

---

## CHILHAM PARISH COUNCIL

---

### Minutes (for approval) of the Meeting held at Chilham Village Hall on 4th July, 2019 at 730pm

**Present:** Cllrs Lester-Davis (Chairman), Linter, Marriott, Martin, Meaden, Spencer-Tanner and White

**Apologies:** Cllrs Lulham and Schofield

**In Attendance:** Mr G Dear (Clerk), 1 member of the public

#### 7/1 Apologies

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

Cllr Schofield had advised the clerk that she could not attend for medical reasons.

These apologies were accepted.

#### 7/2 Minutes of the meeting held on 6th June 2019

The minutes were signed as a true record.

#### 7/3 Matters arising from the Minutes

(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) 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) 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.*

(6/3) 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.*

(6/3) 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 and Clague have now produced the 2 documents for review.

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

(6/3) New March 2019 Governance and Accountability for Smaller Authorities in England 2019:

*Update: Financial Regulations to be updated by clerk and reviewed 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) Cllr Lulham would inspect assets in Chilham; 2) Cllrs Spencer-Tanner and Schofield 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) Important information related to a new strategy consultation and welcoming a new officer

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

*Update: Cllr Lester-Davis advised he had responded supporting the initiative.*

(6/7) Councillor Stephen Heywood Dehnel MBE

*Update: Cllr White represented the parish council at the funeral and a letter on behalf of Council was sent to his wife. There is an agenda item to consider a donation.*

(6/7) KALC Communication and Social Media Event - 22nd June 2019

Summary of previous minutes: Cllr Martin agreed to notify the clerk if she was able to attend.

*Update: Cllr Martin advised she was unable to attend.*

(6/7) Meeting with PCSO

*Update: The clerk had responded welcoming a 3 monthly meeting with the PCSO.*

(6/7) VE DAY 75 - 8TH MAY 2020

*Update: The clerk had spread the word among parish contacts.*

(6/7) New conservation project in Kent

*Update: The clerk had forwarded to Chilham Primary School.*

(6/8) Community Engagement:

Summary of previous minutes: A paper had been publicised with the agenda providing a summary of responses from the Parish Question Time questionnaires and proposing a Strategic Plan to 2023. Council accepted the findings in the paper, approved the proposed Strategic Plan to 2023 and instructed the clerk to arrange distribution to all households in the parish with a covering letter from the chair.

*Update: The parish distribution network will be delivering to all households with a target completion date of 7th July.*

(6/8) Allocation of s106 monies:

Summary of previous minutes: A report had been published with the agenda explaining that the funding agreement has been signed and an approach to monitor the delivery of the CPRGT schemes agreed with ABC and CPRGT. Council accepted the report and authorised the clerk to arrange payment of invoices subject to:- (1) adequate proof of expenditure; (2) receipt of the required s106 funds from ABC; (3) approval by the chair and vice-chair.

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

(6/8) Road Safety:

Summary of previous minutes: A paper had been published with the agenda describing an invitation from Kent Highways inviting parish councils to develop their own Highway Improvement Plan working with their KCC member. Council decided to take advantage of this invitation, incorporating it into the highways policy approved at the December 2018 meeting and using the guidance provided by Kent Highways to produce a Highway Improvement Plan for the parish. The clerk was asked to respond accordingly.

Cllrs were asked to consider the guidance provided by Kent Highways and submit highway improvement suggestions to the clerk.

*Update: The clerk had responded to Kent Highways as instructed. There will be an agenda item to consider this matter at future meeting.*

(6/8) Promoting Tourism in the parish:

Summary of previous minutes: A paper had been published with the agenda explaining the current status of a project to review signage in the parish. Council decided that:- (1) the project should be reinstated and follow up actions on the findings of the original meetings reviewed and taken further with firm proposals and costings on how the signage should now be addressed and progressed; (2) the committee should be re-convened and a meeting held to agree on future approach and actions to take the project forward.

*Update: There will be an agenda item to consider this matter at future meeting.*

(6/8) Communication with parishioners:

Summary of previous minutes: A paper had been published with the agenda recommending an approach to improving the parish council website. Cllr Martin agreed to contact Aldington Parish Council to obtain feedback regarding their website and the clerk was asked to contact KALC regarding potential website solutions.

