
CHILHAM PARISH COUNCIL

Minutes (for approval) of the Meeting held at Old Wives Lees Village Hall on 5th December, 2019 at 730pm

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

Apologies: Cllr Martin, Boro Cllr Charles Dehnel

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

12/1 Apologies

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

Boro Cllr Charles Dehnel had advised the clerk that he could not attend due to conflicting commitments.

12/2 Minutes of the meeting held on 7th November 2019

The minutes were signed as a true record.

12/3 Matters arising from the Minutes

(11/3) 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.

(11/3) 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.

(11/3) 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.

(11/3) 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.

(11/3) 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.

(11/3) Harvest House:

Summary of previous minutes: 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.

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

(11/3) A252 Safer Roads Fund scheme presentation:

Summary of previous minutes: It was agreed that Cllrs Lulham and Marriott would attend.

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

(11/3) Highway Improvement Plan:

Summary of previous minutes: Council instructed Cllrs Martin and Spencer-Tanner to :-

1) consider these proposals and agree a list of 10 highway improvements to take forward which are then documented in the HIP template provided identifying the location, problem and suggested remedy; 2) for each highway improvement:- (a) use the crash data of the site(s) to assess its road safety record as Good, Average or Poor; (b) assess the current risk of a major injury as High, Medium or Low; (c) assess the current risk of a minor injury as High, Medium or Low; (d) assesses the likely cost of the suggested improvement plan as High, Medium or Low; (e) use the above assessments to produce a prioritised list. [Note re (b) and (c): known future developments should be considered where relevant]; and produce a paper for consideration at the October meeting.

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

(11/3) Parish Council Website:

Summary of previous minutes: Council instructed Cllrs Schofield and Spencer-Tanner to assess the Parish Council Website option in order to be able to bring a paper to a future meeting that :- 1) sets out a proposed outline design for a new parish council website (ie a list of pages and description of intended content); 2) proposes a project plan to implement the chosen option

Update: An initial meeting has been held and there will be an agenda item to consider this matter at future meeting.

(11/3) Stephen Dehnel Commemoration:

Summary of previous minutes: Council agreed to install a bench in the churchyard subject to the required approvals from Canterbury diocese and St Mary's PCC. It was also decided that, in addition to a plaque in remembrance of Stephen Dehnel, there should be a second plaque in remembrance of Jim Smith (former parish councillor, borough councillor and Mayor of Ashford) who had recently passed away.

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

(11/5) Conservation Area Management Plan:

Summary of previous minutes: A paper had been published with the agenda providing an update on proposals for the public consultation on the Chilham CAMP and its sister document for the rest of the parish which covered the consultation period, approach to comments and process for agreeing changes. Council agreed the proposals and:- 1) authorised Cllrs Lulham and Lester-Davis with support from the clerk to work with ABC to set up the consultation on this basis;

2) agreed to trial the use of the Planning Policy Decision Table when responding to planning applications;

3) instructed the clerk to ask KALC to run a Planning Conference for the parish council in Chilham Village Hall after the public consultation has been completed to reinforce councillors understanding of the planning system.

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

(11/7) Budget and Precept for 2020/21:

Summary of previous minutes: Council instructed the clerk to draw up a 4yr budget forecast for 2020/24 and budget proposal for 2020/21 based upon the following commitments:

a) precept increases should be limited to inflation increases (based on previous September C.P.I.), lost grant revenue in respect of council tax support, and expenditure to meet Parish Question Time mandates;

b) the parish council should provide funding to meet the cost of maintaining those services for which it has specific responsibility and at current levels;

c) current levels of support for wholly voluntary services should continue as previously;

d) funding for trading entities, even where they are provided through voluntary labour should be limited to affordable levels consistent with grant income received:

using best available estimates for Council Tax Support and Concurrent Function Grant.

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

(11/7) Parish Community Grant Application:

Summary of previous minutes: A grant application in respect of Restricted Byway legal fees had been published with the agenda. Council agreed in principle to award the grant but asked the clerk to request a written estimate of the legal fees.

Update: The clerk has been informed that legal costs will not be incurred if KCC issue a Traffic Regulation Order.

