

# **CHARTHAM PARISH COUNCIL**

## **MINUTES OF PARISH COUNCIL MEETING HELD AT 7.30 P.M. ON TUESDAY 12<sup>th</sup> MAY 2009 AT THE VILLAGE HALL, STATION ROAD, CHARTHAM, NR CANTERBURY, KENT, CT4 5PW.**

### **Present:**

Cllr. A. Dawes – Chairman

Cllr. C. Barlow

Cllr. P. Graveson

Cllr. D. Frost

Cllr. D. Thompson – Vice-Chairman

Cllr. J. Jeffries

Cllr. M. Goff

Cllr. D. Butcher

Cllr. S. Dungay

Mr P Hornibrook – Clerk

KCC Warden Tom Tucker-Smyth, PCSO Chris Chapman.

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

Cllr. A. Frost, Cllr. R. Doyle CCC, Cllr. J. Simmonds KCC.

### **(2) ELECTION OF CHAIRMAN & VICE -CHAIRMAN**

Cllr Dawes asked for nominations for Chairman:

Cllr. Dawes was Proposed by Cllr. D. Thompson and Seconded by Cllr. Butcher.

All members voted in favour.

Cllr. Dawes took over the role of Chairman for the meeting.

Cllr. Dawes asked for nominations for Vice-Chairman:

Cllr. D. Thompson was Proposed by Cllr. D. Frost and Seconded by Cllr. Barlow.

All members voted in favour.

### **(3) ELECTION OF SUB-COMMITTEE MEMBERS**

Members were asked to note their preferences to be members of the following sub-committees:

Those Councillors that were absent had either expressed a wish to continue their position in their current sub-committees, or were nominated to continue in their current roles.

The Chairman and Vice-Chairman are automatically noted as members of all committees.

Amenities: Cllr.D. Weatherall, Cllr. S.Dungay, Cllr.D. Thompson, Cllr. D. Butcher, Cllr.A. Dawes, Cllr.A. Frost.

Cemetery: Cllr.C. Barlow, Cllr.A. Dawes, Cllr.M.Goff, Cllr.J. Jeffries, Cllr. D. Thompson.

Countryside: Cllr.P.Graveson, Cllr.D.Butcher, Cllr. A. Dawes, Cllr.D. Thompson.

Finance & General Purposes: Cllr. C. Barlow, Cllr. D. Thompson, Cllr. P. Graveson, Cllr.A. Dawes, Cllr. A. Frost, Cllr.D. Frost.

No Man's Orchard: Cllr.D. Thompson, Cllr.A. Dawes, Cllr.M. Goff, Cllr.D. Butcher.

Planning: Cllr. D. Thompson, Cllr.A. Dawes, Cllr.M.Goff, Cllr. D. Butcher, Cllr. S. Dungay, Cllr. D. Weatherall, Cllr. J. Jeffries, Cllr. D. Frost.

**(4) CONFIRMATION OF MINUTES**

Resolution: To confirm minutes of meeting held on 14<sup>th</sup> April 2009 (previously circulated).

Proposed by: Cllr. Jeffries and Seconded by: Cllr. D. Frost.

Resolution carried unanimously.

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

No interest in 'Agenda' items was noted by any member.

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

No changes in member's interests were noted.

**(6) MATTERS ARISING**

The Clerk noted that the venue for the Parish Assembly on Tuesday 19<sup>th</sup> May 2009 has had to be changed to 'The Community Hall, Old School Surgery, Bolts Hill', as the village hall is fully booked that evening. The Clubs and Organisations have been notified of the change by letter and e-mail. Cllr. Barlow proposed that we should book the third Tuesday of May 2010 as the date for next years Parish Assembly. The Clerk will contact the village hall booking secretary to ensure next years event is booked early at the village hall.

It was reported that the 'Village Information Pack' has now been updated and is ready for issue to any new residents in the parish. It will be placed on the parish website in due course.

