

CHARTHAM PARISH COUNCIL

MINUTES OF PARISH COUNCIL MEETING HELD AT 7.30 P.M. ON TUESDAY 14th OCTOBER 2008 AT THE VILLAGE HALL, STATION ROAD, CHARTHAM, NR CANTERBURY, KENT, CT4 5PW.

Present:

Cllr. A. Dawes – Chairman	Cllr. D. Frost
Cllr. C. Barlow – Vice-Chairman	Cllr. A. Frost
Cllr. D. Butcher	Cllr. J. Jeffries
Cllr. R. Doyle, CCC	Cllr. M. Goff
Cllr. J. Simmonds, KCC	Cllr. S. Dungay
Mr P Hornibrook – Clerk	

PCSO Paul Rigden, PCSO Supervisor Dave Garland.

(1) APOLOGIES FOR ABSENCE

Cllr. D. Thompson, Cllr. P.Graveson, Cllr. D.Weatherall.

(2) CONFIRMATION OF MINUTES

Resolution: To confirm minutes of meeting held on 9th September 2008 (previously circulated).

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

Resolution carried unanimously.

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

No interest was noted in any agenda items.

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

Cllr. Barlow noted that he no longer has an interest in St.Mary's Church matters.

(4) MATTERS ARISING

No issues were raised.

(5) TO RECEIVE AND CONSIDER CORRESPONDENCE

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

The following issues were raised for discussion:

- Item 1: CCC – Development Control Committee – Agenda – Tuesday 16th September 2008. Details were available for all members to view.

- Item 2: CCC – Development Control Committee – List of Planning Applications – Tuesday 16th September 2008. Details were available for all members to view.
- Item 3: CPRE – Fieldwork Magazine – September 2008. A copy was available for all members to read.
- Item 4: Eastern & Coastal Kent NHS – Annual Report 2007/2008. A copy was available for all members to read.
- Item 5: KCC – South East Plan Partial Review Gypsy & Traveller Accommodation – Stakeholder meeting Tuesday 28th October 2008. Cllr. Dawes read out details of the meeting to all members.
- Item 6: East Kent Hospitals University NHS – Annual Report 2007/2008. A copy of the report was available for all members to read.
- Item 7: AWCIRK – Oast to Coast Magazine – Autumn 2008. A copy was available for all members to read.
- Item 8: AWCIRK – Annual Summary 2007/2008. A copy was available for all members to read.
- Item 9: Lady Mayoress’ Charity – Charity Zip Wire – 19th October 2008. Details were noted to all members and Cllr. Dungay showed an interest in undertaking the challenge.
- Item 10: CCC – Agenda – Joint Meeting of the Rural Area (North) Member Panel and the Rural Area (South) Member Panel – 29th September 2008 – Mill Row Cottages, Chartham. Cllr. Dawes noted details to all members, informing them of the ‘buildings at risk’ at Horton Manor and Mill Terrace.
- Item 11: Communities and Local Government – The making and enforcement of byelaws – A Consultation – Comments requested by 20th November 2008. Details were noted to all members and the Clerk and Cllr. Dawes will liaise to consider any necessary comments.
- Item 12: The Standards Board for England - Town and Parish Standard – Issue 3. A copy was available for all members to read.
- Item 13: Clive Emson – Auctioneers Update. A copy was available for all members to read.
- Item 14: South East Water – New Water Main in Chartham – Road Closures. Details were noted to all members.
- Item 15: CCC – Minutes of the Canterbury District Parish Forum – Thursday 25th September 2008. A copy was available for all members to read and interest was drawn to articles regarding new Planning issues and from a representative of Stagecoach.

