



**CHILHAM PARISH COUNCIL**

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

**on 1<sup>st</sup> April 2021 at 7.00 pm public Forum/7.30pm Meeting**

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

**Also, present** Cllr Charles Dehnel (Ashford Borough Council, Emma Hull (Locum Clerk to Council) and 28 members of the public.

**04/1. APOLOGIES FOR ABSENCE**

There were no apologies.

**04/2. MINUTES**

The minutes from meetings held on the 4<sup>th</sup> March were circulated to members.

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

**04/3. ACTIONS ARISING FROM THE MINUTES**

The list of actions were circulated to members.

**04/4. DECLARATIONS OF INTERESTS**

Cllr Martin declared an interest in item 04/6 Applications Received Late

**04/5. REPORTS**

Reports were circulated prior to the meeting taking place.

**Borough Councillor**

March has been a particularly busy month from a Planning, Enforcement and SEW perspective. Regrettably, a lot of this work remains in progress so not too many weighty updates.

Trees - Heron's Close

- Survey carried out and work has been prioritized, however, it is at this stage not labelled as urgent and there are other more pressing trees to deal with. I am assured work will start asap but no commitment on timeline.

Branch Rd (Harvest House)

- Chilham Parish Council is/has worked on the Highways Improvement Plan
- Also working with the developer for positioning/viability of adding a footpath to the build, this discussion is a key focus ahead of this application coming back before planning committee

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

- Expecting this to be delayed going to planning on account of Sodmarch and knock-on impacts on planning

#### OWL Car Park

- The S106 document has been found and I am due to speak with the officer concerned this week.

#### SEW

- Both Cllr Clair Bell and I are in full support of CPC considering the continued disruption to service, increase in rates and failure to address what seems to be a never-ending problem. Currently Cllr Bell is working with contacts at KCC to engage with SEW. Our hope is to have a round table with them and lock in commitments to make a meaningful difference to level of service.

#### Cellar Door - Peacock

- I have been contacted by multiple residents on the state of disrepair seen at the Peacock on Chilham Square, of immediate concern is the cellar door that is set on the side of the square. I have had reports of people tripping or seeming to fall because of it.
- I have raised this with the enforcement team to ask for action and I am informed that there is case running on this, and an update will be coming to me.

#### Chair

It has been a busy few months for the Parish Council, and I thank our Locum Clerk for the recommendation to add a Chair's report to our Agenda, in order that residents of the Parish can be kept abreast of what we are doing on their behalf. This will now be a regular feature of the monthly meetings.

#### Key achievements of late:

- We have been liaising with the 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.
- We have also secured 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.
- We have also been working with the Kent Film Office on the Filming that as we heard earlier will be taking place in Chilham in the summer.
- 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.
- We have continued to manage and monitor the outdoor gym for Covid 19 adherence and are pleased it is now reopened. We have also been resolving a number of overhanging tree issues.
- 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.

- In Shottenden, we had the first ever Christmas Tree event with Carols, mulled wine and mince pies, and due to its success, we will be liaising with the Chilham Christmas Tree Parish Council working group, to ensure this can be incorporated as an annual event.
- 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.

This is just a snapshot of what we have been up to, but I hope that it gives you an idea of how we are seeking to deliver for all the villages in the Parish.

As this Council year comes to a close, I would like to thank all my colleagues on the Council for their hard work and commitment in very challenging circumstances. Every single one of you has contributed hugely to the achievements of this past year, as did Council Spencer Tanner, who has since departed, and as Chair for the past few months, I thank you greatly. We have been fortunate to have two very able and capable Clerks in recent times, and I must thank again our two most recent Clerks Caroline and Emma, for their commitment and diligence throughout a very difficult time- we all look forward to meeting you in person soon Emma!

Our efforts to deliver with a small team of Councillors have been hugely helped by the support of many villagers and particular thanks must go to Mark, Rob, Derrick, Michelle, Catherine, Yvonne and Keith for their special efforts in ensuring that vital tasks are completed -that the small Council team - would have struggled to complete. Although not named fully for GDPR purposes- you all know who you are and we are truly thankful for your efforts. I would also like to thank Our Reverend Sigrist and Jenny of the Church Committee for their support in storing and transporting all the PC documents up many flights of narrow stairs!

Our Borough and County representatives have worked well with us and supported many issues where their input has been instrumental in enacting change and we thank them and hope that we can continue this good relationship whoever is representing us after May 6<sup>th</sup>. We wish all those standing in the elections the best of British luck.

Clerk

Busy with Year-end, watching various webinars videos, attending zoom meetings in regards to the financial package used and chasing invoices and preparing for audit and AGAR.

