
CHILHAM PARISH COUNCIL

Minutes (for approval) of the Meeting held at Old Wives Lees Village Hall on 7th June, 2018 at 730pm

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

Apologies: Cllr Marriott, Boro Cllr Dehnel

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

6/1 Apologies

Cllr Marriott had advised the clerk he 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.

6/2 Minutes of the meeting held on 3rd May 2018

The minutes were signed as a true record.

6/3 Matters arising from the Minutes

(5/8) Consultation - Refresh of Kent Joint Municipal Waste Management Strategy - deadline 27 April

Summary of previous minutes: The clerk had forwarded to Cllr Lester-Davis whose comments had been forwarded to parish councillors.

Update: The clerk had forwarded these comments to KCC cc County Cllr Bell and they had been included in the consultation.

(5/8) 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 the July meeting.

(5/8) 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 July meeting.

(5/11) 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.

(5/13) Government Consultation: unauthorised developments and encampments

Summary of previous minutes: Cllrs were asked to notify the clerk if they had any comments to include in a response.

Update: No comments received.

(5/13) Subscription to KALC & NALC for 2018/2019

Update: The clerk had prepared a cheque payment for approval.

(5/13) 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.

(5/13) Armed Forces Day

Update: The clerk had forwarded to Chilham Remembrance Group

(5/13) 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.

(5/13) Soleshill Road, Shottenden

Update: The clerk had brought this to the attention of County Cllr Bell.

(5/14) Parish Question Time 2018:

Summary of previous minutes: A report had been publicised with the agenda providing a summary of responses from the questionnaires. Council approved the report and asked Cllr Lester-Davis to provide an analysis by settlement so that council could agree its response to the results at the June meeting. The clerk was asked to

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forward the responses to Clague Architects so they could inform the production of the Conservation Area Management Plan (CAMP). The clerk was asked to remind parish contacts of the exhibition between 630pm and 8pm on Thursday 10th May in Chilham Village Hall at which Clague would be exhibiting the results of the work to produce the CAMP.

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

(5/16) 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.

6/4 Declarations of Interest

None.

6/5 Planning

Decisions Received from Ashford Borough Council:

18/00085/AS - Terra Nova, Pilgrims Lane, Chilham - Proposed loft extension with 2 no dormers to the rear and 1 dormer to the front.

PERMIT

18/00092/AS - Yew Tree Lodge, Mulberry Hill, Chilham - Proposed detached double garage with storage in roof space

PERMIT

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

REFUSE

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

PERMIT

18/00519/AS - Orchard Rise, Selling Road, Old Wives Lees - Removal of existing rear dormer window and replacement with larger dormer window.

PERMIT

Applications Considered:

18/00598/AS - Home Lea, Canterbury Road, Chilham, Canterbury, Kent, CT4 8AG - Construction of a new 3 bedroom dwelling

NO OBJECTION

18/00691/AS - Prior Oast House, Denne Manor Lane, Shottenden - Extension to existing garage block. New rooflight to existing house. Window enlargement to existing house. Replacement Pool house.

NO OBJECTION

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

NO OBJECTION

6/5 Finance

Payments:

The following payments were approved:-

From General Fund:

2309	G Dear	May salary	552.46
2310	G Dear	May expenses	50.81
2311	Victory Cleaning	THT-Cleaning	399.41
2312	OWL Village Hall	Hall hire	18.00
2315	A R Groombridge	OWL Grass Cutting	376.80
2313	D Buckett	Internal Audit	309.00
2316	Came & Company	Insurance	862.74
2318	Canterbury City Council	PC Tips	16.00

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From Ringfenced funds:			
2314	Hart Lee Tree Surgery	OWL Grounds Maintenance	468.00
2317	Judges	s106-Sport-CPRGT	8,989.20
Total Payments			12,042.42

Cheque 2316 replaces cheque 2307 approved at the May meeting.

6/7 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:-

(6/1) Fields of Battle, Lands of Peace World War One Photographic Exhibition, Memorial Gardens, Ashford, June 2018

Action taken: forwarded to parish contacts

(6/2) Ashford For You Magazine

Action taken: requested 50 copies for display in local shops.