(11/8) Update for Local Councils & VE Day 75 – 8th May 2020

Update: The clerk had forwarded to Parish Contacts, Chilham Remembrance Group and St Marys PCC requesting suggestions for events in the parish to participate in VE Day 75 commemorative events.

(11/8) Closure of Little Owls Preschool

Update: The clerk had contact Little Owls Preschool asking for comment on the matters raised in this correspondence and a response had been received explaining the risk assessment carried out by the trust that led to the closure decision and that the trust had worked closely with KCC to implement a smooth closure.

(11/8) Prince's Trust Ashford Team - volunteering their services!!

Update: The clerk had investigated the use of volunteers to help with maintenance work at The Mount without success.

(11/9) GDPR Action Plan:

Summary of previous minutes: A paper had been published with the agenda proposing an action plan to meet GDPR requirements. Council accepted the findings in the paper and instructed the clerk to carry out the proposed Action Plan.

Update: The clerk is implementing the proposed action plan.

(11/12) Additional Grounds Maintenance at Old Wives Lees Green:

Summary of previous minutes: A paper had been publicised with the agenda describing a course of action following an inspection of trees on the green. Council approved this course of action and instructed the clerk to

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arrange for the contractor to undertake the work under the "maintenance of trees, shrubs" element of his contract.
Update: The clerk had arranged for the work to be carried out.

(11/12) Asset Maintenance:

Summary of previous minutes: A paper had been published with the agenda proposing a course of action for the work required that was not being carried out by volunteers. Council (1) selected John Russell & Son to carry out the required work; (2) asked the clerk to investigate a parish caretaker contract that covers maintenance of parish council assets and propose an annual budget provision for inclusion in the 2020/21 budget exercise.

Update: the clerk had instructed John Russell & Son to carry out the work and recommend an approach to the caretaker contract.

(11/11) Work at The Mount:

Summary of previous minutes: A paper had been published with the agenda proposing a course of action for undertake annual maintenance of The Mount so that this area can be used in future for community events following the success of the WW1 Beacon of Light commemoration. Council approved expenditure of £1000 from the Community Events budget and instructed the clerk to form a team of volunteers from the local community to assist with the work and arrange for refreshments to be provided from local businesses.

Update: the work at The Mount had been deferred until the Spring due to bad weather.

12/4 Declarations of Interest

Cllr White declared an Other Significant Interest in the St Marys Parish News parish community grant application.

12/5 Planning

Decisions Received from Ashford Borough Council:

19/01331/AS - Soles Hill Farm, Soleshill Road, Chilham - Change of use of cold store to a B2 General Industrial Use

PERMIT

19/00717/AS - Underhill, Mountain Street, Chilham - Demolition of Nissen Hut and erection of out-building

PERMIT

19/01380/AS - Sunny View, Goldups Lane, Shottenden - Proposed first floor extension and pitched roofs to existing ground floor (resubmission of, and revision to, planning permission 16/01091/AS)

PERMIT

19/00914/AS - Havenlea Place, Canterbury Road, Chilham - Erection of freestanding non-illuminated advertising board (retrospective)

GRANT CONSENT

19/01419/AS - Portland, Green Lane, Old Wives Lees - Certificate of Lawful Development - Proposed- Loft conversion with rear box dormer and 3 front roof lights

PROPOSED USE/DEVELOPMENT WOULD BE LAWFUL

19/00890/AS - Highbank, Shalmsford Road, Chilham - Proposed detached garage with home office; extension and conversion of existing outbuilding to holiday let and proposed detached annexe

PERMIT

Appeal Decisions Received from Ashford Borough Council

18/01180/AS - Land Between Cock farm and Old Plough Cottage, Soleshill Road, Shottenden - Proposed new dwelling with garden and parking – Type of Decision: Refusal of planning permission

DISMISSED

18/01756/AS - Beauwell, Bowerland Lane, Old Wives Lees - Erection of 5-bed detached house with separate garage, parking, amenity space and garden landscaping – Type of Decision: Refusal of planning permission

DISMISSED

Applications Considered:

19/01536/AS - Land north of junction of Long Hill and, New Cut Road, Chilham - Relocation of a field access gate on the eastern side of New Cut Road

NO OBJECTION

19/01554/AS - Orchard Bungalow, Goldups Lane, Shottenden - Demolition of Existing Bungalow; Outbuilding's and Swimming Pool to be replaced by Five Bedroom Dwelling and Car Barn.

