



## CHILHAM PARISH COUNCIL

### Minutes of the Meeting of the Council held via Zoom Remote Meetings

on 5<sup>th</sup> November 2020 at 7.00 pm public Forum/7.30pm Meeting

**Present:** Councillors: Cllrs Marriott, Martin (Chair), Meaden and Schofield

**Also, present** Cllr Charles Dehnel (Ashford Borough Council), Caroline Vincent (Clerk to Council), 14 members of the public.

#### **11/1. APOLOGIES FOR ABSENCE**

There were no apologies.

#### **11/2. MINUTES**

The minutes from the meeting held on the 1<sup>st</sup> October were circulated to members. One amendment on page 2 from Cllr Dear to Cllr Meaden.

**RESOLVED: That the Minutes of the meeting held on 1<sup>st</sup> October be approved as a true and accurate record and signed by the Chair, all members agreed.**

#### **11/3. ACTIONS ARISING FROM THE MINUTES**

The list of actions were circulated to members. The first item outstanding is 8.7, Cllr Marriott reported that Speedwatch is now up and running and that the cost of a traffic survey would be £350-£550 for Branch Road, which was felt should be funded by the developer. Our Ward Member Charles Dehnel agreed to clarify this.

The second item outstanding is 8/14 the Youth Council/ASB meeting, this has been carried forward as CPC is still recruiting youth members, COVID19 is currently holding this back. Cllr Schofield suggested a Zoom meeting for the ASB issues to have an update on the situation. This item will remain on the actions list.

#### **11/4. DECLARATIONS OF INTERESTS**

Cllr Martin declared an interest in item 11/9 for application 20/01311/AS - Badgers Hill Farm, due to dealing with the applicant through the Federation of Small Businesses which she works within a self-employed capacity.

#### **11/5. BOROUGH COUNCILLOR REPORT**

October was been a busy month with 20+ cases open for Chilham, OWL and Shottenden alone. A summary of key activity below.

##### **Planning**

1. Mulberry Hill - Design South East report is now published and is marked as confidential so I am awaiting a response on what can be shared. As it is the report is not on the planning portal so I await confirmation on what can be shared.
2. I have also received confirmation that several applications have been confirmed as called in as requested by the Parish Council

##### **Trees**

1. I have received emails from residents in relation to the cutting back/down of trees in OWL but I see this is an agenda item so wont dwell here.

1 Signed by the Chair: ..... Date:.....

2. On Herons Close I have received requests from Residents that the Large Lime Trees be surveyed. I understand this is already progressing so I have followed up with Aspire to get confirmation of the date of the survey and if this can be sped up considering the high winds we have and are likely to continue to experience. I understand from residents the desire is not to have the trees removed but kept in check to lower the risk.

#### **Handyman**

1. I followed up with ABC and Wittersham as promised and both confirmed they would be more than happy to address this Parish Council if asked (Caroline I think they have reached out to you?). Key points from Wittersham were: 1. Be very careful and considered in who you engage to carry out the role, but they did have difficulties to start with until the right person came along - the key trait is a "self-starter". 2. Build in a reserve for ongoing maintenance. 3. Consider the option of Clustering with other Parish Councils. 4. You may consider approaching KCC for additional funding but this is not a cert.

#### **And then finally, Hawkings Rough**

1. Further site visits have been carried out and the enforcement process is following due process. Regrettably, the officer handling this case is leaving ABC as of tomorrow and I have requested a meeting with Officer taking on the case to impress the need to keep this case moving forward. I am assured this is high on the priority list.

#### **11/6.DISPOSAL OF TREES DONATED BY ABC**

Cllr Martin reported that ABC had donated several trees in March this year as part of their project to reduce carbon emissions. Cllr Meaden said he currently has the 20 trees planted in his garden ready for them to now be planted elsewhere as this time of year is best for planting them, but ideas are needed for where to plant them. It was suggested this be added to social media to ask residents which public shared spaces should the trees be planted and to then decide at the next meeting. Also whether some could be donated to the winery for additional screening, Cllr Dehnel was asked to seek clarification from ABC to check that this was acceptable.

Cllr Martin recommended to members that an audit of all CPC trees be arranged and to then have a tree surgeon survey them to put together a tree management plan.

**Action: Cllr Martin to invite residents for ideas of where best to plant the trees and Cllr Dehnel to clarify if some could be donated to the Winery, all members agreed.**

#### **11/7. STORAGE FOR PARISH COUNCIL DOCUMENTS**

Cllr Martin spoke to members about the boxes of CPC paperwork from over the years, along with other items which need a storage solution. The Clerk had found a local secure storage facility which would cost approximately £440 per year, around £44 per month. Once all boxes have been catalogued and sorted, they could then go into storage.

