
CHILHAM PARISH COUNCIL

Minutes (for approval) of the Meeting held at Chilham Village Hall on 2nd January, 2020 at 730pm

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

Apologies: Cllrs Marriott and Martin, Boro Cllr Charles Dehnel

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

1/1 Apologies

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

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

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

1/2 Minutes of the meeting held on 5th December 2019

The minutes were signed as a true record.

1/3 Matters arising from the Minutes

(12/3) 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.

(12/3) 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.

(12/3) 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.

(12/3) 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.

(12/3) 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.

(12/3) 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.

(12/3) 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.

(12/3) 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.

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(12/3) 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.

(12/3) 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.

(12/3) 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.

(12/6) 4 year budget proposal for 2020/21 to 2023/24:

Summary of previous minutes: 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. 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. 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.

(12/7) KALC Community Awards Scheme 2020

Action taken: The clerk had publicised through the normal channels asking for nominations.

(12/8) Allocation of s106 monies:

Summary of previous minutes: Council 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.

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

(12/9) Conservation Area Management Plan:

Summary of previous minutes: 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.

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

(12/11) Parish Community Litter Picking Scheme:

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

Update: There will be an agenda item to consider this matter the February meeting.

1/4 Declarations of Interest

None.

1/5 Planning

Decisions Received from Ashford Borough Council:

19/01342/AS - Land SE of Plum Trees, Bowerland Lane, Old Wives Lees - Reserved matters application for details of layout, scale, landscaping and appearance for the erection of two detached dwellings with associated

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access pursuant to outline planning permission granted under 18/01569 /AS
REFUSE

19/01427/AS - Land rear of Castle View, Lower Lees Road, Old Wives Lees - Outline application for the Erection of 4 No. Dwellings with Associated Landscaping and Parking, with some matters reserved
REFUSE

19/01446/AS - Terra Nova, Pilgrims Lane, Chilham - Demolition of existing garage and erection of bungalow within the grounds of Terra Nova, with associated access and provision of 2 additional parking spaces
REFUSE

19/01469/AS - Well Cottage, Taylors Hill, Chilham - Repair roof, install 3 No. new conservation rooflights to southern roofslope; install new cupola.
PERMIT

19/01515/AS - Norwinds, Selling Road, Old Wives Lees - Demolition of existing Garage. Proposed new replacement garage with added garden room/home office to rear.
PERMIT

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

19/01572/AS - Shrimpton House, Selling Road, Old Wives Lees - Replacement detached garage; single storey rear extension; new flue; rooflight to rear elevation
PERMIT

Applications Considered:

19/01599/AS - Old White Hill Cottage, Canterbury Road, Chilham - Repair and restoration of two dormers to rear elevation and new casements and spliced repair to two sections of wall plate underneath dormer; replacement roof tiles
NO OBJECTION

19/01663/AS - 3 Goldups Lane, Shottenden - Single storey rear extension; first floor rear access door
NO OBJECTION

19/01738/AS - Avalon, Soleshill Road, Chilham - Proposed single storey rear extension, link first floor extension, internal and changes to external facing materials
NO OBJECTION

1/6 Finance

Payments:

The following payments were approved:-

From General Fund:

2488	G Dear	December salary	566.08
2489	G Dear	December expenses	65.52
2490	Victory Cleaning	THT Cleaning	405.26
2491	HMRC	PAYE payment	406.00
2492	G Dear	Bench maintenance	50.99
2493	G Dear	Domain renewal	213.60

From Ringfenced funds:

2486	Sovereign Sports Ltd	s106 payment	34929.60
2487	Sovereign Sports Ltd	s106 payment	30.00
2494	Sovereign Sports Ltd	s106 payment	2188.80

Total Payments 36855.85

Note1: Cheque payments 2486 and 2487 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

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 proposal was based upon meeting council's current expenditure commitments including an allowance of £1000 p.a parish caretaker expenditure, an annual provision of £3000 for grants cannot with the effect on the precept spread over the next 2 years. As a result, the precept increases from £29088 in 19/20 to £31891 in 20/21, £34335 in 21/22, £34714 in 22/23 and £35551 in 23/24. An increase of 9.6% in 20/21, 7.7% in

21/22, 1.1% in 22/23 and 2.4% in 23/24.

Following consideration, Council accepted this budget and precept proposal and instructed the clerk to submit the Parish Precept and Grant Claim Form to ABC on this basis.

Contract Renewal:

A paper listing parish contracts and renewal dates had been publicised with the agenda. None were due for renewal.

Council considered the performance of the current contract holders and confirmed its satisfaction with the performance of these contracts and that no changes are required to contract terms.

The clerk was asked to accept the 4th year extension option for the OWL grass cutting and grounds maintenance contracts and start next year's contract renewal process in October as all contracts would be due for renewal.

1/7 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.

Cllr Lester-Davis proposed that in future:

- 1) all invitations which did not involve formally representing the parish council should be forwarded to councillors so they could inform the clerk if they wished to attend.
 - 2) all newsletters or 'for information' type emails should be forwarded to councillors
- Council accepted this proposal and instructed the clerk act accordingly.

ABC items:-

(1/2) Invite: The Mayor of Ashford's Charity Winter Ball: Saturday 1st February 2020

Decided not to respond.

(1/3) VE Day 75, Ringing our for Peace

It was noted that this information had already been circulated.

KALC items:-

(1/9) KALC News (December 2019)

Action taken: forwarded to Parish Councillors

KALC Ashford Area Committee items:-

(1/10) Highways seminar 13th November 2019 – presentations

Action taken: forwarded to Parish Councillors

KCC items:-

(1/11) Proposed diversion of part of public footpath AE5 at Chilham

Action taken: forwarded to Parish Councillors

Decided not to raise any objection and respond positively to the 4 specific questions.

(1/12) KCC Community Transport Grant Scheme 2019-20

Decided not to respond.

(1/13) Urgent Road Closure - Shottenden Road, Molash – 16th December 2019 (Ashford)

Action taken: forwarded to Parish Contacts

(1/14) KCC Flood Response Emergency Plan

Action taken: forwarded to Cllr Lulham

Other items:-

(1/17) Engineering works at Ashford Station this Christmas

Action taken: forwarded to Parish Contacts

(1/19) New Southeastern timetable next week

Action taken: forwarded to Parish Contacts

(1/20) South East Water: Vulnerable Customer research

The clerk was asked to forward to Cllr Schofield.

(1/21) RSP Manston Airport - Draft Design Principles for Comments

Decided not to respond.

Late Correspondence:-

(1/22) Nuisance Behaviour in Old Wives Lees

Action taken: the clerk had contacted PCSO and Community Warden requesting an open meeting and was awaiting potential dates

Decision taken: the clerk was asked to publicise the matter in Parish News and re-emphasise the need for parishioners use 101 to report this type of incident.

1/9 Strategic Plan Priorities

Allocation of s106 monies:

The clerk reported that the comments received from ABC re parish council schemes were being followed up with the selected contractors.

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. This update also included a summary of the key decisions made during the project and a budget update.

Council accepted this update and requested a further update following the Public Consultation Meeting.

1/10 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.

1/11 Parish Matters

Commonwealth Flag Day – 9th March:

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

Following consideration, Council instructed the clerk to make similar arrangements for this year's flag raising ceremony and any further action that may need to be taken including publicising the event in Parish News.

The meeting closed at 8:10pm.

1/12 Dates of next meeting

Thursday 6th February 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*.