

# **CHARTHAM PARISH COUNCIL**

## **MINUTES OF THE PARISH COUNCIL MEETING HELD AT 7.30 P.M. ON TUESDAY 14<sup>th</sup> JUNE 2011 AT THE VILLAGE HALL, STATION ROAD, CHARTHAM, NR CANTERBURY, KENT, CT4 7JA.**

### **Present:**

Cllr. A. Dawes – Chairman	Cllr. P. Graveson
Cllr. C. Manning	Cllr. G. Hoare
Cllr. J. Jeffries - Vice-Chairman	Cllr. D. Butcher
Cllr. S. Dungay	Cllr. A. Frost
Mr. P. Hornibrook – Clerk	

KCC Community Warden Sarah Wraight.  
Two members of the public.

### **(1) APOLOGIES FOR ABSENCE**

Cllr. D. Thompson (Work Commitments), Cllr. D. Weatherall (Work Commitments), Cllr. M. Goff (Holiday), Cllr. R Doyle CCC (Other Meeting), Cllr. R. Thomas CCC (Other Meeting).

### **(2) CONFIRMATION OF MINUTES**

Resolution: To confirm minutes of meeting held on 10<sup>th</sup> May 2011 (previously circulated).

Proposed by: Cllr. Jeffries and Seconded by: Cllr. Manning.

All members voted in favour.

### **(3) COUNCIL: a) Declaration of any member's interest in agenda items.**

No interest in any specific agenda items was noted.

#### **b) Any change in declaration of member's interest.**

No changes in member's interests were noted.

### **(4) MATTERS ARISING**

No matters arising were noted.

### **(5) TO RECEIVE AND CONSIDER CORRESPONDENCE**

**(A folder of correspondence was available for all Councillors to view the correspondence and to make comment on)**

The following issues were raised for discussion:

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Item 1: CCC – Standards Committee – Agenda – Wednesday 25<sup>th</sup> May 2011. A copy was available for all members to read. Cllr. Dawes noted that all councillors should read the

new rules about complaints against councillors. The Clerk will ensure that our complaints procedure is up to date.

Item 2: CCC – Development Control Committee – Agenda – Tuesday 3<sup>rd</sup> May 2011 (Plus further agenda item no. 15). Copies were available for all members to read.

Item 3: CPRE: Members Guide 2011. A copy was available for all members to read.

Item 4: CPRE: Countryside Voice Magazine – Spring 2011. A copy was available for all members to read. Cllr. Dungay took the document for perusal.

Item 5: CCC – Street Monitors Report – Meeting Tuesday 29<sup>th</sup> March 2011. A copy was available for all members to read.

Item 6: KCC – KCC Minerals & Waste Development Framework – Comments by 26<sup>th</sup> July 2011. Members can provide comments on-line. Cllr. Dawes read out details to all members and Cllr. Dawes and the Clerk will arrange an official response to KCC if required.

Item 7: Southern Water – South East Water Resources update. A copy was available for all members to read.

Item 8: CCC – Joint Meeting of the Rural Area (North) Member Panel and the Rural Area (South) Member Panel – Agenda – Tuesday 14<sup>th</sup> June 2011. A copy was available for all members to read. It was noted that there is an item on the agenda for discussion relating to Mill Row, Chartham.

**(6) TO RECEIVE AND CONSIDER REPORTS & MINUTES OF COMMITTEES**

**(a) Finance and General Purposes Committee:**

A resolution that orders for payment as shown in attached schedules was agreed unanimously. They were signed by Cllr. Dawes and Cllr. Butcher.

The Clerk reported that our last quarters VAT reclaim had now been paid by HM Revenue & Customs.

It was reported that we had received payment of £3,389 from CCC regarding the award of a CCC Capital Grant application for outdoor adult exercise equipment.

It was also noted that payment of two KCC Member Grant applications towards the purchase of outdoor adult exercise equipment and towards the running of the ‘Mother & Toddler’ group had now been received.

It was also noted that the Parish Council properties had been re-valued and the Fixed Asset Register updated and sent to Zurich Municipal for them to adjust their records. The valuations showed a small increase in property valuations from last year, and now bring our total fixed assets to nearly 2 million pounds.

The Clerk noted that he was in the process of opening a new account with Lloyds TSB for the running of the toilets on the Memorial playing field. This will enable us to track all payments for electricity, water, consumables and repairs. All members have been asked to sign a new bank mandate.