**04/6. PLANNING**

**Members considered the following applications.**

**21/00393/AS - Home Lea, Canterbury Road, Chilham, Canterbury, Kent, CT4 8AG**

Proposal: Variation of condition 2 on planning permission 19/01365/AS  
Erection of three-bedroom dwelling; double garage and associated parking to alter approved plans to change design/size of dwelling

Resolved: No Objections

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

**21/00311/AS - Plot of land south west of Hillside, Canterbury Road, Chilham, Kent**

Proposal: Reserved matters application to consider access, landscaping, scale, layout and appearance pursuant to outline planning permission 17/01629/AS (Outline planning application for four dwellings with associated parking, access, landscaping and infrastructure works)

This plot of land lies directly adjacent to the A28 road just east of Chilham village. It is in a prominent location and thus is highly visible. The documents associated with the application, and with the original application (17/01629/AS), give no clues as to extent of the fencing that will surround and separate the four houses, but we estimate that this could be some 200 metres of wood panel fencing. For ecological and landscape reasons, the Parish Council would like to request that this proposal for wood panel fencing is replaced by a requirement for the use of hedging.

Paragraph 5.302 of the ABC Local Plan (2017) states "The council will expect and will work to ensure that all new development coming forward in the Borough will conserve or enhance local biodiversity and that unacceptable, harmful impacts on biodiversity and the natural environment will be avoided." The previous paragraph (5.301) states that the planting of native hedgerows would be an appropriate measure to enhance biodiversity. And Policy ENV1 reinforces these aims by stating "Opportunities for the management, restoration and creation of habitats in line with the opportunities identified for the Biodiversity Opportunity Areas (BOAs) and targets set out in the Kent Biodiversity Strategy will be supported." Further we would add that the Local Plan policy ENV5 notes that important rural features to be protected include river corridors and tributaries and this fencing will be located just 100 metres from the important River Stour corridor.

Additional to the above justification, the original Design and Access statement (submitted as part of the application 17/01629/AS) notes (in paragraph 6.2.1) the following "The proposal will allow the area to be landscaped to enhance ecology opportunities in the area", and paragraph 6.2.2 notes "To borders (sic) of each plot hedgerows are proposed to help screen the built form as well as soften the overall visual impact." If this is the case then why does this present application make no mention of hedge planting, while it does provide two commercial documents showing the extensive wood panel fencing that might be used?

We strongly advise that ABC makes a condition that landscaping and environmental considerations will be greatly enhanced by native hedgerow planting and thus this must be implemented.

**21/00362/AS - Tui Lodge, Pilgrims Lane, Chilham, Canterbury, CT4 8AA**

Proposal: Proposed single storey front extension to provide new main entrance along with conversion of first floor to existing garage into habitable space, together with replacement doors and windows.

Resolved: No Objections

**21/00410/AS - Glebe Orchard Barn, Bowerland Lane, Chilham, Ashford, CT4 8AT**

Proposal: Erection of single storey side extension to house therapeutic swimming pool

Resolved: The Locum Clerk to contact the planning officer in regards to concerns of in balance of scale

**21/00477/AS - 2 Shiregate Cottages, Soleshill Road, Chilham, Canterbury, Kent, CT4 8JX**

Proposal: Single storey front extension

Resolved: No Objections in principle it is important to state that additional clarifications need to be made before these plans could be approved. For instance:

(i) There is no evidence to say what is proposed here and the plans are very difficult to follow.

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

- (ii) The section "A to A" on the bottom side elevation diagram appears to go right the way through the house whereas the section line drawn on the proposed ground floor plan only goes through 2/3rds of the house.
- (iii) The existing ground floor plans and the proposed ground floor plans seem to be reversed (shown from different orientations).
- (iv) There is nothing on the diagrams to highlight what the proposed changes consist of.
- (v) It looks as though the position of the WC has been changed meaning that this is more than just a "single storey front extension".

**21/00501/AS - Old Plough Cottage, Soleshill Road, Chilham, Canterbury, Kent, CT4 8JL**

Proposal: Proposed two new dormers at first floor level to existing garage plus all associated works.

Resolved: No Objections

**21/00039/TC - Cumberland House, The Street, Chilham, Canterbury, CT4 8BX**

Beech Tree - Crown reduction by 2 metres, also to thin and remove dead wood.

Resolved: No Objections

**Applications Received Late:** to consider any applications received after posting the agenda

Cllr Martin left the meeting

Further Consultation on planning application received

**21/00135/AS & 21/00136/AS Tudor Lodge Gift Shop, The Square, Chilham, Canterbury, CT4 8BY**

Proposal: Proposed 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

**Tudor Lodge Gift Shop, The Square, Chilham, Canterbury, CT4 8BY**

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.

