



Clerk to the Council, Mrs. K. Bell, c/o 27 Dumbrell Drive, Paddock Wood, TN12 6FR
Tel: 07376377687, Email: clerk@chilhamparishcouncil.gov.uk, Website: www.chilhamparishcouncil.gov.uk
Twitter: @ParishChilham

27 December 2021

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 06 January 2022. 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.

1

Yours faithfully

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. **COUNCILLOR CO-OPTION (19.33):** Mrs Topley-Dixon to complete her declaration of Acceptance of Office
4. **COUNTY AND BOROUGH COUNCILLORS and POLICING (19.35):** To receive

reports from County and Borough Councillors and Police representatives

5. MINUTES (19.45)

- 5.1 To receive and approve the minutes of the meeting held on 02 December 2021
- 5.2 To receive an update on any matters arising not included in the agenda

6. WORKING GROUPS (19.47)

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

- 6.2 **Planning**
 - 6.2.1 To receive and approve the planning report for January 2022
(Attached)
 - 6.2.2 Path AE13 Bowerland Lane to Old Wives Lees: To receive any new information
 - 6.2.3 OWL Car Parking: To receive information
 - 6.2.4 Kent Minerals and Waste Local Plan 2013 – 2030 (the Plan) Refresh: To receive information

- 6.3 **Events & Communications**
 - 6.3.1 To receive a report from the Working Group
 - 6.3.2 Christmas Events in Chilham, Shottenden and Old Wives Lees: To receive information and to consider the approval of additional expenditure
 - 6.3.3 Youth Subgroup
 - 6.3.3.1 To receive end of year report (Previously circulated)
 - 6.3.3.2 Youth Blog: To receive and consider new information
 - 6.3.3.3 Youth Film Night (07.01.22): To consider approval of expenses

- 6.4 **Environment & Open Spaces**
 - 6.4.1 To receive a report from the Working Group
 - 6.4.2 THT: To receive information
 - 6.4.3 Community Defibrillators: For further consideration
 - 6.4.4 Community Allotments: To receive information
 - 6.4.5 Salt Bin: To receive information
 - 6.4.6 Climate Change Emergency Declaration: To consider (Attached)

7. FINANCE & GOVERNANCE (20.05)

- 7.1 Bank Reconciliation at 31 December 2021: To receive information (To follow)
- 7.2 Financial Transactions for Approval (To follow)
- 7.3 Employment of Local Person to undertake regular cleaning of the THT Public Conveniences: For further consideration (Attached)
- 7.4 Policies & Procedures: The following are to be considered
 - 7.4.1 Investment Strategy
 - 7.4.2 Risk Management Strategy
 - 7.4.3 Review of Earmarked Reserves

- 7.4.4 Internal Controls Policy
- 7.4.5 Volunteers Policy
- 7.5 Lloyds Bank
 - 7.5.1 Fixed Term Deposit: To receive and consider information
 - 7.5.2 Bank Mandate: To receive information
- 7.6 Data Protection Registration Renewal: To receive information

- 7.7 Chilhamparishcouncil.gov.uk – Domain Name Renewal: To receive information
- 7.8 Wealden Wheels Grant: To receive information

- 8. **ACTION WITH COMMUNITIES IN RURAL KENT – CHILHAM HOUSING NEEDS SURVEY – REPORT OF FINDINGS (20.25):** To consider (Previously Circulated)

- 9. **KALC COMMUNITY AWARDS 2022 (20.30):** For further consideration

- 10. **FUTURE OF CHILHAM BRANCH SURGERY (20.35):** To receive information and to consider

- 11. **2022 ANNUAL MEETING OF THE PARISH (20.45):** To consider

- 12. **CORRESPONDENCE (20.50):** List of items received during the period 24 November to 27 December 2021 (attached)

- 13. **OLD WIVES LEES HALL (20.51):** To consider new CPC representative

- 14. **MATTERS FOR FURTHER DISCUSSION (20.52)**

- 15. **MATTERS FOR CONSIDERATION IN PRIVATE (20.57)**
Exclusion of press and public: *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.*

- 16. **DATE AND TIME OF NEXT MEETING (21.00):** To confirm as Thursday 03 February 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 24 November 2021 to 27 December 2021

a. KALC

- (i) Events
 - o Bid Writing (01.12.21)
 - o Climate Change (15.12.21)
 - o Embracing Equality, Diversity & Inclusion (02.12.21)
 - o Managing Teams of People (09.12.21)
 - o Managing Difficult People & Conversations (13.01.22)
- (ii) NALC Chief Executive Bulletins
- (iii) KALC Chief Executive Bulletins
- (iv) KALC News
- (v) COMF (Contain Outbreak Management Fund) Funding for Town and Parish Councils
- (vi) Ransomware Attack
- (vii) Cold Weather Alert (26.11.21)
- (viii) KCC Public Health Media Release Level 2
- (ix) Cyber Threat Alert
- (x) KALC News (December 2021)
- (xi) Carbon Footprint calculator

b. **Miscellaneous:** Castle Water, Viking, Staples, Keep Britain Tidy, Plantscape, Creative Play, Laser Energy, Playforce, Kompan Playgrounds, Creative Playdale, From Resident (Countryfile Calendar), Came & Company (Insurers Newsletter), SEE Newsletter, Ashford CAB (Volunteering Leaflet), Kent Men of the Trees (Arbor Newsletter Winter 2021), Invitation to RSN Seminar – Older People in Rural Areas (26.01.21), All Aboard! Edition 3 - Stagecoach South East Newsletter

c. **SLCC** Newsletters

d. **NALC:** Newsletters and Events

e. **LG Bulletins**

f. **ABC**

- (i) Leader Briefing notes for parishes
- (ii) Planning Committee (08.12.21)
- (iii) Carnival of Baubles Event Invitation (11.12.21)
- (iv) National Bus Strategy Update

g. **NHW:** Regular Briefings

h. KCC

- (i) Cold Callers Alert
- (ii) Doorstep Criminals Alert
- (iii) Temporary Road Closure Extended – Taylors Hill
- (iv) Temporary Road Closure Cancelled – Mill Hill (05.12.21)

i. Policing

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