to be used within the hours of 8am and 10pm Monday to Sunday including bank holidays
NO COMMENT

18/01058/AS - Glebe Orchard, Bowerland Lane, Old Wives Lees - Change of use of land to residential and erection of a detached garage/workshop/store

It was noted that this application had been withdrawn by the applicant.

18/01065/AS - Wheelwrights Cottage, Stone Stile Road, Shottenden - Removal and replacement of existing garage/workshop; two storey linked side extension to house
NO OBJECTION

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18/01076/AS - Noveis, Canterbury Road, Chilham - Reserved matters application for the appearance, landscaping, layout and scale for 2 new proposed dwellings pursuant to outline planning permission 15/00454/AS
NO OBJECTION

18/01137/AS - Chilham Sports Centre, Branch Road, Chilham - Providing Tarmac footpaths to new MUGA Pitch, Children Play Area, Picnic and Seating area and Tennis Courts.
NO COMMENT

18/01180/AS - Land Between Cock Farm and Old Plough Cottage, Soleshill Road, Shottenden - Proposed new dwelling with garden and parking.
OBJECT on grounds that the layout, design and appearance is so incongruous with neighbouring properties and does not respect its context including the setting of a grade 2 listed building (Cock Farmhouse).

18/01282/AS - 7 Stable Court, Chilham Castle Estate, Chilham - Single storey extension and new rooflights to south elevation
NO OBJECTION

Planning Appeal Notices Received from Ashford Borough Council

18/00120/AS - Ashford Road Service Station, Ashford Road, Chilham - Demolition and Change of Use of Vehicle Service Station and erection of 4No 3bed and 1No 4bed house and associated parking.
NO COMMENT

9/6 Finance

Payments:

The following payments were approved:-

From General Fund:

2335	G Dear	August salary	554.26
2336	G Dear	August expenses	23.79
2337	Victory Cleaning	THT-Cleaning	413.81
2338	OWL Village Hall	Hall hire	18.00
2339	ATS Services	PAYE processing	125.00
2340	Clague Architects	CAMP	2,904.00
2341	A R Groombridge	OWL grass cutting	308.40

From Ringfenced funds:

2342	Chilham Tennis Club	Primary School Coaching	250.00
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Total Payments 4,597.26

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

D/debit	Invicta Water	THT Water Bill	241.37
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9/7 Governance

Standing Orders:

A revised version based upon the latest NALC model had been published with the agenda.

Following consideration, Council adopted the new version and the updated policies and agreed that policies should be held in a separate document.

9/8 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:-

(9/2) Merchant Navy Day in Ashford – Monday 3 September 2018

Action taken: forwarded to parish contacts

(9/3) Dementia Ask the experts event - 28th September 2018

Action taken: forwarded to parish contacts

(9/8) Ashford Town Centre Consultation - email to go out to Parish Clerks

Action taken: forwarded to parish contacts

(9/11) Leader's Briefing – Development Update Provides the Latest Planning Update.

Action taken: forwarded to parish councillors

KALC items:-

(9/13) FW: Call for evidence: Rural Economy

Decided not to respond

(9/15) Consultation: LGA green paper for adult social care and wellbeing
Decided not to respond

(9/17) Community Resilience Workshop - Saturday 6 October
The clerk was asked to forward to councillors

(9/20) Model Standing Orders 2018 – Amendments
Action taken: used as basis for latest version

(9/23) LOCAL COUNCIL ADMINISTRATION - CHARLES ARNOLD BAKER 11TH EDITION
Decided not to purchase a copy.

(9/24) Kent PCC August 2018 Newsletter
Action taken: forwarded to parish councillors

KALC Ashford Area Committee items:-

(9/25) Next Ashford Area Committee meeting
Action taken: forwarded to Cllr Lulham

(9/27) Agenda for KALC Ashford Area Committee
Action taken: forwarded to Cllr Lulham

(9/28) Questions from the KALC Ashford Area Committee for the meeting on 12th September
Action taken: forwarded to Cllr Lulham

KCC items:-

(9/30) Urgent Road Closure - Shottenden Road, Molash – 7th August 2018 (Ashford)
Action taken: forwarded to parish contacts

(9/31) Overnight Closures – A28 Ashford Road, Chartham, Canterbury – 5-7 & 10 September 2018
Action taken: forwarded to parish contacts

Other items:-

(9/35) Ashford Volunteer Car Service
Action taken: forwarded to parish contacts

(9/36) Share your thoughts on Ashford Volunteer Centre
The clerk was asked to forward to parish contacts.

(9/38) Ashford Over 50's Fair
Action taken: forwarded to parish contacts

Late correspondence:-

(9/43) Ashford is Changing consultation
Action taken: forwarded to parish contacts
The clerk was asked to forward to councillors

9/9 Strategic Plan Priorities

Allocation of s106 monies:

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.

Planning Policy – Draft CAMP:

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.

Following consideration, 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.*

9/10 Borough Councillor

Cllr Dehnel gave his report covering the following matters:-

- 1) How council's Ribbon Development policy fitted with Ashford's Local Plan;
- 2) Pressures on an understrength planning department;

- 3) Update on Local Plan consultation;
- 4) Successful enforcement action regarding an illegal traveller encampment;
- 5) Ashford is Changing consultation.

9/11 Parish Matters

Long Hill Kiosk:

A paper had been publicised with the agenda setting out the next steps to resolve this matter.

Following consideration, 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.*

Highway Maintenance Issues:

A paper had been publicised with the agenda proposing an approach to addressing this matter.

Following consideration, 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.*

WW1 Beacons of Light Commemoration:

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.

War Memorial:

A paper had been publicised with the agenda proposing that the parish council accepted responsibility to maintain the War Memorial flower bed in St Marys churchyard.

Following consideration, Council accepted responsibility and agreed an annual budget of £250. This would be funded from the Special Projects / Other budget in 2018/19.

The meeting closed at 9:11pm.

9/12 Date of next meeting

Thursday 4th October 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*.