Resolved: CPC have submitted their comments on this application already, no further comments to add

Cllr Martin re-joined the meeting

**21/00543/AS - Kemnal Cottage, Soleshill Road, Chilham, Canterbury, Kent, CT48JR**

Proposal: Erection of front porch

Resolved: No Objections

**Refused Application**

**20/00648/AS – Rosecroft, Selling Road, Chilham, Canterbury, Kent, CT4 8BH**

Erection of two storey rear extension (retrospective)

#### **04/7. FINANCE & GOVERNANCE**

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

<b><u>Name</u></b>	<b><u>Description</u></b>	<b><u>Amount (£)</u></b>
E Hull	Locum Clerks Wages	828.75
HMRC	Tax & NIC	64.83
Victory Cleaning	Cleaning Materials	545.27
C Vincent	Voxi sim	10.00
Itseeze	Locum Clerk Web Training	42.00
Viking	Refuse sacks and disposable gloves	37.06
Itseeze	Emails/website domain	60.00
Eventbrite	All about the AGAR (KALC) (Clerk Training)	42.00
Ashford Borough Council	Phyllis Farm playing Field	6.25
E Hull	Postage surcharge	2.00
Castle Water	Water and waste bills for THT	3.09
Y White	Bulbs for OWL Planters	21.60
E Hull	Postage special delivery	7.65
Invicta Law	Parish Council Legal Scheme	360.00
Chilham Village Hall Management Committee	Hall Hire	21.00

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

- b) To approve purchase of bulbs for OWL village centre planters from Y White

**Resolved** Cllrs agreed the payment

- c) To approve Locum Clerks overtime (**Appendix D**)

**Resolved No** overtime was received

- d) To receive and approve the annual quote from our insurer

**Resolved** The Clerk to write to the insurer to clarify what is listed under playground equipment and sports equipment

6 Signed by the Chair: ..... Date:.....

e) To approve KALC Subscription

**Resolved** Cllrs unanimously agreed the KALC 2021/2022 subscription

f) To approve ATS contract renewal

**Resolved** The Clerk to request a one month extension due to the lateness of the renewal

g) To approve donation to church for storage

**Resolved** It was unanimously agreed to seek clarification from the Church in regards to how long the storage area can be used. A further discussion in regards to a suitable donation will take place when this is clarified, the use of a dehumidifier would be beneficial if the storage was long term.

#### **04/08. CORRESPONDENCE**

- Phone box  
**Action** The Clerk to write to BT in regards to the condition of the phone box in Herons Close
- Parish Council grants update  
To limit the impact of removing the Council Tax Support Grant and Concurrent Grant a one off transitional grant of £740 will be available.  
**Action** The Locum Clerk to place as an agenda item for May to discuss how to best use the grant
- Old historical parish records  
Parish records dating back 100 years are currently being reviewed by a local historian, there is an on-going discussion in regards to finding an appropriate place to keep the records so that they can be viewed by the public.
- Statutory Consultation: Boughton & Dunkirk Neighborhood Plan proposed policies  
The consultation was duly noted

#### **04/09. REMOTE MEETINGS / S101 POWERS TO THE CLERK**

It was unanimously agreed to grant S101 power to the Locum Clerk to holding remote meetings. It was also unanimously agreed to hold the Parish meeting and APM on Tuesday 4<sup>th</sup> May as elections are taking place on Thursday 6<sup>th</sup> May.

An Open consultation Local authority remote meetings: call for evidence launched on the 25<sup>th</sup> March which will last for 12 weeks seeking views on virtual meetings.

**Action** The Locum Clerk to collate Cllrs responses and respond to the questionnaire.

#### **04/10. FUTURE MEETING DATES**

Cllrs unanimously agreed the list of dates circulated plus unanimously agreed that a meeting wasn't required in August.

#### **04/11. VOLUNTEERS**

The Clerk has been notified of volunteering taking place which hadn't previously been noted, due to this a volunteer list of activities is being produced.

7 Signed by the Chair: ..... Date:.....

**04/12. HARVEST HOUSE**

There are no further updates other than those in mentioned in item 5 above.

**04/13. DRAFT POLICIES TO ADOPT**

The following policies were approved and adopted.

Financial Regulations

**04/14. COMMUNICATION**

- Website  
Work to the website is ongoing, two new areas are currently being worked on. An area for Cllrs to log on and access papers for meetings and a Freedom of Information Requests area.
- Newsletter  
The next newsletter is currently being finalised, a detailed check list of every street will be passed to the delivery company, streets that they are unable to deliver to will be completed by volunteers.

**04/15. ELECTIONS**

Notices have been displayed on our notice boards and website. Elections will take place on the 6<sup>th</sup> May. Nomination papers are to be sent back to the Returning Officer no later than 4pm Thursday 8<sup>th</sup> April.

**04/16. DATE OF NEXT MEETING & APM**

Tuesday 4th May at 7pm.

Meeting closed at 21:19 to the public.

**04/17. CLOSED SESSION**

Decision required by members:

- The Locum Clerks contract/position at Chilham PC

The minutes for this item are on confidential papers.