



MEETING OF A MEETING OF THE FULL COUNCIL HELD ON 06 JANUARY 2022 IN CHILHAM VILLAGE HALL

COUNCILLORS PRESENT: J. Marriott, G. Meaden, G. Schofield, S. Topley-Dixon, G. Taylor & K. Uncle

ALSO PRESENT: K. Bell (Clerk to the Council) & 3 members of the public

APOLOGIES: Cllrs. L. McKay, D. Marriott and J. Martin & PCSO C Stevens

The Chairman G. Schofield opened the meeting and welcomed all present.

2022/001 Public Forum

G. Schofield opened the Public Forum. She began by inviting questions. Questions asked related to a resident's business activities within Chilham which were outside the remit of CPC but were being dealt with by ABC's Planners.

2022/002 Apologies for Absence: Apologies for absence had been received from Cllrs. D Marriott and L. McKay who were unwell and Cllr. Martin who had family and personal commitments.

It was proposed, seconded and

RESOLVED: That the apologies and reason be accepted from Cllr. D. Marriott. **Unanimous**

It was proposed, seconded and

RESOLVED: That the apologies and reason be accepted from Cllr. Martin. **By Majority**

It was proposed, seconded and

RESOLVED: That the apologies and reason be accepted from Cllr. McKay. **Unanimous**

2022/003 Declarations of Interests and / or Lobbying: There were none

2022/004 Councillor Vacancies: Mrs Topley- Dixon to complete her declaration of acceptance of office.

2022/005 County and Borough Councillors Reports & Police Liaison

2022/005.1 County Councillors Report: No report

2022/005.2 Borough Councillors Report: Cllr Meaden tabled a report which was received and noted with interest.

2022/005.3 PCSO Report: No report

2022/006 Minutes of Meeting held on 08 December 2021

2022/006.1 It was proposed, seconded, and **RESOLVED** that the minutes of the meeting be approved and signed by the Chairman as a correct record of those proceedings.

Unanimous

2022/006.2 Matters Arising not covered elsewhere on the agenda: There were none.

These minutes are not verbatim, but a summary of discussions and decisions made at the meeting

Signed: Chairman Date:

2022/007

Working Groups

2022/007.1 Finance & General Purposes: ABC had acknowledged receipt of CPC's 2022/2023 precept request for the sum of £52,670

2022/007.2 Planning

2022/007.2.1 Planning Applications

RESOLVED: To comment as follows to ABC **Unanimous**
19/00485/AS Harvest House, Chilham: erection of 10 dwellings
CPC would insist that ABC reviewed the Considine Nutrient Neutrality Assessment with Appendices as it was believed to contain many inaccuracies.

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, Chilham
NO OBJECTION however did object to retrospective planning applications

21/02042/AS Internal alteration to layout of utility room, boot room, kitchen, rear stairs lobby and north en suite; Insertion of 2 rooflights: New metal flue to kitchen: New shed and canopy to back door; Alterations to doors and windows at Crea House, The Street, Chilham
NO OBJECTION providing no heritage materials were destroyed during the works

21/00577/AS Demolition of The Bothy Barn and the erection of three detached dwellings with associated accesses, parking and landscaping at The Barn The Bothy, and Land at rear of 9, Church Hill, Chilham
OBJECTION

Following a discussion, it was proposed, seconded and:

RESOLVED: That future planning applications would be considered by full council with recommendations made by the WG. **Unanimous**

2022/007.2.2 Planning Decisions

It was reported that **ABC HAD GRANTED PERMISSION** for the following

21/00229/TC T1 Lawsons Cypress- fell T2 Lawsons Cypress- fell at 5 Hambrook Close, Chilham

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21/00248/TP Oak - as a condition of planning application 18/01569/AS (granted) for the development of two new detached buildings, it was recommended that 1 x lower bough be removed from the oak located near the entrance. This would allow refuse trucks etc to access the relevant buildings at Glebe Farmhouse, Bowerland Lane, Chilham

21/01952/AS Erection of a detached triple garage at Pilgrims, Pilgrims Lane, Chilham

It was reported that **PLANNING PERMISSION HAD BEEN GRANTED ON APPEAL** for the following

19/01342/AS Reserved matters application for details of layout, scale, landscaping and appearance for the erection of two detached dwellings with associated access pursuant to outline planning permission granted under 18/01569 /AS at Land SE of Plumtrees, Bowerland Lane, Chilham

