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Minutes of the full Council meeting held on Thursday 6th October 2022 at 7.00pm in Chilham Village Hall

Councillors Present: G. Schofield (Chair), K. Uncle (KU) (Deputy Chair), J. Marriot, D. Marriot, S.T. Dixon (STD), Shanise Barrett (SB) & G Meaden

Also Present: P. Coles (PC) (Clerk to the Council), Four representatives from South East Water and nine members of the public.

Councillor Apologies: G. Taylor

Councillor Absentee:

AGENDA

- | Item | |
|-------------------|--|
| 2022/101 | Apologies for Absence
Councillor G. Taylor work commitments |
| 2022/102 | Declarations of Interests And / Or Lobbying
Councillor G Meaden confirmed that following advice from Ashford Borough Council solicitor he would not be participating in the discussions regarding Planning Application 2022/2114. As the application may be heard by Committee, Councillor Meaden, does not need to leave the meeting but should not be involved in the CPC decision. |
| 2022/102 | A minutes silence to mark the passing of Queen Elizabeth II |
| 2022/103 | Confirmation of the new Co-opted Councillor for Chilham Parish Council
The Chair confirmed the CPC decision to offer to Co-opt Anastacia Watkins (AW) on the Council. AW confirmed acceptance of the offer and signed the Declaration of office form. |
| 2022/104 | Minutes |
| 2022/104.1 | To receive and approve the minutes of the meeting held on 1 September 2022
Agreed |
| 2022/104.2 | To receive an update on any matters arising not included in the agenda.
Item 2022/099 Grant application of £1,000 received from Shottenden resident for the purchase of a Defibrillator. After further discussions with the resident the Council agreed to purchase the Defibrillator rather than provide a grant towards the cost and an additional £175 towards the cost of the case for the Defibrillator. |

STD requested on behalf of Old Wives Lees Hall Committee if Chilham Parish Council Meetings could possibly move to different dates to accommodate Yoga. A member of the public clarified if the dates for 2023 could be sent as soon as possible to accommodate the Yoga classes.

2022/108

South East Water (SEW)-to discuss the loss of water supply in Old Wives Lees and the Parish

CPC were joined by Head of Operations Kent, Head of Central Operations, Community Engagement Manager, and Head of Communications.

The length of the water main in the Shottenden, Chilham, and Old Wives Lees network is 27KM. Water comes from boreholes at Godmersham Water Treatment Works. Pumping into the system and up to Godmersham and Potters Corner Reservoir. Booster pushes Chilham and Howfield water into the system during high demand. Separate booster system supplying 250 properties in Old Wives Lees/Shottenden system. Average of 7 burst pipes per annum.

Supply issue in the Godmersham area:

- Power blips/power outage
- Increased power demands onsite
- Generator problems
- Burst water mains in the area.

SEW managed the interruptions

- Wider supply area from Godmersham Water Treatment works
- Number of new schemes
 - Worked with UK Power Networks to improve power reliability to reduce outages
 - Repaired faulty breaker for a more reliable auto-restart of the Generator
 - Replace key valves, due to identified manufacturer fault
 - Put in new ultraviolet disinfection treatment
 - System automated so the water re-directs automatically if pump fails, this included new pipework and additional controls on our water mains
 - The generator has been replaced with a new permanent generator and electrical controls to improve the power resilience of the treatment works
 - Installed loggers across the area to monitor flows every 15 minutes

Total investment of £2.6million

Next steps

- On-going logging in the network
- Repair leaks in the area, currently four all scheduled
 - Two in Ashford Road
 - One in Lower Lees Road
 - One in Selling Road
- Future work at Godmersham site to replace the existing main computer panels when software no longer supported.

Effect of Hot weather

Water supply issues July 2022

- 8 July-water use dramatically increased across SEW supply area from 595 million litres a day to 660 million litres (summer average 540)
- 5,000 leaks reported in August, typically 800 leaks a month.

Leaks can be reported on the SEW website-in your area map.

Question raised re 31st July Outage

What they believe happened. Power outage causing the pumps to stop. The generator did kick in but the pumps didn't start. Pumps will not run if the high flow alarm kicks in-the pump thought there was a leak in the system. Doing tests to prove it.

DM requested a written report because no assurance was provided that a power outage would not lead to the same result with the generator. DM informed the meeting that on initial contact with help desk it was stated there was no generator failure.

