
CHILHAM PARISH COUNCIL

Minutes (for approval) of the Meeting held at Chilham Village Hall on 9th May, 2019 at 730pm

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

Apologies: Cllr Martin, Boro Cllr Dehnel

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

5/1 Apologies

Cllr Martin had advised the clerk that she could not attend due to business commitments.
Boro Cllr Dehnel had advised the clerk that he could not attend due to a prior commitment.
These apologies were approved.

5/2 Election of Chairman

Cllr Lulham was elected unopposed.

5/3 Election of Vice-chairman

Cllr Lester-Davis was elected unopposed.

5/4 Co-option to fill vacancies

A paper proposing options for consideration by council had been published with the agenda.
Following consideration, Council decided to co-opt Yve White and Steve Linter as members of the parish council.

5/5 Election of Committees and Representatives

A paper proposing options for consideration by council had been published with the agenda including a list of current committees, teams and representatives.

Council accepted the proposal and Appendix A provides the agreed list of teams and representatives.

5/6 Closure of Annual General Meeting

The annual general meeting closed at 7:44pm.

5/7 Minutes of the meeting held on 4th April 2019

The minutes were signed as a true record.

5/8 Matters arising from the Minutes

(4/3) 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: To be considered at a future meeting.

(4/3) 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.

(4/3) 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.

(4/3) 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.

(4/3) 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 advised that the 2 documents would be ready for review by 17th April.

Update: Clague have advised that the 2 documents would not be ready for review until 9th May.

(4/7) ACR Kent Membership Renewal

Summary of previous minutes: Decided to renew.

Update: A cheque payment has been raised for approval.

(4/7) Kmott Invoice for 2019

Summary of previous minutes: Decided to renew membership.

Update: A cheque payment has been raised for approval.

(4/7) Has Your Village Lost Its Pub?

Summary of previous minutes: 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.

Update: The clerk had forwarded as instructed.

(4/8) 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 sign the funding agreement on behalf of the parish council having obtained approval from the chair and vice-chair.

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

(4/10) Trees in the Village Competition:

Summary of previous minutes: A paper setting out suggestions made by the parish tree warden with regard to this year's entry had been published with the agenda. Council asked Cllr White to meet the parish tree warden and bring a paper to a future meeting setting out a proposed approach.

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

5/9 Declarations of Interest

None.

5/10 Planning

Decisions Received from Ashford Borough Council:

18/00993/AS - Chilham Sports Centre, Branch Road, Chilham - Variation of Condition 10 of planning permission reference 18/00298/AS to allow the use of the MUGA to be used within the hours of 8am and 10pm Monday to Sunday including bank holidays

PERMIT

18/01569/AS - Land SE of Plum Trees, Bowerland Lane, Old Wives Lees - Outline application for the construction of two detached dwellings with associated access

PERMIT

18/01587/AS - North Court Farm, Lower Lees Road, Old Wives Lees - Demolition of some existing farm buildings and the erection of 4 new dwellings, change of use and conversion of redundant agricultural building to form 4 dwellings, conversion of 3 historic buildings to provide 2 dwellings and annex accommodation and associated garages, access road, gardens and parking.

WITHDRAWN BY APPLICANT

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

GRANT CONSENT

Notices of Appeal Hearings 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.

Applications Considered:

19/00332/AS - Chilham St Marys Church of England Primary School, School Hill, Chilham - Replacement main entrance door and frame

NO OBJECTION

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

COMMENT as follows:-

1) Chilham Parish Council did not object in principle when this site was include in the local plan and is disappointed it was not consulted by the developer pre application. The quality of the scheme falls below what council would expect and it would like to work with the developer to address this matter and the other concerns it has regarding the proposed development.

2) Not enough has been proposed to address highway safety issues concerning access to and from the site with

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Branch Road and the cursory response from Kent Highways is disappointing.

3) Not enough has been proposed to ensure safe passage of children and pedestrians using Branch Road in the vicinity of the site.

4) The Design Statement is not in character with this part of the village of Chilham and the conservation area in which it is sited.

5) The density of housing is excessive.

