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## CHILHAM PARISH COUNCIL

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### Minutes (for approval) of the Meeting held at Old Wives Lees Village Hall on 4th April, 2019 at 730pm

**Present:** Cllrs Lulham (Chairman), Linter, Marriott, Schofield and White

**Apologies:** Cllrs Glancy, Heasman, Lester-Davis and Boro Cllr Dehnel

**In Attendance:** Mr G Dear (Clerk), no members of the public

**PCSO Aaron Newell attended the meeting and provided councillors with the opportunity to ask questions following his monthly report which had been circulated to them earlier in the week. He encouraged parishioners to report incidents to ensure crime in the parish was accurately recorded as this would be used to assess the level of policing required in the parish.**

#### 4/1 Apologies

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

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

Cllr Lester-Davis had advised the clerk that he could not attend due to business commitments.

Boro Cllr Dehnel had advised the clerk he could not attend due to another engagement.

These apologies were approved.

#### 4/2 Minutes of the meeting held on 7th March 2019

The minutes were signed as a true record.

#### 4/3 Matters arising from the Minutes

(3/3) 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.*

(3/3) 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.*

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

(3/3) 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 produce a project plan to achieve this goal for review at a future meeting.

*Update: To be considered at a future meeting.*

(3/7) Kent Men of The Trees – Trees in the Village Competition 2019

*Update: The clerk had forwarded to the Parish Tree Warden and entered the competition. There is an agenda item to consider this matter.*

(3/8) Community Engagement:

Summary of previous minutes: Council: 1) agreed changes required to finalise the leaflet; 2) instructed the clerk to arrange distribution to all households in the parish via the parish distribution network; 3) agreed that an equivalent online version of the questionnaire should be set up by 15th March;

*Update: A finalised leaflet had been distributed to all households and an equivalent online version had been added to the parish council website.*

(3/8) Draft CAMP:

Summary of previous minutes: A paper providing an update on the next steps to finalise the CAMP had been publicised with the agenda. It was noted that in order to meet ABC recommendations expediently (ie minimising the work we ask Clague to do while maximising the weight the result will have in the planning process) it will be necessary to restructure the current draft to create:- 1) a document specific to the Chilham conservation area; 2) a second document specific to the other areas in the parish. Following consideration, Council accepted this update and requested a further update at the April meeting.

*Update: Clague have advised that the 2 documents would be ready for review by 17th April.*

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(3/10) Community Clean Up – 23rd March:

Summary of previous minutes: Council agreed to go ahead with the clean up and asked the clerk to put up posters in the parish to publicise the event and sign up to the Great British Spring Clean.

*Update: 24 volunteers participated in the clean up collecting a total of 22 bags of rubbish. The clerk had thanked the volunteers on behalf of the parish council and provided a brief report to ABC.*

(3/10) Parishes in Bloom Competition: Council asked the clerk to publicise again asking for co-ordinators.

*Update: insufficient feedback to warrant the parish entering.*

(3/10) Commonwealth Flag Day – 11th March:

Council endorsed the arrangements made so far and asked the clerk to send a reminder to parish contacts.

*Update: A small group of parishioners attended the flag raising which was preceded by Cllr Dehnel reading a message from the Commonwealth Secretary General and a pupil from Chilham St Marys Primary School reading the Commonwealth Oath.*

(3/10) Parish Council Elections – 2nd May:

*Update: The clerk had publicised the elections using the usual channels.*

### **4/4 Declarations of Interest**

Cllr Lulham declared a Disclosable Personal Interest in planning application 19/00255/AS.

### **4/5 Planning**

#### **Decisions Received from Ashford Borough Council:**

18/01325/AS - Ashley, Pilgrims Lane, Chilham - Erection of a first floor extension with recessed balcony to the front elevation, and solar panels on roof slopes.

WITHDRAWN BY APPLICANT

18/01590/AS - Glebe Orchard Barn, Bowerland Lane, Chilham - Proposed conversion of existing cold store/barn into single dwelling and erection of front porch. Change of use of part agricultural land to residential curtilage.

(Retrospective)

PERMIT

18/01662/AS - Summerhill Barn, Bowerland Lane, Chilham - Retrospective conversion of agricultural building to dwelling including the installation of additional doors, windows and porch and change of use of land to residential with associated parking and landscaping

PERMIT

18/01817/AS - Soles Hill Farm, Soleshill Road, Shottenden - Retrospective change of use of part of a cold store to a B2 General Industrial Use for use for construction of timber modular horse shelters

PERMIT

19/00122/AS - Owl Cottage, Bowerland Lane, Old Wives Lees - Proposed first floor extension over garage

PERMIT

#### **Applications Considered:**

19/00255/AS - Sylvilla, Canterbury Road, Chilham - Variation of condition 2 of planning permission 09/01364/AS (No more than 4 single unit and 1 twin unit (5 total) residential mobile homes shall be on the site at any one time. The caravans shall not be occupied by any persons other than gypsies and travellers, as defined in paragraph 15 of ODPM Circular 01/2006. No more than one gypsy family shall occupy the caravan/site) to vary with one additional twin unit caravan) to allow for an additional twin unit caravan.

