



## CHILHAM PARISH COUNCIL

### Minutes of the Annual Meeting/Full Council meeting held via Zoom Remote Meetings

on 4<sup>th</sup> May 2021 at 7.00 pm

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

**Also, present** Emma Hull (Clerk to Council) and 28 members of the public.

#### AGENDA

1. **APOLOGIES FOR ABSENCE** - To receive any apologies of absence.

There were no apologies

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**

Cllr Martin was nominated for the position of Chair with all in favour, Cllr Martin duly signed 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

Cllr Schofield was nominated for the position of Vice Chair with all in favour

4. **MEMBERS INTERESTS** – To register any new interests, deregistration by members.

Cllr Martin Completed the form as the newly elected Chair.

5. **MEMBERSHIP OF WORKING GROUP** – Council is requested to appoint the following working groups for 2021-22 to include chair, vice chair and agree terms of reference

- Events
- Communications
- Planning Applications
- Environment and Open Spaces

Appointment to the Working Groups will be decided once new Cllrs are appointed,

Terms of Reference will be discussed at the first meeting of each working group, with the potential of more working groups to be added.

**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

Cllr Schofield was nominated for the position of Chair with all in favour. Once the Committee has the opportunity to meet the Terms of Reference will be discussed at the first meeting.

**6. APPOINTMENT TO OUTSIDE BODIES** – Representatives to be appointed to the following for 2021-22:

- KALC Area Committee  
It was unanimously decided to wait till the newly appointed Cllrs were in post before a decision is made.
- Chilham Futures Delivery Board  
Cllr Martin was nominated as representative by a unanimous vote. The remaining two places on the board to be discussed at the next meeting.

**COUNCIL MEETING**

**05/1. APOLOGIES FOR ABSENCE**

There were no apologies.

**05/2. MINUTES**

The minutes from meeting held on the 1<sup>st</sup> April were circulated to members.

RESOLVED: That the minutes of the meeting held on the 1<sup>st</sup> April 2021 be approved as a true and accurate record and signed by the Chairman when able to do so, all members agreed.

**05/3. ACTIONS ARISING FROM THE MINUTES**

The list of actions were circulated to members.

**05/4. DECLARATIONS OF INTERESTS**

Cllr Martin declared an interest in item 05/6  
21/00577/AS, 21/00572/AS and late applications 21/00770/AS & 21/00771/AS

**05/5. REPORTS**

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.

**WARD MEMBERS REPORT MAY 2021**

**Elections**

This week Downs North will (and specifically Chilham, Old Wives Lees and Shottenden) be called to the voting station to take part in local elections. I encourage everyone to make their mark.

**Southeast Water (SEW)**

Residents will be aware that water distribution and pressure has continued to be play havoc with everyday life for many. Both Clair Bell (County Councillor) and I have been working in the background to add pressure to SEW and hold them to account for the dismal service you have had to endure. At the time of writing (26 April) the engineers and project officers handling the pre work should have completed their scoping work and we should be contacted soon to arrange a meeting to report what the issues are and a plan of action/sequence of events with timeline and milestones that takes us from this current unacceptable situation to normal water supply.

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### **Village Hall Car Park (Old Wives Lees)**

I have been speaking with ABC Legal and Planning and believe we now have a sequence of events and actions that we can follow to reach a situation that aligns with the CPC and Residents wishes. My immediate next step is to align with Jane Marriott (who originally raised this with me), brief her on my summary findings and plan next steps.

### **Dog Attack (Old Wives Lees)**

Some residents may be aware of a dog attack that happened in OWL a few weeks back. Thankfully, injuries sustained were not life threatening, however, the Parish Council and I take the safety and protection of Villagers very seriously. We are currently working with ABC, The Dog Warden and Police to ensure that all appropriate action is taken to safeguard residents from further incidents.

### **Telecom Mast**

I have been supporting the Chilham Recreation Ground Trust recently about ongoing discussion with a telecom company to site a temporary mast whilst essential work is carried out on the existing permanent station. This has involved gathering support and advice from Ashford Borough Council regarding management of such situations. This is work in progress and no immediate action will be taken.

### **CHAIRS REPORT**

It has been an eventful and busy year on the Parish Council. The Parish Council began virtual meetings in May due to lockdown and changes in legislation permitting decision making via virtual means, and a new Chair was voted in at the APM. This heralded a change in direction for the PC and a hive of activity. The PC sadly lost a number of its members, and despite a number of willing residents ready for co-option, an election was called- Democracy must be respected, and so the PC because of lockdown restricting the ability to hold elections, continued with 5 members, and later 4, when the Chair sadly for us left the Parish. He could have continued for a period of 6 months, but felt it honourable to resign as he was no longer focussed on Chilham or a resident.

