

CHARTHAM PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD AT 7.30 P.M. ON TUESDAY 10th MAY 2011 AT THE VILLAGE HALL, STATION ROAD, CHARTHAM, NR CANTERBURY, KENT, CT4 7JA.

Present:

Cllr. A. Dawes – Chairman

Cllr. M. Goff

Cllr. C. Manning

Cllr. J. Jeffries - Vice-Chairman

Cllr. S. Dungay

Cllr. R. Thomas CCC

Cllr. P. Graveson

Cllr. R. Doyle CCC

Cllr. G. Hoare

Cllr. D. Butcher

Cllr. A. Frost

Mr. P. Hornibrook – Clerk

(1) APOLOGIES FOR ABSENCE

Cllr. D. Thompson (Work Commitments), Cllr. D. Weatherall (Work Commitments).
PCSO Chris Chapman.

(2) ELECTION OF CHAIRMAN & VICE -CHAIRMAN

Cllr Dawes asked for nominations for Chairman:

Cllr. Dawes was proposed by Cllr. Dungay and seconded by Cllr. Butcher.

All members voted in favour.

Cllr. Dawes asked for nominations for Vice-Chairman:

Cllr. J. Jeffries was proposed by Cllr. Butcher and seconded by Cllr. Graveson.

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. Butcher, Cllr. A. Dawes, Cllr. A. Frost, Cllr. G. Hoare, Cllr. C. Manning, Cllr. D Thompson, Cllr. Jeffries.

Cemetery: Cllr. G. Hoare, Cllr. A. Dawes, Cllr. M.Goff, Cllr. J. Jeffries.

Countryside: Cllr. P. Graveson, Cllr. D. Butcher, Cllr. A. Dawes, Cllr. C. Manning, Cllr. Jeffries.

Finance & General Purposes: Cllr. D. Thompson, Cllr. P. Graveson, Cllr. A. Dawes, Cllr. A. Frost, Cllr. D. Butcher, Cllr. Jeffries.

No Man's Orchard: Cllr. A. Dawes, Cllr. D. Butcher, Cllr. G. Hoare, Cllr. P Graveson, Cllr. Jeffries.

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

The Clerk had handed out 'Acceptance of Office & Declaration of Interest' forms to all members present to complete and return to him within 28 days from the 5th May 2011. The Clerk will photocopy all forms and return them to CCC.

(4) CONFIRMATION OF MINUTES

Resolution: To confirm minutes of meeting held on 12th April 2011 (previously circulated).

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

All members voted in favour.

(5) 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.

(6) MATTERS ARISING

No matters arising were noted.

(7) 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:

Item 1: Kent FA – Football in Focus Magazine November 2010. An item in the magazine relating to the 'Opening of Chartham Sports Pavilion'. A copy was available for all members to peruse and Cllr. Dawes read out the review of the opening of the pavilion to all members.

Item 2: AWCIRK – Kent & Medway Funding Fair 2011. A magazine relating to the event was available to all members and Cllr. Jeffries took the document for perusal.

Item3: CCC – Development Control Committee – Agenda – Tuesday 3rd May 2011. A copy was available for all members to read.

Item 4: CPRE – Field Work Magazine – Spring 2011. A copy was available for all members to read and Cllr. Butcher took the document for perusal.

The Clerk read out a letter from the ‘Helping Hands’ co-ordinator regarding the feasibility of moving the ‘Helping Hands’ operation to the village hall. Discussion took place regarding the issue and the cost of hiring a room and access to the hall every morning, as well as the installation of a separate BT phone line. It was noted that the VHMC Constitution does not allow for any organisation to have ‘free’ access to the hall. It would cost a minimum of £5.00 per day plus the cost of the phone rental to use the hall, which is a lot of money for the organisation to find. Also the only available room the organisation could use is the IT room which could be liable for hire any day. It was suggested that more investigation into other sites they could use should be explored.

(8) 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 confirmed that our ‘Precept’ application of £81,281.00 had now been paid into our account by CCC on Monday 5th May 2011.

It was also reported that our ‘Concurrent Funding’ application of £33,251.00 had also been received from CCC for the 2011/2012 year.

The Clerk noted that both payments will be transferred into our interest bearing 30 Day Business No 1 Account.

The Clerk also reported that the ‘Standing Orders & Financial Regulations’ for the 2011/2012 year had been updated and circulated to all councillors prior to tonight’s meeting. As there were no amendments noted by councillors a resolution to adopt the ‘Standing Orders & Financial Regulations’ for the 2011/2012 year was proposed by Cllr. Dawes and seconded by Cllr. Graveson. All members voted in favour.

It was reported that we were still awaiting confirmation of payment 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 still not been paid.

The Clerk noted that he has submitted the VAT claim for the last quarter of the 2010/2011 year to HM Revenue & Customs.