OBJECT due to concern over need and ability to enforce both of which require further clarification.

19/00282/AS & 19/00283/AS - Burgoyne, The Street, Chilham - Construction of single storey glazed extension with flat roof and roof light and removal of non original chimney stack to rear of property, removal of internal walls and erection of partition walls at ground floor level; removal of existing wall/openings to kitchen to form new opening.

NO OBJECTION

19/00338/AS - 6 Beaney's Lane, Shottenden - Lawful development certificate - proposed - installation of window at first floor level on front elevation

NO OBJECTION

19/00361/AS - Upper Ensign House, Selling Road, Old Wives - Alterations to modern internal partition and new screens to en-suite shower-room and dressing room.

NO OBJECTION

19/00370/AS - Plot at, Terra Nova, Pilgrims Lane, Chilham - Proposed installation of 3 no dormers to the rear and 1 dormer to the front (revision to planning approval 17/01485/AS).

NO OBJECTION

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## CHILHAM PARISH COUNCIL

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### 4/6 Finance

#### Payments:

The following payments were approved:-

From General Fund:

2395	G Dear	March salary	552.46
2396	G Dear	March expenses	54.13
2397	Victory Cleaning	THT Cleaning	385.02
2399	OWL Village Hall	Hall hire	19.80
2400	HMRC`	PAYE payment	395.60
2401	Orchard Environmental	THT Water Check	360.00
2402	Victory Cleaning	THT-Cleaning	557.81
2403	Chilham Village Hall	Hall hire	119.00
2404	ABC	Latin Field rent	6.25
2405	G Dear	PQT2019 Leaflets	128.85
2406	Y White	Litter Pick Posters	19.20

From Ringfenced funds:

2398	Hart Lee Tree Surgery	OWL Green Maintenance	96.00
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Total Payments 2,693.92

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

Kent County Council	THT-Electricity Bill	114.00
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### 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.

ABC items:-

(4/1) Ashford Borough Council's Environmental Achievement Awards

Action taken: forwarded to parish contacts

(4/4) Note on access to and use of the electoral register

Action taken: forwarded to parish councillors

(4/10) Notice of Election

Action taken: displayed on parish noticeboards

KALC items:-

(4/13) Publication of councillors and candidates home addresses

Action taken: forwarded to parish councillors

(4/15) Kent PCC Spring 2019 Newsletter

Action taken: forwarded to parish councillors

KALC Ashford Area Committee items:-

(4/18) National Audit Office Report on the planning system

Action taken: forwarded to Cllr Lulham

(4/19) Forthcoming meetings of the Joint Parishes Planning Committee and the JTPC

Action taken: forwarded to Cllr Lulham

(4/20) Parishes survey on planning enforcement

Action taken: forwarded to Cllr Lulham

KCC items:-

(4/21) A252 Safer Roads Fund

Action taken: forwarded to Cllr Lulham

Other items:-

(4/23) ACR Kent Membership Renewal

*Decided to renew.*

(4/27) Volunteers to help on our Coffee Caravan

Action taken: forwarded to parish contacts

(4/28) Test your Cerebral Capacity - and support your local charity: Quiz'z galore

Action taken: forwarded to parish contacts

(4/30) Save the date - Catha's Seat Picnic - 4th May 2019

Action taken: forwarded to parish contacts

(4/31) Kmott Invoice for 2019

*Decided to renew.*

(4/32) Kent Men of Trees AGM 13th April 2019 Invitation to Corporates

Action taken: forwarded to parish tree warden

(4/32) Has Your Village Lost Its Pub?

*Decision Taken: The clerk was asked to forward to village organisations in case they were interested in booking a 'pop-up' pub and respond explaining the potential interest.*

### **4/8 Strategic Plan Priorities**

#### **Allocation of s106 monies:**

The clerk reported that a funding agreement was still expected from the ABC legal team. Cllr Dehnel had advised that the matter had been taken by the chief executive to the management board which had given strict instructions for action to be taken.

*Council accepted this report and authorised the clerk to sign the funding agreement on behalf of the parish council having obtained approval from the chair and vice-chair.*

### **4/9 Borough Councillor**

Cllr Dehnel was not present to give his report.

### **4/10 Parish Matters**

#### **Annual Parish Meeting – 18th April:**

The arrangements for the meeting at 730pm on Thursday 18th April in Chilham Village Hall were confirmed.

#### **Trees in the Village Competition:**

A paper setting out suggestions made by the parish tree warden with regard to this year's entry had been published with the agenda.

*Following consideration, Council asked Cllr White to meet the parish tree warden and bring a paper to a future meeting setting out a proposed approach.*

Cllr Lulham thanked councillors for their support during the past four years and this sentiment was reciprocated.

***The meeting closed at 8:10pm.***

### **4/11 Date of next meeting**

Thursday 9th May 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*.