



## **CHILHAM PARISH COUNCIL**

Sir/Madam,

You are hereby summoned to attend a VIRTUAL Annual Meeting/Full Council meeting of Chilham Parish Council at 7.00pm Tuesday 4<sup>th</sup> May 2021 for the purposes of considering and passing such resolutions as may be deemed necessary or desirable in respect of the matters contained within the agenda. If you are unable to attend this meeting will you, please advise the Clerk in advance by email so that your apologies and reasons for absence can be given at the meeting. Members of the public please contact the Clerk by email by 5.00pm on the 3<sup>rd</sup> May 2021 (clerk@chilhamparishcouncil.gov.uk) for attendance to receive an invitation to join the meeting.

### **AGENDA**

1. **APOLOGIES FOR ABSENCE** - To receive any apologies of absence.
2. **ELECTION OF CHAIRMAN** – To elect a Chairman to Chilham Parish Council for the year 2021-22.  
**The Chairman to take the Declaration of Acceptance of Office**
3. **ELECTION OF VICE CHAIRMAN** – To appoint a Vice Chairman to Chilham Parish Council for the year 2021-22
4. **MEMBERS INTERESTS** – To register any new interests, deregistration by members.
5. **MEMBERSHIP OF WORKING GROUP** – Council is requested to appoint the following working group for 2021-22 to include chair, vice chair and agree terms of reference
  - Events
  - Communications
  - Planning Applications
  - Environment and Open Spaces
6. **MEMBERSHIP OF COMMITTEES** – Council is requested to appoint the following committees for 2021-22 to include chair, vice chair and agree terms of reference
  - HR Committee
7. **APPOINTMENT TO OUTSIDE BODIES** – Representatives to be appointed to the following for 2021-22:
  - KALC Area Committee
  - Chilham Futures Delivery Board

### **COUNCIL MEETING**

1. **APOLOGIES FOR ABSENCE** - To receive any apologies of absence
2. **MINUTES**  
To receive and approve the minutes of the Full Council Meeting 1<sup>st</sup> April 2021.  
**(Appendix A)**
3. **ACTIONS ARISING FROM THE MINUTES (Appendix B)**
4. **DECLARATIONS OF INTEREST**  
Members are requested to disclose any interest they may have for items on the agenda.

5. **REPORTS**  
Borough Councillor  
Chairman  
Clerk
6. **PLANNING**  
To consider applications and note decisions received from ABC (**Please see below**)
7. **PRESENTATION FROM INGRAIN ARCHITECTURE**
  - 21/00572/AS - The Bothy, 9 Church Hill, Chilham, Canterbury, CT4 8DA
  - 21/00577/AS - The Barn, The Bothy, and Land at rear of 9, Church Hill, Chilham
8. **FINANCE & GOVERNANCE**
  - a) To consider a report from the Clerk and agree payments (**Appendix C**)
  - b) Annual Subscriptions, Direct Debits and Standing Orders – To receive the information as listed (**Appendix D**)
  - c) Annual Insurance – to receive and approve the annual quote from our insurer (**Appendix E**)
  - d) To consider quotes from payroll companies
  - e) To consider quote from Itseeze in regard to Cllr area on website
  - f) To consider training course costs for New, Existing Cllrs and Clerk
  - g) Annual Return Risk Management Statement 2021-2022 – Members are requested to approve the Risk Management Statement for 2021-22. The Chairman to sign.
  - h) Annual Return Statement of Internal Control – To review the effectiveness of the system of Internal Control. Members are requested to consider the Statement of Internal Control in support of the Annual Governance Statement for the year ending 31.03.2021. The Chairperson and Parish Clerk/RFO to sign.
  - i) Annual Return Governance Statements – The Council has to formally resolve to approve the Annual Governance Statement (Section one) for 2020-21. Once approved the Chairman and Responsible Financial Officer sign The Annual Return.
  - j) Annual Return Accounting Statements – The Council has to formally resolve to approve the Accounting Statements for 2020-21 (Section two) which the RFO has already signed, once approved the Chairman will sign
9. **CORRESPONDENCE** - To receive any correspondence
10. **MANAGING THE RETURN OF FACE TO FACE MEETINGS**
11. **COMMUNICATION**
  - Newsletter
  - Induction Pack for New and Existing Cllrs
12. **DRAFT POLICIES TO ADOPT**  
Standing Orders  
Code of Conduct  
Press and Media Policy  
Protocol for Cllrs and Officer Relationships

13. DATE OF NEXT MEETING

Ms Emma Hull

Clerk to the Council, 22<sup>nd</sup> April 2021

**Agenda Item 6: Planning**

**List of planning applications to be considered/Any late applications**

**21/00577/AS - The Barn, The Bothy, and Land at rear of 9, Church Hill, Chilham**

Demolition of The Bothy Barn and the erection of three detached dwellings with associated accesses, parking and landscaping

**21/00572/AS - The Bothy, 9 Church Hill, Chilham, Canterbury, CT4 8DA**

Demolition of No.9 The Bothy and the erection of a replacement dwelling with associated access, parking and landscaping.

**21/00581/AS - Boar Run Byre, Godmersham Park, Canterbury Road, Godmersham, Kent**

Internal and external alterations to facilitate the conversion of a building to holiday accommodation including internal renovation and alterations with Associated Listed Building Application

**21/00616/AS - 10 Herons Close, Chilham, Canterbury, CT4 8DN**

Proposed porch extension and rear extensions along with internal alterations to provide annexe ancillary to existing house.

**21/00644/AS & 21/00645/AS - Cumberland Cottage, The Street, Chilham, Canterbury, CT4 8BX**

Removal of existing velux roof light and installation of dormer window at first floor level with Associated Listed Building Application no.21/00645/AS

**21/00676/AS - Terra Nova, Pilgrims Lane, Chilham, Canterbury, CT4 8AA**

Erection of chalet bungalow within the grounds of Terra Nova, with associated access and provision of 2 additional parking spaces [Resubmission of 19/01446/AS]

**21/00677/AS9 - The Paddock, Chilham, Canterbury, Kent, CT4 8BL**

Two-storey side extension