



MINUTES OF A MEETING OF THE FULL COUNCIL HELD ON 07 April 2022 AT CHILHAM VILLAGE HALL

COUNCILLORS PRESENT: G. Schofield (Chair), K. Uncle (Deputy Chair), G Meaden, G Taylor, J Marriot & S T Dixon

ALSO PRESENT: K. Bell (Clerk to the Council), P Coles (Prospective Clerk to the Council)
C. Bell (Kent County Councillor) & 4 members of the public

COUNCILLORS APOLOGIES: D. Marriott & J. Martin

ABSENTEE: Cllr. L. McKay,

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

2022/030 - APOLOGIES FOR ABSENCE: Apologies received from Cllr D Marriott (unwell) and Cllr. J. Martin (unwell).

2022/031 - DECLARATIONS OF INTERESTS AND / OR LOBBYING: Cllr G Meaden (Item: 2022/036.6 Subscriptions for Renewal)

2022/032 - COUNTY AND BOROUGH COUNCILLORS and POLICING

2022/032.1 - County Councillor: Cllr Bell asks to be notified of any issues of relevance that she can help the council with.

2022/032.2 - Borough Councillors Report from Cllr Meaden copied to members

Some updates on important local planning applications are worthy of mention:

1. North Court solar farm. I get asked a lot about this but have no progress to report. There are internal conversations going on between the promoters of the scheme (Green Switch) and the Borough Council, but we are not privy to these.
2. Maslow Court. This concerns the small factory type operation that is causing some concerns for residents in Meadow Close, Chilham. The company continues to operate without a valid planning application. Enforcement is proving difficult, but I have spoken to a company based in Southampton who have been contracted to look into this enforcement on behalf of ABC. I envisage that necessary agreements will now occur fairly shortly, though I cannot guarantee this.
3. A proposal to erect a Telecoms mast to be located on the grass verge on the A28 opposite the junction with the A252, has now been abandoned and instead the telecoms company has gone ahead and has illegally erected a mast, i.e., without even submitting a planning application let alone getting permission. This is on land at the back of the Auto Equip business about a third of the way up Mulberry Hill. The mast is already operational. ABC Planning are looking into this. Telecoms companies regard themselves as "essential" and they often ignore any planning rules.

I'm pleased that Ashford Borough Council (ABC) has been able to distribute nearly £3,000 worth of Councillor grants to a number of local worthy causes. Within the Parish most of this money has gone into promoting the forthcoming Queen's Jubilee celebrations planned for early June. Can I say that arising from my searching for recipients of the Grant money I have ascertained that ABC has a wide

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variety of potentially available grants and I would advise persons or groups seeking financial assistance should consult their (ABC's) online Grant funding website.

You will be aware that I was elected to my position as Ward Councillor on a Green Party ticket. Can I just conclude this short report by saying that my Green credentials are immensely frustrated in my role on the Borough's Planning Committee by the fact that I am not allowed to insist that all new housing development is properly protected against the severe implications of the accelerating repercussions of global climate change. Thus, it is simply crazy that the Borough Council cannot insist that all buildings are properly insulated and that they are equipped with solar panels or heat source pumps that will be essential if carbon in the atmosphere is to be reduced and steeply rising energy prices are to be addressed. This lack of action is based on diktats from central government. So, we are building vast numbers of housing that in the very near future will need to be supplied with very costly energy and the installation of extremely expensive retrofitting. From my perspective this is simply shameful.

2022/032.3 - Ashford Community Safety Unit (ACSU): ACSU is changing its approach to council meetings. They aim to send a Police Community Support Office (PCSO) every 3 months unless the councils notify them by email that it does not require attendance that frequently.

Action: Clerk to contact ACSU requesting attendance by the PCSO at the Parish Council's Bi-monthly meetings.

2022/033 - QUESTIONS FROM RESIDENTS

2022/033.1 Correspondence from Residents: No correspondence received.

2022/033.2 Questions from Residents: Mr A Ralph asked why meetings were going bi-monthly. Council explained a proposal was put forward and the council agreed to a trial period, but if anything needed an urgent a decision then an extra meeting would be called. Assurances were given to Mr Ralph that the parish clerk, Paul Coles would advise all councillors should such a matter arise.