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

(6/10) Trees in the Village Competition:

Summary of previous minutes: A paper had been published with the agenda with a costed proposal for an approach to be taken. Council accepted the following proposal:- (1) A replacement Prunus Cherry tree - £150 approximately 1.5 metres in height - best planted in November when root balled. Following the sad death of the wood carver who provided the owl carving in OWL village hall grounds and the "Parish Milestone" carving in Chilham Square as gifts to the parish, this tree will be planted in his memory as a gesture of recognition to this contribution; (2) Make 1 x Bat box, and 3 x small bird boxes (blue tits, great tits etc) £55; (3) The work on the Mount is undertaken last week in October x 2 days. Once dates have been agreed with the landowner, a meeting will be arranged to agree the work required; (4) Make the carved owl that sits on top of the old pine tree in OWL Village Hall grounds more visible - carried out at no charge by the tree warden; (5) Labour involved in the planting of the cherry tree and erecting bird/bat boxes will be free of charge to the parish; and instructed Cllr White to liaise with the parish tree warden and arrange for the work to be carried out and provide an update at the July meeting.

*Update: Cllr White has liaised with the parish tree warden and a plan of action has been agreed. In addition, a red oak (to replace the prunus cherry) is being donated in memory of Steve Andrews by the community choir.*

---

## CHILHAM PARISH COUNCIL

---

### 7/4 Declarations of Interest

None.

### 7/5 Planning

#### Decisions Received from Ashford Borough Council:

19/00653/AS - North Court Farm, Lower Lees Road, Old Wives Lees - Application for prior notification of proposed agricultural development for the access for fruit lorries carrying 36 tonnes of fruit.

PRIOR APPROVAL NOT REQUIRED

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

Planning Inspectorate APP/E2205/W/18/3198843: Ashford Road Service Station, Ashford Road, Chilham - Demolition and change of use of vehicle service station and erection of 4no 3 bed and 1no 4 bed house and associated parking - No Decision Made (Appeal on Non Determination).

ALLOWED

#### Applications Considered:

19/00282&0283/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 (AMENDED PLANS)

NO OBJECTION

19/00741/AS - Glebe Orchard, Bowerland Lane, Old Wives Lees - Erection of detached garage unit with secure storage/bicycle store

NO OBJECTION in principle but with the request that conditions are imposed to prevent future conversion to a dwelling or use for a commercial purpose, and that clarification is sought on the need for a second storey.

19/00784/AS - 4 Chapel Cottages, Selling Road, Old Wives Lees - Two Storey Side Extension; Roof extension; installation of windows to Rear elevation

NO OBJECTION

19/00810/AS - Yeomans House, Lower Lees Road, Old Wives Lees - Single storey side extension to form annex; Demolition of existing garage & construction of replacement; Formation of new vehicle access.

NO OBJECTION

19/00855/AS - Portland, Green Lane, Old Wives Lees - Single storey rear extension; erection of box dormer to rear elevation and roof lights to front elevation.

NO OBJECTION

19/00882/AS - Claremont, Canterbury Road, Chilham - Erection of garage and addition of balcony to rear elevation of dwelling

NO OBJECTION

It was noted that 19/00483/AS (Harvest House, Branch Road, Chilham - Full Planning Application for the Erection of 11No. Two Storey Dwellings with Associated Access, Parking, Private Amenity Space and Landscaping and Provision of 4no. Additional Parking Bays for Use in Association with Existing Surgery) would be taken to planning committee for a decision, that the clerk was chasing up the parish council offer to work with the agent to address its concerns regarding the proposed development, and that there would be an agenda item at a future meeting.

