



Clerk to the Council, Mr P. Coles, c/o 3 The Square, Chartham, Kent, CT4 7JG  
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## Minutes of the full Council meeting held on Thursday 1st December 2022 at 7.00pm in Old Wives Lees Village Hall

**Councillors Present:** G. Schofield (Chair), K. Uncle (KU) (Deputy Chair), J. Marriott (JM), D. Marriott, G. Taylor, Shanise Barrett (SB), Anastasia Watkins (AW) S.T.Dixon (To 19:45) & G Meaden

**Also Present:** P. Coles (PC) (Clerk to the Council), and Ten members of the public.

**Councillor Apologies:** Not applicable

**Councillor Absentee:** Not applicable

### Item

**2022/132 Apologies for Absence**

Not applicable

**2022/133 Declarations of Interests And / Or Lobbying**

Councillor Greg Taylor declared interest in planning item number PA/2778 & 2837, neighbour to the property

**2022/134 Minutes**

**2022/134.1** To receive and approve the minutes of the meeting held on 3 November 2022

**Agreed**

**2022/134.2** To receive an update on any matters arising not included in the agenda  
The clerk to investigate publishing a file of correspondence for Councillors.

**2022/135 Presentation plans for the land by the pump house in Chilham (10 minutes)**

Application being prepared for engineered wetlands near Chilham.

The CPC are aware of the Stodmarsh problem, pollution from the river Stour from high nitrogen and phosphorus concentrations has resulted in recurrent years of blue-green algae blooms negatively impacting extensive areas of the Stodmarsh Nature Reserve. The Stodmarsh Moratorium issued by Natural England halted the granting of planning permission to new developments as it would contribute to and exacerbate the nitrate and phosphate pollution issues in the Stour catchment stretching from Lenham to Westbere.

The wetlands would take the wastewater from the water treatment plant which is currently pumped into the stour. The wastewater would go through three wetland cells, planted with water reeds, to remove pollutants and would enter the stour twenty-five times cleaner than the wastewater is currently. The water reeds in the cells would need to be cropped every four years to remove the pollution within the plants.

Construction would take six months, taking two seasons to become fully operational. The wetlands would be able to deal with an average of 183 cubic metres of water daily. It will assist development in Ashford Borough by removing nitrate pollution from the building of 6,500 homes and phosphates 5,000 homes. The project will generate income from selling of credits to developers to mitigate the pollution from developments.

The developers have agreed to share the application pack with the Parish Council when submitted to Ashford Borough Council.

**2022/136 Questions from Residents**

John Evans (By email)

At the next meeting of the council could it please be noted that there are several potholes around the hamlet of Shottenden within the parish of Chilham. In particular there are several deep potholes on Watery Lane between the Old Mission Hall and the 1<sup>st</sup> triangle of grass where the lane meets Stone Stile Road.

If a request could be made to KCC Highways to attend to the potholes that would be good. Another part of KCC is asking us as a business to reduce our carbon footprint and it is counterproductive to have lots of potholes that cause bruising to fruit harvested and therefore waste and increased unnecessary CO2 production.

I am happy to show someone from KCC Highways where all the potholes are if they would like to meet me on site in Shottenden.

**Agreed the clerk to report the potholes. Communications and IT working group to consider publicising how to report highways issues.**

The Council were asked about installing Electric charging points., such as those available in Chartham village hall carpark. The Councillors pointed out that the Council does not own a similar facility, Taylors Hill Carpark. **Agreed to approach Ashford Borough Council regarding installation of electrical charging points.**

**2022/137 Borough Councillors, Policing:  
Borough Councillor report**

Attended a number of webinars and consultations including the webinar on the new Ashford Borough Council planning portal. Webinar on water resources in the South East where there are five water companies. Webinar on energy use.

Reading and digesting the 97 files submitted to support the application for the Solar farm in Old Wives Lees.

**2022/138 Discussion on Planning Application 2022/2415-Solar Farm**

It was noted that documents keep appearing on the planning portal site. Most of the documents now relate to the item they are addressing.

Police have now posted a comment on the security of the site. Requesting more substantial fencing.

Network Rail are concerned about rail embankment that is situated close to the site. Concerned that water seepage from the site will undermine the embankment resulting in the bank collapsing.

If CPC are minded the Council should put in a comment on protecting views. The colour of the power regulators under the panels in the application are Red which would be highly visible.