The Clerk noted the matter of a previous letter received from the Chartham and District Angling Society regarding the positioning and safety of a stile at the Shalmsford Street recreation ground. The Angling Society wanted to see the stile removed on Health & Safety grounds as it allows children easy access into the lakes. The Clerk noted an e-mail from the PROW Office confirming that there was no recorded PROW around the lakes, and thus removing the stile would not pose any problems. After discussion it was agreed that the Parish Council would remove the stile on Health & Safety grounds, and the Angling Society would erect signs 'warning of the dangers of children playing near water'. The Clerk will speak to Alan Groombridge to arrange removal of the stile.

The Clerk reported that he had attended the AGM of the Canterbury & District Early Years Project on Thursday 30<sup>th</sup> April 2009. The Parish Council supports the 'Early Years Project', who run the Mother & Toddler group at the village hall on Tuesday mornings. It was reported that it was an extremely interesting meeting, very well supported by parents, staff and supporting groups. A copy of the Annual Report, including a write up on the group at Chartham, was available for members to read. The Clerk noted the success of the group locally and stated that today there had been 66 children attending the hall along with parents. The Clerk also noted that KCC Cllr. J. Simmonds had visited the group today and last week local MP Julian Brazier had also visited the group to talk to parents and staff. There should be an article on the group in the Kentish Gazette this week.

Cllr. Dawes noted that she had spoken to 'Helping Hands' about the Free Home Energy Report and accompanying questionnaire, and confirmed that they had agreed to help anyone who has trouble in completing the form.

**(7) TO RECEIVE AND CONSIDER CORRESPONDENCE**

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

The following issues were raised for discussion:

Item 1: AWCIRK – Oast to Coast Magazine – Spring 2009. A copy was available for all members to read and Cllr. Dungay took the document for perusal.

Item 2: Equality and Human Rights Commission – Public Sector Duties. Details were available for all members to read.

Item 3: CCC – Development Control Committee – Agenda – Tuesday 28<sup>th</sup> April 2009. A copy was available for all members to read.

Item 4: CCC – Development Control Committee – List of Planning Applications – Tuesday 28<sup>th</sup> April 2009. A copy was available for all members to read.

Item 5: Southern Water – Business Plan 2010 to 2015. A copy was available for all members to read.

Item 6: CCC – Consultation on the draft Supplementary Planning Document titled 'Reculver Masterplan'. – Comments by 12<sup>th</sup> June 2009. Cllr. Graveson took the document for perusal.

Item 7: InterRoute – A2 Kingston Bridleway Bridge – Stakeholder Meeting Wednesday 13<sup>th</sup> May 2009. Details were noted to all members.

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

**(a) Finance and General Purposes.**

The Clerk reported that the Parish Council Accounts had now been completed and have been collected from the Accountant at the weekend. Copies of the Accounts have been issued to all Councillors and a meeting of the Finance & General Purposes Committee was

arranged for next Wednesday at 6.00 pm at the village hall to review and 'sign-off' the Accounts for the 2008/2009 year.

The Clerk confirmed that our 'Concurrent Funding' grant had been received from CCC for the 2009/2010 year.

The Clerk also confirmed that our 'Precept' had been received from CCC for the 2009/2010 year.

The Clerk also reported that the "Standing Orders and Financial Regulations" for 2009/2010 had been updated and circulated to all Councillors prior to tonight's meeting. As there were no amendments required a resolution to adopt the Standing Orders and Financial Regulations was proposed by Cllr. D. Frost and seconded by Cllr. Dawes. All members voted in favour.

The Clerk reported that he had paid £7,600 to the Canterbury & District Early Years Project, to fund the group for the 2009/2010 year as previously agreed by the Parish Council.

It was reported that the Clerk had also paid £1,000 to the Youth Club, to fund further equipment for the group for the 2009/2010. Again this had been previously agreed by the Parish Council.

The Clerk reported that he is due to submit the VAT claim for the last quarter to HM Revenue & Customs.

The Clerk reported that he will liaise with Jo Newman Estate Agents in the next week or so to review the valuation of all the Parish Council properties. The Parish Council Fixed Asset Register will then have to be updated and forwarded to our insurers Zurich Municipal.

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

**(b) Planning.**

The Clerk reported that there were five new Planning Applications to be dealt with at the meeting.