It was reported that the Parish Council accounts for the 2010/2011 year will be forwarded to the Audit Commission later this week for formal agreement and 'sign-off'.

**(b) Planning:**

The Clerk reported that there were two new 'Planning Applications' to be dealt with at the meeting:

**CA/11/00734/FUL – Proposal:** siting of one mobile home and one caravan (retrospective application) and re-siting of utility building: **Location:** Romany View, Hatch Lane, Chartham, CT4 7LP: **PC Comments:** Clarification on certain issues raised by councillors will be confirmed from CCC, before any formal comments are made.

**CA/11/00507/FUL – Proposal:** Certificate of lawful use (existing) for building as a residential dwelling and stationing of mobile home for residential purposes: **Location:** Larkey Wood Farm, Cockering Road, Chartham, Nr Canterbury, CT4 7PQ: **PC Comments:** Clarification on certain issues is to be confirmed with CCC before any formal comments are made.

The Clerk reported that three other 'Planning Applications' were dealt with at a planning sub-committee meeting on the 7<sup>th</sup> June 2011.

**CA/11/00816/FUL – Proposal:** Single-storey extension to side of dwelling: **Location:** Phoenix House, 38 The Downs, Cockering Road, Chartham, CT4 7PU: **PC Views:** No Objections.

**CA/11/00797/FUL – Proposal:** Erection of conservatory to rear of dwelling: **Location:** 7, De L'Angle Row, Station Road, Chartham, CT4 7JP: **PC Views:** No Objections.

**CA/11/00727/FUL – Proposal:** Replacement dwelling: **Location:** 27A Chartham Downs Road, Chartham, CT4 7PS: **PC Views:** No Objections

Notice of Proposed Work to trees in a Conservation Area – Little Mystole, Mystole – Remove a Robina Fisia, located next to the brick garden wall. Clarification to be confirmed with CCC as to whether the tree in question is a mature tree and if it's roots are interfering with the nearby brick-wall.

The Clerk read out four '**Granted**' Planning Applications:

**CA/11/00228/FUL – Single –storey extension to bulk bin storage barn – Newmafruit Farms Ltd, Howfield Farm, Howfield Lane, Chartham, CT4 7HQ.**

**CA/11/00539/FUL – Two and single-storey rear extension and porch canopy to northwest side of dwelling – 102 Shalmsford Street, Chartham, CT4 7RA.**

**CA/11/00231/FUL – Single-storey extension to rear of dwelling – 6 De L' Angle Row, Station Road, Chartham, CT4 7JP.**

**CA/11/00561/ADV – Non illuminated free-standing sign – Lipscombe Volvo, Central House, Ashford Road, Chartham, CT4 7HH.**

Description of alleged Breach – change of use of the land to residential use of caravan – relating to land adjacent to Royal Oak, Hatch Lane, Chartham, CT4 7LP. The Public Inquiry relating to the appeal will be on the 5<sup>th</sup> July 2011 at 10.00 am at The Boardroom, CCC Offices.

The Clerk noted an appeal has been lodged with the Secretary of State – Erection of dwelling with attached annexe and two-storey extension to Butterfly Cottage, (Re-submission) – Butterfly Cottage, 49 Shalmsford Street, Chartham, CT4 7RS – Any comment to be with the Inspectorate by 1<sup>st</sup> July 2011.

**(c) Cemetery:**

It was reported that vehicles are still continuing to enter the cemetery grounds by the pedestrian gates and footpath. They then turn-around over the infant graves at the top of the cemetery grounds. This is unacceptable. The cemetery committee have decided to install two further bollards at the gates and add further signage stating that any disabled person wanting to access the cemetery should ring a designated number to gain access.

The cemetery committee are also investigating the possibility of ‘moling’ a new water pipe from the lower tap location to the millennium garden. When all costs are known the committee will make a decision.

The Clerk, Cllr. Jeffries, Cllr. Hoare, Alan Groombridge and Richard Marsh (gravedigger) are to undertake the marking out of the new cemetery extension in the next couple of weeks.

The planting of the new shrubs in the millennium garden will now have to wait until August, due to a recent lack of rain.

**(d) Countryside:**

The Clerk read out a letter from a parishioner regarding a recent incident at Bakers Wood, where some children from Highland Road set fire to some rubbish that had been left next to a bin on the edge of Bakers Wood. The fire subsequently burnt a fence at No. 4 Highland Road. The Fire Brigade attended and they are putting in a report to CCC. The children in question are known to the Police, and the PCSO is taking the matter forward. The Parish Council will try and obtain a copy of the Fire Brigade report to CCC.

