



CHILHAM PARISH COUNCIL

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

on 4th February 2021 at 7.00 pm public Forum/7.30pm Meeting

Present: Councillors: Marriott, Martin (Chair), Meaden and Schofield attended for item 02/6)

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

02/1. APOLOGIES FOR ABSENCE

There were no apologies.

02/2. MINUTES

The minutes from the meeting held on the 7th January 2021 were circulated for approval. Cllr Martin as Chair asked Cllrs for comments, Cllr Marriott announced an amendment to note the departure of the previous clerk Caroline Vincent and the welcoming of Locum Clerk Emma Hull was required. Cllrs unanimously agreed for The Locum Clerk to make the amendment and for the minutes to be tabled at the meeting in March. Cllr Marriot also questioned item 7e funding request for Chilham Chase and Chill as correspondence had been received detailing its postponement. It was noted on the agenda under item 8 correspondence.

02/3. ACTIONS ARISING FROM THE MINUTES

The list of actions were circulated to members. It was noted that a catch-up meeting with Cllrs Bell and Dehnel regarding local issues including Harvest House was scheduled for Monday 8th February.

02/4. DECLARATIONS OF INTERESTS

Cllr Martin declared an interest in item 02/6 Applications Received Late

Due to declaring an interest item 02/6 Applications Received Late, this item was brought forward, and Cllr Schofield attended the meeting.

02/6. PLANNING

Members considered the following applications.

Applications Received Late:

21/00135AS & 21/00136/AS Tudor Lodge Gift Shop, The Square, Chilham, Canterbury, CT4 8BY. Proposal change of use of first floor residential dwelling into wine tasting venue. Minor internal alterations to ground and first floor to facilitate shop and wine bar with associated Listed Building Application 21/00136/AS Works of conversion to facilitate proposed change of use for first floor residential dwelling into wine tasting venue and further alterations to ground and first floor to facilitate shop and wine bar.

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

Although Chilham Parish Council fully support the intentions of these planning applications, there are two areas that need further consideration before the application can be permitted:

(i) This 14th century building has very considerable heritage assets for which it is essential that they are suitably protected. While the developers do recognise this, the heritage statement supplied is far from "neutral" in that it goes to some lengths to tell the developers and the planning authority what they would wish to hear. With so many changes, alterations, refurbishments, and additions planned we believe that it is vital to obtain a neutral opinion on these. Maybe the Canterbury Archaeological Trust or English Heritage are able to do this though the Borough Council may have its own in-house expertise.

(ii) If the project is to be successful it will need to attract a fair number of customers, which we suspect it will do. However, a large proportion of these will be using private vehicles which will need parking space. The Square is almost full for most of the time so additional parking spaces in and around the Square will be hard to secure. There is a large public car park some 150 metres downhill from the Square and parking must be directed to this (the Taylor's Hill car park). Failure to do this will prove very aggravating to local residents.

Cllr Martin re-joined the meeting

21/00114/AS The Old Roses, Ashford Road, Chilham, Canterbury Kent CT4 8EE

Removal of existing roof structure and the re-construction with new dormer windows to create first floor accommodation and the erection of a two-storey extension to the south west elevation.

Revised scheme to 20/00182/AS

It was unanimously agreed that Cllrs supported the application pending clarification on the flood risk assessment.

02/5.BOROUGH COUNCILLOR REPORT

Cllr Dehnel's report was circulated to Cllrs prior to the meeting.

Tea Rooms

I have been contacted by several residents in relation to the Tea Rooms at Chilham Sq. The concern though COVID measures may be followed in the strict sense of the service being provided, there are none-the-less several individuals standing and gathering around the area immediately outside the Team Rooms, often without masks etc. Both myself and the Parish Council have engaged with the PCSO task team (while out immediate PSCO is on leave). Actions taken so far:

Various patrols have been carried out at different times on day and different days based on feedback from residents on times of day when most gathering takes place.

The owner has been spoken to on at least two occasions.

Going forward

Feedback from the Task Team - "They [the owner] have got several measures in place and are co-operating with our enquires. I feel this is going to be an on-going issue with all parties working together to improve the situation. Can you please ask the residents to continue to report breaches and myself, Luke and Oli will continue to monitor the square when we are on duty."

My ask - If you feel that COVID rules/laws are being broken, you should report it using 111 immediately. Your reports are logged and feed into patrol patterns and responses from law enforcement.

Speed limits - A252

Notification from KCC Highways - Speed limit reduction down to 50 MPH for most of the road, but of note for Chilham is from Dane Street to Bagham Place.

Concurrent Grant and Council Tax Support Grant

Due to other action items from Parishes in the Ward I have been communicating with ABC Finance. In doing so I was reminded of the proposed changes to various Grants that Parish Councils are currently able to avail of. This streamlining is long overdue but critically only 2 Parishes have so far provided feedback (closing date 19 Feb 2021). This could be due to the demographics of the Parishes in question, but I committed to raise this with my Ward and encourage all to feedback if any of the Grants are integral to your financial planning.

Branch Rd

Work in Progress - We have contact with KCC Highways who are aware of this from planning. They were grateful to receive the report from residents. They have committed to feedback. I have asked for expected date of reply and have asked for a community engagement session to review the feedback. I await update.

I note that the Officer at ABC handling the planning application - that his matter relates directly to - states - "Once we receive the revised plan's we will carry out a full consultation. This proposal as I am sure you are aware is caught up in the Stodmarsh issue. I think it will be a while before it goes back to PC."