- Item 16: CPRE – Annual General Meeting – Monday 17th November 2008. Details were noted to all members and Cllr. Dawes and Cllr. Butcher stated that they may attend.
- Item 17: CCC – Agenda – Standards Committee – Wednesday 8th October 2008. Details were noted to all members.
- Item 18: CCC – District Life Magazine – Issue 32 – Autumn 2008. A copy was available for all members to read.
- Item 19: Zurich Insurance – Proposed changes to the Zurich Financial Services Group Structure. The Clerk noted the changes in Zurich’s structure to all members.
- Item 20: KCC – Registers of Common Land and Town or Village Greens – Implementation of Part 1 of the Commons Act 2006 from 1st October 2008. Details were noted to all members and the Clerk confirmed that Robinson Solicitors were in the process of ensuring that all Parish Council recreation grounds are registered correctly with the Land Registry Office.
- Item 21: CCC – Development Control Committee – Agenda – Tuesday 14th October 2008. Details were available for all members to view.
- Item 22: CCC – Development Control Committee – List of Planning Applications – Tuesday 14th October 2008. Details were available for all members to view.
- Item 23: Kent Highway Services – Letter to Mr & Mrs King re: A28/Hatch Lane Junction. Cllr. Dawes read the letter to all members. KCC Cllr. Simmonds noted that the parishioner had responded positively to Kent Highway Services and noted that he would keep us informed of any relevant developments.
- Item 24: KCC – Kent Health Watch. Details of the new service were noted to all members and it was agreed that we should obtain some further posters to advertise the service and place them in the parish notice-boards.
- Item 25: CCC – Diversity Training Invitation to Parish Council Members. Details of various training days were noted to all members.
- Item 26: KSCP – Fifteen Years of Action. The newsletter was available for all members to read and Cllr. Dawes took the document to read.

Cllr. D. Frost left the meeting at 08.22.

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

a) Finance and General Purposes.

The Clerk reported that we are still awaiting the final ‘sign off’ of the Parish Council Accounts by the Audit Commission.

The Clerk confirmed that the Audit Commission had contacted him recently to discuss various issues relating to the setting up of the No Man's Orchard Management Committee project with Harbledown & Rough Common Parish Council. The Audit Commission subsequently confirmed that they will require the appointment of a separate Auditor for the NMO Accounts each year.

The Clerk confirmed that the 'Concurrent Funding' application for 2008/2009 was discussed at the recent Finance & General Purposes Committee and a figure of £56,096.39 was agreed to be submitted to CCC. The figure covers the maintenance of the of the Parish Council open spaces, play areas, cemetery grounds, bus shelters, trees and shrubs and the village hall heating, electric, gas, CCTV burglar alarm contracts, but is subject to possible amendment by CCC based on the budget available. A resolution to agree the 'Concurrent Funding' application was proposed by Cllr. Barlow and seconded by Cllr. Dawes. All members voted in favour.

The Clerk confirmed that the Finance & General Purposes Committee discussed the Precept application for the 2009/2010 year, which would probably be issued by CCC in November or December. Members were asked to give some thought towards any new items/projects for next year's budget. A separate meeting will be arranged to formally discuss the Precept application when the documentation is received.

The Clerk confirmed that the final account payment has recently been paid to Berkeley Construction for the construction of the village hall. It was also noted that the Clerk and Cllr. Barlow had recently met with James Ford from Clague Architect to compile a final 'snagging list' which has been forwarded to Berkeley Construction. It was noted that if Berkeley Construction do not return to the hall and undertake the outstanding repairs, the Parish Council will then arrange to obtain quotations for the outstanding work to be undertaken and this amount would then be deducted from the 'retention' fund currently held by the Parish Council.

The Clerk reported that a lengthy discussion had taken place at the recent Finance & General Purposes Committee regarding a request from the Canterbury & District Early Years Project to support the Mother & Toddler Group for the 2009/2010 financial year. The group provides staff and equipment for the 'Mother & Toddler' group which is run each week at the village hall. It was noted that the group currently has over 105 families and 145 children registered. The Clerk confirmed that parents pay £1.00 per family each week which goes towards a cup of tea and a biscuit for the parents and a drink and cereal or fruit for the children. The Committee provisionally agreed to fund the project for the whole of the 2009/2010 year by way of the Precept, but as the Precept application does not have to be submitted yet, we should wait and see if KCC Cllr. J. Simmonds can provide any funds towards the project. This would then lower our own contribution and it was agreed that the issue should be further discussed at the next Finance & General Purposes Committee meeting.