Question about the efficiency of the panels 15% inclination.

Has there been an evaluation of hybrid/solar farm model.

Is the growing of grapes a viable alternative to the solar farm? Land on the south of the site yes, the land to the North not so good.

The Landowner commented that they will be staying in Old Wives Lees and will ensure the lease negotiated with Greenswitch is enforced. Made a commitment on a dialogue on mitigation of the impact of the development with the Parish Council. The scheme will operate for forty years and does include a community orchard and a five-metre track around the site for dog walking. If not granted the land will be used for arable farming.

The planning officer has already visited the site.

**2022/139 To set the budget for Chilham Parish Council for the financial year 2023/24**

**Agreed:** The agreed expenditure for 2023/24 is £58,134.34. The Precept for the next financial year was agreed as £52,670. The agreed precept matches the precept for 2022/23 financial year. The Parish Council also budgeted for £100 in miscellaneous income and the use of £5,364.34 from reserves to balance income against expenditure.

The full budget is included below as appendix 1

## **2022/140 Working Groups**

To receive reports

### **2022/140.1 Finance & General Purposes:**

2022/140.1.1 Financial Transactions for Approval-Appendix 2 refers

**Agreed.**

2022/140.1.2 Installation of Automatic Meter Reader at Taylor Hill Toilets-quoted as £82.64p plus VAT.

Agreed.

### **2022/140.2 Planning**

2022/140.2.1 Planning Applications

**Case Reference:** PA/2022/2837

**Location:** Thompsons House, Taylors Hill, Chilham, CT4 8BZ

**Proposed in-fill extension** to the rear of the main house to create a link to the retained garage/annex building. New window at existing first floor level to North elevation. New window at first floor level to North-West elevation of the existing annex building.

Replacement of existing rooflight. Removal of internal walls on upper ground floor.

**Case Reference:** PA/2022/2778

**Location:** Thompsons House, Taylors Hill, Chilham, CT4 8BZ

**Proposed in-fill extension** to the rear of the main house to create a link to the retained garage/annex building. New window at existing first floor level to North elevation. New window at first floor level to North-West elevation of the existing annex building.

**Agreed Comment** for both Thompsons House applications: Chilham Parish Council has no objection to the application

**Case Reference:** PA/2022/2743

**Location:** The White Horse, The Square, Chilham, CT4 8BY

**Proposal:** Erection of illuminated and non-illuminated signs and lanterns to the exterior of the building

**Agreed comment:** Chilham Parish Council have no objection to the new signs. The Council however are concerned about the number of illuminated signs. The application does not state the size of the signs, number or when they will be operating. If Ashford Borough Council are minded to approve, then the number of illuminated signs and size should be kept to a discreet nature. Lighting should be low level and operate only during opening hours.

**Case Reference:** PA/2022/2125

**Location:** Soles Hill Farm, Soleshill Road, Chilham, Canterbury, Kent CT4 8JZ

**Proposal:** Demolition of existing Cold Store Building, Conversion of Former Stable Building to a Detached Residential Dwelling, Erection of 2 Detached and 2 Semi-detached residential dwellings.

**Agreed Comment:** The Parish Council supports the conversion of the former stable building to a detached Residential dwelling. The Council however object to the erection of two detached and two semi-detached residential dwellings. If Ashford Borough Council are minded to approve, then the Parish Council requests that new residential buildings are limited to a maximum of three on the site.

2022/140.2.2 Planning Decisions

N/A

### **2022/140.3 Communications and Information technology**

2022/140.3.1 To receive a report from the Working Group on Communications

Website-agreed to change provider to a provider of a more Parish Council tailored site. Guidelines for reviewing potential providers have been agreed. Aim to have identified three potential suppliers by January.

Facebook provides two types of site-groups or page. Chilham Parish Council now has an official page. Posts can only be added by administrators for the site.

Newsletter-the deadline for content for the first newsletter is the 15<sup>th</sup> of December. Content to be forwarded to Councillor S.T. Dixon.

Reviewing access to the Parish Council Twitter site.

#### **2022/140.4 Events**

2022/140.4.1 To receive a report from the Working Group on Events

Parish Council Tree was set up in the church on the 1<sup>st</sup> of December 2022

Planning an Easter Egg hunt on the 9<sup>th</sup> of April.

**Agreed** to organise the coronation celebration on Saturday the 6<sup>th</sup> of May.

Chilham Castle has agreed for the Chilham Chase to be held in May.