Question raised regarding compensation due to surge damage caused by the return of water supply.

SEW representatives confirmed confirmation would be paid due to surge damage.

Question regarding compensation if water is off

Guaranteed scheme if the water is off longer than 12 hours, automatic scheme.

Question re Leaks

Consistent loss of 25% of water, lower in the SEW region 19%. One third of leaks is due to customer pipes. SEW system looks and can find big leaks, hard to find small leaks.

If pipe bursts 5 times or more in a year will put in for replacement.

The chair thanked them for their attendance

2022/105 Questions from Residents

No questions raised

2022/106 Borough Councillors, Policing:

To receive reports from Borough Councillors and Police representatives

Ward Member's report – October 2022

Geoff Meaden

We have a somewhat unsatisfactory situation in the Parish whereby we have two extant Planning Applications that Ashford Borough Council have permitted as "Temporary" This means that the plans are allowed to continue for at least 18 months from the date they were approved. There have been a number of serious objections to each of the plans so personally I would like to see both of them settled more quickly. One concerns a small "factory" on the A28 near to Meadow Close and the other is for a telecommunications mast sited on Mulberry Hill.

The application for the proposed solar farm near Old Wives Lees (on North Court Farm) has now been submitted to the Borough Council and they are in the process of scrutinising it before it is put onto the Council's website where the public can make comments on it. Villagers should look out for this and send in their comments, i.e., even if they have sent comments to me.

The new ARCUS planning software has now been activated by ABC and this is supposed to be streamlining the planning process. The Planning section of ABC's website allows for an introduction to this and there is also the possibility of learning how to use it!!

Local organisations and/or charities might start thinking about the fact that as a Borough Council I am in the position of making small grants to various of these groups. If you have some call for funding please contact me and I will establish the eligibility of the request and you may be able to get the funding by the end of the financial year (April 2023).

A warning that the A28 will be closed between Bagham Corner and Pope Street for the four nights between November 15th and 18th. This is between the hours of 20.00 and 05.00.

2022/107 Working Groups

To receive reports

2022/107.1 Finance & General Purposes:

2022/107.1.1 Financial Transactions for Approval-Appendix 1 refers

List of payments for authorisation

	Amount £	Method	Reason
NEST	23.71	DD	Pension
P E COLES	574.99	FPO	Defibrillator case
BRITISH HEART FOUNDATION	600	FPO	Defibrillator
F M UNCLE	35	FPO	Keys
PETER MILTON	140	FPO	Plumbing

CASTLE WATER LTD	393.63	DD	Taylor Hill Toilets
SPOTON.NET LTD	61.2	DD	Website
PETER MILTON	40	FPO	Plumbing
PKF LITTLEJOHN LLP	360	FPO	Audit
BILTING FARM SELF	46	FPO	Storage
F M UNCLE	14.98	FPO	Expenses
MRS G SCHOFIELD	23.99	FPO	Flowers-Queen
NEST	23.71	DD	Pensions
DELTA ELECTRICAL	160	FPO	Taylor Hill Toilets
F M UNCLE	26.34	FPO	Mileage
MRS G SCHOFIELD	30.99	FPO	Litter Picks
VICTORY CLEANING 5	594.05	FPO	Tower Hill Toilets
BOURNE TO GARDEN	390	FPO	Ground Maintenance
P E COLES	1545.7	FPO	Salary (includes tax rebate)
PRO-ARBOR-TEC TREE	650	FPO	Clearance work
P E COLES	56.89	FPO	Expenses

The clerk confirmed that there is an ongoing issue with the water bills provided by Castle Water that the CPC are working on.

2022/107.1.2 Notice of conclusion of audit Annual Governance & Accountability.

External Auditors report

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. The AGAR was not accurately completed before submission for review. Please ensure that amendments are corrected in the prior year comparatives when completing next year's AGAR:

- Section 2, Box 2, the annual precept, does not agree to the figure published by the precepting authority. The figures in Boxes 2 and 3 should read £38,113 and £19,550 respectively. All grants, including Council Tax Support Grant, should be shown in Box 3, as per the guidance notes on the AGAR

The Councillors noted the comments

2022/107.2 Planning

2022/107.2.1 Planning Applications

Case Reference: PA/2022/2114

Location The Silvers, Selling Road, Chilham, CT4 8BH

Proposal Erection of one dwelling

The Chair adjourned the meeting so that one Parishioner could provide his comments verbally. Further comments were received as letters and were read out by the Clerk.

