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## Minutes of the full Council meeting held on Thursday 2<sup>nd</sup> March 2023 at 7.00pm in Chilham Village Hall

**Councillors Present:** G. Schofield (Chair), K. Uncle (KU) (Deputy Chair), J. Marriott , D. Marriott, Shanise Barrett & Anastasia Watkins

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

**Councillor Apologies:** Councillors G Taylor, S.T.Dixon & G Meaden

**Councillor Absentee:** Not applicable

### AGENDA

- | Item            |  |
|-----------------|--|
| <b>2023/027</b> | <b>Apologies for Absence</b><br>Apologies received from Councillors G Taylor, S.T.Dixon & G Meaden   |
| <b>2023/028</b> | <b>Declarations of Interests And / Or Lobbying</b><br>The Chilham Parish Council Youth Club Working Group declared donations of fruit from the local shop for use at the Youth Club  |
| <b>2023/029</b> | <b>Minutes</b><br><b>2023/029.1</b> To receive and approve the minutes of the meeting held on 2 February 2023<br><b>Agreed.</b><br><b>2023/029.2</b> To receive an update on any matters arising not included in the agenda.<br>Automatic water meter fitted for Taylor Hill Toilets<br>Councillor D Marriott informed the meeting he has submitted a freedom of Information request as a private resident to Castle Water, water supplier to the Parish Council   |
| <b>2023/030</b> | <b>Update from SOWLIS</b><br>Campaign is at a natural pause as await date of the planning application hearing. Comments are in, with 170 objections to the application, plus a petition with 600 plus signatures. Keeping up to date on the planning application, monitoring Ashford Borough Council website planning for the date for the application to go to committee.<br>Comments to the application by SOWLIS will be drawn from the Councillor update circulated. On the agenda of the meeting will be the Officers report, Parish Council should be informed in advance of the meeting and will be able to comment as well members of the public. Speakers are limited to 3 minutes. |
| <b>2023/031</b> | <b>Questions from Residents</b><br>How long do you have to have a plan submitted to Ashford Borough Council before a decision is made? This would depend on the application-the minimum would be six weeks.  |

Plans for Chilham Square make no mention of Option 2, the Parish to vote on the options for the square. A proposal has been submitted for a seating area in the middle of the square including a hole for the Christmas Tree. Discussions on the plan

**2023/032 Borough Councillors, Policing:**

To receive reports from Borough Councillors and Police representatives  
No reports submitted.

**2023/033 Local elections May 2023.**

2023/033.1 Candidates Information

Hard copies of nomination papers are available from the Parish Clerk.

2023/033.2 Voting Rules

From 4th May 2023, all voters will need to show photo ID at all polling stations. Accepted forms of Photo ID are:

- Passport
- Driving (this includes a provisional) Licence
- A Blue Badge
- Bus Passes

**2023/034 Amendment to the Chilham Parish Council Safeguarding Children Policy. Appendix 1**

Amendment to the Safeguarding principle 'not smoking, drinking or taking any form of illicit substances in the presence of children' with the addition of 'or attending whilst under the influence of alcohol or illicit substances.'

**Agreed**

**2023/035 Update on the plans for celebrating the coronation of the King.**

The budget does conform to the decision of the Parish Council meeting on the 2<sup>nd</sup> February 2023 to only have two bands. Parish Council reps to raise at the next meeting on the 15<sup>th</sup> of March 2023

**2023/036 Highway Improvement Plan and Chilham Square**

See above response to question from a member of the public

**2023/037 Working Groups**

To receive reports

**2023/037.1 Finance & General Purposes:**

2023/037.1.1 Financial Transactions for Approval-Appendix 2 refers

Clerk confirmed that a request to British Red Cross for overpayment on the 27<sup>th</sup> February has been submitted

2023/037.1.2 Confirmation of preferred website supplier Appendix 3

To confirm recommendation for Netwise as the preferred supplier for the new Parish Council website. **Agreed**

To review and confirm whether to renew contract with Record for maintenance of doors on Taylor Hill Toilets. Clerk to check with Insurers on whether toilet doors require inspection.

**2023/037.2 Planning**

2023/037.2.1 Planning Applications

**Case Reference:**

PA/2023/0286

**Location:**

Pilgrims, Pilgrims Lane, Chilham, CT4 8AA

Variation of condition 3 of planning permission 22/00039/AS to enable to rent annex

**Proposal:**

as a short-term let/holiday home (3 - 4 years max)

**Decision:** To object on the grounds that the original application was approved on the grounds

that the Premises shall not be occupied at any time other than for purposes ancillary to the residential use of the dwelling known as Pilgrims, Pilgrims Lane, Chilham, Canterbury, CT4 8AA.