The Clerk also noted that he will liaise with Jo Newman Estate & Letting Agents in the next couple of weeks to review the valuations of all the Parish Council land and properties. The Parish Council Fixed Asset Register will then be updated and sent to our insurers Zurich Municipal.

The Clerk reported that the Parish Council accounts for the 2010/2011 year had been agreed and 'signed-off' at a recent Finance & General Purposes Committee meeting. Copies of the accounts had been forwarded to all members prior to the meeting. A resolution that the accounts should be accepted by the Parish Council for the 2010/2011 was proposed by Cllr. Manning and seconded by Cllr. Graveson. All members voted in favour.

The Clerk also noted that he will update/amend the 2011/2012 year 'Risk Assessments' for all parish duties and jobs undertaken.

(b) Planning:

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

CA/11/00714/TAM – Proposal: Erection of 1 telegraph pole (9 metres height): **Location:** Land adjacent to Peradua, Bolts Hill, Chartham, Nr Canterbury, CT4 7JX: **PC Comments:** No Objections.

CA/11/00444/FUL – Proposal: Replacement garage: **Location:** 2 Oast Cottages, Riverside, Chartham, Nr Canterbury, CT4 7JS: **PC Comments:** No Objections

The Clerk reported that two other 'Planning Applications' were dealt with at a planning sub-committee meeting:

CA/11/00561/ADV – Proposal: Non-illuminated free standing sign: **Location:** Lipscombe-Volvo, Central House, Ashford Road, Chartham, CT4 7HH: **PC Views:** No objections. Ashford Road.

CA/11/00539/FUL – Proposal: Two and single-storey rear extensions with porch canopy to north-west side of dwelling: **Location:** 102 Shalmsford Street, Chartham, CT4 7RA: **PC Views:** No Objections.

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

CA/11/00336/LUP – Certificate of proposed lawful development for a dormer window to rear of dwelling – 23 Stour Road, Chartham, CT4 7JE - 'Would be Lawful'.

CA/11/00232/FUL – Change of use from residential dwelling (Use Class C3) to bed & breakfast (Use Class C1) with associated extensions and alterations – Carlton Lodge, Ashford Road, Chartham, CT4 7HH.

(c) Cemetery:

It was reported that two new benches have now been installed in the Millennium Garden.

(d) Countryside:

The Clerk noted an e-mail from a parishioner at Mystole who is proposing that a group of volunteers join together in the autumn and winter months to remove any ivy from as many publicly accessible trees and hedgerows as possible around the parish. Places such as Chartham Downs Road were suggested but it was noted that most of the trees in and

around the parish are the responsibility of private landowners, CCC or Kent Highway Services.

The issue of removing ivy from trees is a personal point of view and it was noted that members all had their own preferences. After discussion it was agreed that this was something that the Parish Council could not enter into currently, but that possibly a group of volunteers could be found by advertising in the Parish Magazine.

The Clerk noted that he is due to meet with Alun Griffiths (Tree Warden) and Alan Groombridge on Friday at Bakers Wood, to discuss pruning a large number of trees in the woodland. The new owner of Hill House at Bakers Lane has stated that a lot of the branches/limbs can be left in his garden to either burn or cut into logs. The owner of the house is also to provide his own tree surgeon to help with the work, as well as Alan Groombridge's contractors. Dangerous trees would be removed if at all possible as well as dangerous overhanging branches close to nearby houses.

Cllr. Dawes reported the finger post on FP479/480 is lying down and requires reinstatement.

Cllr. Butcher noted the current low rainfall in the parish reporting that we have only had 15.5 mm in the last two months, yet in the same period in 2001 we had 201.7 mm. The driest April was in 2007 when we did not have any rain.

(e) Amenities:

The Clerk reported that the lease on taking over the running of the public toilets on the Memorial playing fields has still not been forthcoming from CCC, and is currently in the hands of their Legal Department. The Parish Council has verbally agreed to take over the running of the toilet block from the 1st April 2011 and has insured the property accordingly. It was noted that CCC has paid the Parish Council £7,500 towards the running costs of the toilets for the current year. The Parish Council will now arrange to order toilet rolls and cleaning fluids, etc from Viking Direct.

It was noted that the committee was still investigating the purchase of outdoor adult exercise equipment for the Memorial playing field. Some committee members have visited sites at Bridge, Littlebourne and Sturry to examine and try out the various pieces of equipment installed and provide feedback to the whole committee. The Clerk is now in the process of arranging six quotations from different play providers for eight pieces of similar equipment.

It was noted that a new litter bin had been requested for the Memorial playing field, to be erected near the seat along the fence-line with Griffin's lakes.

Also, two dog bins have been requested for the football pitches at St. Augustine's near the Riding for the Disabled.