**CA/09/00559/FUL: Proposal:** Garage to side and single-storey extension to rear of dwelling: **Location:** 27 Magnolia Drive, Chartham, Nr Canterbury, Kent CT4 7TG: **Parish Council Views:** No Objections.

**CA/09/00566/FUL: Proposal:** Porch to front, two-storey side and single-storey rear extensions to dwelling: **Location:** 3 Denstead Cottages, Denstead Lane, Chartham, CT4 7NL: **Parish Council Views:** No Objections.

**CA/09/00606/FUL: Proposal:** Demolition of existing garage and conservatory and erection of replacement garage with separate store/workshop: **Location:** South Mystole House, Mystole Park, Mystole Road, Chartham, CT4 7DB: **Parish Council Views:** No Objections.

**CA/09/00629/LB: Proposal:** Demolition of existing garage and conservatory and erection of replacement garage with separate store/workshop: **Location:** South Mystole House, Mystole Park, Mystole Road, Chartham, CT4 7DB: **Parish Council Views:** No Objections.

**CA/09/00570/FUL: Proposal:** Extension to existing stable and erection of two field shelters. (Revised scheme): **Location:** Shadowlands. New House Lane Paddocks, New House Lane, Thanington, CT4 7BF: **Parish Council Views:** The Clerk to seek further clarification of the plans as none were submitted by CCC with the application.

Cllr. Barlow noted reports in the press that Canterbury Mills at Pennypot Lane are due to close.

The Clerk read out one **'Granted'** Planning Application.

**CA/09/00479/FUL** – 15 Chartham Downs Road, Chartham, CT4 7PS.

**Notice of Proposed Work to Trees in a Conservation Area:**

Railway line between Chartham Station towards Wye (just passed Thruxted Cottage, Thruxted Lane). Lineside vegetation management – removal of trees and shrubs up to 10 metres from the railway line and any trees between 10 and 15 metres from the railway line being identified as dead, dying or diseased, for health and safety reasons.

The PCSO reported a problem with a tree at the railway bridge at Shalmsford Street. This will be investigated further and reported to the appropriate authority.

Cllr. Dawes noted a possible problem with two horse shelters and a caravan which had recently appeared at Millfield, Town Lane, Chartham Hatch. It was noted that the KCC Warden had visited the site and confirmed that nobody was living in the caravan. The Clerk will contact CCC and confirm if planning permission is required for the shelters and caravan.

**(c) Cemetery.**

The Clerk reported to all members that the Parish Council had recently been approached by a company called Foundation Properties Services, who are a firm of Estate Agents who specialise in selling village and quirky properties, requesting permission to market the Cemetery Lodge. The Cemetery Committee at a recent meeting had agreed that the Parish Council should offer them the chance to sell the property before taking it to Auction in August instead of June as originally planned. It was noted that they have been very proactive in marketing the Lodge and a number of viewing have already taken place.

It was reported that the Parish Council has received £2,847 from the CCC Capital Grant Scheme towards the resurfacing of the cemetery car park. A further grant of £2,000 is also awaited from KCC Cllr. J.Simmonds. These awards will now enable the Cemetery Committee to take forward the resurfacing of the car park within the next couple of months.

The Clerk reported that he and Cllr. Jeffries are still updating the cemetery grave plans to computer format and completing the review of 'Dangerous Memorials'.

The Clerk noted that the Cemetery fees for the 2009/2010 year have now been updated and circulated copies to all members for review. The increase in fees was debated at the last

Cemetery Committee meeting and a resolution to increase the fees for the current year was proposed by Cllr. Thompson and seconded by Cllr. Goff.

**(d) Countryside.**

The Clerk read out a letter from the Kentish Stour Countryside Project regarding the proposed installation of a new interpretation panel in the village, noting that they were still seeking further funding for the project and that they would be contacting us in due course to discuss the panel placement possibilities, design, size, construction and maintenance.

The Clerk read out a letter from 'Ramblers at the heart of walking' who are trying to find volunteers to act as Parish Footpath Wardens across the County, people who are prepared to walk the footpaths at least once a year and report problems. Cllr. Graveson volunteered to help Cllr. Butcher if required, but it was noted that Veronica Litten walks most of the footpaths throughout the year and reports any problems direct to the PROW if necessary.