The Parish Council were also concerned about the ability of Ashford Borough Council to enforce the termination of the period the premises would be used as a short-term let/holiday home.

2023/037.2.2 Planning Decisions  
No decisions received.

**2023/037.3 Communications and Information technology**

2023/037.3.1 To receive a report from the Working Group on Communications  
Covered under Finance

**2023/037.4 Events**

2023/037.4.1 To receive a report from the Working Group on Events  
Next meeting of the coronation planning group 15/03/2023

**2023/037.5 Environment & Open Spaces**

2023/037.5.1 To receive a report from the Working Group  
The repairs to the children's play area completed.  
Litter pick organised for the 26<sup>th</sup> March-Great British Spring clean.

**2023/037.6 Chilham Parish Youth Club**

2023/037.6.1 To receive a report from the Working Group  
Income on 14<sup>th</sup> March: Subs £56  
Tuck shop £40.43  
28<sup>th</sup> March: Subs £80  
Tuck shop £51.60  
Received by the clerk.  
63 young people are now signed up

**2023/037.7 Chilham Square**

2023/037.7.1 To receive a report of the Working Group  
Discussed earlier.

**2023/038 Correspondence**

List of items received during the period 1st February 2023 – 28<sup>th</sup> February 2023, (Appendix 4)

**2023/039 Matters for Further Discussion**

Future streaming of CPC meetings as internet is now available in both village halls. To be investigated by the communications and information technology working group.  
Images of the coronation coin were circulated.

**2023/040 Date and Time of Next Meeting**

To confirm the next Meeting of the Parish Council will be held on 06 April 2023 at 7.00 pm in Old Wives Lees Village Hall

## Appendix 1

### **SAFEGUARDING CHILDREN POLICY**

*for*

### **CHILHAM PARISH COUNCIL**

#### **Introduction**

CHILHAM PARISH COUNCIL (the Organisation) is a non-profit organisation run for the following purpose:

Representative voice for the residents of the Parish of Chilham.  
Provision of a Youth club

The Organisation is based at:

3 The Square,  
Rattington Street,  
Chartham,  
Kent,  
CT4 7JG

The Organisation has adopted this safeguarding children policy and expects every adult working or helping at Organisation to support it and comply with it. Consequently this policy shall apply to all staff, managers, trustees, directors, volunteers, students or anyone working on behalf of Organisation.

#### **Purpose of the Policy**

This policy is intended to protect children who receive any service from us, including those who are the children of adults who may receive services from us. Under this policy, the term children shall mean any person who is under eighteen years of age.

The Organisation believes that no child or young person should experience abuse or harm and is committed to the protection of children and young people. This policy is intended to provide guidance and overarching principles to those who represent us as volunteers or staff, to guide our approach to child protection and safeguarding.

#### **The Risks to Children**

Children can be vulnerable to different forms of abuse and harm. It is important to recognise that abuse and harm of children can cover a wide range of circumstances and behaviours. For example, children can be at risk of:

- physical or emotional abuse
- neglect
- sexual abuse
- grooming and exploitation
- trafficking and modern slavery
- exposure to or infliction of domestic abuse
- bullying or cyber bullying

- exposure to other inappropriate content or behaviour, such as violence or criminal behaviour
- self-harm
- physical harm when engaging with activities without adequate supervision

The causal factors of any such harm and/or abuse can also be wide-ranging. For example, children can be placed at risk by family members or by members of the community.

### **Safeguarding Principles**

Safeguarding children from harm and abuse is an essential responsibility for our Organisation. We are committed to ensuring that any child who comes into contact with our services is properly safeguarded. Every person under this policy must ensure that they play an active role in ensuring that children are properly safeguarded.

Every person under this policy holds responsibility for:

- remaining alert and aware of possible safeguarding risks to children
- guarding children against harmful environments with appropriate actions (for example, adequate supervision or ensuring safe environments)
- taking positive steps to maintain the safety and wellbeing of children engaging with us as an Organisation
- reporting concerns expeditiously and appropriately, in line with child protection procedures
- understanding the duty to report specific concerns (and understanding how this interplays with confidentiality)
- challenging any inappropriate or harmful behaviour of any other adult and reporting this accordingly
- acting appropriately in the presence of children
- not taking any inappropriate risks
- not smoking, drinking or taking any form of illicit substances in the presence of children or attending whilst under the influence of alcohol or illicit substances.