The PC, despite the small numbers of Councillors has been marked by its good humour, collegial approach and can do attitude and I thank all of my colleagues for their hard work and support of both myself and Richard Spencer Tanner during our time as Chair. We have also been privileged to work with two gifted and capable Clerks in Caroline Vincent and Emma Hull and are delighted that Caroline's new project with her partner is doing incredibly well and her studies too. We look forward to a continued good working relationship with Emma and thank her for her commitment to CPC. It is especially important to make these thank you's as perhaps unknown to many, the PC has in the last 11 months, been subjected to extreme harassment, bullying and threats from one member of the public- with sometimes multiple emails daily, personal attacks and consistent breaches of GDPR. All this under the cloak of public scrutiny of the PC. The PC answers legitimate questions on points of concern and is accepting that sometimes residents may be critical, however, the volunteer elected members and the employed Clerk do not have to and should not have to be subjected to such treatment by a member of the Parish. Sadly, all our endeavours to encourage this behaviour to stop have been ignored, and there is now a police investigation, together with complaints that have been made to the Information Commissioner and the Electoral Services, and a Civil Action will shortly be filed. The PC members and staff deserve better.

On a positive front we have achieved many good things for the Parish

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- Completed and installed the outdoor gym in OWL and ensuring it is Covid 19 secure
- Repaired the benches in Felbrough Close
- Held a small-scale Christmas event in Chilham that originally had been cancelled
- Organised a new event in Shottenden for Christmas for the first time, including investing in all the equipment needed that will be used for years to come
- Working with developer for the Branch Road development, KCC and ABC and have secured a commitment to include a foot path into the plans of the site for approval. This means there will be safeguards for pedestrians on the road, walking to the surgery or sports facilities
- Securing agreement from KCC highways that traffic calming measures recommended in the report prepared by Mark, Derrick and Rob, will be accepted into the Highways improvement Plan for the area.
- In Chilham we have also been very proactive in the future of the Alma Planning Application and Mullberry Hill –where we have objected strongly to proposals and been liaising with planning officers.
- In OWL we have been working to resolve the issues surrounding dangerous dogs and are confident that steps are being taken to deal with these dogs who have attacked a number of people, including our local postman. We wish him a speedy recovery.
- Bowerland lane continues to be a concern for the Parish Council – the inconsistency of planning officer decisions and the lack of enforcement on breaches of planning is something that we continue to fight.
- We are fighting the removal of street lights in Shottenden and OWL
- Potholes and road damage have been swiftly managed in Shottenden after the snow, thanks to the help from Catherine and Michelle photographing and locating every pothole for repair- this has resulted in major repairs within a matter of days and an escalation of the road resurfacing on the Highways plan.
- Whilst not a Parish Council matter, we have been quick to raise our concerns to KCC, ABC and South East Water about the constant water outages - and we will continue to take an active part in raising resident’s concerns.
- We have migrated the Council from cheque only payments to online banking, implemented a new website, started a Facebook page and delivered the first of many newsletters.

There is much more to be done, and I am sure whoever is at the helm, the PC will continue to deliver for all the villages of the Parish as we have done in the past year.

Much has been said on social media about this PC, I hope that those present tonight will reflect and give thanks to those who have served them well this year, despite some severe personal challenges, and be thankful for the degree of progress achieved.

As of Thursday, we will welcome a number of new members to the team on the PC- we will welcome everyone and hope that they come with the intent to work together with the existing members to deliver for the Parish- that is in my view as outgoing Chair, the least that Chilham Parish deserves.

We wish all the Candidates in the election the very best of luck on Thursday

## CLERKS REPORT

The internal audit has now been completed, I would like to convey my thanks to Cllrs for their patience and understanding.

### 05/6. PLANNING

#### Members considered the following applications.

Cllr Martin left the meeting and Cllr Meaden took over as Chair

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

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.