It was reported that **ABC HAD DETERMINED THAT THE SCOPING OPINION DID NOT FULLY ADDRESS THE POTENTIAL ENVIRONMENTAL AS WELL AS SOCIAL AND ECONOMIC IMPACTS** in respect of the following

21/00003/AS Scoping Opinion regarding the proposal for a solar farm development at North Court Fruit Farm, Old Wives Lees at North Court Farm, Lower Lees Road, Chilham

2022/007.2.3 Planning Appeals

It was reported that the following appeal to the planning inspectorate had been **ALLOWED**

19/01342/AS Reserved matters application for details of layout, scale, landscaping and appearance for the erection of two detached dwellings with associated access pursuant to outline planning permission granted under 18/01569 /AS AS at Land SE of Plumtrees, Bowerland Lane, Chilham

It was reported that the following appeal had been made to the Planning Inspectorate

21/01460/AS Extensions to existing bungalow to provide two storey dwelling; erection of ancillary annexe; erection of detached garage at Pilgrims, Pilgrims Lane, Chilham

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2022/007.2.4 Path AE13 Bowerland Lane to Old Wives Lees: KCC PROW had advised as follows:

- It appeared to be recorded as a Cart-Road Bridleway in the 1952 Map and a Footpath in the 1970 review, so seemingly downgraded between those dates or possibly at the 1970 review itself.
- The only information KCC could find stated “It is understood that the land-owner disputed rights other than on foot. Matter must be left for publication”
- It appeared that this was done by KCC during the 1970 review.

Whilst KCC appreciated that there had been some discrepancy, for them to investigate this matter fairly they had suggested that an application to amend the Definitive Map and Statement was made. Unfortunately, however they were unable to prioritise this issue over other work, but by applying a place would be gained in the queue (currently approximately 4.5 years), and provided that the application was correctly submitted it would guarantee that it would be investigated once it reached the top of the list, this must be submitted by 2026 due to the cut-off date for such applications.

2022/007.2.5 OWL Car Parking: ABC has been asked to provide some clarity on the conditions imposed re planning permission and the specifics regarding parking allocation. Unfortunately, they had not been able to find anything that might help from a planning perspective and would now be asked to clarify the S106 agreement.

2022/007.2.6 Kent Minerals and Waste Local Plan 2013 – 2030 (the Plan) Refresh: National Planning Police Framework (2021) and legislation required that Local Plans should be reviewed to assess whether they required updating at least once every five years. Having been adopted five years ago, the Kent Minerals and Waste Local Plan 2013-2030 had been reviewed. The review concluded that while much of the KMWLP was still relevant some updates were needed. Details of the proposed changes were available at www.kent.gov.uk/minearalsandwaste. It was noted that the consultation period runs from 16.12.21 to 09.02.22.

2022/007.3 Events & Communications

2022/007.3.1 Report from Working Group: Cllr Taylor reported that the next WG meeting would take place on 27 January 2022 and that the WG was currently focussing on events to celebrate the 2022 Jubilee.

2022/007.3.2 Christmas Events in Chilham, Shottenden and Old Wives Lees: It was reported that the events had been a great success and it was a pleasure to see the three villages coming together to celebrate Christmas.

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2022/007.3.3 Christmas Events Expenditure: It was reported that no expenditure had been incurred for the OWL event, that the Shottenden Event had incurred expenditure of £106 (under budget) and that the Chilham event had incurred expenditure of £498.15 which was £148.15 over budget mainly because new batteries were purchased to power the Christmas lights. Following a discussion, it was proposed, seconded and:
RESOLVED: That the additional expenditure of £148.15 would be approved. **Unanimous**

2022/007.3.4 Communications: Following a discussion, it was proposed, seconded and:
RESOLVED: That Cllr. Topley-Dixon would lead the Communications Subgroup. She would also focus on CPC’s social media whilst the Clerk would focus on the website. **Unanimous**

2022/007.3.5 Youth Subgroup
End of Year Report: Noted with interest

Youth Blog: In the absence of Cllr. McKay consideration of this item was deferred

Youth Film Night (07.01.22): Cllr. Topley Dixon advised that this event had been cancelled.

2022/007.4 Environment & Open Spaces

2022/007.4.1 Report from Working Group: No Report

2022/007.4.2 Community Allotments: To date only one request has been received for an allotment

2022/007.4.3 Salt Bin: A new bin has been acquired for OWL as the previous one was damaged. KCC has delivered the salt / grit mix.