### **Safeguarding Officers**

The management and oversight of all child safeguarding matters is allocated to:

The Clerk to the Council.  
 The members of the Chilham Parish Youth Club Working Group  
 (the Allocated Safeguarding Officers)

### **Confidentiality and Data Protection**

All personal information we may process relating to children, shall be processed and stored in accordance with our data protection privacy policy which can be located at: ON THE CHILHAM PARISH COUNCIL WEBSITE.

### **Responding to a Safeguarding Concern**

Where a child is at immediate risk of serious harm, any adult present should call 999. Thereafter, an available Allocated Safeguarding Officer should be contacted as soon as is reasonably practicable.

Where there is a safeguarding concern but no immediate risk of serious harm, the adult who has heard or witnessed this concern should consult with an available Allocated Safeguarding Officer as soon as practicable and by no later than the end of that same day.

Where any child makes a disclosure relating to harm or abuse to an adult, it is important for that adult to:

- listen calmly and carefully, showing that their views are taken seriously
- provide an appropriate and honest level of reassurance
- avoid interrogating children and asking probing, intrusive and/or leading questions
- avoid making false promises regarding secrets and confidentiality with the child (because any concern of abuse/harm must be shared with an Allocated Safeguarding Officer and any subsequent safeguarding referral)
- make a confidential *written* record of the discussion either during the discussion or immediately afterwards. The record should include the key details of the disclosure together with any relevant times, dates, places and people concerned. Audio and video recordings of children making disclosures should be avoided
- refer all relevant information to an available Allocated Safeguarding Officer as soon as practicable afterwards, and by no later than the end of the day

Upon receipt of any safeguarding concern, an Allocated Safeguarding Officer shall consult with any other relevant persons and will make any appropriate referrals to the relevant authorities, such as the applicable Local Authority Children's Services department.

### **Reporting Concerns About Other Adults**

Where any person has a concern regarding the conduct of an adult connected to the Organisation, which poses or may pose a safeguarding risk to children such as:

- harming a child either physically or emotionally
- exposing a child to behaviour which may cause physical or emotional harm
- engaging in criminal activity concerning a child

this must be raised in the first instance with an available Allocated Safeguarding Officer (or where this is not appropriate, a different senior member of the organisation) so that the next appropriate steps may be agreed and actioned. We recognise that there could be circumstances where a person may need to report a matter that has taken place in a setting outside of the person's engagement with the Organisation.

Usually, any appropriate steps following a safeguarding referral in respect of an individual connected to the Organisation will include either:

- further initial enquiries
- escalation to the applicable Local Authority Children's Services department for assessment and/or the police for investigation
- instigation of any appropriate disciplinary, formal investigation processes and suspension of any person concerned within the Organisation
- a referral to the Disclosure and Barring Service, or any other relevant regulatory bodies

Any person within the Organisation who has allegations made against them shall be informed properly in a formal meeting of the particulars of the allegations and the relevant next steps which shall be taken. Such a meeting should ordinarily be held by an Allocated Safeguarding Officer. On certain occasions, such a meeting may not be convened until this has been approved by any authorities involved (such as the police or the relevant Local Authority).

Any person from within the Organisation who has allegations made against them shall be treated fairly. All enquires, investigations and decisions taken shall be just and fair, with the safety of any child concerned at the heart of the process.

Any person from within the Organisation who makes an allegation against another person from within the Organisation shall be listened to, taken seriously and shall be treated fairly and justly throughout the process of enquiries, investigations and decision making.

### **Disclosure and Barring Service (DBS) Checks and Reporting**

DBS checks under the appropriate legislation should be undertaken wherever required. The groups of people we will usually undertake DBS checks in relation to are:

All Youth Club volunteers

Wherever we deem it is necessary and appropriate to remove any individual from a position of work in a activity which is regulated under the relevant legislation, we shall also be obliged to make a referral to the Disclosure and Barring Service.

### **Safeguarding Children at Events and Activities**

#### **Responsibilities and Planning**

Typically, we may arrange the following types of events and/or activities which could involve children:

Ball games, cooking, arts, and crafts

The Allocated Safeguarding Officers shall hold ultimate responsibility for the safety and appropriateness of the event. They may however appoint a delegate for some responsibilities the purpose of a specific event.