6) The possibility of using s106 monies to address highway and pedestrian safety issues on Branch Road which would be materially impacted by this development should be considered.

19/00515/AS - Cicada, Selling Road, Old Wives Lees - Conversion of garage to living accommodation.

NO OBJECTION

5/11 Finance

Payments:

The following payments were approved:-

From General Fund:

2409	G Dear	April salary	566.28
2410	G Dear	April expenses	99.87
2411	Victory Cleaning	THT Cleaning	419.66
2412	A R Groombridge	OWL grass cutting	308.40
2413	AE Maclaren	APM refreshments	59.38
2415	MG3 Environmental	THT Asbestos Management	108.00
2416	Kent Men of the Trees	Subscription	25.00
2417	ACR Kent	Subscription	75.00
2418	Came & Company	Insurance	888.62

From Ringfenced funds:

2408	D Todd	OWL Green maintenance	270.00
2414	Hart Lee Tree Surgery	OWL Green grounds maintenance	468.00

Total Payments 7734.79

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

None.

Precept for 2019/20:

It was noted that at the December 2018 meeting, Council had approved an annual precept for 2019/20 of £29088. A decrease of £7795 compared with 2018/19 due in the main to one-off expenditure of £7500 in 2018/19 updating the Parish Design Statement. With the Tax Base for the parish of Chilham reducing from £753.74 to £751.17, the effect on the Band D precept charge is a decrease of £10.21 from £48.93 to £38.72.

Accounts for 2018/19:

A report from the clerk including the final accounts had been published with the agenda and were formally approved.

Direct Debit Instructions:

A report from the clerk setting out existing direct debit instructions had been published with the agenda.

Following consideration, Council confirmed its approval of these direct debits.

Parish Council Insurance:

A report from the clerk setting out the renewal invitation for the long term agreement with Inspire/AXA had been published with the agenda and a cheque payment raised for approval.

Following consideration, Council accepted the renewal invitation from Inspire/AXA.

Parish Community Grant Application:

A paper from the clerk setting out a request from the St Marys PCC for a parish community grant of £1000 towards churchyard maintenance had been published with the agenda.

Following consideration, Council approved this grant.

5/11 Annual Review of Risk Assessments

A report from the clerk setting out a review of current risk assessments had been published with the agenda.

Following consideration, Council approved these risk assessments.

5/12 Audit Return for 2018/19

Annual Governance Statement (Section 1):

A report of a governance review carried out by the chair and the clerk had been published with the agenda.

After consideration, Council:-

1) accepted this report and concluded that the annual governance review had been conducted according to its

Governance Review Policy (CPC/FIN01) and that this review confirmed there was a sound system of internal control.

2) approved the Annual Governance Statement in its Audit Return for 2018/19 agreeing statements 1 to 8, recognising that statement 9 is Not Applicable.

Accounting Statements (section 2):

The accounting statements based upon the finalised accounts had been published with the agenda and were approved by Council.

5/13 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:-

(5/1) Invitation from the Mayor of Ashford - Bird Song Adventure: Nightingales Around Ashford - Sunday 19th May 2019

Decided not to respond

(5/2) Letter to Parish Councils – Knife Crime

Action taken: forwarded to parish councillors

(5/3) Code of Conduct Training

Decided not to respond

KALC items:-

(5/4) Subscription to KALC & NALC for 2019/2020

Decided to renew

(5/5) Kent Police - Rural Matters magazine and Rural Liaison Team report

Action taken: forwarded to parish councillors

(5/6) New March 2019 Governance and Accountability for Smaller Authorities in England 2019

Action Required: Financial Regulations to be updated by clerk.

(5/11) Upcoming KALC Events

Decided not to respond

(5/12) KALC News (April 2019)

Action taken: forwarded to parish councillors

KALC Ashford Area Committee items:-

(5/15) KALC Ashford Area Committee meeting 27th March - Minutes/Joint Parishes Planning Committee meeting 11th April – Agenda

Action taken: forwarded to Cllr Lulham

KCC items:-

(5/16) A252 Safer Roads Fund

Action taken: advised that Cllr Lulham would be representing the parish council at the meeting on 13May

Other items:-

(5/19) You are cordially invited to the Catha's Seat Picnic - 4th May

Action taken: forwarded to parish contacts

(5/20) Open Spaces Society Membership Renewal

Decided to renew

(5/26) Anti Social Behaviour - Playing Field - Green Lane

Action taken: a report of the action taken to address this matter and escalate to higher authorities had been distributed to parish councillors.

