



**CHILHAM PARISH COUNCIL**

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

**on 4<sup>th</sup> March 2021 at 7.00 pm public Forum/7.30pm Meeting**

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

**Also, present** Emma Hull (Locum Clerk to Council) and 12 members of the public.

**03/1. APOLOGIES FOR ABSENCE**

There were no apologies.

**03/2. MINUTES**

The minutes from meetings held on the 7<sup>th</sup> January 14<sup>th</sup> January and the 4<sup>th</sup> February 2021 were circulated to members.

RESOLVED: That the minutes of the meetings held on the 7<sup>th</sup> January 14<sup>th</sup> January and 4<sup>th</sup> February 2021 be approved as a true and accurate record and signed by the Chairman when able to do so, all members agreed.

**03/3. ACTIONS ARISING FROM THE MINUTES**

The list of actions were circulated to members.

**03/4. DECLARATIONS OF INTERESTS**

There were no declarations of interest.

**03/5. BOROUGH COUNCILLOR REPORT**

Cllr Dehnel sent his apologies ahead of the meeting as Full Council was taking place the same evening. Cllr Dehnel's report was circulated prior to the meeting taking place.

Branch Rd

- Residents of Chilham met with: Chilham Parish Council (CPC), the Kent County Councillor (Clair Bell) and me on 8th Feb 2021 to discuss Branch Rd and other matters. At this meeting I informed all on the position of Kent Count Council (KCC) Highways (Hwys) - namely that they feel they have little more to add than what has already been provided as part of their response to the Harvest House Application.
- This presents residents, CPC and me with an opportunity to continue pushing for improvements to the road and pedestrian access via the Highways Improvement Plan (HIP) and directly through comments and suggestions against the Harvest House Planning application.
- CPC will update the HIP and I have put them in contact with the right person at KCC Hwys to assist them, in addition I have shared the current HIP guidelines with the Locum Clerk.

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

Old Alma

- No further updates on the Old Alma currently.

Village Hall Carpark

- Not a great deal of movement here from last time. I have followed up again this week with ABC Legal Services. If nothing useful is forthcoming this week then I will have to approach the Diocese directly.

Hawkins Rough

- This formed part of the extra meeting held with CPC, KCC and I on 8 Feb 2021. In short, open cases open are ongoing. Concerns were raised by CPC Cllrs that bins appear to be collected from the entrance to the Rough for more than one "residence". I am in ongoing dialogue with ABC Officers on this matter and will report back to the CPC directly as some details may not be appropriate to share in public.

Paddocks

- It was brought to my attention at the extra meeting on 8 Feb 2021 that there are still issues with the Paddocks in Old Wives Lees.
- I have subsequently contacted residents to help progress the situation.

Peacock Cellar

- It was brought to my attention that the Cellar are the Peacock on Chilham Square is a cause for concern regarding public safety. I have raised this matter with ABC for investigation.

### **03/6. PLANNING**

#### **Members considered the following applications.**

##### **21/00256/AS - Stowe Cottage, Cobbs Hill, Chilham, Canterbury, CT4 8AL**

Replacement of three separate log stores with single building for tractor and log storage

Resolved: No Objections

##### **21/00023/TC - Cheyney House, 8 Stable Court, Chilham Castle Estate, Chilham, Canterbury, Kent, CT4 8DB**

T1 leaning Yew Tree - Fell and grind out stump to prevent any further regrowth; T2 & T3 Yew Trees - Reduce both main stems to a height of 4.5 metres in line with two other trees which were reduced with consent in 2019

Resolved: No Objections

### 03/7. FINANCE & GOVERNANCE

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

| <u>Name</u>  | <u>Description</u>  | <u>Amount (£)</u> |
|--|---|-------------------|
| Seiretto   | Renewal of premier hosting  | £178.80           |
| E Hull   | Wages   | £828.75           |
| Victory Cleaning                                       | Cleaning & Materials THT  | £559.67           |
| C Vincent  | Voxi sim reimbursement  | £10.00            |
| Viking   | Stationery and External Hard Drive  | £93.34            |
| Itseeze  | Emails/website domain   | £60.00            |
| Orchard Environmental Water Services Ltd               | Bacteriological samples and water hygiene risk assessment review            | £376.80           |
| D Todd Country Estate Maintenance & Fencing Contractor | Fence and Bench repairs – OWL village green                                 | £490.00           |
| Castle Water   | Water and waste bills for THT 1 <sup>st</sup> Nov-30 <sup>th</sup> Nov 2020 | £197.07           |
| Castle Water   | Water and waste bills for THT 1 <sup>ST</sup> Dec-31 <sup>st</sup> Dec 2020 | £151.47           |
| Castle Water   | Water and waste bills for THT 1 <sup>st</sup> Jan-31 <sup>st</sup> Jan 2021 | £109.16           |

