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24 January 2022

## To all Members of Chilham Parish Council

Dear Councillor

YOU ARE HEREBY SUMMONED TO ATTEND a Full Meeting of the Parish Council at Old Wives Lees Village Hall on Thursday 03 February 2022 at 7.30 p.m. The purpose of the meeting is to consider and pass such resolutions as may be deemed necessary or desirable in respect of the matters contained within the agenda.

If you are unable to attend this meeting, please advise the Clerk in advance by email so that your apologies and reasons for absence can be given at the meeting.

Proceedings will commence at 7.00 p.m. with a public forum between 7.00 p.m. and 7.30 p.m. Please note that subject to the duration of the public forum; the meeting may start earlier than 7.30 p.m.

*Karen Bell*

Karen Bell  
Proper Officer, Parish Clerk & RFO

**NOTICE OF MEETING** Public Notice of the meeting has been given in accordance with schedule 12, Para 10(2) of the Local Government Act 1972. The Meeting is open to the press and public.

### AGENDA

#### Time Guide

1. **APOLOGIES FOR ABSENCE (19.30):** To receive apologies for absence.
2. **DECLARATIONS OF INTERESTS AND / OR LOBBYING (19.32)**  
*Reminder to Members to disclose either a Pecuniary Interest or Other Interest in any item on the agenda. Note: The clerk cannot advise members on this. Members are personally responsible for declaring an interest. Members are respectfully advised to read the Code of Conduct for more information. Councillors are also responsible for ensuring that their Registers of Interests are up to date (within 28 days of any changes). Members are requested to disclose any interest they may have for items on the agenda.*
3. **COUNTY AND BOROUGH COUNCILLORS and POLICING (19.35):** To receive reports from County and Borough Councillors and Police representatives
4. **MINUTES (19.45)**
  - 4.1 To receive and approve the minutes of the meeting held on 06 January 2022
  - 4.2 To receive an update on any matters arising not included in the agenda

5. **2022/2023 MEETING SCHEDULE (19.47):** To consider the following

- 5.1 Parish Council Meeting Schedule
- 5.2 2022 Annual Meeting of the Parish
- 5.3 2022 Annual Report

6. **WORKING GROUPS (19.50)**

**6.1 Review of Membership of Working Groups**

6.2 **Finance & General Purposes:** To receive a report from the Working Group

**6.3 Planning**

6.3.1 Planning Applications for Consideration

**21/02083/AS** Four conservation style rooflights in roof to rear single storey plain tiled lean-to roof at **5 Stable Court, Chilham Castle Estate, Chilham**

**20/00508/AS** Reserved matters application pursuant to outline planning permission 18/00029/AS to consider the appearance, landscaping, layout and scale for up to 135 dwellings (including up to 40% affordable housing) introduction of structural planting and landscaping, informal public open space and children's play area (LEAP), vehicular access from the A20/Maidstone Road and associated ancillary works at **Land south of the Swan Hotel, Maidstone Road, Charing**  
**RECEIVED FOR INFORMATION AND / OR COMMENT**

**6.3.2 Temporary Road Closures:** To note the following

6.3.2.1 A28 Ashford Road, Chilham – 07.02.22 – 09.02.22 between 22:00 hours and 06:00 hours in order to allow for work to be carried out by Network Rail

6.3.2.2 Cobbs Hill & Mulberry Hill, Chilham – 15.02.22 for 2 Days between 08:00 hours and 18:00 hours in order for work to be undertaken by Openreach to recover old telecom poles.