NO OBJECTION

19/01571/AS - Hambrook House, Hambrook Lane, Chilham - Conversion of double garage to create annexe

NO OBJECTION

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19/01572/AS - Shrimpton House, Selling Road, Old Wives Lees - Replacement detached garage; single storey rear extension; new flue; rooflight to rear elevation
NO OBJECTION

19/01629/AS - Barn 1, North Court Farm, Lower Lees Road, Old Wives Lees - Prior approval for change of use from one agricultural barn and land within its curtilage to one dwelling house and associated operational development
NO OBJECTION

19/01630/AS - Barn 2, North Court Farm, Lower Lees Road, Old Wives Lees - Prior approval for change of use from one agricultural barn and land within its curtilage to 4 dwelling houses and associated operational development
NO OBJECTION

19/01638/AS - Dane Cottage, Dane Street, Chilham - Proposed single storey 'Link building' between existing house and existing Annexe block.
NO OBJECTION

Pre-application Consultations Considered

Proposed Base Station on Grass Verge on A252 A28, Chilham
OBJECT due to position with preference for an alternative site with a less visual impact.

12/6 Finance

Payments:

The following payments were approved:-

From General Fund:

2477	G Dear	November salary	566.28
2478	G Dear	November expenses	143.87
2479	Victory Cleaning	THT Cleaning	405.26
2480	OWL Village Hall	Hall hire	19.80
2481	G Dear	Public Consultation Leaflets	54.56
2482	M Froggett	Community Event - Xmas in Square	350.00

From Ringfenced funds:

2475	Sovereign Sports Ltd	s106 payment	31953.60
2476	Sovereign Sports Ltd	s106 payment	21774.00
2483	Hart Lee Tree Surgery	OWL Green Grounds Maintenance	468.00
2484	Hart Lee Tree Surgery	OWL Green Grounds Maintenance	252.00
2485	G Dear	OWL Play Area Maintenance	58.08

Total Payments 56045.45

Note1: The clerk was asked to withhold cheque 2473 until the December meeting when the consultation versions of the CAMP project documents will have been published. This payment was approved. [Cllrs Lulham, Lester-Davies, Linter, Schofield voted in favour. Cllr Marriott voted against. Cllrs Meaden and Spencer-Tanner abstained.]

Note2: Cheque payments 2475 and 2476 were approved prior to the meeting by the chair and vice-chair in accordance with council policy for s106 payments.

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

None

Budget Report for 2019/20:

A paper including projected performance against budget for 2019/20 had been publicised with the agenda. The projection was based upon actual income and expenditure from the accounts as at 7th November and indicated an overspend of £2375 after allowing for a further £1000 in grant payments and £2000 for the approved asset maintenance work.

Following consideration, Council accepted this report and agreed to adhere to council policy with regard to future grant payments, ie.

a) current levels of support for wholly voluntary services should continue as previously;

b) funding for trading entities, even where they are provided through voluntary labour should be limited to affordable levels consistent with grant income received.

4 year budget proposal for 2020/21 to 2023/24:

A paper proposing a 4year budget for 2020 till 2024 and a precept proposal for 2020/21 had been publicised with the agenda. This forecast indicated that council's current expenditure commitments which include an allowance of £1000 p.a parish caretaker expenditure cannot be met without precept increases limited to inflation increases and provision for lost grant revenue.

Precept increases were needed to breakeven on new and existing expenditure commitments. The reserving requirement for OWL Play Area, OWL Green and Latin Field increases from c£29k in 20/21 to c£43k in 23/24. This increased reserving commitment also contributes to the required precept increases.

To compensate for these increases, the Special Projects and Grant budgets for 2020/21 onwards had both been reduced to £1000.