2022/034 - MINUTES

2022/034.1 - To approve the minutes of meeting held on 03 February 2022. 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**

2022/034.2 - To receive an update on any matters arising not included elsewhere in the agenda. Clerk confirmed a letter has been sent to Berkley homes.

2022/035 - WORKING GROUPS

2022/035.1 - Finance & General Purposes: Some residents have questioned the increase in the Parish Councils precept by 31%, whilst any increase is regrettable the increase was primarily because the council needed to replenish its reserves to cover the cost of last year's elections, which was an unbudgeted cost. In 2022/2023 Budget the council has made additional provision for Information Technology, website improvements, the 2022 Jubilee Celebrations and for village maintenance.

2022/035.2 - Planning

2022/035.2.1 Planning Applications:

2022/035.2.1.1 - To approve the following representation to ABC

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19/01736/CONF/AS Discharge condition 2 (materials) at Land West of New Cut Road

NOTED / NO OBJECTION

20/00610/CONA/AS Discharge of conditions 3 (materials) & 4 (light spill) at Wither Farm, Goldups Lane

NOTED / NO OBJECTION

22/00095/AS Proposed Single-storey rear extension to existing property at Orchard Cottage, Shottenden Road

NO OBJECTION

22/00260/AS & Replacement of existing garage/annex with an extension

22/00261/AS to the main house. New roof lights. New window at existing first floor level to north elevation. Thompsons House, Taylors Hill

OBJECTION

22/00358/AS Proposed NTQ telecommunications installation: Proposed 20m High EE/H3G Phase 7 street works pole on root foundation c/w wraparound cabinet at base and associated ancillary works at grass verge opposite Bagham Cottage, Maidstone Road, Chilham

OBJECTION

22/00384/AS Demolition of existing conservatory and construction of

22/00419/AS extension to replace conservatory. Removal of internal walls in Victorian part of house and construction of new garage and driveway at Hatfield House, The Street

NO OBJECTION

It was proposed, seconded, and **RESOLVED** to accept the recommendations of the planning working group.
Majority

2022/035.2.1.2 **Planning Decisions ABC HAS PERMITTED the following**

19/01736/CONF/AS Discharge condition 2 (materials) at Land West of New Cut Road

21/02069/AS Retrospective planning application for the surfacing of two existing farm tracks and re-
of an existing access at Land north of junction of Long Hill and, New Cut Road

21/02083/AS Four conservation style rooflights in roof to rear single storey plain tiled lean to roof at 5
Stable Court, Chilham Castle Estate

22/00039/AS Provision of annexe for a dependent relative at Pilgrims, Pilgrims Lane

22/00079/AS Certificate of Lawful Development Proposed – Construction of glazed link between
garage and annex and conversion of garage at Vine Cottage, Cobbs Hill

21/01061/AMND/AS Non- material minor amendment to planning permission 21/01061/AS [Proposed
demolition of existing dwelling and construction of a replacement single storey, 2-
bedroom dwelling together with associated landscaping and parking [Revision to
20/01311/AS to include a basement]]. Extension to gable ends with alterations to the
fenestration at Badgers Hill House, New Cut Road

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21/01625/AS Erection of two agricultural sheds, one for storage and one for livestock breeding at Glebe Orchard Barn, Bowerland Lane,

2022/035.2.1.3 - ABC HAS REFUSED to permit the following

21/00135/AS Proposed change of use of first floor residential dwelling into tasting venue. Minor Internal alterations ground and first floor to facilitate shop and wine bar at Tudor Lodge Gift Shop, The Square, Chilham

20/00610/CONA/AS Discharge of Conditions 3 (Materials) & 4 (light spill) at Withy Farm, Goldups Lane

2022/035.2.1.4 - Harvest House Update The Planning Meeting Officer report contained a plethora of serious errors which influenced the committee including their neglecting the safety pointed out by the doctor the outcome is a lost surgery and dispensary.

The council is pressing for Section 106 (which basically arranges for compensation for damaging effects). The proposal is to get ABC through the S106 to have a public service vehicle funded from the development to transport patients from Chilham to the Old School Surgery at Chartham and deliver medicine, thus replacing to some extent the loss of the surgery.