2022/007.4.4 Climate Change Emergency Declaration: It was reported that following the rise in the public consciousness of climate change, NALC had responded by declaring a climate emergency and was proud that many local councils were also declaring a climate emergency and was working to encourage others to do the same. NALC believed that, collectively, local councils, could tackle climate change locally and create more climate-friendly communities. The draft Climate Change Emergency Declaration which had been prepared by the Clerk and copied to members was received with interest. Following a discussion, it was proposed, seconded and:
RESOLVED: That consideration of this item be deferred to February 2022. **Unanimous**

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Signed: **Chairman** **Date:**

2022/008

FINANCE & GOVERNANCE

2022/008.1 Bank Reconciliation at 31 December 2021: It was reported that the bank balances were as follows:

Petty Cash	£0.00
N S & I investment	£15,034.99
Reserve Account	£0.00
Bus Bank Instant	£30,935.74
Current Account	£18,465.80
TOTAL	£64,436.53

2022/008.2 Financial Transactions for Approval: It was proposed, seconded and: **RESOLVED:** That the following transactions be approved. **Unanimous**

December Receipts

Lloyds Bank	Interest	£0.26
TOTAL		£0.25

January Payments (incl VAT where appropriate)

Itseeze	S111/112	Website / emails	£64.80
Victory Cleaning	S19	Cleaning THT	£557.27
Bilting Farm Storage	S111/112/19	Storage Hire	£46.50
Fourways Solutions	S111/112	Stationery	£83.95
Royal Images	S111/112	Op. London Bridge	£139.21
Laser Energy	S19	THT	£101.62
Viking	S111/112	Stationery	£55.25
KALC	S111/112	Clhrs. Training	£84.00
Seretto	S111/112	Domain Hosting	£226.80
HMRC	S111/112	Salary Deductions	£508.24
G. Schofield	S111/112	Expenses as receipted	£30.00
K. Uncle	S111/112	Expenses as receipted	£23.00
K. Bell	S111/112	Clerks Salary & exps	£738.86
PC Matters Ltd	S111/112	Office 365 IT issue	£60.00
OWL Village Hall	S111/112	Hall Hire	£40.00
Mr K Uncle	S111/112	Stationery expenses	£21.99
Shottenden Christmas	S19	Expenses	£83.85
Chilham Christmas	S19	Expenses	£498.15
TOTAL			£3,363.49

2022/008.3 Employment of Local Person to undertake regular cleaning of the THT Public Conveniences: Following a discussion, it was proposed, seconded and: **RESOLVED:** That an advert would be placed seeking a local person to clean the THT Public Conveniences. The role would be for 7 hours a week, 52 weeks a year at an hourly rate of £10.00 per hour. There would be a potential job-sharing opportunity. **Unanimous**

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2022/008.4 Policies and Procedures: Following a discussion, it was proposed, seconded and:

RESOLVED: That the following policies and procedures which had been prepared by the Clerk and copied to members would be adopted and added to CPC’s suite of strategic documents. **Unanimous**

- Investment Strategy
- Risk Management Strategy
- Review of Earmarked Reserves
- Internal Controls Policy
- Volunteers Policy

2022/008.5 Lloyds Bank

2022/008.5.1 Fixed Term Deposit: Members were advised that Lloyds Bank had advised that CPC’s fixed term deposit matured on 10 December 2021 and that now would be a good time for CPC to decide what it would like to do next with regard to its investments. Following a discussion, it was proposed, seconded and:

RESOLVED: That the Clerk would investigate investment opportunities for the council and present an options report for members consideration at the next meeting. **Unanimous**

2022/008.5.2 Bank Mandate: It was reported that Lloyds Bank had acknowledged CPC’s instructions to add Karen Bell as the administrator, Cllr. Taylor as a signatory and the removal of Cllr. Martin as a signatory. The bank had however failed to update the correspondence address which was unacceptable after the submission of 3 forms by CPC with the correct information. A complaint had been lodged with the bank.

2022/008.6 Data Protection Registration Renewal: Renewal of CPC Registration had been confirmed with the Information Commissioner.

2022/008.7 Chilhamparishcouncil.gov.uk: The domain name renewal had been confirmed.

2022/008.8 Wealden Wheels – Review of Donation: Wealden Wheels had advised that they did not resume operations until late May 2021, so it had just been the primary school that had used their service (nine occasions) since June. They said “it would be lovely if CPC would continue to help promote Wealden Wheels to residents, groups and organisations in the village and that a representative would be happy to attend the council’s annual parish meeting to give a brief presentation.” Following a discussion, it was proposed, seconded and:

RESOLVED: That Wealden Wheels would be invited to a future meeting of CPC. **Unanimous**

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