
CHILHAM PARISH COUNCIL

Minutes (for approval) of the Meeting held at Chilham Village Hall on 3rd January, 2019 at 730pm

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

Apologies: Cllr Glancy, Heasman and Linter

In Attendance: Mr G Dear (Clerk), 5 members of the public

Prior to the meeting, there was an Open Forum at which Richard Spencer-Tanner spoke on behalf of residents who are objecting to planning application at rear of Myrtle Cottage and Beauwell, Bowerland Lane

1/1 Apologies

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

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

Cllr Linter had advised the clerk that he could not attend due to medical reasons.

These apologies were approved.

1/2 Minutes of the meeting held on 6th December 2018

The minutes were signed as a true record.

1/3 Matters arising from the Minutes

(12/3) 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.

(12/3) 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.

(12/3) 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.

(12/3) 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 February meeting.

(12/3) 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.

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

Update: The clerk had received the following update "It is proposed to commence the works on the pumping station as from Monday 7th January, with the road closure proposed from 14th January. It is anticipated that the works will be completed by the end of February. Our communications team are planning on distributing a letter to residents."

(12/3) Communication Policy:

Summary of previous minutes: Work had started reviewing and understanding how council currently engages with its parishioners and that a paper would be produced for consideration at a future meeting.

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

(12/3) Emergency Plan:

Summary of previous minutes: 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

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produce a project plan to achieve this goal for review at a future meeting.

Update: To be considered at a future meeting.

(12/6) 4 year budget proposal for 2019/20 to 2022/23:

Summary of previous minutes: A paper proposing a 4year budget for 2019 till 2023 and a precept proposal for 2019/20 had been publicised with the agenda. This forecast indicates that council's current expenditure commitments can be met with precept increases limited to inflation increases and provision for lost grant revenue and also provide an average of £2000 each year for discretionary expenditure and an average of £2000 for parish community grants. Council accepted this budget and precept proposal.

Update: The clerk had submitted the Parish Precept and Grant Claim Form to ABC on this basis.

(12/6) Fixed Term Deposit:

Summary of previous minutes: A paper explaining the options now that the current 3yr fixed term deposit had matured had been publicised with the agenda. Council decided to reinvest the £10k deposit for a 3 year fixed term.

Update: The clerk had set up a new fixed term deposit on this basis.

(12/7) KCC Consultation on Libraries, Registration and Archives strategy:

Update: The clerk had circulated to parish contacts.

(12/7) LGA/NALC Guide - Principal and local councils working in partnership

Update: The clerk had responded citing the involvement with ABC during the CAMP project.

(12/7) Kent Fire & Rescue Service - Safety and wellbeing plan update 2018 and Council Tax consultation:

Update: The clerk had circulated to parish contacts.

(12/7) Kmott Invoice for 2018:

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

(12/10) Old Wives Lees Play Area Maintenance:

Summary of previous minutes: A paper had been publicised with the agenda proposing action following the annual RoSPA report. Council instructed the clerk to authorise Playdale to carry out the non-wet pour repairs on the basis these would be addressed by the council's s106 project.

Update: The clerk had instructed Playdale to carry out the work.

(12/10) Trees in the Village Competition:

Summary of previous minutes: A paper had been publicised with the agenda explaining that the parish had been Highly Commended in the 2018 competition. Council expressed its thanks to the tree warden for the time spent with the judges and asked the clerk to investigate displaying the certificate in Chilham post office.

Update: The clerk had obtained permission to display the certificate at the post office and it was in the process of being framed.

(12/10) Highways maintenance Issues in the parish:

Summary of previous minutes: A paper had been publicised with the agenda proposing a council policy for responding to highways issues in the parish. Council adopted the policy and asked the Roads and Transport Team to monitor highways issues in the parish on this basis. The clerk was asked to forward the policy to KCC for comment.

Update: The clerk had obtained positive feedback from KCC and this had been circulated to the Roads and Transport team.

1/4 Declarations of Interest

None.

1/5 Planning

Decisions Received from Ashford Borough Council:

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
WITHDRAWN BY APPLICANT

18/01514/AS - April Cottage, Mountain Street, Chilham - Remove contaminated internal and external brickwork, following a kerosene oil spill, over an approximate area of 2.5 m2. Excavate internal floor over approximately 4 m2 to 1 m below ground level. Replace all material to original specification and levels.