The Clerk read out a letter of 'appreciation' from Dalcour Maclaren who are the agents for South East Water Ltd and who installed the Howfield to Chilham Potable Water Main. The Parish Council wrote a letter of thanks to South East Water Ltd last month as it was thought that they had made such a good job of installing the new water pipes across land in the parish, continually keeping us informed of their timetable and progress of all the work undertaken.

At last months meeting Cllr. Graveson reported a problem with a gate on the boundaries of Garlinge Green which is sometimes locked and has a 'No Entrance' sign on it, and appeared to be blocking either a 'Bridleway' or a 'Public Right of Way'. Cllr. Butcher and Cllr. Graveson checked various footpath maps and they will liaise to confirm the exact designation of the footpath in question.

Cllr. Dungay reported that a footpath post has still not been reinstated at the rear of the Royal British Legion. The KCC Warden and PCSO will report the problem.

The next footpath walk is on the 14<sup>th</sup> June 2009 at 2.30 pm from outside the Royal British Legion. Pat and Tony White will be leading the walk.

**(e) Amenities.**

The next meeting of the Amenities Committee is on the 1<sup>st</sup> June 2009.

The Clerk reported that he had written to Littlebourne Parish Council to try and obtain details of how they raised funds and what costs were involved in the proposed building of their BMX track. A reply is awaited.

It was reported that the riverside bench near the village hall car park had been stained, flowers planted and bark laid to deter weeds.

It was noted that there is very little graffiti around the parish at present.

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

The Clerk reported that the NMO Management Committee accounts for 2008/2009 have now been completed and that he is in the process of sending them off to the Audit Commission once they have been formally agreed and 'signed off' by the NMO Management Committee.

The Clerk reported that the NMO VAT Claim for the 2008/2009 year has been forwarded to HM Revenue & Customs for agreement and payment.

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

**(a) Sports Pavilion.**

The Clerk reported that the building of the Sports Pavilion is due to commence on the 1<sup>st</sup> June 2009. The contractor is ready to start once the site is cleared and the two large fire damaged trees on the site have been removed. The football pitches will then be subject to weed-killing over the next few weeks as well as heavy rolling to level certain areas and grass cutting. A meeting of the Architect and Committee overseeing the pavilion build will take place this coming Friday morning.

**(b) Play Areas.**

The Clerk noted that he had received a quotation for a full size MUGA (Basketball/Goal Court) which could be erected on the Memorial Playing Field. However, the Parish Council has insufficient funds to currently take this project forward as the base of the court would cost a further £17,000. A local businessman has offered to donate a large sum of money towards the court, but the cost of the tarmac is precluding taking the project forward. The Parish Council are currently looking at further funding opportunities and other contractors to try and progress the project.

The Clerk noted that the transfer of the strip of land adjacent to the Chartham Hatch recreation ground to the Parish Council has been completed and that he was just awaiting the official notification of the transfer from Robinson Solicitors.

**(10) VILLAGE HALL UPDATE.**

The Clerk noted that there is still one issue relating to the patio doors that still have to be completed by Berkeley Construction. Once this is finalised Clague Architects will be able to 'sign-off' the snagging list and release the final 5% retention.

The Clerk also noted that Robinson Solicitors have now completed the wording of the 'Trust Deed' for the village hall but are awaiting the final drawings of the site to be registered by the Land Registry Office to finalise the document. Cllr. Barlow stated that the Parish Council should notify the Village Hall Management Committee when the Trust Deed is finalised.

**(11) HIGHWAY PROBLEMS / POLICE LIAISON.**

**(a) Highways:**

The Clerk raised the issue of an e-mail from Cllr. A. Frost regarding the proposed closure of the railway crossing at Chartham for maintenance work. Cllr. Frost was concerned about the

history of the crossing and gates and wanted to ensure that the gates and signal box are not in any danger of being removed in the future. Cllr. Dawes stated that he should refer to the Chartham Society and Alan Croucher who both have a lot of information on the railway crossing history.