The Clerk reported that the Parish Council had allocated £2,000 to the new Youth Club in this financial year and that Cllr. Weatherall had requested the funds to purchase some new play equipment such as an X-Box and Wi computer game consoles, TV monitors, a full size table tennis table, as well as providing a contingency fund for the club. It was noted that the Youth Club is in the process of opening a Bank Account and the Clerk will liaise with Cllr. Weatherall to release the funds when the account has been officially opened.

Cllr. Goff raised the issue of a presentation to Cllrs. Litten, Copeland, and Rowley over their long service and hundreds of hours of dedication to the Parish Council. It was agreed that the Parish Council should invite the ex-members to a meal and presentation in December 2008. A resolution to finance the presentation was proposed by Cllr. Goff and seconded by Cllr. Butcher. The Clerk and Cllr. Dawes will take forward the organising of the event.

(b) Planning.

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

CA/08/01164/CHA: Proposal: Two-storey side and rear extension with conservatory and installation of solar panels to front roof slope: **Location:** 15 Chartham Downs Road, Chartham, CT4 7PS: **Parish Council Views:** No Objections.

CA/08/01130/CHA: Proposal: Single - storey extension to rear of dwelling: **Location:** 37 Updown way, Chartham, CT4 7TP: **Parish Council Views:** No Objections.

CA/08/01127/CHA: Proposal: Two-storey side extension and conservatory to rear of dwelling (Revised scheme): **Location:** Bahia Cottage, Howfield Lane, Chartham, CT4 7NA: **Parish Council Views:** No Objections to the plans but we would like to ensure that any parking provision is not compromised.

The Clerk read out four '**Granted**' Planning applications.

CA/08/00970/CHA – 1 & 2 Box Tree Cottages, Bolts Hill, Chartham, CT4 7JX.

CAL08/00051/CHA – The Deanery, Bolts Hill, Chartham CT4 7JU.

CA/08/00638/CHA – The Deanery, Bolts Hill, Chartham CT4 7JU.

CA/08/00991/CHA – Mill House, Station Road, Chartham, CT4 7HZ.

The Clerk read out details of an appeal that has been lodged with the Secretary of State at the following site: **CA/08/00904/CHA** – Land rear of 225/227 Shalmsford Street, Chartham, CT4 7PY.

The Clerk noted details of an 'update' received from CCC on the case of an alleged 'Breach' of planning regulations at Bower Wood, Chartham, Kent.

It was questioned whether any planning permission had been granted for the erection of an animal shelter at Town Lane, Chartham Hatch. The Clerk stated nothing had been received to date but that he would make enquiries to see if permission was required.

(c) Cemetery.

Cllr. Barlow reported that numerous Memorials and other associated cemetery paperwork had been dealt with recently.

It was reported that the Cemetery Lodge is still up for sale and will remain so until at least next spring as agreed at the last Parish Council meeting. It is currently up for sale at a reduced price and although some interest has been shown, no firm offers have been made.

It was reported that the skirting board in the Chapel has now been re-plastered after recent repairs had been undertaken to the long-standing problem with damp at the rear of the Chapel. It was also reported that the inside of the Chapel has now been repainted.

It was reported that the Clerk and Cllr. Barlow had recently met with Mr Hulme regarding his 'Right of Access' through the cemetery car park. The meeting had gone well and Mr Hulme confirmed that he would use the car park entrance 'as little as possible' as he now had two other entrances that he can use to allow his vehicles access to his land. It was noted that we had reported details of the meeting back to Robinson Solicitors and they in turn had composed a letter to be issued to Mr Hulme confirming the Parish Councils position after the meeting.