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

- b) Tree pruning at OWL overhanging the Village Hall car park to consider quotes  
**Resolved:** The Locum Clerk to contact Clean Cut Tree Services to carry out the work
- c) OWL Hedge maintenance to consider quote  
**Resolved:** The Locum Clerk to contact Clean Cut Tree Services to carry out the work
- d) Chilham Chase and Chill - £1,000.00  
**Resolved:** Due to the current pandemic, Chilham Chase and Chill Committee had unfortunately decided to cancel this year's event. The £1,000.00 will be put across to reserves for the following year and marked up as events Chilham Chase & Chill.
- e) To agree costs for website training for Locum Clerk  
**Resolved:** Cllrs unanimously agreed to the cost of £ 35.00 + Vat.

Cllr Meaden left the meeting due to technical issues at 19.51

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

**03/08. CORRESPONDENCE**

- Orchard Environmental Water Services Ltd – Annual Water Sampling Visit & WRA  
**Action:** The Clerk to obtain quotes regarding the recommendations following the water hygiene survey.
- Correspondence Mr Cross  
The letter was duly noted and redirected to the appropriate organisations.
- Road Safety Strategy for Kent
- The contents of which were duly noted.
- A Rural / Market Town Group Spanning England, Arguing in the Rural Market Centre Interest  
The correspondence had been noted with no further comments to be made
- Fly tipping Duty of Care Campaign  
**Action:** Cllr Martin to place information on social media

**03/09. HARVEST HOUSE**

- Pedestrian Footpath  
It was unanimously agreed to send a letter to ABC suggesting a pedestrian footpath to be factored into the development and to also contact the developers Lee Evans.  
**Action:** The Locum Clerk to send the letter to the planning Officer and contact Lee Evans with the suggestion.

Cllr Meaden re-joined the meeting at 20.05

- HIP  
It was unanimously agreed for Cllrs Marriott and Martin to resubmit the HIP to KCC  
**Action:** Cllrs Marriot and Martin to work on the HIP

Action: The Locum Clerk to contact the planning officer dealing with Harvest House for an update on time scales.

**03/10. CHILHAM FUTURES DELIVERY BOARD**

It was noted that Chilham Futures Delivery Board had not reported back to CPC since 2015. For CPC to gain an understanding of finances and the work the board had undertaken the meeting adjourned and The Chair of Chilham Futures Board Nick Lester-Davis give an overview. The meeting reconvened, CPC were keen to work closely with CFDB and take up the three vacant parish places on the board, it would be useful to have a summary sheet from CFDB to circulate in the parish magazine of up-to-date decisions made by CFDB it was also noted their website needed updating with agenda and minutes from 2018 and also their annual report. As a charity it was felt that CFDB had a legal responsibility to keep records up to date and residents informed of their work.

Action: The Locum Clerk to contact Nick Lester Davis for a summary sheet for the parish magazine

Acton: The Locum Clerk to arrange a meeting in the next couple of weeks between CPC and CFDB

**03/11 FILMING**

Following on from last month's open forum meeting, where it had been mentioned that a production company would like to recommence filming in Chilham which had unfortunately been postponed due to covid. As no previous minutes could be located of any discussion, to gain further information a meeting between KCC film office, Cllr Martin and The Locum Clerk had taken place. It was noted that CPC unanimously agreed the filming. Once a new location manager has taken up post conversations will commence to include monetary compensation to CPC.

**Action:** The Locum Clerk to invite the new location manager to the next open forum session on the 1<sup>st</sup> of April.

**03/12. DRAFT POLICIES TO ADOPT**

The following policies were approved and adopted.

Password Policy and Co-optioin of a new Councillor

Action: Locum Clerk to update CPC website with adopted policies.

**03/13. ELECTIONS**

Elections will take place on the 6<sup>th</sup> of May, with the notice of election to be published on the 19<sup>th</sup> March, enquiries can be made to Paul Libreri The Electoral Services Manager at Ashford Borough Council.

**03/14. DATE OF NEXT MEETING**

Thursday 1<sup>st</sup>April at 7pm.