CPC agreed to oppose the application as the Council do not believe the development is suitable as:

- The proposed 5-bedroom property is far larger than the surrounding properties
- The site is not infill as it will not form part a continuous roofline but is set behind the existing properties
- The impact on local wildlife.

2022/107.2.2 Planning Decisions

Case: 21/01693/AS

for: Erection of a side extension; demolition of existing outbuilding and creation of new outbuilding for a garden/bike store; and lowering of garden ground levels and new retaining wall

at: Bakery House, The Street, Chilham, Canterbury, CT4 8BX

Determination: Approved with Conditions

CPC noted

Case: 21/01868/AS

for: Change of use of mixed use classes B2/D1 to use classes B/E (storage/light industrial) to allow use of the building for the production of fireproof wall panels, storage of materials and associated office usage. Retrospective consent for construction of single storey roof covering along South and East elevations, construction of open blockwork gas tank compound on West boundary, provision of additional parking at front of site, partial raising of eave line at South East corner of building to provide additional office space and construction of fire escape stair on South elevation to serve offices.

at: Maslow Court, Canterbury Road, Chilham, Canterbury, Kent, CT4 8DZ

Determination: Permit – Temporary

CPC noted

2022/107.3 Events & Communications

Events holding a working group meeting for Christmas, on the 19th of October at 7pm in Chilham village hall. The clerk was asked to investigate the requirements for a licence for a market in Chilham Square. Information has been received by the working group.

2022/107.3.1 To receive a report from the Working Group on Communications
Anthony Webb has agreed to join the working group to provide support for the web site and assist with social media.

2022/107.4 Environment & Open Spaces

2022/107.4.1 To receive a report from the Working Group
Quotes for the replacement of Playground equipment received. Will look at applying for grants to support the project.

2022/109 Tree policy (Appendix 2)

Environmental Policy for tree management under the control of the Chilham Parish Council (CPC)

CPC provide trees and vegetation management, including green spaces in the parish for the benefit of and enjoyment of residents, visitors and the environment. Disease management is understood and managed according to the relevant policy.

There are many stakeholders in local Government and CPC work in collaboration with Kent County Council (KCC) & Ashford Borough Council (ABC) in that respect.

Tree Management

If a tree is in a dangerous condition and is an immediate and real risk to people or property it should be reported to telephone

[01233 331111](tel:01233331111) (including out of hours).in the first instance for ABC to action but if in doubt contact the Clerk at CPC if possible.

CPC will instruct a qualified tree surgeon to undertake a survey of trees on parish council grounds every 2 years.

Tree management in Ashford Borough Council covering CPC.

Most trees in public ownership are owned either by ABC or by Kent Highways. In some areas, trees may also be owned by CPC.

Generally, if a tree is in a footway, shrub or grassed area immediately next to a road, the tree will likely be owned by Kent Highways.

Problems or faults may be reported by telephoning the call centre on **03000 418181** or by filling out the [online report a problem form](#).

Environmental Policy for aspects of tree

Area. The recommendations are noted by CPC and the authority for implementation is controlled by CPC who can act accordingly. There will be times when a request to plant a tree in a person's name may be made to the Clerk for consideration, taking into account the limited amount of land owned by the parish.

In a situation a tree/trees may be considered for pruning or removal (if there are reasonable grounds for that to take place), the CPC will consider all well justified applications.

Going forward the need to remove well located trees should result in that being the exception. The CPC decision will be final. The CPC is not obliged to enter into a dialogue regarding its decision.

For a development an applicant should refer to BS5837 2012 Tree Surgeries and Safety Surveys will assist in guidance

CPC Tree Policy 2022.06.10

Doug Marriott Lead of Environment

Agreed subject to the inclusion of the following amendment

The CPC will prune our Trees at least every two years, further pruning will be carried out if the trees are believed to be causing a health and safety risk or affecting adjoining properties.

