



CHILHAM PARISH COUNCIL

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

on 7th January 2021 at 7.00 pm public Forum/7.30pm Meeting

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

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

01/1. APOLOGIES FOR ABSENCE

There were no apologies.

01/2. MINUTES

The minutes from the meeting held on the 3rd December were circulated to members.

RESOLVED: That the Minutes of the meeting held on 3rd December be approved as a true and accurate record and signed by the Chairman when able to do so, all members agreed.

The departure of the previous clerk Caroline Vincent and the welcoming of Locum Clerk Emma Hull was announced.

01/3. ACTIONS ARISING FROM THE MINUTES

The list of actions were circulated to members.

01/4. DECLARATIONS OF INTERESTS

Cllr Martin declared an interest in item 01/13.

01/5. BOROUGH COUNCILLOR REPORT

Apologies were received from Charles Dehnel due to last minute work commitments. It was agreed that Cllr Martin would contact both Charles Dehnel and Claire Bell to set up a meeting to discuss various issues and to introduce the new Clerk.

01/6. PLANNING

Members considered the following applications.

20/01674/AS - Bowerland Oast, Bowerland Farm, Bowerland Lane, Chilham, Canterbury, CT4 8ED

Proposal: Single storey glazed link extension

Applications Received Late:

20/01786/AS The Old Alma, Canterbury Road, Chilham, Canterbury, Kent, CT4 8DX
Conversion of existing Old Alma with side and rear extensions to accommodate 4No.1 bedroom flats, demolition of existing outbuildings, erection of 2 No2. Bedroom flats with associated hardstanding.

21/00006/AS Claremont, Canterbury Road, Chilham, Canterbury, Kent CT4 8DX
Erection of garage (revised to external materials as approved on 19/00882/AS

RESOLVED: It was unanimously decided that a further meeting was required for next week to discuss the three planning applications in more detail.

Decided Applications:

20/01428/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
Permit

20/01429/AS - Well Cottage, Taylors Hill, Chilham, Canterbury, CT4 8BZ

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. **Permit**

20/01425/AS - Dane Cottage, Dane Street, Chilham, Canterbury, Kent, CT4 8ER

Replace old summer/pool house with new modern timber building **Permit**

01/7. 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>
Groombridge	Oct/Nov grass cuts	£320.40
Nisbets	2 Soup Kettles, 1 Ladle, 2 Anti-bac hand gels	£162.90
C Vincent	Reimbursement for Christmas Tree Lights for Shottenden	£158.40
C Vincent	Reimbursement for Road Signs for Shottenden	£156.92

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

itseeze	Emails/website domain	£55.20
Cllr J Martin	Reimbursement for refreshments for Xmas Event	£120.50
Cllr J Martin	Reimbursement for non-alcoholic mulled wine for Xmas Event	£35.88
Cllr J Martin	Reimbursement for PA system for Xmas Event	£69.95
KALC	KALC Annual Finance Conference - online	£60.00
Cllr G Schofield	Storage Boxes and Bin Liners	£154.75
Dor 2 Dor	Delivery of Parish Newsletter	£270.00
Victory Cleaning	Cleaning & Materials THT	£586.07
C Vincent	Voxi Sim Reimbursement	£10.00
C Vincent	Wages (Handover to Locum Clerk)	£741.10
E Hull	Wages	£778.80

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

- b) To approve the budget for 21/22
Resolved: Cllrs unanimously agreed the budget, it was noted that the Concurrent Grant and Council Tax Support Grant have not been factored into this year's budget due to ABC being unable to confirm that these grants will be available.
- c) Quote for grass cutting at OWL, Groombridge had the option of a further year subject to CPC agreement. (The cost has remained the same).
Resolved: Cllrs unanimously agreed to the quote.
- d) Quote to be agreed for the annual asbestos check at THT.
Resolved: Cllrs unanimously agreed for the work to be carried out. The Clerk to arrange a suitable date and time with Cllr Marriott in attendance.
- e) To consider the funding request for the Chilham Chase and Chill
Resolved: Cllrs unanimously agreed to pay £1,000.00 Cllrs felt that a further discussion was required regarding the request for a further £1,000.00.
- f) OWL fence repairs, to agree the quote received.
Resolved: Cllrs agreed to the work. The Clerk to arrange a suitable time for the work to be carried out.
- g) Litter picker sticks requests for volunteers, decision required.
Resolved: Cllrs unanimously agreed to the request for litter pickers. It was noted that Cllr Schofield had a box of high Viz jackets which could also be utilised.
- h) Tree pruning at OWL overhanging the Village Hall car park as reported by Keith Uncle, to agree the quote.
Resolved: Cllrs requested that The Clerk obtain two more quotes.

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

01/08. CORRESPONDENCE

- KALC Community Awards 2021.
It was agreed that a further discussion on the awards was required and to be carried forward to February's meeting. Cllr Martin will seek more information with nominations to be submitted by Friday 12th February.
- Affordable Housing for the Community from the Kent Community Housing Hub.
Cllrs unanimously agreed that The Clerk to respond thanking for the correspondence and would be in touch if in the future if required.
- S106 letter from Chilham Sports Centre
The Clerk to send a letter to acknowledge receipt.
- Initial Consultation for proposed Stour Valley Regional Park
Cllrs unanimously agreed to invite Kentish Stour Countryside Partnership to a monthly meeting under open forum.

01/09. HARVEST HOUSE

Cllrs thanked Mark Hobday, Derrick Kennett and Rob White for the detailed work undertaken regarding the proposal to improve road safety on Branch and Bagham Road. Cllr Martin to contact Charles Dehnel regarding progress made on taking the report forward and the outcome to be tabled at the next meeting.

01/10. YOUTH COUNCIL/ASB

It was agreed to carry this item over to February's meeting.

01/11. CO-OPTION OF YOUTH MEMBERS

It was decided to carry this item over and to seek further clarification.

01/12. DRAFT POLICIES TO ADOPT

The following policies were approved and adopted.

Grant Application Form
Grant Awarding Policy & Procedure
Lone Working Policy

01/13. TREES DONATED BY ABC

After some discussion it was unanimously agreed that the trees would be given to Domaine Evremond. Cllr Martin will pass the contact details to Cllr Meaden to arrange.

01/14. CHRISTMAS TREE COMMITTEE

The Clerk had received an email from KALC regarding detailed information on Committees and would forward the information received to Cllrs. It was agreed for the item to be carried over to February's meeting.

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01/15. LAY MEMBERS

It was decided to carry this item over and to seek further clarification before accepting help from lay members.

01/16. DATE OF NEXT MEETING

Thursday February 4th 2021 at 7pm.