### 7/6 Finance

#### Payments:

The following payments were approved:-

#### From General Fund:

|      |                   |                            |        |
|------|-------------------|----------------------------|--------|
| 2430 | G Dear            | June salary                | 566.08 |
| 2431 | G Dear            | June expenses              | 90.39  |
| 2432 | Victory Cleaning  | THT Cleaning               | 448.46 |
| 2433 | Clague Architects | CAMP                       | 726.00 |
| 2434 | D Buckett         | Internal Audit             | 309.00 |
| 2435 | G Dear            | Strategic Plan Publication | 128.85 |
| 2436 | Record UK         | THT-Maintenance            | 261.00 |
| 2437 | JH Marsh & Son    | THT-Maintenance            | 49.92  |
| 2438 | HMRC              | PAYE payment               | 405.80 |
| 2439 | OWL Village Hall  | Hall hire                  | 19.80  |

#### From Ringfenced funds:

None

Total Payments 3,005.30

---

## CHILHAM PARISH COUNCIL

---

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

### **Stephen Dehnel Donation:**

A paper had been publicised with the agenda providing the background to this matter.

*Following consideration, Council agreed to spend up to £350 to provide something in the parish dedicated to Stephen Dehnel that would be of benefit to parishioners.*

*Cllrs were asked to provide the clerk with costed proposals with a proven feasibility by 26th July so they could be considered at the August meeting.*

### **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:-

(7/1) Invitation: 'Raising the Flag' in recognition of Armed Forces Week on Monday 24th June, Civic Centre

KALC items:-

(7/8) Community Resilience/Emergency Plan Questionnaire

Action taken: forwarded to Cllr Lulham

(7/9) KALC News (June 2019)

Action taken: forwarded to parish councillors

KALC Ashford Area Committee items:-

(7/11) Survey re ABC planning enforcement and s106 developer contributions

Action taken: forwarded to parish councillors in preparation for agenda item at August meeting

(7/12) KALC Ashford Area Committee Minutes 29th May

Action taken: forwarded to Cllr Lulham

KCC items:-

(7/13) Urgent Road Closure - Church Hill, Chilham - 17 June 2019 (Ashford)

Action taken: forwarded to Parish Contacts

(7/14) A252 Safer Roads Fund scheme presentation

*It was agreed that Cllrs Lulham, Marriott and White would attend. Cllr White agreed to confirm her availability.*

(7/15) Emergency Road Closure - The Street, Chilham - 12 June 2019 (Ashford)

Action taken: forwarded to Parish Contacts

(7/17) Kent Nature Partnership Biodiversity Strategy 2019 to 2044

*Cllr Meaden agreed to respond on behalf of the parish council.*

Other items:-

(7/18) Volunteer positions at Rare Breeds Centre (Canterbury Oast Trust)

Action taken: forwarded to Parish Contacts

### **7/8 Strategic Plan Priorities**

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

A update from the clerk had been published with the agenda and was accepted by Council.

it was noted that parish council schemes could now be progressed.

#### **Conservation Area Management Plan:**

A paper had been published with the agenda providing an update on the production by Clague Architects of the document specific to the Chilham conservation area and a second document specific to the remainder of the parish and a proposal for next steps.

*Following consideration:-*

*(1) the clerk was asked to forward copies of the CAMP tender request and the successful tender to councillors and obtain confirmation from ABC of the weight and use the two documents would have within the planning system;*

*(2) Council agreed to hold an Extraordinary Parish Council Meeting to review the two documents to agree any changes required to ensure they provided the required guidance, achieved the maximum weight within the planning system, and did not include any factual inaccuracies;*

*(3) Councillors were asked to advise the clerk of their availability on the following six Thursday evenings for this meeting;*

*(4) The clerk was asked to invite Clague Architects to this meeting as attendance was considered essential.*

#### **Communication with parishioners:**

A paper had been published with the agenda recommending an approach to improving the parish council website.

*Following consideration, the clerk was asked to obtain tenders to replicate the parish council website using a more*

## CHILHAM PARISH COUNCIL

---

*up to date design from EIS and one other company, to supplement that already received from VisionICT, so that a tender selection could be considered at a future meeting.*

### **7/9 Borough Councillor**

The parish is currently without a ward member.

### **7/10 Parish Matters**

#### **Latin Field Noise:**

A report from the clerk had been published summarising action taken in respect of complaints received.

*Following consideration, Council accepted the report.*

***The meeting closed at 9pm.***

### **7/11 Date of next meeting**

Thursday 1st 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*.