**Action: Cllr Martin proposed that the Clerk find out further details of the storage and availability and for the boxes to be stored at the facility, members unanimously agreed.**

#### **11/8 THE MOUNT ANNUAL MAINTENANCE**

The Clerk had been asked by organisers of the Mount Annual Event if CPC could still provide funding as previously agreed last year to cover some of the costs and refreshments of the 2 day maintenance on the Mount and around the Beacon. Members felt CPC should not support this at the moment due to lockdown and huge additional costs incurred recently.

**Action: The Clerk to respond to the request that due to COVID19 and huge costs to CPC, we would not be able to make a decision now but to come back to CPC at a later date.**

#### **11/9. PLANNING**

**Members considered the following applications.**

**20/01190/AS - Tudor Lodge Gift Shop, The Square, Chilham, Canterbury, CT4 8BY - Change of use of part commercial/residential to residential/dwelling only.**

2 Signed by the Chair: ..... Date:.....

**Resolved: Members opposed the change of use on this application.**

**20/01240/AS 01241 & 01242 - North Court Farm, Lower Lees Road, Chilham, Canterbury, Kent, CT4 8AU** - Demolition of existing farm buildings; conversion of 3 historic buildings to provide 2 dwellings and annexe accommodation, and associated garages, access road, gardens and parking. Conversion of one modern agricultural building to a dwelling; creation of surface water drainage basin; use of existing farm access for residential access (northern part of the site).

**01241 - (North Court Farm)** Demolition of existing farm buildings; works of conversion of 3 historic buildings to provide 2 dwellings and annexe accommodation (northern part of the site)

**01242 - (North Court Farm)** Demolition of existing farm buildings; conversion of 2 existing farm buildings to 4 dwellings; creation of surface water drainage basin; use of existing farm access for residential access (southern part of the site).

**Resolved: Members object to the above applications.**

**20/01311/AS - Badgers Hill Farm, New Cut Road, Chilham, Canterbury, Kent, CT4 8BW** -Proposed demolition of existing dwelling and construction of a replacement single storey, 2-bedroom dwelling together with associated landscaping and parking.

**Resolved: No objections in principle subject to a site visit due to work already taken place.**

**20/01428/AS & 20/01429/AS - Well Cottage, Taylors Hill, Chilham, Canterbury, CT4 8BZ** - Repairs to chimneys; relocation of service meter boxes; alterations/repairs to windows and external materials; repair of garden wall and reduction of adjacent ground level to include tree removal with associated LB application 20/01429/AS Repairs to timber frame members, brick panelling, renders and plaster; alteration to C20th cloak room layout; lining of chimneys and replacement of hearths; assessment and replacement of incoming services as required and relocation of service meter boxes; relocation of boiler & water storage; alteration of utility room to shower room; replacement of C20th floor coverings; replacement of heating system and electrical wiring; repairs to windows including removal of ventilators; provision of new extract fans with roof tile ventilators; removal of secondary glazing; removal or repainting of black stained and painted timbers internally; general redecoration; repair of garden wall and reduction of adjacent ground level. **Resolved: No objections, Members support the application.**

**20/01425/AS - Dane Cottage, Dane Street, Chilham, Canterbury, Kent, CT4 8ER** -Replace old summer/pool house with new modern timber building.

**Resolved: No objections.**

**Applications Received Late:**

**20/01258/AS, Land at Thruxted Marsh Quarry, Mystole Lane, Chilham, Kent** - Change of Use to Form Aquatic Stock Pond for Use with Fishery Activities (retrospective).

**Resolved: No objections.**

**Decided Applications:**

**20/00864/AS - Orchard Bungalow, Goldups Lane, Chilham, Canterbury, CT4 8JQ** - Variation of condition 2 on planning permission 19/01554/AS (Demolition of Existing Bungalow; Outbuilding's and Swimming Pool to be replaced by Five Bedroom Dwelling and Car Barn) to vary approved plans to provide extensions, amendment to first floor layout and roof arrangement and changes to design of approved car barn. **Permit.**

**20/01127/AS - Snowdrop Cottage, Lower Lees Road, Chilham, Canterbury, Kent, CT4 8AZ.** - erection of replacement garage/store. **Permit.**

**20/00191/TP - Land North of Taylors Hill, Chilham, T1 Sycamore Tree:** Fell to ground level. T2 Sycamore Tree: Fell to ground level. **Permit.**

3 Signed by the Chair: ..... Date:.....

**20/01157/AS & 20/01158/AS - Well Cottage, Taylors Hill, Chilham, Canterbury, CT4 8BZ - 1)**

Replace roof tiling, hanging tiles, replacement/new rooflights; new windows/lights above existing transoms to 2No. first floor windows on east elevation. 2) Listed build consent to replace roof tiling, hanging tiles, battens and roofing membrane and incorporate breathable insulating membrane to roof slopes and roof gable end walls. Replace two roof-lights; Replace roof access hatch with new roof light; Remove C20th internal roof structure and replace with alternative design; Remove C20th plasterboard ceilings in two first floor rooms: insert new windows/lights above existing transoms to 2No. first floor windows on east elevation. **Granted.**

**11/9a HARVEST HOUSE**

Cllr Martin thanked Mark Hobday, Derrick Kennett and Rob White for producing an excellent report on improving road safety, a lot of work and effort has gone into producing this.