5/14 Strategic Plan Priorities

Parish Question Time 2019:

A report had been publicised with the agenda providing a summary of responses from the questionnaires.

Following consideration, 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

Allocation of s106 monies:

The clerk explained that the funding agreement was in the final stage of approval.

Council agreed to an early release of funds to the Recreation Ground in respect of its Container scheme.

5/15 Borough Councillor

Cllr Dehnel was not present to give his report.

5/16 Parish Matters

Asset Register:

A report listing the councils assets had been published with the agenda with a proposal for an annual inspection.

Following consideration, 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.*

Trees in the Village Competition:

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

Following consideration, Council accepted the proposals in the paper, ie:-

- 1) to purchase a replacement ornamental tree for The Green;*
- 2) to purchase the nesting boxes and their placement and consult with OWL VH committee as this work will be at the edge of the carpark/Green;*
- 3) to undertake annual maintenance of The Mount subject to agreement with the a representative of the landowner and the parish tree warden, including timing and access with volunteers, so that this area can be used in future for community events following the success of the WW1 Beacon of Light commemoration.*

Council instructed Cllr White to agree a costed proposal with the parish tree warden and bring this to the June meeting for consideration.

The meeting closed at 9:10pm.

5/17 Date of next meeting

Thursday 6th June 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*.

CHILHAM PARISH COUNCIL

APPENDIX A

CHILHAM PARISH COUNCIL							
2019/2020							
Chairman	P Lulham						
Vice Chairman	N Lester-Davis						
Clerk	G Dear						
Finance Officer	G Dear						
COMMITTEES	None						
WORKING GROUPS							
Xmas Tree	<i>D Kennett</i>	<i>M Froggett</i>	<i>T Sims</i>	<i>G Glover</i>	<i>R Marsh</i>	<i>D Burch</i>	<i>G Burch</i>
	<i>D Parsons</i>	<i>P Froggett</i>	<i>T Vallis</i>	<i>A Greenwood</i>	<i>K Marsh Law</i>	<i>A Marsh Law</i>	<i>P Lulham</i>
	-to plan organise and provide a xmas tree in the Square						
	<i>TO BE CONFIRMED</i>						
Toilet Refurbishment	G Schofield	Y White					
	-to conduct a bi-annual maintenance review of the public toilets in Taylors Hill car park in May and November each year						
REPRESENTATIVES							
Village organisations:	-represent the council at committee meetings and report back at council meetings						
CFDB	P Lulham (also corporate member), N Lester-Davis, R Spencer-Tanner						
Chilham Village Hall	P Lulham	Y White					
OWL Village Hall	G Schofield						
CPRGT	P Lulham						
CTRG	P Lulham	Y White	N Lester-Davis				
Nursing Association	<i>D Kennett</i>	<i>TO BE CONFIRMED</i>					
Combined Charities	<i>D Kennett</i>	<i>TO BE CONFIRMED</i>					
Chilham United Charities	<i>A Perrett</i>	<i>TO BE CONFIRMED</i>					
Non-village organisations:	-represent the council at regular forums and report back at council meetings						
KALC Ashford Area Committee	P Lulham	clerk to circulate agendas and minutes to all councillors					
Perrywood Steering Group	<i>A Perrett</i>	<i>TO BE CONFIRMED</i>					
Other:							
PROW	<i>A Perrett</i>	<i>TO BE CONFIRMED</i>					
	-keep abreast of PROW issues affecting the parish and attend council meetings where necessary to provide updates / raise issues						
Tree Wardens	<i>P Vogel</i>						
AUDITORS							
Internal Auditor	<i>David Buckett - 01795 890240 - d.buckett@homecall.co.uk</i>						
External Auditor	Littlejohn LLP						
May 2019							