

CHILHAM PARISH COUNCIL

Minutes (for approval) of the Virtual Meeting including AGM held on 4th June, 2020 at 7pm

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

Apologies: None

In Attendance: Mr G Dear (Clerk), Cllr Charles Dehnel, 3 members of the public

6/1 Apologies

None.

6/2 Election of Chairman

Cllr Lulham did not seek re-election.

Cllr Spencer-Tanner was proposed by Cllr Marriott and seconded by Cllr Martin.

Cllr Lester-Davis was proposed by Cllr Lulham and seconded by Cllr White.

Cllr Spencer Tanner was elected by majority vote.

6/3 Election of Vice-chairman

Cllr Martin was elected un-opposed.

6/4 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.

Councillors were asked to review the current list and submit proposed amendments for consideration at the next meeting.

6/5 Closure of Annual General Meeting

The annual general meeting closed at 7:10pm.

6/6 Minutes of the meeting held on 5th March 2020

The minutes (including the corrections described below) were signed as a true record.

Two factual inaccuracies had been corrected prior to the meeting regarding a declaration of interest by Cllr Spencer-Tanner to correct an error in the planning application reference (ie 20/00137/AS), and to add that Cllr Spencer-Tanner made a statement regarding this application then left the meeting and did not contribute to the debate.

6/7 Minutes of the meeting held on 14th May 2020

The minutes were signed as a true record following the inclusion of the following amendments:-

(1) It was noted that Cllr Marriott objected to the "No objection in principle" decision made re planning application 20/00483/AS.

(2) Cllr Lester-Davis chaired the debate on planning application 20/00327/AS.

6/8 Matters arising from the Minutes

(3/3) 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.

(3/3) 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.

(3/3) 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.

(3/3) 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.

(3/3) 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.

(3/3) 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.

(3/3) 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.

(3/3) 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.

(3/3) Planning Policy:

Summary of previous minutes: Cllr Lulham reported that ABC had completed a review of Chilham CAMP representations, had agreed to forward these to the clerk and commented that no structural changes were anticipated in order to address the comments received. It was agreed that Cllrs Lulham, Lester-Davis and the clerk should review the comments received for both the Chilham CAMP and its sister document and bring a paper for consideration at the March meeting.

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

(3/3) Litter Picking Scheme:

Summary of previous minutes: A paper providing an update on the response from parishioners and a recommendation for next steps had been published with the agenda. Council agreed there was sufficient support to go ahead with the scheme and approved expenditure of up to £250 to buy 30 sets of equipment.

Update: Cllr White is setting up the scheme on this basis.

(3/7) Supporting letter for Grant application:

Update: The clerk had sent a letter of support.

(3/7) Wealden Wheels parish contribution:

Update: The clerk has prepared a cheque payment for approval.

(3/7) Camp contract details 1st requested requested by 12 Dec 2019 Transparency on £7.500 spend:

Update: The clerk had circulated the Independent Internal Auditors opinion to Cllr Marriott together with the email sent to Clague to proceed.

(3/8) Community Engagement:

Summary of previous minutes: A paper had been published with the agenda proposing an approach to the 2020 Parish Question Time. Council decided that: (1) Councillors should submit their suggestions to the clerk by an extended deadline of 15th March; (2) Council considers these suggestions at its April meeting in order to agree next steps for the 2020 engagement.

Update: The planned engagement has been put on hold due to the Covid-19 pandemic.

(3/8) Planning Policy:

Summary of previous minutes: A paper had been published with the agenda providing an update on the public consultation for the Chilham CAMP and its sister document for the rest of the parish which included suggested responses to the representations received in respect of the sister document. Council: (1) accepted this update; (2) approved the suggestions for revisions to the draft sister document; (3) instructed the clerk to liaise with ABC on this basis in order to move forward to the adoption process.

Update: The clerk had liaised with ABC and the adoption process was in process.

(3/8) Allocation of s106 monies:

Summary of previous minutes: A paper had been published with the agenda providing an update on progress made on parish council schemes. Council: (1) accepted this update; (2) instructed Cllrs Schofield and Spencer-

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Tanner to proceed with the adult gym scheme subject to the required confirmation being received from ABC.

Update: This project has been put on hold due to the Covid-19 pandemic.

(3/8) Parish Council website:

Summary of previous minutes: A paper had been published with the agenda providing an update on progress made and a proposal for next steps. Council: (1) accepted this update; (2) asked councillors to complete and return the questionnaire to the clerk by 15 March as a start to producing an outline design for the new website.

Update: Feedback had been received from councillors but no further progress has been made due to the Covid-19 pandemic.

(3/10) Old Wives Lees Nuisance Incidents:

Summary of previous minutes: A paper providing information received from Ashford Youth Hub and a recommendation for next steps had been published with the agenda. Council accepted the report and agreed that the leaflet advertising the next meeting included the request that parishioners attended with positive ideas for improving youth facilities in the parish. The clerk was asked to contact The Community Driving School to establish the potential benefits of its "driving lessons for community work" initiative in the parish.

Update: No further progress due to the Covid-19 pandemic.

(5/1) Insurance Policy Renewal:

Summary of previous minutes: Council considered the recommendation from Came Insurance Brokers to renew with Pen and take advantage of the 3 year long term arrangement, there was a general consensus to accept the recommendation subject to the clerk confirming the policy would cover Covid-19 risks, and the clerk was asked to prepare a cheque payment for approval at the next meeting.

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

(5/2) A252 Safer Roads Scheme - Chilham Parish DRAFT Proposals:

Summary of previous minutes: The clerk was asked seek clarification from KCC as to why the average speed cameras that had previously been mooted are now absent from the design.

