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28 March 2022

To all Members of Chilham Parish Council

Dear Councillor

YOU ARE HEREBY SUMMONED TO ATTEND a Full Meeting of the Parish Council at Chilham Village Hall on Thursday 07 April 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. The Meeting will be preceded by the Annual Meeting of the Parish which will commence at 7.00 p.m.

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.

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 (19.34):** To receive reports from County and Borough Councillors and Police representatives
4. **QUESTIONS FROM RESIDENTS (19.44)**
 - 4.1 Correspondence from Residents
 - 4.2 Questions from Residents
5. **MINUTES (19.59)**
 - 5.1 To receive and approve the minutes of the meeting held on 03 February 2022
 - 5.2 To receive an update on any matters arising not included in the agenda
6. **WORKING GROUPS (20.01)**
 - 6.1 **Finance & General Purposes:** To receive a report from the Working Group

6.2 Planning

- 6.2.1 Planning Applications – Appendix 1 refers (Attached)
- 6.2.2 Planning Decisions – Appendix 1 refers (Attached)
- 6.2.3 Chartham Neighbourhood Plan: To receive information
- 6.2.4 Temporary Road Closure - Bowerland Lane, Chilham - 4th April 2022 for 19 Days while gas connection works are undertaken by Express Utilities.
- 6.2.5 Government Consultation on the Clover Landscapes Review – An opportunity to stop “off roading” in Areas of Outstanding Natural Beauty

6.3 Events & Communications

- 6.3.1 To receive a report from the Working Group
- 6.3.2 Jubilee Celebrations: To receive information and to approve purchase of commemorative coins
- 9.3.3 Chilham Prescription Service: To receive and consider information

6.4 Environment & Open Spaces

- 6.4.1 To receive a report from the Working Group
- 6.4.2 THT
 - 6.4.2.1 Maintenance Reports: To receive information
 - 6.4.2.2 Hot Water Provision: To consider
- 6.4.3 Queens Green Canopy: To receive information and to consider purchase of a Tree Plaque
- 6.4.4 Tree Management
 - 6.4.4.1 Tree Management Policy: To consider (Attached)
 - 6.4.4.2 Tree Safety Audit: To consider
- 6.4.5 Grass and Hedge cutting: To consider the recommendation of the WG regarding a new contractor in respect of grasscutting and to consider councils hedge cutting requirements for 2022/2023

7. **FINANCE & GOVERNANCE (20.40)**

- 7.1 Bank Reconciliation: To receive information (To follow)
- 7.2 Financial Transactions for Approval (To follow)
- 7.3 2021/2022
 - 7.3.1 Budgetary Control as at 31 March 2022: To receive information
 - 7.3.2 VAT Reclaim as at 31 March 2022: To receive information
 - 7.3.3 2021/2022 Accounts: To receive information
- 7.4 Donation Request: To consider a funding request from Chilham Theatre Arts Group
- 7.5 Help for Ukraine: To consider Parish Councils response to the emergency
- 7.6 2022 Subscriptions for Renewal: To consider the following
 - 7.6.1 KALC (also includes NALC)
 - 7.6.2 Action with Communities in Rural Kent
 - 7.6.3 CPRE
- 7.7 Bank Mandate: To consider and approve signatory variations

8. **ABC COMMUNITY GOVERNANCE REVIEW (20.50)**: To consider proposed name change for Chilham Parish Council

9. **LOCAL AUTHORITY REMOTE / HYBRID MEETINGS: To consider the following motion: “This council supports the petition launched by ADSO and LLG on 05 January with regard to remote and hybrid meetings. We agree to write to the Secretary of State for Levelling Up, Housing and Communities calling on the government to change the law to allow councils the flexibility to hold such meetings when they deem appropriate within agreed rules and procedures”.**

10. **CORRESPONDENCE (20.56):** List of items received during the period 24 January 2022 to 28 March 2022 – Appendix 2 refers (attached)
11. **MATTERS FOR FURTHER DISCUSSION (20.57)**
12. **MATTERS FOR CONSIDERATION IN PRIVATE (21.05)**
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.
12.1 Recruitment of New Clerk
12.2 2021/2022 National Salary Award: To formally approve implementation of the revised salary scales and backdated increased salary payments to 01 April 2021 (Attached)
13. **DATE AND TIME OF NEXT MEETING (21.10):** To confirm as the Annual Meeting of the Parish Council which will be held on 05 May 2022 at 7.00 pm in Old Wives Lees 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.**