#### **2022/140.5 Environment & Open Spaces**

2022/140.5.1 To receive a report from the Working Group

Received an update on the repairs to the children's play equipment at Old Wives Lees.

Provisional date agreed for the repairs, 9<sup>th</sup> January 2023.

#### **2022/140.6 Chilham Parish Youth Club**

2022/140.6.1 To receive a report from the Working Group

Meeting held with Chartham Youth Club Leader, Bea Berger for advice. Waiting for the Disclosure and Barring Checks to be completed. Working on a safeguarding policy to be in place for January 2023. Approaching local businesses for sponsorship.

South East water is donating a £1,000 for the use of the Youth Club.

#### **2022/140.7 Chilham Square**

2022/140.7.1 To confirm the membership of the Working Group-3 Councillors plus two volunteers drawn from the residents of the Parish.

Councillors were asked to email their interest in joining the working group to the clerk by the 10<sup>th</sup> of December 2022. Community members of the Committee by the 5<sup>th</sup> of January 2023

#### **2022/141 Review of Taylor Hill Toilets.**

**Agreed:** To draft a survey on the Toilets for the January Parish Council meeting.

#### **2022/142 Correspondence**

List of items received during the period 1st November 2022 – 30th November 2022, (Appendix 3)

#### **2022/143 Matters for Further Discussion**

Notification of external auditor appointment for the 2022-23 financial year for the 5-year period until 2026-27

Chilham Parish Council, Kent,

Dear Clerk/RFO/Chairman,

Smaller Authorities Audit Appointments (SAAA) is the independent, sector led organisation responsible for the appointment and contract management of external auditors to smaller authorities since the Local Audit and Accountability Act 2014 established new arrangements for the accountability and audit of local public bodies in England. Smaller authorities are those whose gross annual income or expenditure is less than £6.5 million.

Under the Local Audit (Smaller Authorities) Regulations 2015, SAAA is responsible for appointing external auditors to all opted-in smaller authorities, for setting the terms of appointment for limited assurance reviews and for managing the contracts with the appointed audit firms.

This communication is to notify you that SAAA has appointed an external auditor to the authority for the 5-year appointing period from 2022-23 until 2026-2, following a procurement exercise to appoint auditors to each contract area from 1 April 2022.

Your current appointed auditor will conclude any outstanding work on the 2021-22 Annual Governance and Accountability Returns and the new appointed auditor (if changed) will be responsible for the arrangements in respect of the 2022-23 AGAR process onwards.

The contact details of your appointed external auditor and fee scales are shown in the appendix to this letter and can also be found on the SAAA website: [www.saaa.co.uk](http://www.saaa.co.uk) <<https://www.saaa.co.uk/>> .

The audit firms all have previous experience of conducting limited assurance reviews for smaller authorities and have dedicated support personnel. SAAA will monitor the performance of the appointed firms in providing the audit services in terms of quality and compliance with their statutory terms of appointment.

If your authority has any potential conflict of interest relating to the auditor appointment, for instance if a Councillor or close relation is employed by the appointed auditor, you should advise SAAA immediately.

#### Exempt authorities

Since 2017-18, authorities where the higher of income or expenditure for the financial year was £25,000 or less and who meet all the qualifying criteria have been able to declare themselves as 'exempt' from a limited assurance review by an external auditor. However, all authorities, even if they declare themselves 'exempt', still need to fully complete, agree and publish an annual return (AGAR).

All authorities require an external auditor appointment even if the authority meets the criteria to qualify for exemption, as a Certificate of Exemption is required to be submitted to the external auditor and a named auditor must be in place to deal with questions or objections from local electors about the accounts.

#### Annual Governance and Accountability Return (AGAR)

The Annual Governance and Accountability Return (AGAR) needs to be completed in accordance with "proper practices" as set out in 'Governance and Accountability for Smaller Authorities in England, a Practitioners' Guide', and then be published in accordance with any applicable Transparency Code.

Annual Governance and Accountability Return forms will be sent out by your appointed auditor electronically at the end of the financial year. It is assumed that your authority is willing and able to accept documents electronically by e-mail; whilst an authority may request paper copies this may incur an administration charge.

Your Authority's Audit Appointment for 2022-23 to 2026-2027

Your appointed auditor will be MAZARS LLP.