The Clerk reported that he had obtained a quotation from Provia to tarmac the cemetery car park and to build a new road from the car park to the top of the new cemetery extension, plus construct two pathways across the extension. The Clerk will obtain further quotations for the work and noted that the project will require several grant applications to be completed to pay for the proposed work to be undertaken.

It was noted that the Cemetery Committee had had recently agreed to put the cemetery tractor and strimmer up for sale which are currently being held in storage at Alan Groombridge's yard. It was stated that the equipment is not being used as Alan and his staff use their own equipment.

The Clerk reported that he is arranging a quotation with Keith Newing (Stonemason) to erect some 'Plot' markers to identify each separate plot in the grounds.

(d) Countryside.

The Clerk noted that he Cllr. Dawes and Cllr. Jeffries attended a meeting on Monday evening with some of the tree and pond wardens. The meeting had been very informative and constructive and it had been agreed to order various trees for planting around the parish. The Clerk is also to contact KCC as they have recently sent out a poster advertising 'free trees'. It was noted that a pond survey is to be carried out in the parish and this will be taken forward in the next few weeks. It was also agreed to try and put together a map noting all the land owners around the parish.

It was noted that a recent enquiry regarding a 'recognised footpath' in Bigbury Woods was not confirmed. The PROW Office confirmed that you have to prove that a footpath has been walked for 20 years not 10 years as originally thought.

Cllr. Butcher stated that he has some 'markers' to put on footpath posts and that he and Cllr. Dawes will meet in the next week or so to erect them.

It was reported that the field at the back of Stour Road has been cleared. However, it was noted that there have not been any PROW 'gangs' in the parish recently to cut back some of the overgrown weeds on various footpaths.

Cllr. Dawes that she had contacted the PROW Office regarding the poor state of the pathway and banks at 'The Slip'. The PROW Officer has arranged to visit the site and inspect the whole of the area.

The next footpath walk will be on Sunday 16th November 2008 at 2.00 pm from the Spar Shop at St. Augustine's. Cllr. Paul Graveson will lead the walk.

(e) Amenities.

It was reported that the 'Bus Shelters' for the Railway Station and for Chartham Hatch have been ordered and the contractors have made site visits to measure and assess the state of the concrete bases.

It was noted that the new Parish Council notice-board for the village hall car park has been received and is due to be erected in the next week or so. The Clerk and Cllr. Dungay and Cllr. Dawes will meet to decide what details are to be displayed inside.

The new litter and dog bin and cycle rack are due to be delivered in the next four weeks.

It was also stated that a picnic bench held at Alan Groombridge's yard and originally designated for the cricket ground at St. Augustine's, should be utilised at the new play area to allow parents and friends to sit down whilst their children are playing.

The Clerk reported that he had contacted a sign-writer to update the Chairman's notice board in the village hall, but that he was ill and was not working at present. A further sign-writer was recommended and an appointment has been arranged to meet with him at the hall next week.

(f) No Man's Orchard Management Committee.

The next No Man's Orchard Committee meeting is due to be held on the 3rd December 2008.

(7) SPORTS PAVILION/PLAY AREAS.

The Clerk reported that the grant application to the Football Foundation is due to go before the Football Foundation Assessment Panel on the 17th October 2008. A decision is expected shortly afterwards.

The Clerk noted that he had obtained three quotations for the fencing of the new play equipment on the Memorial playing field and that Campbell's Fencing has been awarded the contract. The installation should take place within the next two months.

The Clerk reported on a letter received from a parishioner regarding the ownership of a piece of land adjoining Chartham Hatch recreational ground. After discussion between the parishioner and Parish Council representatives it has been agreed that the parishioner will sell the land to the Parish Council for a nominal sum. The Clerk is due to meet with Robinson Solicitors next week to formalise the agreement.