2022/110 Affiliation to Rural Market Towns Group

Dear Paul,

As you know we have given the Council free membership of the Rural Market Towns for a lengthy period during these difficult times over COVID. That membership was due to expire back in June, the latest of four extensions we have had to make given the roll out of events. We have been trying to get councils to move from the free to membership through to a small subscription, those subs being our only source of income! . This has however proved to be easier said than done for many out local council agendas have remained packed with urgent issues rolling out of COVID and its consequences. Neither has the oil crisis helped. We are uncertain where Bicester T.C. are with this, but we do recognise many councils understandably are now not meeting this month because of the current period of national mourning. Consequently, October Agendas will be or remain heavy. There is probably more need for the group now than ever as the horizon is becoming increasingly threatening. There is therefore an increasing need for to all work together to present a strong Market Town case currently. We have done well achieving a very useful 235 members during the COVID period, and we don't want to fall backwards now, undoing all the work we have started with you all, and severing the links we have made with the Councillor Representative arrangements and with the Older People and Young People Focus Groups. It will allow continued full use of our series of eight Rural Seminars that we operate throughout the year.

Could we suggest we invoice you for only a token amount (say £40 + VAT per previously trial member) for this service. That will take us through to the 23/24 financial year i.e., to the April of 2023. We are hoping that

given this smallness of this amount it may not require you to pass this through formal meetings, and this will help us all move through this tricky spell from here. If your council have previously resolved that they don't wish to run with our efforts, but you haven't told us of that position before, please do let us know now. If we don't hear from you by the end of September, we will invoice for this small amount and obviously you will then retain service as set out above.

CPC decided not to affiliate.

20220/111 CPC Working Group on development of Chilham Square

A request has been received to defer to this item to the Parish Council meeting. Agreed

2022/112 To consider whether the Parish Council should purchase a plaque for Grace Balsdon a hockey Commonwealth Gold and Olympian Bronze medal winner

Agreed- SB to follow up with family on the cost

2022/113 Storage of Parish Council records

CPC policy to be bought to the next meeting for review.

2022/114 Youth club

Report received. The working group advised to form a management group for the project. Support received from ASB on the project, will be exploring availability of grants to help set up. The working group will be identifying the potential demand for a Youth club.

2022/115 Correspondence

List of items received during the period 30 August 2022 – 30 September 2022, Appendix 3 refers

Month	Source	Item	Date
August	Email	New play area for Central Park Park Farm	31/08/2022
September	Emails	Kent County Council Rail Summit	02/09/2022
		SLCC News Bulletin - 6 September 2022	06/09/2022
		Briefing Note for Parishes - Henwood modular scheme	06/09/2022
		invoice Peter Milton	08/09/2022
		Briefing Notes for Parishes - Fabric of Ashford Roundup, Latest Ashford For You magazine out soon and New play area coming to Rylands Road Open Space Kennington	08/09/2022
		KE0060 2021/22 AGAR Section 3 External Auditor Report	08/09/2022
		Briefing Notes for Parishes - Ashford Proclamation	12/09/2022
		Briefing Notes for Parishes - Household waste collections suspended Monday 19 September	13/09/2022
		Briefing Note for Parishes -The Great Big Green Week	14/09/2022
		NHW Message - latest from National Trading Standards	20/09/2022
		Briefing Notes for Parishes - Hello Ashford	20/09/2022

THE QUEEN'S GREEN CANOPY UPDATE - MEMORIAL TREE PLANTING FOR HER MAJESTY	20/09/2022
NALC CHIEF EXECUTIVE'S BULLETIN	20/09/2022
Godmersham Water Treatment Works	20/09/2022
National Association of Local Councils newsletter	23/09/2022
CPRE Campaigns Update	24/09/2022
Briefing Notes for Parishes - Tenterden Leisure Centre Pool Reopens	26/09/2022
Notification of Planning Application 21/01868/AS	26/09/2022
Briefing Notes for Parishes - Ashford Lifeline relaunched as Lifeline Anytime	26/09/2022
Newsletter for Local Authority Partners Issue 45 September 2022	27/09/2022
Briefing Notes for Parishes - Platinum Jubilee Civic Awards	28/09/2022
NALC CHIEF EXECUTIVE'S BULLETIN	29/09/2022
SEE Newsletter - September 2022	29/09/2022
KCC ENVIRONMENT BRIEFING	29/09/2022
NALC Good practice in climate action	30/09/2022

2022/116 Matters for Further Discussion

The clerk to circulate dates for CPC meetings for 2023.
A parishioner has agreed to live stream future CPC meeting.

2022/117 Date and Time of Next Meeting

To confirm the next Meeting of the Parish Council will be held on 03 November 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.**