Their contact details are:

Mazars LLP,  
The Corner,  
Bank Chambers,  
26 Mosley Street,  
Newcastle upon Tyne NE1 1DF

Cost

Turnover £50,001 - £100,000

Fee £315

**Councillors noted**

Sign up to the free Cabinet Office Domain monitoring service

Hi,

We're contacting you from the Domain Management team at the Cabinet Office.

You may have seen messages in the NALC or SLCC newsletters about work that our team is doing and the campaigns we're running over the next few months to help increase security of .gov.uk domain names.

You have already signed up to our [Registry Lock service](#) to help reduce the risk of your .gov.uk domain being hijacked.

We now have another free service that we're offering called Detectify Surface Monitoring. This service checks your.gov.uk and any other domains you may use for any vulnerabilities, which will then alert you about.

You can sign up to the free Detectify Surface Monitoring tool here -

<https://surveys.domains.gov.uk/s/approvedomainmonitoring>

## Agreed

### 2022/144 Date and Time of Next Meeting

The next Meeting of the Parish Council will be held on 05 January 2023 at 7.00 pm in Chilham Village Hall

## Appendix 1

<b>Budget 2023/24</b>	
<b>EXPENDITURE</b>	
<b>Administration/Support Costs</b>	
<b>(Costs of the Parish Council)</b>	
1.Audit Fees	£390.00
2.Chairman's Allowance	£250.00
3.Members Expenses	£250.00
4.Office, IT equipment, stationery & Misc.	£700.75
5.Reference Books	£100.00
6 Magazine, advertising & noticeboard	£500.00
7.Subscriptions	£812.46
8.Website & Office 365	£768.70
9.Training	£600
10.Insurance	£999.48
11.Elections	£3,500.00
12.Staff Costs	£13,071.99
12 (a) Staff Expenses	£539.14
13.Hall Hire	£494.00
14.Professional Fees	£0.00
15.Storage	£611.52
16. Accounting Software	£299.52
<b>Sub Total</b>	<b>£23,887.55</b>
<b>Village Projects</b>	
17.Special Projects	£1,122.33
17 (a) Coronation	£2,500.00
18.Village Events	£520.00
Environment & Open Spaces WG	£300.00
<b>Sub Total</b>	<b>£4,442.33</b>
<b>Service Delivery</b>	
20.OWL Green	
(Hedges & Trees)	£1,352.00

21.OWL Playground	£1,973.50
22.OWL Mowing	£3,380.00
23.OWL Latin Field	
24 THT Public Conveniences	£11,654.95
25 Contribution towards Environment Costs	£300.00
<b>Sub Total</b>	<b>£18,660.45</b>
<b>S137</b>	
26.Village Youth Projects	£2,000.00
27 Community Grants & Donations	£1,144.00
<b>Sub Total</b>	<b>£3,144.00</b>
<b>Contingencies</b>	
28 Miscellaneous Provision	<b>3000</b>
Transfer to Reserves to cover depreciation	<b>5000</b>
<b>Expenditure from Earmarked Reserves</b>	
29.OWL Play Area	0
30 Website Improvements	£0.00
31 S106	0
<b>Sub Total</b>	<b>0</b>
<b>EXPENDITURE</b>	
<b>TOTALS</b>	<b>£58,134.34</b>
<b>RECEIPTS</b>	
32. Misc. Income	£100.00
33. Memorial fund	
34. S106	£0.00
35.Council Tax Support	£0.00
36.S136 Concurrent Functions	£0.00
<b>Total Receipts</b>	<b>£100.00</b>
37.Contribution from Reserves	<b>£5,364.34</b>
38 Precept	<b>£52,670.00</b>
<b>Total Income</b>	<b>£58,134.34</b>
<b>Surplus Income over Expenditure</b>	<b>£0.00</b>

## Appendix 2

Transaction Date	Transaction Description	Amount £
30/11/2022	P E COLES Salary	1223.82
30/11/2022	P E COLES Expenses	5.85
	OLD WIVES LEES VILLAGE	
30/11/2022	HALL	100
30/11/2022	F M UNCLE Expenses	4.5
23/11/2022	SLCC Training ILCA	144
23/11/2022	BILTING FARM SELF Storage	46
14/11/2022	SPOTON.NET LTD Web site	61.2

	MRS SHANISE BARRET	
07/11/2022	Expenses	68.4
07/11/2022	F M UNCLE EXPENSES	33.5
07/11/2022	PLAYDALE PLAYGROUND	1754.1
07/11/2022	VICTORY CLEANING	594.05
07/11/2022	MRS G SCHOFIELD Expenses	27.25
07/11/2022	P E COLES EXPENSES	33.3