GRANT CONSENT

18/01330/AS - Chilham Sports Centre, Branch Road, Chilham - Variation of Condition 2 of planning permission reference 18/00298/AS to amend the approved drawing No. 3778 to increase floodlighting facility to 6No floodlights, 3No each long sides to give 100% lighting to the muga pitch

PERMIT

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18/01606/AS - Julliberrie Cottage, 15 Mountain Street, Chilham - Lawful development certificate - proposed - insertion of 3 new windows and installation of a storm water soakaway in the front driveway
PROPOSED USE/DEVELOPMENT WOULD BE LAWFUL

18/01464/AS - The Cottage, Hazelmere, Canterbury Road, Chilham - New Garage and Store
PERMIT

18/01599/AS - 8 Dovecote Court, Chilham Castle Estate, Chilham - Proposed infill and 2 roof lights (resubmission of planning permission 15/01278/AS)
PERMIT

Applications Considered:

18/01756/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 with the following comments:-

- 1) the design is obtrusive and out of keeping with the locality;
- 2) access is dangerous due to limited visibility and turning space into / out of Bowerland Lane;
- 3) the size of plot quoted in the application is significantly incorrect, it is nearer 0.065 hectare and not 0.9 hectare
- 4) if consent was given, conditions should be imposed to (a) re-site the telegraph pole that is situated in the proposed access; (b) ensure existing access is maintained for neighbours; (c) provide a turning space for refuse vehicles.

18/01759/AS - Hambrook House, Hambrook Lane, Chilham - Demolition of existing out-building and single storey rear extension
NO OBJECTION

18/01775/AS - Chrisholme, The Square, Chilham - Replacement of 6 x sash windows on front of house with like for like; repointing of the entire front of property in lime mortar
NO OBJECTION

18/01817/AS - Soles Hill Farm, Soleshill Road, Shottenden - Retrospective change of use of part of a cold store to a B1 - Light Industrial Use
NO OBJECTION

1/6 Finance

Payments:

The following payments were approved:-

From General Fund:

2375	G Dear	December salary	552.46
2376	G Dear	December expenses	29.64
2377	Victory Cleaning	THT Cleaning	399.41
2378	Kent Men of the Trees	Annual Subscription	25.00
2380	HMRC	PAYE payment	395.60
2381	Canterbury City Council	PC Tips	16.00

From Ringfenced funds:

2379	CPRGT	Parish Community Grant	720.00
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Total Payments 2,138.11

The following authorised direct debit payments have also been made from the General Fund:-
None.

Contract Renewal:

A paper listing parish contracts and renewal dates had been publicised with the agenda. None were due for renewal.

Council considered the performance of the current contract holders and confirmed its satisfaction with the performance of these contracts and that no changes are required to contract terms.

The clerk was also instructed to arrange a deep clean of Taylors Hill toilets before the end of March supported by a specification of the deep clean obtained beforehand.

1/7 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:-

None.

KALC items:-

(1/6) Kent Police - Rural Matters magazine and Rural Liaison Team report
Action taken: forwarded to parish councillors

(1/10) KALC NEWS

Action taken: forwarded to parish councillors

(1/11) Kent PCC's Newsletter - December 2018

Action taken: forwarded to parish councillors

KALC Ashford Area Committee items:-

None.

KCC items:-

None.

Other items:-

(1/18) Latest News & Merry Xmas from Catha's Seat

Action taken: forwarded to parish contacts

(1/19) Need for volunteer drivers

The clerk was asked to publicise via normal channels together with details of the volunteer transport scheme.

1/8 Strategic Plan Priorities

Parish Question Time 2019:

A paper proposing an approach to this years community engagement had been publicised with the agenda.

Following consideration, Council agreed to:-

1) compile a set of questions to collect parishioner feedback for inclusion in the CAMP

2) consider whether there are other important matters that should be covered in PQT2019

so that a draft questionnaire and proposal for PQT2019 can be considered at its February meeting using the same engagement approach as in 2018 and emphasise the ability to respond online.

Allocation of s106 monies:

The clerk reported that a funding agreement was still expected from the ABC legal team.

1/9 Borough Councillor

Cllr Dehnel was not present to give his report.

1/10 Parish Matters

KALC Community Award Nomination:

A paper proposing an approach to considering nominations had been published with the agenda.

Following consideration, Council agreed that the 2019 award should be made to Peter Higgs.

Parish Council Communication Policy:

This matter was deferred to the February meeting.

The meeting closed at 8:19pm.

1/11 Date of next meeting

Thursday 7th February 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*.