Although the Allocated Safeguarding Officers and any appointed delegates will hold ultimate responsibility for overseeing the safety for events and activities, all individuals under this policy must also play an active role in ensuring the safety of children at all times.

Appropriate background checking shall be undertaken for any adult engaged by us in connection with an event or activity involving children, wherever this is required by law (see the relevant section above).

For certain types of events or activities, we may issue an additional code of conduct, policy, or some specific other requirements which is specific to that occasion. Any such additional documentation will be made available to all those concerned (staff members, parents, guardians etc.) in advance. They should be read carefully and adhered to.

#### **Venues**

The location for any events or activities which are held by us shall be risk assessed properly in reference to the suitability and safety for children. Fire and safety procedures and precautions shall be made clear to all those involved.

#### **First Aid**

We have the following first aid procedure within the Organisation:

A trained first Aider will be in attendance at all Youth Club events.

Any accident or injury concerning a child should be brought to the attention of the nearest first aider and should thereafter be formally reported to an available Allocated Safeguarding Officer.

### Consent Forms

We shall always obtain written consent from a parent or guardian for any event which takes place with children in attendance without their responsible parent or guardian present. Consent will be obtained via:

Via an online consent form

Consent forms will include emergency contact details and will set out any specific safety needs/requirements for children.

All consent forms will be kept secure and shall be stored in accordance with our data protection privacy policy.

### Supervision

For most activities and events, our procedure for supervision of children is as follows:

For all activity by the Youth club there will be a minimum of two volunteers.

In the age group 7 to 12 when an activity has more than 14 children attending the ratio of adults to children will be one adult to seven children.

In the age group 12 to 17 when an activity has more than 14 children attending the ratio of adults to children will be one adult to ten children.

Where we hold any events or activities whereby a child attends alongside their parent or guardian, parents and guardians should ensure that children are properly supervised.

### Managing Behaviour of Children Generally

Whenever any adult engaged by us is faced with challenging or inappropriate behaviour from a child or with conflict between children, they must:

- treat each child fairly and equally
- approach the situation in a calm and neutral manner
- only ever use physical restraint/intervention in order to protect the immediate safety of a person, for example to prevent an injury or harm either to the child or others
- wherever it is justified to physically restrain a child or to physically intervene, the amount of force used should be kept to the absolute minimum taking into account the risk posed
- make a written record of the incident and ensure this is reported appropriately to an available Allocated Safeguarding Officer

### Managing Risks Posed by Other Children

It is important for all adults engaged by us to recognise that children can face harm from their peers. This can commonly take the form of bullying. Bullying can be defined as any behaviour which is:

- repeated; and
- has the intention of hurting somebody either physically or emotionally.



Bullying can sometimes be motivated by prejudices based on certain groups, for example gender, race, religion or sexual orientation. Bullying can often include:

- physical harm perpetrated against another child
- name calling and threats
- cyberbullying (threats and abusive comments made via technology)

Any instance of bullying or concern relating to possible bullying between children at any event or activities arranged by us will usually be dealt with by us in the first instance as follows:

All children and relevant staff shall be spoken to individually to ascertain the facts. Where appropriate, children will receive a first warning regarding their behaviour.

Where any behaviour amounting to bullying continues following this, the following steps will be taken:

The child or children who have been found to be responsible for persistent behaviour which amounts to bullying of any child shall be banned from attending the Youth club.

All steps in relation to the prevention or management of bullying should be taken in consultation with an Allocated Safeguarding Officer.

## **Photography**

### **Our Photographs**

On some occasions, we may take photographs featuring children. We recognise that photography of children carries risks, such as:

- the potential for images to be re-used, shared or adapted in a damaging or inappropriate manner
- the general risk of sharing images and the impact this could have on child's public image as they grow older

In view of these risks, we will:

- always ask for written permission from a child and their parent/guardian before taking and sharing any image of them
- always ensure that a child and their parent/guardian are properly informed how an image will be used and shared
- always ensure that a child's identity is protected as far as is possible within any published material
- ask that parents, guardians, children and any other person connected to them who may wish to share any of our published images which features other children to refrain from doing so unless they have the permission of the other children and their parent/guardian
- always store photos in accordance with our data protection policy.

### **Members of the Public**

We ask that any members of the public attending our premises, events or activities do not take photographs.