The development is currently stalled because of the pollution legacy of the site impacting the "Stodmarsh effect". Any further details required please contact the CPC Clerk

Report from WG Lead: Copied to members

2022/035.2.2 Chartham Neighbourhood Plan: Chartham Parish Council is in the process of producing a Neighbourhood Plan as part of various consultations, residents have expressed a wish for better interconnectivity for pedestrians and cyclists in and beyond the parish. Chartham Parish Council is contacting neighbouring parishes to see whether CPC would be interested in attending an informal meeting to discuss potential options for enhancing the pedestrian/cycle network for their residents. The idea behind the meeting is to have a roundtable discussion with one or two representatives from each parish to share ideas on possible improvements which can then be taken back to each council to discuss formally by full councils and if endorsed further joint investigations can be made with relevant third parties to see whether they are achievable. The improvements may have to remain aspirational depending on costs and third-party agreements but at least a preferred network will be identified.

It was proposed, seconded, and **RESOLVED** to accept the invitation to attend a round table meeting.
Unanimous

Action: Clerk to write to Chartham PC to confirm CPC acceptance of the invitation

2022/035.2.3 Temporary Road Closure - Bowerland Lane, Chilham - 4th April 2022 for 19 Days while gas connection works are undertaken by Express Utilities.

2022/035.2.4 Government Consultation on the Clover Landscapes Review – An opportunity to stop “off roading” in Areas of Outstanding Natural Beauty

The Government is consulting on its response to the Glover Landscapes Review. AONB's have no legal powers of their own to stop or control off roading and are depended upon highways authorities.

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CPC is being asked to formally respond to the consultation asking for new legislation which will fully protect the green lanes in the AONB's.

It was proposed, seconded, and **RESOLVED** that the Parish Council will respond to the consultation.
Unanimous

2022/035.3 Events & Communications

2022/035.3.1 To receive a report from the Working Group:

Cllr Taylor report on the meeting at Chilham Village Hall on March 31, 2022, at 6.30 pm.

The meeting was attended by 13 people (Yve, Ryder, Meg, Sarah, Shani, Ali, Tony, Leila, Andy, Jody, David, Tony, and Greg). The group disbanded without setting a date for the next meeting, but Greg as Leader proposes Thursday April 14th at 6.30pm in Chilham Village Hall since this was previously agreed to be the best venue.

Reports were made and progress discussed by Workstreams

As a reminder, the captains for each workstream are currently as follows:

1. Closure of the Square: Laura MacKenzie and James Fuller.
2. Parking and Traffic: Ryder Gilronan for planning, on the day The Chilham Tennis Club
3. Beacon: Tony Webb.
4. Fireworks: James Fox.
5. Food and Beverage: Shani Barrett, Anne Holloway, and Stacey Watkins.
6. Bunting and Decoration: Michaela and Sarah Topley-Dixon.
7. Live Bands, Sound, Lights & Power: Andy MacLean, Ryder Gilronan and Ali Ralph.
8. Clean Up: Tony Simms.
9. Advertising: Leila Fox and Sarah Topley-Dixon.

Discussion Notes by Workstream

1. **Closure of the Square.** Kent Highways has confirmed permission to close the square. Laura prepared a letter to be distributed to all residents. The portaloos will be scrapped since this is a small community event and there are facilities available at Taylors Hill Parking Lot and St Mary's Church. Action Items:
 - a. Check how many road / traffic signs are available
 - b. Plan for access routes for performers and disabled
2. **Parking and Traffic.** Ryder confirmed that we have volunteers from the Chilham Tennis Club willing to volunteer to help with parking and traffic on the day on the Rec Field if conditions are dry. Action items: Confirm able to park at Village Hall, including on the grass
3. **Beacon.** The parish beacon has been registered with the national pageant master and the fire department has been notified. There will be no public access to the site on June 2nd, so the plan is to live stream the lighting to a projector in the square. Miguel has a projector and Shani has a frame for a screen that could be erected on the stage.