As a result, the precept needed to increase from £29088 in 19/20 to £32479 in 20/21, £32377 in 21/22, £32714 in 22/23 and £33551 in 23/24. An increase of 11.7% in 20/21.

Following consideration, Council instructed the clerk to produce a revised proposal for consideration at the January meeting that:

(1) increased the budget for grants (the ability to continue awarding grants at previously budgeted levels was considered important); and

(2) spread the effect on the precept over the next 2 years.

Parish Community Grant Application:

A grant application from St Marys Parish News had been published with the agenda.

Following consideration, Council agreed by a show of hands to award the grant of £329.99.

[Cllr White left the room and did not participate in the debate on this matter.]

12/7 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:-

(12/3) Broadband Voucher Schemes information

Action taken: publicised via Parish News and parish contacts.

KALC items:-

(12/5) KALC Community Awards Scheme 2020

Decision taken: Council adopted the scheme and the clerk was asked to publicise through the normal channels asking for nominations,

(12/6) KALC CEO Bulletin - Issue 2 - November 2019

Action taken: forwarded to Parish Councillors

(12/7) KALC News (November 2019)

Action taken: forwarded to Parish Councillors

KALC Ashford Area Committee items:-

(12/8) KALC Ashford Area Committee meeting 20th November - Agenda

Action taken: forwarded to Cllr Lulham

(12/9) KALC Ashford Area Committee meeting 20th November – Minutes

Action taken: forwarded to Cllr Lulham

KCC items:-

(12/10) Emergency Road Closure - Lower Lees Road, Chilham - 1 November 2019 (Ashford)

Action taken: forwarded to Parish Contacts

(12/11) Kent Minerals and Waste Local Plan 2013-30

Decided not to respond.

(12/12) A252 Safer Roads Fund update

Action taken: forwarded to Parish Councillors

Action taken: requested indication of likely timescales (the clerk was asked to follow this up)

(12/13) Off-peak Closures – Mulberry Hill, Chilham, Ashford – 16-18 December 2019

Action taken: forwarded to Parish Contacts

Other items:-

(12/15) Southeastern Stakeholder Survey

Cllr Lester-Davis agreed to respond.

Late items:-

(12/16) Flood Warden

Decision taken: Council agreed to accept the offer from Mr Vogel to assist with a flood plan for the parish and combine this with the o/s action on an emergency plan.

12/9 Strategic Plan Priorities

Allocation of s106 monies:

The clerk reported that approval for signing contracts for parish council schemes had been requested but that ABC had responded with some comments for consideration.

It was agreed that:-

- 1) the clerk should arrange for the resurfacing of the wetpour at OWL play area to be carried out in the Spring;*
- 2) Cllr Spencer-Tanner should follow up the comments from ABC regarding the adult gym equipment with the supplier.*

Conservation Area Management Plan:

A paper had been published with the agenda providing an update on progress made setting up the public consultations on the Chilham CAMP and its sister document for the rest of the parish and requesting arranging a bespoke planning training event for councillors.

Council accepted this update and:-

- 1) instructed Cllrs Lulham and Lester-Davis with support from the clerk to work with ABC to set up the Public Consultation Meeting and residents walkabout;*
- 2) asked the clerk to report back on the bespoke planning training when the availability of a planning consultant is known.*

12/10 Borough Councillor

Cllr C Dehnel was not present to give his report but had provided the clerk with a report which had been publicised with the agenda and forwarded to parish councillors.

12/11 Parish Matters

Parish Community Litter Picking Scheme:

A paper had been publicised with the agenda proposing that a community litter pick scheme is set up in the parish.

Following consideration, Council:-

- 1) agreed in principle to a community litter pick scheme in the parish and to advertise it through the usual contact channels to obtain details of willing volunteers;*
- 2) agreed that if sufficient volunteers are forthcoming by the end of January, then a request is made to ABC to provide hi-vis jackets and pickers on the understanding that CPC would need to purchase picking sticks and jackets to make up any shortfall.*

The meeting closed at 8:59pm.

12/12 Dates of next meeting

Thursday 2nd January 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*.