## **Other Policies**

We have referred within this document to the following other important policies which should be read in conjunction with this policy:

- Our data protection policy
- Our first aid policy

## **Legal Framework**

This policy has been drawn up in accordance with all relevant and applicable legislation and guidance available to the Organisation in the jurisdictions it operates within.

This Policy is approved and robustly endorsed by CHILHAM PARISH COUNCIL and is due for review every \_\_\_\_\_.

## **Appendix 2**

<b>Transaction Date</b>	<b>Transaction Description</b>	<b>Debit Amount £</b>
27/02/2023	MRS G SCHOFIELD	517
27/02/2023	CHILHAM PARISH RECREATION	100
27/02/2023	P E COLES SALARY	917.9
27/02/2023	ALLAN SWAN	50
27/02/2023	BRC	333.6
27/02/2023	NEST	28.26
20/02/2023	BILTING FARM SELF	46
20/02/2023	BRITISH RED CROSS	333.6
20/02/2023	MARGARET A FROGGET	328.82
20/02/2023	PETER MILTON	130
20/02/2023	VICTORY CLEANING	646.85
20/02/2023	F M UNCLE MILEAGE EXPENSES	4.5
14/02/2023	SPOTON.NET LTD	64.8
06/02/2023	P E COLES EXPENSES	74.28

## **Appendix 3**

<b>New Website</b>	<b>Website cost</b>	<b>Set Up costs</b>	<b>Mail-cost</b>	<b>Total ongoing cost £</b>	<b>Saving on itseeze £</b>	<b>Company incorporation</b>
Netwise	Premium plus cost £440	£699	FlexMail £2 per user per month (10 email accounts included in Premium Plus)	488	160	2015
Aubergine	£299	Email set up £1,679.52 Website £800	Cloudy IT includes Microsoft Business, Monthly Total £79.60	1254.2	-606.2	2002
JKE	£6 per month Pro Business plus additional £125 for support	£650	£71.39 for 11 emails YR1, 2nd year cost £ 104.99 per month	1053.68	-405.68	Unable to confirm

## Appendix 4

Item	Date	Correspondence
Network Rail works at Selling Tunnel carried out by BAM	01/02/2023	Y
Southern Water update - Clean Rivers and Seas Task Force	01/02/2023	Y
Briefing Notes for Parishes - Lower High Street cobbles work begins soon	02/02/2023	Y
Home to School and Post 16 Transport for Mainstream and SEND Pupils - Public Consultation	03/02/2023	Y
Briefing Notes for Parishes - His Majesty King Charles III Coronation.	03/02/2023	Y
Emergency Road Closure - Cobbs Hill, Chilham - 6th February 2023 (Ashford)	06/02/2023	Y
Emergency Road Closure - Branch Road, Chilham - 8th February 2023 (Ashford)	06/02/2023	Y
Wellbeing Matters Plus Service	09/02/2023	Y
Kent Police & Crime Commissioner Newsletter - Victim Voice Special Edition OPCC/MS/OG/070/23	09/02/2023	Y
Briefing Notes for Parishes – Turkey and Syria earthquake appeal	10/02/2023	Y
All Aboard! Edition 4 - Stagecoach South East Newsletter	13/02/2023	Y
Briefing Notes for Parishes – Spearpoint Recreation Ground now open	15/02/2023	Y
Briefing Notes for Parishes – Spring edition of Ashford For You and Tenterden Leisure Centre pool closure	16/02/2023	Y
Briefing Notes for Parishes – Celebrate International Women's Day	20/02/2023	Y
KALC Ashford: Agenda for meeting on Wednesday 1st March 2023.	21/02/2023	Y
Briefing Notes for Parishes – Julie Rose Stadium officially opened after investment	21/02/2023	Y
KALC OUR UPCOMING EVENTS FOR MARCH AT KALC	22/02/2023	Y
Briefing Notes for Parishes – Taking care of Ashford's cemeteries	22/02/2023	Y
Coronation information	23/02/2023	Y
Kent Community Services Consultation	23/02/2023	Y
Briefing Notes for Parishes – UNFRAMED Ashford Mural Festival	24/02/2023	Y
Briefing Notes for Parishes - Business rates revaluation	27/02/2023	Y
IMPORTANT UPDATE: REVISED ELIGIBILITY CRITERIA Professional Referral Energy Voucher Scheme - Household Support Fund	27/02/2023	Y
Briefing on Coronation	28/02/2023	Y