Old Alma

Work in Progress - This case is being reviewed by the Officer and his manager this Wednesday and he will provide me a summary, hopefully Thursday AM in time for the PC meeting.

Village Hall Carpark

Work in Progress - The Legal Officer was due to go into ABC today (Monday 1 Feb) and [hopefully] lay hands on the S106 documentation. Awaiting update. I have also followed up with Oliver Peel (Planning) to see if he can give direction.

Cllr Marriott asked Cllr Dehnel for an update in regards to Hawkins Rough – agreed to speak on Monday and report back at the meeting in March.

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

02/7. FINANCE & GOVERNANCE

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

<u>Name</u>	<u>Description</u>	<u>Amount (£)</u>
ICO	Data Protection Fee	35.00
SLCC	12th Edition of Local Administration	123.80
C Vincent	Voxi Sim Reimbursement	10.00
Viking	Hazard Tape for Adult outside Gym	34.63
Viking	Litter Pickers x 6	27.17
Victory Cleaning	Cleaning & Materials THT	545.27
E Hull	Wages	887.50
It'seeze	Emails/website domain	55.20

The Clerk explained the abbreviation SLCC stood for Society of Local Council Clerks, the book was a reference tool for Clerks. It was noted that the Clerks wages this month included the homeworking allowance missed from last month.

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 Clerk to contact Clean Cut Tree Services to clarify the cost of each option detailed on the quote
- c) OWL Hedge maintenance to consider quote
Resolved: The Clerk to contact Clean Cut Tree Services and ask for a quote for two cuts a year not three
- d) Protective gloves and black sacks request for volunteer litter pickers
Resolved: Cllrs unanimously agreed the request for protective gloves and black sacks
- e) Unity Trust Multi Pay Card
Resolved: Cllrs unanimously agreed to the Clerk obtaining a multi pay card. The Clerk to investigate if this is possible with the type of bank account the parish hold.

4 Signed by the Chair: Date:.....

02/08. CORRESPONDENCE

- KALC Community Awards 2021.
It was unanimously agreed to adopt the scheme.
- Chilham Chase and Chill
Correspondence had been received detailing the unfortunate postponement of Chilham Chase and Chill. A further discussion will take place in March regarding the ring fenced £1,000.00.
- Book Exchange – Phone Box
Cllrs unanimously agreed to the trial of a book exchange in the phone box at OWL
- Benches in Chilham Square
Correspondence had been received regarding visitors not socially distancing in the square, whilst CPC were concerned unfortunately this was out of the remit of the parish and advised matters of this nature to be reported to the police.
- Potholes, Internet Speed in OWL, Traffic Volume
It was noted that all three items would be discussed with Cllrs Bell and Dehnel and reported back at the meeting in March.
- Encroaching Hedge along Selling Road
- **The Clerk to contact Ashford Borough Council Aspire regarding the encroaching hedge.**

02/09. COMMUNICATION

It was unanimously agreed to add a section to the CPC website to explain the remit of the parish council and to also outline what services are carried out by County and Borough Councils.

Youth engagement is still low, Cllr Meaden tabled a list of possible ways in which the parish could be a useful source of information to the youth in the area. It was unanimously agreed that Cllr Martin would use this information to devise a questionnaire and circulate to Cllrs before placing on social media and possibly send to the local primary school year 6. It was also suggested to also extend to parishioners with specific skill sets. Cllr Martin to liaise with Cllr Schofield once feeling better.

02/10. HARVEST HOUSE

- Branch Road Traffic Survey

As previously noted, a catch-up meeting was scheduled for the 8th February on local issues with Cllrs Bell and Dehnel, details of which will be tabled at the meeting in March.

02/11. YOUTH COUNCIL/ASB

Item placed with item 02/09 above.

02/12. DRAFT POLICIES TO ADOPT

The following policies were approved and adopted.

Complaints Procedure, GDPR Privacy Notice, GDPR Policy, GDPR Consent to Hold Information – The Clerk to send an email to all on the CPC contact list to ensure they are still happy with their details to be stored. Disposal & Retention Policy, Retention of Documents – Appendix A, Freedom of Information Model Publication Scheme, Freedom of Information Policy, Information & Data Protection Policy, Social Media & Communication Policy, Powers & Duties of a Parish Council.

02/13. CHRISTMAS TREE COMMITTEE

To ensure future Christmas Tree events ran smoothly, it was unanimously agreed that the chair of the Christmas Tree Committee would be invited to a meeting with The Chair and Clerk of CPC. Cllr Martin to forward contact details to The Clerk.

02/14. TO PROMOTE THE SLOW WAYS PROJECT

Cllrs unanimously agreed to support this project. The Clerk to contact and ask for social media, posters etc.

02/15. SOCIAL MEDIA CAMPAIGN FOR THE 2021 CENSUS

Cllrs unanimously agreed to run a social media campaign, residents on the parish contact list to be emailed to make them aware that the census is to take place and potentially holding virtual surgeries to help complete if required.

02/16 CHANGE OF NAME

Currently feedback suggested that residents were not keen on the idea. It was unanimously agreed that a consultation to coincide with Ashford Borough Council boundary review which was scheduled to take place at the end of the year. The Clerk to seek clarification from Paul Libreri.

02/17. DATE OF NEXT MEETING

Thursday March 4th 2021 at 7pm.