The above two applications 21/00577/AS and 21/00572/AS were discussed together because they are physically contiguous and are being carried out by the same party – and the proposer has indicated that they can be considered as one. The Parish Council has a number of comments and objections as follows:

1. The Design and Heritage Statement makes reference (para 1.2) to an Appendix 1. This is stated to be the pre-planning recommendations from the Borough Council planners. This important Appendix cannot be located. Absence of this document his makes it impossible for the CPC to establish the parameters under which the development might best be developed.
2. The proposed development is sited in an area having a rich heritage, including for instance a Grade I listed church and a Grade 1 Castle, as well as numerous Grade 2 listed buildings. all within 200 metres of the development site. The site itself abuts a medieval trackway. It is within the Chilham Conservation Area and within the North Downs Area of Outstanding Natural Beauty. Both the National Planning Policy Framework and the ABC Local Plan (Policy ENV 14) offer the highest protection for areas of this nature, and the developments proposed do not reach the requisite standards.
3. Following from 2 above any proposed built structures should show strong symmetry and sympathy with the existing buildings on Church Hill. This is not the case. The existing buildings may best be described as small and relatively compact cottages. What is proposed are relatively large detached structures which are well set back from the existing building line and are accessed through a new driveway. Thus, if allowed, the north elevation along the Church Hill is entirely disparate at the top of the road from the bottom. This disparity is at odds with ABC Local Plan policy HOU5 (e).
4. Despite the fact that KCC Highways offers no objection to the plans, we believe that they have not given attention to the sight lines where Church Hill meet the A252. There is no doubt in CPC's view that this is a dangerous exit because visibility is extremely restricted in both directions, and the recent upgrading of the A252 has not improved this. A number of serious road accidents have been recorded in this vicinity.
5. If this development is approved it is highly likely that the rest of land at the lower section of Church Hill will be subject to development proposals and indeed the whole triangle comprising of Church Hill, the A252 and Taylor's Hill may be under threat. At present there is

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a wide belt of trees and shrubs that encircle the north section of the village (from the Castle grounds to Felborough Close) and which serve as part of the village identity, which keeps the fast A252 traffic at bay and which provides a haven of biodiversity and an essential eco-enclave for the village.

6. Finally, we are concerned that the loss of vegetation on the site will be greater than might be indicated in the Tree Protection Plan. This plan shows the canopy to be covering approximately 50% of the application site. A detailed perusal of a Google image of the site indicated that at least 75% of the side has tree or shrub canopy, in which case the loss of vegetation would be higher than claimed. Tree preservation is now recognised as being of extreme importance for a range of eco-systems' and climatic reasons, and a conservation area should be conserving vegetation as well as buildings.

**Resolved:** It was unanimously decided to object to the two applications

**21/00770/AS & 21/00771/AS Well Cottage, Taylors Hill, Chilham, Canterbury, CT4 8BZ**

Demolition of existing outbuildings; infill extension and replacement at ground floor level to rear of house, incorporating existing kitchen extension; basement extension; alterations to the fenestration with associated LB application 21/00771/AS

**Resolved:** It was unanimously agreed that The Clerk to contact ABC advising the application was received just two hours prior to the parish meeting, it was unreasonable to discuss the application with such short notice.

Cllr Martin re-joined the meeting

**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

**Resolved:** No objections

**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.

The Parish Council have a range of serious concerns regarding this application:

1. Although the drawings/plans accompanying the application appear to be very professional, the quality of the Design and Access statement is far from satisfactory and it is completely lacking the detail or accuracy necessary for an objective assessment.
2. The application is for development in a conservation area which also forms part of the Downs Area of Outstanding Natural Beauty. As such particular care must be made with regard to building design and appropriateness to their surroundings. This point is particularly relevant to this house as it is one of ten, built in the 1950's as Council houses, and for which a design award was made. This development does not meet the high standards required for maintaining the ambience of the area and thus does not meet ABC Local Plan Policy ENV14.
3. The plans reveal that final design and appearance is markedly different, and in conflict, from the current design. This is particularly in reference to the size of the existing property, the bulk of the proposed extension, its conformality with the neighbouring property, and the loss of outdoor area. This contravenes ABC Local Plan policy HOU8 (c & d)

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4. Indeed the next door neighbour (at No.9) will be faced with a very long featureless wall and high roof that in our opinion will massively detract from her outlook. This contravenes ABC Local Plan policy HOU8 (b).
5. We have some concern that large Annexe offers the opportunity for it to be sub-let.
6. It is our opinion that a Borough Council planner must visit the site in order to gain a first-hand impression of the likely impact of these proposals.

**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

**Resolved:** No Objections

**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]

**Resolved:** The Clerk to write to ABC requesting a public consultation before CPC make decisions on this application

**21/00677/AS - The Paddock, Chilham, Canterbury, Kent, CT4 8BL**  
Two-storey side extension

**Resolved:** The Clerk to contact the planning officer to seek clarification in regards to the public right of way, once received CPC would support this application

Applications Received Late

**19/00483/AS Harvest House, Branch Road, Chilham, Canterbury, CT4 8DR**  
Full Planning Application for the Erection of 10 No. Two Storey Dwellings with Associated Access, Parking, Private Amenity Space and Landscaping and Provision of 5 no. Additional Parking Bays for Use in Association with Existing Surgery.