It was noted that Alan Groombridge has recently undertaken minor repairs to the play areas around the parish as required by the recent ROSPA inspections.

It was also reported that the aerial runway seat and chain on the 'Senior' play area at St. Augustine's had been removed on Health and Safety grounds and will be replaced as soon as possible.

It was reported that the Shalmsford Street play area equipment which is over 20 years old will require replacement over the next few years and the committee will investigate the cost of new equipment and grant opportunities to fund the project.

Cllr. Dawes reported that some old signs that were removed some months ago had now been reinstated at Chartham Hatch recreation ground.

It was noted that the committee is taking forward the issues of a BMX track at Shalmsford Street, and the Clerk and Cllr. Hoare will visit various sites around Canterbury to check out current designs and costs.

It was also noted that there had been recent problems with vandals throwing the Lifebelt near the weir into the river. Any issues with the Lifebelt going missing should be reported to Kent Highway Services.

It was noted that CCC are willing to allow the Parish Council to purchase recycling sacks and sell them onward to parishioners. It was noted that the bags will be stored in the village hall and could be purchased by parishioners on Farmers Market day. An advert will be placed in the Parish Magazine, on the website and in parish notice-boards as to when the service will become available.

It was noted that the 'Tulip Bin' on the Memorial playing field requires replacement. The Clerk will notify SERCO.

(f) No Man's Orchard Management Committee:

Cllr. Dawes reported that there was a meeting of the NMO committee in the orchard last night. The committee were planning their spending for the coming year, looking three months, six months and twelve months ahead. It was noted that the only income the NMO committee generates is from the DEFRA Stewardship Scheme and from Tree Sponsorship. The committee now has to pay for work undertaken by the KSCP and it was discussed whether some committee members could volunteer to undertake some of the smaller pruning tasks. Further investigation into using volunteers will progress throughout the year.

It was noted that we are still awaiting a grant of £2,065 from 'Awards for All'. They have requested copies of original Bank Statements and a signed copy of our Constitution.

It was also noted that we are looking to order a further 28 trees for the orchard, to be planted in 2013.

(9) SPORTS PAVILION/PLAY AREAS.

(a) Sports Pavilion:

It was noted that the Robinson Solicitors are still liaising with the Sports Club, Parish Council and Football Foundation Solicitors regarding the lease on the new pavilion.

Cllr. Graveson reported that the Cricket team had their first match at home last week and that the Football 1st team are involved in a Cup Final.

(b) Play Areas:

Issues regarding play area maintenance, outdoor adult exercise equipment and the possible provision of a BMX track were all noted under the Amenities report.

(10) VILLAGE HALL.

It was noted that the City Council and Referendum Elections took place in the village hall on the 5th May 2011. The Farmers Market will resume its usual location back in the village hall from next week.

It was reported that we are still awaiting Southgate Electrical to undertake the electrical inspection on the hall, as well as order new red fire alarm boxes and undertake other minor jobs around the hall.

The Clerk reported that he had renewed the Fire Curtain annual inspection and service contract for another year.

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

Cllr. Hoare reported that some maintenance work has taken place on the outside of the building, with the roof-light leak being repaired and outside walls painted. The front main entrance to the hall requires painting as it suffers from hirers standing outside the main door, smoking with their feet up against the wall. Tiling of the entrance walls is being considered and will be taken forward at the next VHMC meeting.

It was noted that we have birds nesting in one of the cigarette boxes around the hall walls.

(11) HIGHWAYS / POLICE & KCC WARDEN LIAISON.

(a) Highways:

Cllr. Dawes reported that a lorry had recently knocked down a street sign at Chartham Hatch. It was stated that Cllr. Dawes had contacted CCC to have the sign reinstated but CCC want to erect a new sign. Cllr. Dawes requested that the old sign should be given to the Chartham Society as it is an original Bridge Blean Rural District Council sign. All members agreed to the request.

(b) Police / PCSO/ KCC Warden Liaison:

The Clerk noted apologies from the PCSO.

It was reported that there are problems at the Hyde again and a visible Police presence will be in place for the next few evenings.

It was noted that the PCSO has arranged a meeting with the Hyde Housing Association at Canterbury Police Station on Monday 16th May 2011.

A Police surgery is also to be held at the village hall on Friday 20th May 2011 between 2.00 pm and 4.00 pm to enable residents of the Hyde to air the views about the recent problems in the area.

(12) **DATE OF NEXT MEETING**

The next meeting of the Parish Council was confirmed to be **Tuesday 14th June 2011** at 7.30 pm at The Village Hall, Station Road, Chartham, Nr Canterbury, Kent CT4 7JA.

(13) **CLOSURE**

There being no further business the meeting closed at 08.42 p.m.

Chairman.....Date.....