
CHILHAM PARISH COUNCIL

Minutes (for approval) of the Meeting held at Old Wives Lees Village Hall on 6th June, 2019 at 730pm

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

Apologies: None

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

Prior to the meeting Cllr Lulham paid tribute to the exceptional contribution Borough Councillor Stephen Dehnel had made to the parish during his time as Ward Member before his sad death on 24th May and this was unanimously supported by councillors. There was a short period of silence in his remembrance.

6/1 Apologies

None.

6/2 Minutes of the meeting held on 9th May 2019

The minutes were signed as a true record.

6/3 Matters arising from the Minutes

(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 future meeting.

(5/8) 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.

(5/8) 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.

(5/8) 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.

(5/8) 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 and Clague have advised that the 2 documents would be ready for review by 17th April.

Update: Clague have provided an updated CAMP for the Chilham conservation area and this has been distributed to councillors. The sister document for the rest of the parish has not yet been received.

(5/13) 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.

(5/14) Parish Question Time 2019:

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 instructed the clerk to:- 1) analyse by village, collate comments and forward to cllrs; 2) produce a revised Strategic Plan for consideration at the June meeting.

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

(5/14) Allocation of s106 monies:

Summary of previous minutes: 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

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sign the funding agreement on behalf of the parish council having obtained approval from the chair and vice-chair and agreed to an early release of funds to the Recreation Ground in respect of its Container scheme.

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) 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.

(5/16) Trees in the Village Competition:

Summary of previous minutes: A paper had been published with the agenda with a proposal for an approach to be taken. Council accepted the proposals in the paper and instructed Cllr White to agree a costed proposal with the parish tree warden and bring this to the June meeting for consideration.

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

6/4 Declarations of Interest

None.

6/5 Planning

Decisions Received from Ashford Borough Council:

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 to allow for an additional twin unit caravan.

PERMIT

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

PROPOSED USE/DEVELOPMENT WOULD BE LAWFUL

19/00515/AS - Cicada, Selling Road, Old Wives Lees - Conversion of garage to living accommodation and construction of rear bi-folding doors.

PERMIT

19/00676/AS - Glebe Farmhouse, Bowerland Lane, Old Wives Lees - Prior notification of proposed agricultural development to provide new access

PRIOR APPROVAL NOT REQUIRED

Applications Considered:

19/00626/AS - Chequers Farm, Denne Manor Lane, Shottenden - Proposed replacement horse stables with garden room/ store, side workshop extension and replacement cesspit with sewer treatment plant.

NO OBJECTION subject to a planning condition being imposed restricting use of store to that specified in application.

19/00660/AS - Windermere, Pilgrims Lane, Chilham - Single storey rear extension; alterations to conservatory to form bedroom Glazed link across rear of property.

NO OBJECTION

19/00676/AS - Glebe Orchard, Bowerland Lane, Old Wives Lees - Prior notification of proposed agricultural development to provide new access

No comment required

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

NO OBJECTION subject to a planning condition being imposed restricting use of outbuilding to that specified in application.

6/6 Finance

Payments:

The following payments were approved:-

From General Fund:

| | | | |
|------|------------------|--------------|--------|
| 2420 | G Dear | May salary | 566.28 |
| 2421 | G Dear | May expenses | 96.63 |
| 2422 | Victory Cleaning | THT Cleaning | 419.66 |
| 2423 | Wealden Wheels | Subscription | 250.00 |

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|------|------------------------------|-------------------|--------|
| 2424 | Y White | Planters | 45.11 |
| 2425 | Soc. of Local Council Clerks | Subscription | 122.00 |
| 2426 | Open Spaces Society | Subscription | 45.00 |
| 2427 | AR Groombridge | OWL grass cutting | 391.20 |
| 2428 | AR Groombridge | OWL grass cutting | 391.20 |

From Ringfenced funds:

| | | | |
|------|------------------|------------------------|----------|
| 2419 | R S French | s106 Open Space Scheme | 3,792.00 |
| 2429 | OWL Village Hall | Parish Community Grant | 1,000.00 |

Total Payments 7,119.08

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

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) Important information related to a new strategy consultation and welcoming a new officer
Cllr Lester-Davis was asked to respond on behalf of the parish council.

(6/2) Council's Market Stalls event - 6th June from 3pm
Action taken: forwarded to parish councillors

(6/4) Councillor Stephen Heywood Dehnel MBE
Action taken: forwarded to Parish Contacts

*Cllr White agreed to represent the parish council at the funeral.
The clerk was asked to send a letter on behalf of Council based upon a draft provided by Cllr Lulham.
Following consideration, Council agreed to donate an equal amount to each of the charities nominated by the family in recognition of the outstanding contribution made by Cllr Dehnel in the parish during his term as ward member for the parish. The decision on the amount to be donated has been deferred until the July meeting.*

KALC items:-

(6/5) KCC Highways and Transportation message to Parish and Town Councils about Working better Together
Action taken: there is an agenda item to consider this matter.

(6/6) Dynamic Councillor Events
Action taken: forwarded to parish councillors

(6/9) KALC Communication and Social Media Event - 22nd June 2019
Cllr Martin agreed to notify the clerk if she was able to attend.

(6/11) Environment Agency Consultation - Draft National Flood and Coastal Erosion Risk Management Strategy for England - deadline 4 July
Decided not to respond.

(6/13) Councillors Conference - Thursday 18th July 2019
Decided not to respond.

KALC Ashford Area Committee items:-

(6/14) KALC Ashford Area Committee meeting 28th May - Agenda/Joint Parishes Planning Committee minutes
Action taken: forwarded to Cllr Lulham

KCC items:-

(6/15) Ashford District Parish Councils - Vegetation Information Letter - May 2019
Action taken: forwarded to Parish Contacts

(6/16) A252 Safer Roads Fund
Action taken: forwarded to parish councillors

(6/18) Kent Household Waste Recycling Centre Consultation
Action taken: posters displayed on noticeboards

(6/19) Kent Mineral Sites Plan and Early Partial Review of the KMWLP: Submission Notification
Decided not to respond.

Other items:-

(6/20) Meeting with PCSO
The clerk was asked to respond welcoming a 3 monthly meeting with the PCSO.

(6/21) VE DAY 75 - 8TH MAY 2020

Council agreed to participate in this commemoration and the clerk was asked to spread the word among parish contacts.

(6/22) New conservation project in Kent

The clerk was asked to forward to Chilham Primary School.

(6/24) Invitation to Artwork and walk in King's Wood

Action taken: forwarded to parish contacts

6/8 Strategic Plan Priorities

Community Engagement:

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.

Following consideration, Council accepted the findings in the paper and approved the proposed Strategic Plan to 2023.

The clerk was instructed to arrange distribution to all households in the parish with a covering letter from the chair.

Allocation of s106 monies:

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.

Following consideration, 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.*

Road Safety:

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.

Following consideration, 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.

[Cllr Lester-Davis left the meeting at 8:28pm]

Promoting Tourism in the parish:

A paper had been published with the agenda explaining the current status of a project to review signage in the parish.

Following consideration, 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.*

Communication with parishioners:

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

Following consideration, 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.

6/9 Borough Councillor

The parish is currently without a ward member.

6/10 Parish Matters

Trees in the Village Competition:

A paper had been published with the agenda with a costed proposal for an approach to be taken.

Following consideration, 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.

The meeting closed at 8:53pm.

6/11 Date of next meeting

Thursday 4th 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*.