(6/4) Fields of Battle, Lands of Peace: 14-18 ... Please join us!

Action taken: forwarded to parish contacts

KALC items:-

(6/8) KALC responses to: Government consultations on the National Planning Policy Framework & Developer Contributions

Action taken: forwarded to Cllr Lulham

(6/10) Event Announcement: Annual Councillors' Conference 2018, 10 July 2018

Decided not to attend

(6/13) KALC NEWS - MAY 2018

Action taken: forwarded to parish councillors

(6/15) GA/NALC Guide - Principal and local councils working in partnership

Action taken: forwarded to Cllr Lulham

(6/20) GDPR - Conference for Elected Members County Hall Maidstone

Decided not to attend

(6/21) Request To Complete & Circulate Short CIL Survey [Pannal and Burn Bridge Parish Council SCA Proposal] By End Play on 29/6, Pse.

Decided not to respond

KALC Ashford Area Committee items:-

(6/22) Agenda for May 16th Ashford Area Committee KALC meeting

Action taken: forwarded to parish councillors

(6/23) Update on A28 Great Chart Road

Action taken: forwarded to parish councillors

(6/24) Minutes from KALC Ashford Area Committee meeting 16th May

Action taken: forwarded to parish councillors

(6/25) RMR presentation at your recent meeting

Action taken: forwarded to parish councillors

(6/26) KALC Ashford Area Committee meeting – Police Presentation

Action taken: forwarded to parish councillors

KCC items:-

(6/27) Spring/Summer Vegetation Information Letter

Action taken: forwarded to parish councillors

(6/28) Half term planner

Action taken: forwarded to parish contacts

(6/30) Big Conversation - Rural Transport

Action taken: forwarded to Cllr Lulham and place booked on the event

Other items:-

(6/31) Catha's Seat Picnic

Action taken: forwarded to parish contacts

(6/32) SOUTH EAST WATER PUBLIC INFORMATION DROP-IN EVENTS

Action taken: requested leaflets for display in local shops, details of sessions forwarded to parish contacts

(6/33) Trip to Charles Dickens Museum and British Postal Museum with CPRE Kent

Action taken: forwarded to parish contacts

(6/35) Rural Crime Survey

Decision Taken: The clerk was asked to forward to parish contacts

(6/36) Have Your Say - Southern Water's commitments to customers

Decision Taken: The clerk was asked to forward to parish contacts

(6/37) Accident on A252 Wednesday 16th May 2018

Action taken: forwarded to Kent County Cllr Bell who has passed the concern onto highway officers.

(6/38) Open Spaces Society – membership renewal and donation request

Decision Taken: The clerk was asked to renew membership

(6/39) Ashford Borough Citizens Advice – request for donation

Decision Taken: The clerk was asked to forward to parish contacts

(6/40) Pilgrims Hospice – Divas on Wheels

Action taken: forwarded to parish contacts

(6/41) Merchant Navy Day – 3rd September

Decision Taken: The clerk was asked to forward to parish contacts

6/8 Strategic Plan Priorities

Parish Question Time 2018:

A paper had been publicised with the agenda providing an analysis of responses from the questionnaires.

Following consideration, 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

Allocation of s106 monies:

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.

Following consideration, 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.

NPPF Consultation:

A paper had been publicised with the agenda explaining that the deadline for a response to the NPPF consultation had passed.

KALC had submitted a response on behalf of parish councils and this had been forwarded to councillors.

Ribbon Development:

A paper had been publicised with the agenda setting out the background and a recommended way forward to determine council policy on this matter.

Following consideration, 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

6/9 Borough Councillor

Cllr Dehnel was not present to give his report.

Cllr Lulham brought The Fields of Battle exhibition in Ashford to the attention of councillors.

6/10 Parish Matters

Cobbs Hill Drainage Works:

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.

Following consideration, 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

The clerk was instructed to respond accordingly.

Long Hill Pumping Station Upgrade:

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.

Following consideration, Council accepted the proposal and instructed the clerk to respond accordingly.

The meeting closed at 8:29pm.

6/11 Date of next meeting

Thursday 5th July 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*.