Action items: Arrange video camera to film lighting of beacon

 - a. **Fireworks.** The decision was taken to scrap the fireworks.
 - b. **Food and Beverage.** From 2pm The White Horse will have a hog roast and the Woolpack will offer rotisserie chicken and other BBQ items. The Woolpack would also like to sell beer from their mobile bar unit. John will need to sort out permissions, if any, for that offering. The White Horse will offer its normal range of beverages. The Church Mouse will offer special cream teas

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- from 2pm. Shani can arrange for 7 tables and 42 chairs to be taken to the square and returned afterwards to be available for community picnics. Action items:
- a. Spread the news to square residents about setting up tables for community picnics
 - b. Supplement the local business offering, if necessary, with other vendors
 - c. Develop site plan for food and beverage
6. **Bunting and Decoration.** Some bunting will be purchased for the square. Delia at the school indicated they could help make bunting. There will be a balloon arch for photographs but without using helium in the official Jubilee purple and gold colours. Action items:
- a. Speak to fire brigade about assisting with the hanging
 - b. Develop and publicise programme for the decoration
 - c. Identify and budgetary requirements
7. **Live Bands (and Sound, Light & Power).** Bands have been selected to perform roughly at 5pm, 7pm and 9pm. Tony offered to check whether a Spitfire might be induced to complete a fly over. Selling School can hopefully undertake the Maypole. Andy is working on Morris Dancers. Church bells to ring at 2pm and again at 9.15pm. It is hoped the choir can sing the official song at 9pm from the stage. Timing needs to be set for the arrival of the Queen (Jody on the back of vintage car touring the square) and the Dress as Queen contest. [Note after the meeting event: Theatre groups likely to be scaled down as the Arts Council Grant has been declined but we are seeking replacement funds and hope to rescue at least one or two acts]. Taittinger has agreed to be a corporate sponsor for £1,500. Action Items:
- a. Confirm funding for theatre groups and engage them, if possible
 - b. Confirm what support performers will require and liaise with Square Closure captains
 - c. Develop revised schedule of events
 - d. Coordinate with Selling School regarding the Maypole
 - e. Confirm whether Morris Dancers are available and willing to perform
 - f. Coordinate with OWL Choir
 - g. Coordinate with bells, both church tower and handbells
8. **Clean Up.** Tony requested 6 bins, 25 black bin bags and 8 pairs of gloves. He has volunteers to help. He proposed ABC collect Friday morning from an agreed location. Action items:
- a. Purchase requested materials
 - b. Confirm with ABC trash collection Friday morning
9. **Advertising.** Friday April 8th is next deadline for parish magazine, so an updated schedule of events is required. Sarah and Michaela have produced a poster that will be updated to remove the fireworks. Volunteers are willing to leaflet the poster throughout the parish. It was also discussed whether Rosemary Simmons could be approached about distributing the leaflets with the parish magazine. Action items:
- a. Flyer poster to be printed and distributed and hung in appropriate locations
 - b. Update the Facebook page postings with revised schedule when available

The RBLI can supply a multitude of items for the forthcoming Platinum Jubilee such as lamp post signs, bunting and flags.

Members are asked to consider the councils interest in such items

2022/035.3.2 To approve the purchase of commemorative coins: CPC has been successful in obtaining a Members Grant which will pay for the coins. Examples of commemorative coins were circulated.

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It was proposed, seconded, and **RESOLVED** that the Parish Council would purchase commemorative coins. **Unanimous**

2022/035.3.3.1 Confirmation of funding available for Jubilee event.

Proposed £2,000 Drawn from the following budget items

Balance of ABC Members grant £77

Special Projects £1030

Events £893

It was proposed, seconded, and **RESOLVED** that the Parish Council provide a budget of £2,000 for the Jubilee celebrations. **Unanimous**

2022/035.3.3.2 Funding application received from OWL Village Hall

Members are asked to consider an application from OWL Village Hall who are seeking £250.00 to pay for a band at the Bring Your Own Jubilee Picnic on the Saturday of the Jubilee weekend. The event is open to the entire community.

It was proposed, seconded, and **RESOLVED** that the Parish Council would provide a grant of £250 to OWL Village Hall towards the cost of a band for the Jubilee event. The grant to be drawn from the funds budgeted to support events. **Unanimous**

2022/035.4 Environment & Open Spaces

2022/035.4.1 To receive a report from the Working Group

- Allotments – 3 expressions of interest received
- Defibrillator – CPC has been asked to fund the purchase of 24/7 accessible defibrillators within Chilham, Shottenden and OWL. This is being considered by the WG.
- Environment Policy: CPC has lodged a policy for all new planning applications to be carbon neutral with ABC. To date, ABC has not embraced that requirement and it is a work in progress.