**Action: Cllr Martin proposed for Mark Hobday to present the report at the next public meeting, the Clerk to write to co-authors to ask when this would be convenient.**

**11/10. FINANCE & GOVERNANCE**

Cllr Marriott spoke about the S106 tractor payment from the October meeting, he felt this was not the best use of S106 funding and wanted clarification that other quotes including one from a local company had been sought as £11,100 seems to be a lot of money for this item. Cllr Marriott had contacted the S106 officer at ABC but had not received a response. Cllr Martin asked if Charles Dehnel could get some clarity from ABC as to how the process was dealt with, were other quotes obtained? Was the local supplier approached? Should there be a reimbursement?

**Action: Cllr Marriott to forward his research and emails to Cllr Dehnel.**

Cllr Martin raised the issue with the high water bill from Castle Hill for THT. On investigation by the Clerk, the meter had not been read for a year and a reading was then provided in June this year causing the previous estimated bill to be underestimated. It has been recommended the readings are now undertaken on a monthly basis for a more accurate bill and for this to be set up on DD.

- a) To consider a report from the Clerk and agree payments, a payments list with invoices was circulated to members.

<b><u>Name</u></b>	<b><u>Description</u></b>	<b><u>Amount (£)</u></b>
G Dear	McAfee Subs 2019	89.99
Record	Annual Inspection of Doors at THT	261.00
C Vincent	Phone Sim Reimbursement	10.00
A Groombridge	August Mowing	320.40
A Groombridge	September Mowing	320.40
C Vincent	Postage costs reimbursement	11.76
Itseeze	Email/Website subs	55.20
C Vincent	EE Mobile Final Charges	11.41
Laser (KCC)	THT Toilet Energy Supply	137.30
Victory Cleaning	Cleaning/Supplies for THT	574.07

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Hartlee	Storm Damage to tree	336.00
Hartlee	Tree Maintenance in OWL	1416.00
Hartlee	Annual Maintenance Costs First Half	468.00
C Vincent	Wages	796.01
Castle Water	Water & Wastewater for THT (1.06.19 to 30.09.20)	1929.76

**Resolved: Members approved all payments; the list will be signed by 2 members when possible.**

**11/11. CORRESPONDENCE**

1. KCC – Salt Bags, do we require these and details of where to be delivered.  
**Action: The Clerk to contact KCC to find out how this is being delivered and CPC does not have any storage for such a large bag. Cllr Martin to add an item to social media to ask if residents have a salt bin near by and if any need replacing.**
2. KCC – Traffic survey for Bowerland Lane, do we wish to go ahead? CPC to fund the survey. Residents had previously brought to our attention about cars speeding along Bowerland Lane and had asked about a reduction in speed to 20mph, this had been put forward to KCC as part of their HIP (Highway Improvement Plan) programme but CPC have to contribute.  
**Action: Cllr Marriott suggested to put a note through residents’ doors in this area asking if they would like us to go ahead with this and advise there is a cost to the parish.**

**11/12. COUNCILLOR TRAINING**

Cllr Martin suggested to members that it may be time for some training to include Planning, Finance and Public Engagement. If members had any other training requirements to let the Clerk know.  
**Action: The Clerk to look at virtual training available and dates.**

**11/13.ELECTION/VACANCIES**

Cllr Martin explained that due to resignations in June and not being able to co-opt as 10 or more residents called for an election to fill the vacancies and the same residents called for an election for Richard Spencer-Tanners vacant position has meant that the 5 vacancies can now not be filled until May next year by the election. Cllr Marriott expressed his concerns of the cost of the election having to be added to the budget for the precept next year which will be around £4,000.  
**Action: The Clerk to seek clarification as to what would happen if 6 people do not apply and to put this forward to the next meeting.**

**11/14. VILLAGE HALL PARKING**

As per the public forum Jane Marriott explained that during her time as a Borough Councillor, she had arranged for 2 parking spaces to be reserved at the OWL Village Hall carpark for people using the green.  
**Action: Cllr Dehnel to be provided with a summary sheet to enable him to find out if 2 spaces had been allocated by ABC and for the Clerk to start discussions with the Village Hall Committee.**

**11/15.CHANGE OF NAME**

In a bid to bring Chilham, Shottenden and Old Wife Lees closer together and feel more inclusive it has been suggested to change the name of Chilham Parish Council. The Clerk has started to investigate how this could be done via ABC, there would be a public consultation and it would not be changed if residents were not in favour of this. A Governance Review is due next year, and ABC said

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they could action the name change as part of this and would be in place by the end of 2021 or we could action ourselves.

**Action: Cllr Martin proposed information be added to the first newsletter, a campaign on social media and to send out a questionnaire to residents.**

**11/16. DATE OF NEXT MEETING**

Thursday December 3rd at 7pm.

DRAFT