The Clerk noted an e-mail from Keith Ferrin (Cabinet Member for Environment, Highways and Waste) noting the launch of the Kent Highway Services Parish Portal on Tuesday 5<sup>th</sup> May 2009. The Portal is intended to provide key stakeholders with information about the services that KHS provide and which will ultimately provide stakeholders with the ability to report 'highway faults', raise enquiries on-line, track progress and view summary performance.

An e-mail from Terry Elvey at Kent Highway Services was read out noting details of the proposed traffic surveys at Chartham Hatch and Petham.

Cllr. Butcher stated that he had forwarded a recent questionnaire regarding 'dogs' to CCC.

**(b) Police Liaison:**

The Clerk read out an e-mail from PC 8351 Paul Gibson informing all members of the recent problems around the CCC parishes in the past month.

Cllr. Dawes introduced Chris Chapman as the new Police Community Support Officer for Chartham..

The PCSO stated that he now shares the area with another PCSO Mick Beddell. Some statistical data was handed out to members and the PCSO outlined how the crime figures for the area had declined over the past couple of years. It was noted that most crime reports are for minor incidents, including lost and missing dogs etc. Speeding was noted as an issue and the PCSO stated that this was an ongoing problem with which he is liaising with PCSO Mick Beddell to try and arrange local speed checks.

'Anti-Social Behaviour' was also noted as an ongoing problem, but the introduction of the Youth Club has given youngsters a great deal to do on a Wednesday evening. The issue of nuisance motor cyclists was also noted as 'work in progress' with several people being targeted. Certain addresses are also being targeted in connection with local drug problems.

The PCSO noted that he had walked Shalmsford Street recently and thought that 'dog fouling' was not a problem in the area. He noted that he would be sticking to the Police pledge of PCSO's spending at least 80% of their time in the community.

Cllr. Barlow and Cllr. Graveson asked various questions of the PCSO, and Cllr. Graveson noted that the KCC Warden Tom Tucker-Smyth had been a common thread in reducing the crime figures in the parish over the last couple of years.

It was noted that our Rural Beat Constable PC Nick Bell had been reassigned to another area and that at present we are no longer covered by a Rural Police Officer.

Cllr. Barlow questioned whether the new PCSO would be using a bike or car for his job in the parish. It was stated that he is currently travelling on the train to the village as he is waiting to undertake a Police training course on riding a bike under Police Health & Safety regulations.

Cllr. Butcher questioned that in the current recession are Kent Police trying to recruit PCSO's instead of full-time Police Officers.

Anyone wishing to contact PCSO Chris Chapman please ring his mobile telephone number: 0777 2226034.

The KCC Warden read out the following report:

Many calls had been received from residents with reference to various enquires. These ranged from suspect vehicles through to door sales personnel. Can I remind all villagers it's now law for all callers including cold callers, to give 7 days cooling off for all quotes over £35. They must also give you a contract with their details and address by law. Remember if you have any bogus calls let the KCC Warden know.

Graffiti reporting, please keep it up, as The Clerk and myself can actively clean what we see, or what is reported.

The Youth Club has reduced lots of minor problems in the village, a 'Big' well done to all the volunteers involved.

The local kids are 'being kids' with their annual camping on a weekend around the village, we are aware of this so please keep an eye on them for safety's sake.

Please keep valuables out of sight in your cars.

Now the hot weather is here, 'DO NOT' leave your house windows open especially at the front, if you're in your back garden, or nipping out to the shop. You may come back to an empty house.

Be aware that when using electrical mowers, hedge trimmers, or strimmers. Use an RCD and check the cable if it's the first outing this year.

Do not over do the gardening now the hot weather is here, build up a little at a time and drink plenty of water.

Have a good May Bank Holiday, any worries please call Tom on 07969 583918, or stop me when I am walking around the parish.

**(12) DATE OF NEXT MEETING**

The next meeting of the Parish Council was confirmed to be **Tuesday 9<sup>th</sup> June 2009** at 7.30 pm at The Village Hall, Station Road, Chartham, Nr Canterbury, Kent CT4 7HX.

**(13) CLOSURE**

There being no further business the meeting closed at 09.18 p.m.

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