
CHILHAM PARISH COUNCIL

Minutes (for approval) of the Meeting held at Chilham Village Hall on 7th March, 2019 at 730pm

Present: Cllrs Glancy, Lester-Davis (Chairman), Linter, Marriott and White

Apologies: Cllrs Hansen, Heasman, Lulham and Schofield

In Attendance: Mr G Dear (Clerk), Boro Cllr Dehnel, no members of the public

3/1 Apologies

Cllr Hansen had advised the clerk that he could not attend due to illness.

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

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

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

These apologies were approved.

3/2 Minutes of the meeting held on 7th February 2019

The minutes were signed as a true record.

3/3 Matters arising from the Minutes

(2/3) 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.

(2/3) 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.

(2/3) 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.

(2/3) 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.

(2/7) Great British Spring Clean!

Update: The clerk had publicised via normal channels to assess local interest. There is an agenda item to consider this matter.

(2/7) South & South East in Bloom

Update: The clerk had publicised via normal channels to assess local interest. There is an agenda item to consider this matter.

(2/7) "You Can't Pour from an Empty Teapot" - well being sessions AND "Skills for Volunteers" course in January 2019...& Men in Sheds on the way!

Update: The clerk had publicised via normal channels.

(2/7) Call for volunteers in Chilham

Update: The clerk had publicised via normal channels.

(2/8) Village Confines Consultation:

Update: The clerk had advised ABC that Council had accepted the proposed confines.

(2/8) Draft CAMP:

Summary of previous minutes: Council agreed the following plan:- 1) Meeting with Clague and ABC to agree what needs to be done to maximise the relevance of the work done so far to the planning process; 2) Formal parish consultation meeting involving representatives from Clague and ABC to collect feedback from parishioners; 3) Meeting with ABC to review outcome of consultation and agree course of action to produce final documents for approval; 4) Council approves final documents and submits to ABC for endorsement.

As a result, Council:- 1) accepted that Parish Question Time 2019 is not the preferred approach to consult on the

CHILHAM PARISH COUNCIL

draft CAMP; 2) instructed the clerk to arrange the meeting between Clague and ABC.

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

(2/8) Parish Question Time 2019:

Summary of previous minutes: Council agreed that Council changes the focus of PQT2019 to obtain parishioners views on :- 1) parish council performance over the last 4 year term; 2) parish council objectives for the next 4 years. Cllrs were asked to submit suggested consultation topics to the clerk by Friday 15th February so that a draft questionnaire could be considered at the March meeting.

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

(2/10) Annual Parish Meeting on 18th April:

Update: The clerk had publicised via normal channels.

3/4 Declarations of Interest

None.

3/5 Planning

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.

REFUSE

19/00003/AS - 3 Lower Road, Stone Stile Road, Shottenden - Proposed Front Porch and access steps.

PERMIT

Notification of informal appeal hearing received from Ashford Borough Council:

18/00120/AS - 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.

10.00am on 02 April 2019 at Aldington Eco Centre, Goldwell Lane, Aldington, Kent, TN25 7DX.

Applications Considered:

None

3/6 Finance

Payments:

The following payments were approved:-

From General Fund:

2389	G Dear	February salary	552.46
2390	G Dear	February expenses	141.48
2391	Victory Cleaning	THT Cleaning	413.74
2393	CPRE	Subscription	36.00
2394	Seiretto	Web hosting	178.80

From Ringfenced funds:

2392	Playdale	OWL play area repairs	1,014.49
------	----------	-----------------------	----------

Total Payments 2,336.97

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

None.

Budget Report for 2018/19:

A paper including projected performance against budget for 2018/19 had been publicised with the agenda. The projection was based upon actual income and expenditure from the accounts as at 7th February and indicated a surplus of £1448 after making allowances for planned future expenditure.

Following consideration, Council accepted this report accepts 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. It was noted that in addition to the projected surplus of £1448, the current balance of the Parish Community Grant Fund is £730 and that there are no unclaimed grants to be paid.