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

(5/3) Chilham United Charities – Suggestion for use of funds:

Summary of previous minutes: The clerk was asked to confirm the amount involved and how the funds could be used.

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

(5/4) Old Wives Green Fencing:

Summary of previous minutes: Council agreed it had no objection to the erection of the fencing provided it was not on Parish Council land.

Update: The clerk had informed the landowner of the decision.

(5/5) Picnic Table on OWL Green – Request for Contribution:

Summary of previous minutes: The clerk was asked to request submission of a Parish Community Grant application.

Update: The clerk had advised the applicant accordingly.

(5/6) KALC Renewal Subscription:

Update: The clerk has prepared a cheque payment for approval.

(5/7) Project Peacock – Request for letter of support:

Update: The clerk had sent a letter of support.

(5/8) Harvest House Application – Letter from Chilham Surgery:

Summary of previous minutes: The clerk was asked to investigate the options available for the Parish Council to actively support the retention of Chilham Surgery.

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

6/9 Declarations of Interest

None.

6/10 Planning

Decisions Received from Ashford Borough Council:

20/00197/AS - Young Manor Farm, Maidstone Road, Chilham - Emergency repairs to failed timber lintel and re-plastering external face brick walls with lime plaster. Ceiling repair in lime plaster and laths.

GRANT CONSENT

Applications Considered:

[20/00580/AS](#) - Annexe at, 2 Garden Cottages, Lower Lees Road, Old Wives Lees - Change of use of an existing annexe to a single residential dwelling and associated parking and landscaping

NO OBJECTION by majority vote.

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[20/00610/AS](#) - Withy Farm, Goldups Lane, Shottenden - Change of use of land from agricultural to residential and erection of detached 4-bay cart barn with garaging at ground floor and ancillary annexe
OBJECT on the grounds that the development is outside of Local Plan policy HOU5 and does not conform with policy HOU9 guidelines.

6/11 Finance

Payments:

The following payments were approved:-

From General Fund:

2525	KALC	Councillor training course	60.00
2526	Sovereign Sports Ltd	s106 payment	11869.20
2527	G Dear	May salary	566.28
2528	G Dear	May expenses	96.65
2529	Victory Cleaning	THT Cleaning	574.07
2530	Came & Company	Insurance	927.95
2531	KALC	Subscription	729.02
2532	Hart Lee Tree Surgery Ltd	OWL Green maintenance	468.00
Total Payments			15291.17

Note1: Cheque payment 2525 was authorised by the clerk as it related to a long outstanding invoice for a training event/

Note2: Cheque payment 2526 was approved prior to the meeting by the chair and vice-chair in accordance with council policy for s106 payments.

Accounts for 2019/20:

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 Pen Insurance had been published with the agenda and a cheque payment raised for approval.

Following consideration, Council accepted the renewal invitation and long term agreement from Pen Insurance on the understanding that this did not prevent future changes in cover (eg removal of Taylors Hill Toilets).

6/12 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, Councillors were asked to submit suggested revisions for consideration at a future meeting.

6/13 Audit Return for 2019/20

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.

6/14 Correspondence

A paper listing items of correspondence that required a decision had been published with the agenda and this correspondence had been forwarded to councillors.

(6/1) SLCC Membership Renewal Subscription

Decision taken: Council confirmed its willingness to pay this budgeted expense.

(6/2) Chilham United Charities – Further Information

Decision taken: Cllrs Lulham and White were asked to agree the wording of a Parish News item publicising the funds available and its potential uses.

(6/3) Victory Cleaning – Covid 19 Information

Decision taken: No comment

6/15 Strategic Plan Priorities

Allocation of s106 monies:

A update had been publicised with the agenda explaining the gifting arrangements associated with the s106 funding of schemes at Chilham recreation ground and that a letter would be sent to the scheme promoters formally confirming the gifting arrangements.

Following consideration, Council accepted the update.

Chilham CAMP and its sister document:

A update had been publicised with the agenda explaining the very positive reception at ABC to the Chilham Conservation Area Management Plan and its progress towards adoption.

Following consideration, Council accepted the update.

6/16 Papers from Parish Councillors

Proposal from Cllr Spencer-Tanner regarding the future of Taylors Hill Toilets/:

A paper had been publicised with the agenda.

Following consideration, Council:-

- (1) voted in favour of not closing the toilets (majority vote);*
- (2) voted in favour of conducting a consultation on the future of the toilets (majority vote);*
- (3) agreed that two councillors should produce a consultation document.*

Proposal from Cllr Martin regarding communication:

A paper had been publicised with the agenda.

Following consideration, a working group consisting of Cllrs Martin, Schofield and Spencer-Tanner was set up to develop a Communications Strategy for consideration at a future meeting.

Report from Cllr Lester-Davis regarding Old Wives Lees street lighting:

A paper had been publicised with the agenda.

Following consideration, Council:-

- (1) agreed it did not agree with the proposal to remove streetlights in Old Wives Lees and Shottenden;*
- (2) appointed Cllrs Lester-Davis and Spencer-Tanner to write a firm, direct letter on behalf of Council asking for an explanation of the consultation and the decision taken with regard to streetlights in the parish..*

6/17 Borough Councillor

Cllr C Dehnel gave his report covering the following topics:

- (1) adjusting to new ways of working during Covid-19 pandemic;
- (2) Harvest House and Mulberry Hill planning applications;
- (3) obtaining answers to questions raised regarding Glebe Orchard planning application;
- (4) dialogue with ABC officer to establish situation regarding the Street Lighting proposals.

6/18 Parish Matters

None.

6/19 Next Meeting

Thursday 2nd July at 7pm.

The meeting closed at 9:39pm.

PLEASE NOTE: All agreed actions are recorded in *red italics*.