2022/035.4.2 THT

2022/035.4.2.1 Maintenance

Rentokil – Initial recently carried out a hygiene service report – no findings brought to the attention of the parish council

Victory Cleaning – Service carried out, the THT scored a total of 90.91%, 3 failed items were brought to the council's attention which were no comments book and the absence of a COSHH Sheet folder and poster which Victory Cleaning will be addressing and the absence of a cleaning cupboard

2022/035.4.2.2 Hot Water Provision: Cllr Uncle to report

2022/035.4.2.3 Energy Costs: These remain under review, difficult given the current circumstances regarding the energy crisis.

2022/035 6.4.3 Queens Green Canopy

Clerks Notes

- An application has been submitted for 3 x oaks to be planted later in the year as part of the Queens Green Canopy, if successful CPC will receive the oaks in the autumn
- Separate to this Aspire Management is providing specially grown saplings which can be planted in time for the Platinum Jubilee, the clerk has applied for one of these special saplings, which just needs growing on before being planted as part of the Jubilee celebrations

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- Tree Plaque: The RBLI can supply a Queens Canopy Plaque at the cost of £154.99. A picture of the proposed plaque was circulated. It was proposed, seconded, and **RESOLVED** that the Parish Council would purchase a plaque. The cost of the plaque to be drawn from the funds budgeted for miscellaneous costs. **Unanimous**

2022/035.4.5 Tree Management

2022/035.4.5.1 Tree Management Policy: The draft tree management policy has been copied to members Proposed and seconded that this item be deferred. Agreed. **Unanimous**

2022/035.4.5.2 Tree Safety Audit: It is recommended that councils have regular (every two years) tree safety audits on trees on its land

Members are asked to consider CPC approving a tree safety audit to be carried out by a qualified arboriculturist on trees on CPC land.

Proposed and seconded that this item be deferred. Agreed. **Unanimous**

2022/035.4.6 Grass cutting OWL and Latins Field: The council's former contractor has retired hence the necessity for CPC to engage an alternative contractor with immediate effect.

Members are asked to consider CPC appointing Bourne to Garden

Cost 18 x cuts @ £165 / visit £2,970

Boundary edges 3 x @ £280 £840

It was proposed, seconded, and **RESOLVED** that the Parish Council would accept the quote from Borne to Garden **Unanimous**

2022/036 - FINANCE & GOVERNANCE

2022/036.1 Bank Reconciliation: The Year End Bank Reconciliations have been prepared and copied to members for approval, it is noted that the bank balances at 31.03.2022 were as follows:

Ns& I	£15,034.99
Business Bank	£41,083.27
Current	£5,729.01
Less transactions in progress	£238.00
Balance	£61,609.27

2022/036.2 Financial Transactions for Approval

Payments Due Since 03 February 2022

It'seeze	S111/112	Website / Emails	£54.00
Victory Cleaning	S19 THT		£557.27
Chilham Village Hall	S111/112	2021/2022 Hall Hire	£189.00
Knockout Print	S111/112	2022 Annual Report	£125.00
Ashford BC	S19	Lease of Phyllis Farm	£6.25
Royal Images	S137	Operation London Bridge	£139.21
Bilting Farm Storage	S111/112	Storage Hire	£46.00
Peter Milton	S19	THT	£440.00
Viking	S111/112	Stationery	£36.66
Bilting Farm Storage	S111/112	Storage Hire	£46.00
KALC	S111/112	Training	£120.00
Victory Cleaning	S19	THT	£557.27

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Delta Electrical Svcs	S19	THT	£290.00
Gifts 2 Impress	S137	Platinum Jubilee	£466.56
Orchard Env	S19	THT	£136.80
Peter Milton	S19	THT	£160.00
Victory Cleaning	S19	THT	£557.27
K Bell	S111/112	Clerks Salary	£720.56
It'seeze	S111/112	Website / Emails	£54.00
KCC Laser Energy	S19	THT	£115.23
Castle Water	S19	THT	£57.18
Seiretto	S111/112	Website Domain	£178.80
Bourne To Garden	S19	Mowing Services	£390.00
Fourways	S111/112	Stationery	£61.74
HMRC	S111/112	Salary Deductions	£773.31
K Bell	S111/112	Clerks Salary	£809.09
E. Hull	S111/112	Backpay	£33.40
C. Vincent	S111/112	Backpay	£24.80
Nest	S111/112	Pension	£65.62
Mrs G Schofield	S111/112	Stationery	£38.35
Nest Pension	S111/112	Pension 2021/2022	£329.40
Royal Mail	S111/112	PO Box 2021/2022	£760.63
D Todd	S19	Bench Repairs	£150.00
Receipts			
Ashford BC	S19	Members Grant	£466.00
Ashford BC	S19	Members Grant	£800.00
Rentokil	S19	Refund	£84.24