**Resolved:** Cllrs Marriot and Martin to write to the planning officer requesting a consultation

**21/00745/AS Pilgrims, Pilgrims Lane, Chilham, Canterbury, CT4 8AA**  
Outline application for the erection of detached 4-5 bedroom live-work dwelling and detached double-garage (with all matters reserved).

**Resolved:** The Clerk to request further details on this application

**21/00757/AS & 21/00758/AS Young Manor Farm, Maidstone Road, Chilham, Canterbury, Kent, CT4 8ET**  
New Window in Dining Room on East Elevation with associated application 21/00758/AS New Window in Dining Room on East Elevation; Replastering of a wall.

**Resolved:** The Clerk to contact the planning officer in regards to the late notice given and request an extension

**Resolved:** The Clerk to write to ABC Planning in regards to the short notice given to discuss late applications

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## 05/7. 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

The presentation will take place as a separate ZOOM meeting, where the public can ask questions, the details of which will be placed on social media.

## 05/8. 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>
E Hull	Wages	£829.35
E Hull	Voxi sim reimbursement	£10.00
Victory Cleaning	Cleaning & Materials	£586.07
Heart Lee Tree Surgery	2 <sup>nd</sup> invoice re hedge maintenance yr. 2020/21	£468.00
Itseeze	Emails/website domain	£60.00
KALC	Subscription	£725.06
A J Kilbee	Internal Audit	£75.00
E Hull	Travel Expenses (internal audit)	£100.80

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

- b) Annual Subscriptions, Direct Debits and Standing Orders – To receive the information as listed  
**(Appendix D)**  
**Resolved** The Clerk to arrange a ZOOM meeting with Laser with Cllr Marriott and Martin to discuss the outstanding billing issues
- c) Annual Insurance – to receive and approve the annual quote from our insurer **(Appendix E)**  
**Resolved** The Clerk to arrange a ZOOM meeting with current insurance provider and to seek other quotes
- d) To consider quotes from payroll companies  
**Resolved** The Clerk to request another extension with the current company who provide payroll services
- e) To consider quote from Itseeze in regard to Cllr area on website  
**Resolved** The Clerk to have further conversations in regard to CPC requirements
- f) To consider training course costs for New, Existing Cllrs and Clerk

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To be discussed under item 11

- g) Annual Return Risk Management Statement 2021-2022 – Members are requested to approve the Risk Management Statement for 2021-22. The Chairman to sign.  
**Resolved** Cllrs approved the Risk Management Statement which was then signed by The Chair
- 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. **Resolved** Cllrs approved the Return Statement of Internal Control. The Chair and Clerk/RFO to sign when able to do so
- 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. **Resolved** Cllrs approved the Governance Statement. The Chair and Clerk/RFO to sign when able to do so
- 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 **Resolved** Cllrs approved the Accounting Statements. The Chair to sign when able to do so

#### **05/09. CORRESPONDENCE**

- Kent Film Office – Witchfinder  
KCC Film office relayed disappointing news, that the producers at Baby Cow Productions had decided not to use Chilham as a location due to expense and logistical issues.  
Action: The Clerk to write to Baby Cow Productions expressing disappointment and to request more detailed information.

#### **05/10. MANAGING FACE TO FACE MEETINGS**

As confirmation had been received stating that virtual meetings are to cease by the 6<sup>th</sup> May, to enable CPC to have adequate time to prepare it was unanimously agreed that the next meeting would be held in July.

#### **05/11. COMMUNICATOIN**

- Newsletter  
A newsletter will be sent out after the Comms Working Group has been formed and had the opportunity to meet. It was felt if there was any news an article can be placed in the parish magazine.
- Induction Pack for New and Existing Cllrs  
An induction pack will be issued to all New Councillors, training will be organised to include The Dynamic Cllr hosted by KALC, current Cllrs to also attend for a refresher. Virtual training on planning and finance to also be arranged in June. Suggestions of other training needs are welcome from new members and from the public.

#### **05/12. DRAFT POLICIES TO ADOPT**

Standing Orders, Code of Conduct, Press and Media Policy, Protocol for Cllrs and Officer Relationships. The policies listed were unanimously approved.

#### **05/13. DATE OF NEXT MEETING**

Thursday 1st July 7.00pm.

Meeting closed at 21:30

9 Signed by the Chair: ..... Date:.....