It was reported that we have just had a huge pruning job undertaken at Bakers Wood and that a number of trees have been cut down and pruned. We would like to clear out a lot of the smaller trees and shrubs and think that a ‘chipper’ might be the answer to clear the wood. We could then either sell the chippings or use them around the parish on pathways etc. The Clerk is investigating the cost of hiring a ‘chipper’ with Alan Groombridge.

Cllr. Butcher stated that there was no sign of the PROW volunteers coming out and clearing the footpaths.

Cllr. Graveson reported that there were problems on CP438 at Caple Farm, where there was a locked gate. Cllr. Dawes will report the issue to the PROW Office.

It was noted that the footpath notice is still to be replaced on the footpath at the back of Hope Cottage by the PROW. It was noted that the footpath is overgrown and that the

owner lives somewhere in Hampshire. It was stated that we could arrange an organised walk to cut back the footpath or ask Alan Groombridge to clear it. Further enquiries will be made.

Cllr. Dawes noted that the PROW Vegetation Clearance programme will only include five well used footpaths once a year.

Cllr. Dawes noted her Eco Tips on 'Water' that will be noted in the next edition of the Parish Magazine.

1. Install water butts to collect rain from your roofs not forgetting sheds and outbuildings.
2. Mulching flower beds will help to retain moisture.
3. Ensure the roots of plants are watered not the foliage. This can be enhanced by raking the soil into a crater around the plant.
4. In drought conditions water well weekly rather than a splash daily.
5. Washing up water and bath water can be used effectively, particularly for pot plants.
6. Your local Garden Centre or Nursery will give advice on drought resistant plants. This type of planting will save water in the future.

(e) **Amenities:**

The Amenities Committee met last week and discussed the quotations for the purchase of adult outdoor exercise equipment. Eight different play area suppliers had been asked to tender quotations to supply and install equipment with safety matting, but only five companies came back with quotations or general costs for individual pieces of equipment. After lengthy discussion and viewing of different catalogues it was decided to proceed with Caloo Ltd who had also provided similar equipment at Sturry. The committee decided to slightly alter the eight pieces of equipment quoted by Caloo Ltd and go for the following: Leg Press, 2 x Air Walkers, Cross Rider, Rowing Machine, Fixed Handle Cycle, Skier and Chess Press. The total cost would be in the region of £14,000 including VAT, for which we have received grants of £6,400 towards the cost. The equipment would be Green and Silver in colour and installation is due to start tomorrow.

It was also reported that the committee were continuing to look at the possibility of a BMX track at Shalmsford Street recreation ground. The Clerk and Cllr. Hoare will visit a number of other BMX tracks around the area and obtain as much information about them as they can, including build cost, design, length of track, cost of fencing etc. It was also agreed that the Clerk will ask KCC Cllr. John Simmonds if we could possibly use some of the spoil on the A2 slip road at Thanington towards the building of the track. KCC Cllr. Simmonds will also be approached to see if he has any KCC Members grant money available for the project. The Clerk would also investigate the cost of fencing the site.

It was stated that we are still awaiting the lease for the toilets from CCC. We are currently looking at refurbishing some of the pipe-work and cisterns and a broken toilet bowl. Cllr. Hoare has been liasing with Smart Plumbing Ltd who are also keen to take over the maintenance of the village hall boilers. The Clerk read out a quotation from Smart Plumbing Ltd for £890 plus VAT to undertake the necessary repairs to the toilet block, and a resolution was proposed by Cllr. Dawes and seconded by Cllr. Butcher to agree and confirm the payment.

The Clerk noted that discussion and correspondence was still taking place between the Parish Council and CCC regarding the parish taking over the mowing and maintenance of some verges and open spaces that SERCO currently maintain. It was noted that the process could take months to resolve.

It was noted that the aerial runway seat has still not been replaced on the senior play area at St. Augustine's. The Clerk will chase the suppliers.

It was noted that re-cycling bags are now being sold weekly at the Farmers Market.

Cllr. Graveson reported that a sign had been ripped off the fencing at the senior play area. The Clerk will liaise with Alan Groombridge regarding repairs.

Discussion took place regarding the possibility of installing recycling bins in the village hall, for the collection of plastic, paper and cans. It was agreed that we should wait until the bottle bank on the Parish Road is ready for refurbishment and then place extra bins there.