(8) VILLAGE HALL UPDATE.

The Clerk confirmed that CML Electrical Ltd and John Cummings (Plumber) are due to visit the hall on Friday to undertake the annual electrical/PAT testing and heating/boiler checks.

The Clerk reported that Sandra Worth at Robinson Solicitors is still reviewing the 'Trust Deed' for the village hall and is in the process of ensuring that the car park and village hall with its new patio extensions are properly registered with the Land Registry Office.

Cllr. Barlow confirmed that new curtains had been ordered for the stage and blinds for various doors in the village hall.

Discussion took place regarding the siting of the 'Mother & Toddler' group's shed at the rear/side of the village hall, as it currently blocks the fire exit route from the rear of the hall. The Clerk noted that there are problems involved in moving the shed as it has been anchored to the ground and will need to be dismantled to move it. The Clerk will take the matter forward and will also investigate the cost of providing a new shed.

(9) HIGHWAY PROBLEMS / POLICE LIAISON.

Highways:

It was noted that there are various pot-holes in Pennypot Lane. The Clerk will inform Kent Highway Services.

Cllr. Butcher noted that there is no sign noting a 'No Through Road' at Thruxted Lane. The Clerk will again inform Kent Highway Services.

Cllr. Butcher reported that there is a house near the railway bridge at Shalmsford Street, which has some dead trees that require removal. The branches were noted as causing a hazard to both pedestrians and cars. Kent Highway Services will be contacted as to the course of action to be taken.

Police Liaison:

PCSO Paul Rigden reported that he is leaving at the end of the month to join the Metropolitan Police. Paul thanked everyone for their help and support over the last eighteen months and stated that it has been a pleasure working in the parish.

It was noted that we had some problems earlier in the year with vandalism but that this had now stopped. It was reported that there were two recent incidents of damage to vehicles and that there have been recent problems with Commercial premises in the area, including theft of fuel from contractor's machinery and copper cables and lead from a house along the Parish Road being stolen. It was recommended that all building sites around houses should be securely fenced.

PCSO Paul Rigden stated that speed checks have recently been undertaken and numerous warning letters have been issued to offending motorists.

It was noted that the problem with dog-fouling at Shalmsford Street was still occurring and that letters have been issued to various residents in the area.

PCSO Supervisor Garland stated that the job of a PCSO was in some cases a 'stepping stone' to move on to other jobs within the Police. He also stated that there is currently no immediate replacement for PCSO Rigden and that anyone with any problems should contact him at Canterbury police Station on 07989992466. It was stated that there will be relief PCSO's and Rural PC Nick Bell who will cover the area until a replacement is found.

Lengthy discussion took place between members and PCSO Supervisor Dave Garland regarding the reasons why there will be no PCSO cover for Chartham, Chartham Hatch, Petham and Waltham leaving only the KCC Community Warden and PC Nick Bell to look after the area. It was also noted that the Parish Council found it unacceptable that the current PCSO has to ride to and patrol the village on pushbike. Members noted that the parish is a large area and to try and police it on pushbike is not acceptable. It seems that the introduction of the pushbike is part of a cost cutting exercise and is not a properly thought out strategy. Cllr. Doyle reiterated that there should be a continued Police presence in the village and surrounding areas.

It was agreed that the Parish Council will wait and see what future service is provided before considering any further response to the Police.

The Parish Council offered a vote of thanks to PCSO Paul Rigden for his hard work over the past eighteen months and wished him well for the future.

(10) SIGNING OF ORDERS FOR PAYMENT.

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

(11) DATE OF NEXT MEETING

Next Meeting confirmed as **Tuesday 11th November 2008** at 7.30 p.m. at The Village Hall, Station Road, Chartham, Nr Canterbury, Kent CT4 7HX.

(12) CLOSURE

There being no further business the meeting closed at 09.32 p.m.

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