**6.4 Events & Communications**

6.4.1 To receive a report from the Working Group

6.4.2 Jubilee Commemorative Items: To consider

**6.5 Environment & Open Spaces**

6.5.1 To receive a report from the Working Group

6.5.2 THT: To receive information

6.5.3 Climate Change Emergency Declaration: To consider (Deferred from January 2022) (Attached)

6.5.4 Meeting with Parish Tree Warden regarding Queens Green Canopy: To receive information

7. **FINANCE & GOVERNANCE (20.05)**
- 7.1 Bank Reconciliation at 31 January 2022: To receive information (To follow)
- 7.2 Financial Transactions for Approval (To follow)
- 7.3 2021/2022 Quarter 3
- 7.3.1 Budgetary Control as at 31 December 2021: To receive information
- 7.3.2 VAT Reclaim as at 31 December 2021: To receive information
- 7.4 Investment Opportunities: To receive information and to consider
8. **CORRESPONDENCE (20.15):** List of items received during the period 27 December to 24 January 2022 (attached)
9. **MATTERS FOR FURTHER DISCUSSION (20.20)**
10. **MATTERS FOR CONSIDERATION IN PRIVATE (20.25)**  
*There are only a few reasons as to why, legally, the public and press can be excluded from a meeting. The Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2) states "A body may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies." It is generally considered acceptable to exclude the press and public if the agenda item relates to the consideration of tenders, leases, purchases of assets, for matters relating to staffing covered by the data Protection Act and to consider complaints against the council or a code of conduct complaint.*  
**Exclusion of press and public:** To resolve that the press and public be excluded from the consideration of the following items.
- 10.1 Recruitment of New Clerk
- 10.2 Recruitment of Local Person to undertake cleaning of the THT Public Conveniences
11. **DATE AND TIME OF NEXT MEETING (20.40):** To confirm as Thursday 03 March 2022 at 7.00 pm in Chilham Village Hall

**NOTES:**

- a) **The meeting is open to the press & public.**
- b) **CPC allows a period of time at Full Council Meetings when residents can put questions to the council. At other times, the public are not able to take part in the proceedings except at the discretion of the Chairman who may at a convenient time in the transaction of business adjourn the meeting and suspend standing orders to allow any member of the public to address the meeting and ask questions requiring answers of a factual nature**
- c) **Mobile phones should be switched to silent during the meeting.**

## CORRESPONDENCE

The following items were received during the period 27 December 2021 to 24 January 2022

### a. KALC

- (i) Events
  - What's On – January 2022
  - Event Schedule: January – March 2022
  - Bitesize courses
- (ii) KALC Chief Executive Bulletins
- (iii) KALC News
- (iv) Area Committee – Minutes from meeting held on 05.01.22, copy of letter to SW Water re unflushables 2022 Meeting Dates and Copy of ABC's Report of the Overview and Scrutiny Committee re S106 Task Force
- (v) The Queens Jubilee – Information from Pageant Master
- (vi) Carbon Footprint Calculator
- (vii) Kent PCC Newsletter (January 2022) with Precept information
- (viii) KCC Members Newsletter – Waste Management Update (January 2022)

b. **Miscellaneous:** Castle Water, Viking, Staples, Plantscape, Creative Play, Laser Energy, Playforce, Kompan Playgrounds, Creative Playdale, Came & Company (Insurers Newsletter), SEE Newsletter, East Malling Short Courses (Winter Pruning), Broxagroup (Sunshine Gym), RJS Garden Care, Fourways, Radley Leisure, Sutcliffe Play, Lloyds Bank (Change of Business T & C's), Applause Rural Touring Theatre

c. **SLCC** Newsletters

d. **NALC:** Newsletters and Events

### e. LG Bulletins

### f. ABC

- (i) Leader Briefing notes including Queens Green Canopy & Household Support Fund
- (ii) Agenda for Planning Committee held on 19.01.22
- (iii) An Introduction to The Greater Ashford Borough – Environment and Land Mapping Commission

g. **NHW:** Regular Briefings

h. **KCC:** Making a Difference – Latest Engagement Opportunities – Adult Carers Strategy Consultation

i. **SLCC:** Virtual Branch Meeting information

j. **NHS – Wilder Wellbeing** (January 2022)

k. **SE Railway:** Feedback request on annual stakeholder research programme

l. **Sparse:** Invitation to RSN seminar (Older People in Rural Areas)

m. **Clerks & Councils Direct** (January 2022)

### n. Policing

- (i) Crime Updates
- (ii) PCSO Monthly Newsletter