Planning Application Report April 2022

To approve the following representation to ABC

- 19/01736/CONF/AS** Discharge condition 2 (materials) at Land West of New Cut Road
NOTED / NO OBJECTION
- 20/00610/CONA/AS** Discharge of conditions 3 (materials) & 4 (light spill) at Withy Farm, Goldups Lane
NOTED / NO OBJECTION
- 22/00095/AS** Proposed Single-storey rear extension to existing property at Orchard Cottage, Shottenden Road
NO OBJECTION
- 22/00260/AS & 22/00261/AS** Replacement of existing garage/annex with an extension to the main house. New roof lights. New window at existing first floor level to north elevation. Thompsons House, Taylors Hill
OBJECTION
- 22/00358/AS** Proposed NTQ telecommunications installation: Proposed 20m High EE/H3G Phase 7 street works pole on root foundation c/w wraparound cabinet at base and associated ancillary works at grass verge opposite Bagham Cottage, Maidstone Road, Chilham
OBJECTION

Planning Decisions

ABC HAS PERMITTED the following

- 19/01736/CONF/AS** Discharge condition 2 (materials) at Land West of New Cut Road
- 21/02069/AS** Retrospective planning application for the surfacing of two existing farm tracks and re-use of an existing access **at** Land north of junction of Long Hill and, New Cut Road
- 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
- 22/00039/AS** Provision of annexe for a dependent relative at Pilgrimns, Pilgrims Lane
- 22/00079/AS** Certificate of Lawful Development Proposed – Construction of glazed link between garage and annex and conversion of garage at Vine Cottage, Cobbs Hill
- 21/01061/AMND/AS** Non- material minor amendment to planning permission 21/01061/AS [Proposed demolition of existing dwelling and construction of a replacement single storey, 2-bedroom dwelling together with associated landscaping and parking [Revision to 20/01311/AS to include a basement]]. Extension to gable ends with alterations to the fenestration at Badgers Hill House, New Cut Road
- 21/01625/AS** Erection of two agricultural sheds, one for storage and one for livestock breeding at Glebe Orchard Barn, Bowerland Lane
- 20/00610/CONA/AS** Discharge of conditions 3 (materials) & 4 (light spill) at Withy Farm, Goldups Lane

22/00095/AS

Proposed Single-storey rear extension to existing property at Orchard Cottage, Shottenden Road

ABC HAS REFUSED to permit the following

21/00135/AS

Proposed change of use of first floor residential dwelling into tasting venue. Minor internal alterations ground and first floor to facilitate shop and wine bar at Tudor Lodge Gift Shop, The Square, Chilham

Appendix 2
April 2022

CORRESPONDENCE

The following items were received during the period 24 January 2022 to 28 March 2022

a. KALC

- (i) KALC Area Committee
 - Live Petition – Remote Meetings – Call for Support
 - Area Committee Meeting Agenda and minutes for meeting held on 03.03.22
 - Copy of letter from ABC – Response to data management of the planning applications portal
- (ii) Events
 - Chairmanship Networking (26.02.22)
 - Kent Care Summit (02.03.22)
 - What's On – February / March 2022
 - Annual Planning Conference (10.03.22)
 - Health & Well Being Conference (22.03.22)
 - AGAR (30.03.22 & 07.04.22)
 - Data Protection (20.04.22)
 - Bitesize Courses (March 2022)
 - Working with Local Media to Engage with Your Local Community (03.03.22)
- (iii) KALC Chief Executive Bulletins
- (iv) KALC News (February 2022)
- (v) NALC Chief Executive Bulletins including Government proposal not to extend council tax referendum principles to local parish and town councils, legal topic note 13 on policing and S137 limit for 2022/2023 (£8.82)
- (vi) Policy Briefing (Ofcom Postal Regulations)
- (vii) NALC Event – Communication Pack in respect of online policing event “Working together to make Communities Safer” (22.03.22)
- (viii) Contain Outbreak Management Fund: Notification of Extended Deadline to 18.02.22
- (ix) LG Bulletins
- (x) KCC Cuts to bus services consultation
- (xi) Invitation to apply for Cancer Transformational Funding - Kent & Medway
- (xii) Kent Environment Briefing (March 2022)