It was proposed, seconded, and **RESOLVED** that the Parish Council would approve the financial transactions. **Unanimous**

2022/036.3 Finance 2021/2022

2022/036.3.1 Budgetary Control as of 31 March 2022: The information which has been copied to members to be received and noted.

2022/036.3.2 VAT Reclaim as of 31 March 2022: The VAT due to the council for the period 01.04.21 – 31.12.22 was £3,332.58 a claim has been submitted to HMRC

2022/036.3.3 2021/2022 Accounts: The accounts have been prepared and copied to members for approval
2021/2022 Internal Audit: Arrangements are to be made for the Internal Audit to be carried out in April.

2021/2022 AGAR: The AGAR has been prepared and is due to be considered and approved at the May meeting of the council following the internal audit.

2021/ External Audit: Following the approval by council of the AGAR, it is to be submitted to PKF Littlejohn the council's external auditor. CPC has been selected to receive an intermediate audit this was on the basis that the External Auditor commented in the 2020/2021 External Auditor report that the 2020/2021 AGAR had not been completed correctly and it was returned for amendment; the external auditor requires evidence that this was reported to council which it was and the Minutes from the meeting held in October 2021 refer.

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2022/036.4 Donation Request - Chilham Theatre Arts Group

The Chilham Theatre Arts Group is seeking funding from CPC of £300 - £400. The majority of the senior members will be leaving this year to go to university some having been with the group since they were 4 years old and the group is planning a performance in July which entails hiring the Arden Theatre, paying for copyright licenses, scaffolding, band, costumes, programmes and photocopying scripts. It might cost £1,000 to put on the play. Fundraising has also been sought from other sources and the group will be holding a quiz night on 13 May 2022.

It was proposed, seconded, and **RESOLVED** that the Parish Council would provide a grant of £350. Grant to be drawn from the budget for Village Youth Projects. **Unanimous**

2022/036.5 Help for Ukraine

Members are asked to consider CPC's response to the Ukraine Emergency such as donating on behalf of the Chilham, Shottenden and OWL community to an emergency relief organisation such as DEC or Red Cross. Members agreed that it would not be appropriate for the Parish Council to donate.

2022/036.6 Subscriptions for Renewal

2022/036.6.1	KALC (also includes NALC)	TBC
2022/036.6.2	Action with Communities in Rural Kent	£90.00
2022/036.6.3	CPRE	£36.00

It was proposed, seconded, and **RESOLVED** that the Parish Council would renew the subscriptions. **Majority**

2022/036.7 Bank Mandate: To consider and approve signatory variations and change of Business address.

Removal of Karen Bell as account administrator
 Addition of Paul Coles as account administrator
 Addition of Councillor Uncle as a new signatory
 Change of organisation business address

It was proposed, seconded, and **RESOLVED** that the Parish Council approved changes to the Bank mandate and Business address. **Unanimous**

2022/037 ABC COMMUNITY GOVERNANCE

During 2020, there was some discussion with ABC and CPC regarding a proposed name change for Chilham Parish Council. ABC is undertaking a Governance Review and has asked if this is something that CPC wishes to progress.

Members confirmed that they are not in favour of changing the name of Chilham Parish Council.

2022/038 LOCAL AUTHORITY REMOTE / HYBRID MEETINGS

Members are asked to consider the following motion.

“This council supports the petition launched by ADSO and LLG on T5 January with regard to remote and hybrid meetings. We agree to writ to the Secretary of State for Levelling Up, Housing and Communities calling on the government to change the law to allow councils the flexibility to hold such meetings when they deem appropriate with agreed rules and procedures”

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