### Appendix 3

Item	Date
Briefing Notes for Parishes - Ashford and Tenterden Remembers	01/11/2022
Winter Information Letter-KCC	01/11/2022
Notice & papers for the KALC AGM 19th November 2022 (Sponsored by CCLA)	01/11/2022
Annual Stakeholder survey South-eastern Railways	01/11/2022
FW: Ashford Volunteer Centre Befriending Scheme New Publicity	02/11/2022
NALC NEWSLETTER	02/11/2022
Briefing Notes for Parishes - Sustainable Warmth funding.	02/11/2022
Ashford Volunteer Centre newsletter - free support, funding info & more!	04/11/2022
Latest news from East Kent Health and Care Partnership	04/11/2022
Errors in Application PA/2022/2415 on ABC's Planning Portal	04/11/2022
Change of date for South East Water's Annual Stakeholder Event	04/11/2022
SEE Newsletter - October 2022	04/11/2022
KALC Ashford: Agenda for 10th November 2022 meeting	04/11/2022
Briefing Notes for Parishes - Share the Warmth Campaign	07/11/2022
One.Network Training for Parishes	07/11/2022
Environment and Waste briefing and Share the Warmth campaign	07/11/2022
NALC CHIEF EXECUTIVE'S BULLETIN	07/11/2022
Kent Minerals and Waste Local Plan Regulation 18 Public Consultation	07/11/2022
KALC News October	07/11/2022
DLUHC Committee Funding Inquiry	07/11/2022
November- What's on at Revelation	08/11/2022
Flood Action Week: please help us spread the word!	08/11/2022
Briefing Notes for Parishes - New play area at Spearpoint Recreation Ground	08/11/2022
Kent's Plan Bee October 2022 Newsletter	08/11/2022
Chilham Highway Improvement Plan	08/11/2022
Parish Council Consultation Portal & Online Viewing Tool	
Familiarisation Session - notes and recording	08/11/2022
Kent Minerals and Waste Local Plan Regulation 18 Public Consultation	08/11/2022
FW: Cost of Living Support - Update	09/11/2022
Recruiting and Retaining a Diverse Pool of Local Councillors - A Breakthrough Communications Event-Kalc	09/11/2022
Flood Warden Training Dates 2022/2023	11/11/2022
Briefing Notes for Parishes - Parliamentary Boundary Review	14/11/2022
KALC-DLUHC Committee Funding Inquiry	14/11/2022
Emergency Road Closure - Bagham Lane, Chilham - 14th November 2022	14/11/2022
Veterans' survey launched today	14/11/2022
Kent Fire and Rescue Service - Free Fire Safety Talks	14/11/2022



Southern Water draft Water Resources Management Plan	14/11/2022
Keep Britain Tidy launches campaign against toxic smoking litter that blights our streets and waterways	15/11/2022
KFRS Safety and Wellbeing plan 2023	16/11/2022
Minutes of the ABC Planning Committee meeting on 9 November 2022	16/11/2022
KALC Winter Events 2022	16/11/2022
NHW Message - Invitation to Kent Police information event	21/11/2022
Briefing Notes for Parishes - Carnival of the Baubles 2022 - the final countdown and Ashford Borough Council support for business	23/11/2022
Re: Christmas	24/11/2022
Briefing Notes for Parishes - ABC Lettings	24/11/2022
Briefing Notes for Parishes - Reset sets out next stage of regeneration of Ashford Town Centre.	25/11/2022
KALC Ashford: Environment/Climate Change group - proposed meeting 7th December	25/11/2022
Local Councils and Forums - Developer Contributions Workshops	28/11/2022
KALC Ashford: Minutes from 10/11/22 meeting and 2023 meeting dates	28/11/2022
Flood Warden Training and Community Resilience Plans - Ashford Borough Council	29/11/2022
Kent's Plan Bee summit 2022 – Land management for pollinators - video and slide pack	29/11/2022
Briefing Notes for Parishes - Residents Survey and Christmas Recycling and Refuse Collections	29/11/2022
Briefing Notes for Parishes - closure order	30/11/2022
Invite to Join the Mayor of Ashford for the Christmas Market and Carol Concert - 9th December 2pm -7pm	30/11/2022