Parish Community Grant Application – Old Wives Lees Village Hall:

A grant application had been published with the agenda.

Following consideration, Council approved a grant of £1000.

Parish Community Grant Application – Chilham Chill:

A grant application had been published with the agenda.

Following consideration, Council approved a grant of £1000.

3/7 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:-

(3/1) The Mayor's Celebration Dinner & Dance - Saturday 11th May 2019

Decided not to respond.

(3/2) Election candidates briefing

Action taken: forwarded to parish councillors

(3/5) Parish Council Elections 2 May 2019

Action taken: forwarded to parish councillors

(3/6) Adoption of Ashford Local Plan 2030

Action taken: forwarded to parish councillors

KALC items:-

(3/8) Resilience and Emergency Planning

Action taken: forwarded to Cllrs Lulham and Glancy

(3/11) Newquay Town Council National Parking Enforcement Survey.

Decided not to respond.

(3/13) KALC Annual Planning Conference for 2019

Decided not to respond.

(3/14) Kent Resilience Forum (KRF) Parish Pack – Preparing for Emergencies in Kent

Action taken: forwarded to Cllrs Lulham and Glancy

(3/15) KALC News (February 2019)

Action taken: forwarded to parish councillors

KALC Ashford Area Committee items:-

None.

KCC items:-

(3/17) REMINDER: SoWN - 11-02-19 - A252 Canterbury Road, Chilham, Ashford – Renewal

Action taken: forwarded to parish contacts

(3/18) Ashford Road, Chilham - 12th February 2019 - 40mph Temporary Speed Reduction

Action taken: forwarded to parish contacts

Other items:-

(3/22) Storm Erik

Action taken: forwarded to parish contacts

(3/23) Join Keep Britain Tidy's Great British Spring Clean

There is an agenda item to consider this matter.

(3/24) Ashford Volunteer Centre - volunteer/connector roles

Action taken: forwarded to parish contacts

(3/27) CPRE - Ashford AGM

Decided not to respond.

(3/28) Upcoming Factual Paranormal Series

Action taken: forwarded to parish contacts

(3/29) PCSO Meet and Greet Session and Action Plan Meeting Thursday 28th March 2019

Decided not to respond.

(3/30) Kent Men of The Trees – Trees in the Village Competition 2019

The clerk was asked to forward to the Parish Tree Warden with a request to enter again this year.

3/8 Strategic Plan Priorities

Community Engagement:

A paper proposing a leaflet for Parish Question Time 2019 had been publicised with the agenda.

Following consideration, 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;

Draft CAMP:

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.

Allocation of s106 monies:

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

3/9 Borough Councillor

Cllr Dehnel gave his report covering the following matters:-

- 1) s106 funding agreement now escalated to the Leader and heads of department;
- 2) Hawkins Rough ongoing enforcement activity;
- 3) Station Car Park ongoing enforcement activity;
- 4) Plans for the Ashford Cultural Centre;
- 5) Ashford Volunteer Centre;
- 6) Victoria Park development using £3m grant;
- 7) Shakespeare Globe and Chilham Chase at Chilham Castle.

3/10 Parish Matters

Community Clean Up – 23rd March:

A paper reporting the interest in the community clean up received from parishioners had been published with the agenda.

Following consideration, 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.

Parishes in Bloom Competition:

A paper reporting the interest in this competition received from parishioners had been published with the agenda.

Following consideration, Council asked the clerk to publicise again asking for co-ordinators.

Commonwealth Flag Day – 11th March:

A paper setting out the arrangements made to raise a flag on the front lawn of Chilham Castle had been published with the agenda.

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

Parish Council Elections – 2nd May:

A paper setting out the information received including the arrangements for the elections in May had been published with the agenda.

Following consideration, Council asked the clerk to publicise the elections using the usual channels.

The meeting closed at 8:52pm.

3/11 Date of next meeting

Thursday 4th April 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*.