b. **Miscellaneous:** Castle Water, Viking, Staples, Plantscape, Creative Play, Laser Energy, Playforce, Kompan Playgrounds, Creative Playdale, Gallagher Communities Newsletter (Insurer, formerly Came and Company), Sparse (Local Councillors Panels – Virtual Panels Creation for Rural Vulnerable Young and Older People), Playdale, Revelation (Events Spring 2022), SEE Newsletter, Applause Rural Theatre, Sutcliffe Play, Online Playgrounds, Eco Green Living, Fabrications, Glasdon (Jubilee Beacons), Keep Britain Tidy, Sutcliffe Play, Census, Lloyds, Project Green is Go, Recoup (understanding plastics recycling), High Street Safari (Jubilee Celebrations), Census 2021 (results update), Image Playgrounds, Insignia (Jubilee Items), SW Play, SE Water (Have a Say on Draft 25 year Environment Plan), MK Illuminations (Up, up and away Easter Hot Air Balloons), Noticeboards Company (Commemorative Platinum Jubilee Plates), Platinum Jubilee Print Solutions

c. **NALC:** Newsletters and Events

d. ACRK

- (i) Amended guidance to halls following lifting of covid restrictions
- (ii) Links to recording and resources from 2022 Village Halls Week
- (iii) Rural Kent Stakeholders Meeting (06.04.22)

e. LG Bulletins

f. ABC

- (i) Leader Briefing notes including Queens Green Canopy, Coronavirus Business Grant Schemes, Ashford Tree Trail, Solar Together Scheme, Odeon Opportunities, Household Support Fund, 2022/2033 Budget, Jubilee Celebrations, All Change for Ashford, Funding Opportunities for Queens Platinum Jubilee, Expanding EVC Provision, Planning Jubilee Celebrations, Help for

Ukraine, Ashford Tree Trail Call Out, A Sporting Chance Project Update & Boundary Commission Proposals for Ashford

- (ii) Crowdfunding Platform for Jubilee Events
 - (iii) Help for Ukraine Information
 - (iv) Electoral Register Updates
 - (v) Invitation for Mayors Environment Action Event (23.02.22)
 - (vi) The Greater Ashford Borough – Environment and Land Mapping Commission Publication
 - (vii) Planning Committee: Minutes from meeting held on 19.01.22 and agenda and minutes for meetings held on 16.02.22 and 16.03.22
 - (viii) Crowdfunding Opportunities
 - (ix) Ashford Community Lottery
 - (x) Invitation from Mayor of Ashford – Sunday Lunch with Songs of Michael Buble (06.03.22)
 - (xi) Parish Council Training Session – Planning & Development (14.03.22)
 - (xii) Waste Collection Update following Storm Eunice
 - (xiii) Walking Football delivered by Charlton Athletic Community Scheme
 - (xiv) Community Plastic Recycling Action Events (18 & 19.03.22)
 - (xv) Powerpoint Presentation from Planning Training held on 14.03.22
 - (xvi) Kent Volunteering Pilot Scheme Publicity
- g. **Kent Community Health NHS Trust** – Newsletter (February 2022)
- h. **NHW:** Regular Briefings
- i. **KCC**
- (i) Kent Care Summit (02.03.22)
 - (ii) Jubilee Street Parties Application Process for HM The Queen Jubilee Celebrations
 - (iii) Scam Alert – Cold Callers & loft insulation
 - (iv) Consultation on proposed savings for KCC supported bus services
- j. **RSN Seminars**
- (i) Rural Planning Seminar (30.03.22)
 - (ii) Young People in Rural Areas (02.03.22)
- k. **NHS**
- (i) Introduction to Kent & Medway Recover & Well Being College
 - (ii) Ambulance Staff Volunteer Recruitment Programme
- l. **Clerks & Councils Direct**
- m. **Chilham Surgery:** Update from Dr Kinnersley
- n. **The Clerk Magazine**
- o. **SLCC**
- (i) Kent AGM (31.03.22)
 - (ii) Management in Action Conference (09 & 10.06.22)
 - (iii) Community Engagement Summit (06.04.22)
- p. Age UK: Notification of withdrawal of service from 01.04.22 to new referrals within Ashford following KCC Funding cuts
- q. **Kent Community Health Trust:** Campaign to attract talent to start a career in health and social care
- r. **Policing**
- (i) Crime Updates
 - (ii) PCSO Monthly Newsletter
 - (iii) Fraud Alerts
 - (iv) Drivers using mobiles to be targeted in road safety campaign