It was noted that Cllr. Hoare has now taken over from Cllr. Weatherall as the Youth Club representative on the VHMC, as Cllr Weatherall has now resigned. It was also noted that the new Church Curate has undertaken work as a youth leader and he will be approached to see if he would like to help out at the youth club.

Cllr. Dawes noted a vote of thanks should be given to Cllr. Weatherall for all the hard work she has undertaken in setting up and running a very successful youth club.

**(f) No Man's Orchard Management Committee:**

Cllr. Dawes reported that there had been no further meeting of the No Man's Orchard Management Committee since the last Parish Council meeting.

However, since the last meeting it had been agreed by members to purchase 24 new trees for the orchard for installation in the 2012/2013 year.

It was also noted that the orchard will be mowed later this month.

**(7) SPORTS PAVILION/PLAY AREAS.**

**(a) Sports Pavilion:**

It was noted that the Robinson Solicitors are due to complete the lease later this week between the Sports Club, Parish Council and Football Foundation Solicitors.

A letter from Peter Harrington from St. Augustine's was read out to all members. Mr Harrington was questioning the lease between the Sports Club and the Parish Council and what events the sports pavilion could be used for. It was noted that recently the Youth Club had used the pavilion even though they were not insured to use it. Also the toilets and kitchen in the pavilion were used on the recent Royal Wedding day. After discussion it was agreed that pavilion is not to be used as a public toilet for unauthorised events and should only be used for football and cricket related events. This will be reflected in the lease currently being drawn up.

**(b) Play Areas:**

Details regarding the installation of the adult outdoor exercise equipment were noted earlier under the Amenities report.

It was suggested that we should take some photographs of the new equipment and put them on the website.

**(8) VILLAGE HALL.**

It was reported that Southgate Electrical had recently undertaken an electrical inspection of the village hall. They had also fitted new red fire alarm boxes and undertook other jobs in the hall, such as replacing bulbs and setting the outside light timers. It was also noted that they replaced two bulbs in the car park lamp-posts.

Cllr. Hoare reported that hall bookings are still looking good for the current year, with several weddings already booked for next year.

Cllr. Hoare reported that he had been very busy with maintenance work in the hall. The carpet in the small meeting room is to be cleaned on Thursday this week, and plastic sheets have been erected in the lounge behind the chairs and settees.

It was also noted that we have approached Smart Plumbing, who have agreed to undertake the annual servicing of the boilers in the hall.

It was also noted that the roof skylight had been repaired with flashing to stop the leaking. It was suggested that we ask the original roof contractors, Marshotts at Bekesbourne to have a proper look at the roof and undertake any further repairs to ensure the roof is watertight.

It was noted that the VHMC should be looking at the pricing of weddings and parties as we appear to be extremely cheap compared to other halls. This is why we have people coming from Faversham, Herne Bay etc for functions.

Cllr. Hoare will arrange quotations for installing another work surface in the small meeting room.

Seating options for the rear patio are also being investigated.

**(9) HIGHWAYS / POLICE & KCC WARDEN LIAISON.**

**(a) Highways:**

It was noted that the Lower Hardres/Garlinge Green sign on the Downs Road has been broken and requires replacement. The Clerk will notify KHS.

The pot-hole outside the shop on Station Road has still not been repaired. The Clerk will notify KHS.

The Town Lane street sign has still to be reinstated.

**(b) Police / PCSO/ KCC Warden Liaison:**

The new KCC Community Warden Sarah Wraight introduced herself to all members. Sarah commenced her new position on the 6<sup>th</sup> June 2011 and is the new full-time warden for Chartham, Petham and Waltham. Sarah stated that she hoped to live up to everyone's expectations and that she was a high visibility person who has been walking and driving around the parish trying to get to know the area. She has been to the Hyde, visited the Primary School and met the Headteacher, also met with the PCSO and Rev Phil Brown.

It was noted that we can contact Helen Bennington at CCC if we have any tasks like litter clearing, painting etc that could be undertaken by the Community Pay Back Scheme.

It was also stated that we still have dog fouling problems in certain parts of the parish, and the KCC Community Warden will monitor these areas and speak to people concerned.

**(10) DATE OF NEXT MEETING**

The next meeting of the Parish Council was confirmed to be **Tuesday 12<sup>th</sup> July 2011** at 7.30 pm at The Village Hall, Station Road, Chartham, Nr Canterbury, Kent CT4 7JA.

**(11) CLOSURE**

There being no further business the meeting closed at 08.46 p.m.

**Chairman.....Date.....**