

CHESTFIELD PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD AT 7.30 pm on 09 May 2022

Present:

Parish Cllr Steve Bailey (Chairman)
Parish Cllr Chris Brealy (Vice Chairman)
Parish Cllr Anne Loder
Parish Cllr Tricia Chapman
Parish Cllr David Fitzpatrick
Parish Cllr Chris Ellis
Amanda Sparkes, Clerk to the Council
KCC Cllr Robert Thomas
One resident

1. Election of Chairman for the year 2022-2023

Cllr Ellis nominated Cllr Bailey as Chairman again, this was seconded by Cllr Loder and endorsed by all councillors. Cllr Bailey accepted the position and signed the declaration of acceptance of office.

2. Election of vice chairman for 2022-2023

Cllr Chapman proposed Cllr Brealy, this was seconded by Cllr Loder and all councillors were in agreement. Cllr Brealy was happy to accept the position.

3. Chairman's Welcome

Cllr Bailey welcomed everyone to the meeting.

Apologies for absence were received and accepted from Parish Cllr Bob Todd, Parish Cllr Lorraine East and Parish Cllr Pat Gibson.

4. Members' Interests

Cllr Brealy declared that he is a director of Hollamby Estates, a company that owns one of the call for sites SLAA072.

Cllr Chapman declared her usual interest in Grasmere Gardens due to the proximity of her home, but also in a current planning application at 28 Laxton Way for the same reason.

5. Councillor responsibilities for 2021-2022

RESOLVED that the councillor responsibilities for 2021-2022 should remain unchanged at this time. Cllr Todd will be added as a planning responsibility and the Clerk will resend the list.

6. Minutes of the parish council meeting held on 14 March 2022

Cllr Bailey proposed, Cllr Brealy seconded and all Cllrs were happy that the Minutes be accepted as a true record of the meeting and the Chairman duly signed them.

7. Minutes of the Annual Electors' meeting held on 21 March 2022

RECEIVED the Minutes of the Annual Electors' meeting held on 21 March 2022 and TO NOTE actions arising:

The Clerk will speak to CCC re bin problems:

There was a dog bin alongside 89 Primrose Way alongside the public right of way leading to Sainsburys and The Rugby Club. There was also a dog bin on the Rugby Club perimeter opposite No. 2 Lavender Close. These dog bins were removed recently but replacements for these by regular bins are still awaited.

And a dog bin at the junction of Shrub Hill Road with Molehill Road – opposite the entrance to The Drove and the golf club fairway is the type with the pull-down front to empty it. Unfortunately, on many occasions the front flops down on its own. The Clerk did report this last year and will report again.

The Chairman explained that the rat traps adjacent to Sainsburys are covered over and several properties in Primrose Way have rats. He will contact Sainsburys HQ and encourage residents to do the same.

The Clerk will also explore with Stagecoach whether Chestfield residents could access bus services to Estuary View and Whitstable station.

8. Adjournment of the meeting

The resident present had no comments. The meeting continued.

9. KCC Cllr Robert Thomas report

KCC Cllr Robert Thomas explained CCC is moving from a committee to cabinet system.

KCC is doing the "No Mow May" initiative to allow flowers to flourish through May for pollinators.

KCC is to make the temporary order for e-scooters in the city centre a permanent order with effect from this week. Privately owned e-scooters are illegal.

The Canterbury Academy school has submitted a business plan to the Secretary of State for special resource for 8 students with hearing impairment.

From 04 June 2022 Stagecoach is to withdraw a number of bus services although none affect Chestfield.

Cllr Thomas advised he would receive an update on 10 May 2022 re improvements for Brenley Corner.

10. Use of Section 101

Use of section 101 Scheme of Delegation to the Clerk in conjunction with a minimum of two councillors since the last meeting: Various purchases for the Queen's Jubilee event, as detailed on the finance appendix.

11. Authorisation of Accounts

The Clerk presented finance sheets detailing the further online payments for March totalling £1,910.41, and online payments for April totalling £8,517.87 and online payments for May to date totalling £5,287.94. The finance sheets were signed by the Chairman.

12. Financial matters

- (a) RECEIVED the bank statement and bank reconciliation for March and April and RESOLVED the signature of a councillor other than the Chairman thereon;
- (b) NOTED a payment of £18 taken by Unity Trust bank on 31 March 2022 for the quarterly service charge.
- (c) NOTED that the Clerk submitted an online re-declaration of compliance to the Pensions Regulator on 24 March 2022. (By law this is a legal requirement every 3 years.)
- (d) NOTED the purchase of an A3 Printer on 24 March 2022 and that the Clerk has added this to the parish council's insurance schedule and Register of Fixed Assets.
- (e) NOTED that the Clerk submitted a funding application seeking £2669 to the National Lottery community fund on 24 March 2022. Notification of this being successful was received on 04 April but due to some parts of the UK having elections this decision could not be published until 06 May 2022. This was paid by BACS on 19 April 2022.
- (f) NOTED that the Clerk completed an online VAT refund claim on 25 March 2022 for the period 01 September 2021 to 31 March 2022 totalling £907.76. This was paid by BACS on 08 April 2022.
- (g) NOTED a payment of £202.62 taken by direct debit on 05 April 2022 for the BT quarterly telephone bill.
- (h) NOTED that on 30 March 2022 the History Society provided the Clerk with receipts to evidence spend of the £800 grant awarded to it in 2020-2021 for the Memories book project.
- (i) NOTED a payment made by bank transfer on 14 April 2022 from Canterbury City Council of £64,673 for the precept for 2022-2023.

Insurance renewal

The Long term agreement (LTA) is due for renewal on 01/06/2022. A one-year, three-year and five-year options were presented. Cllr Bailey proposed, Cllr Chapman seconded and all councillors agreed the five year long term agreement option.

Grant application from the Maydowns Road Residents Association for bunting to celebrate the Queen's Platinum Jubilee event and weekend

Cllrs considered a grant application from the Maydowns Road Residents Association for bunting to celebrate their road's Queen's Platinum Jubilee event on Friday 03 June 2022 and for the Jubilee weekend (and for this to be re-used for future similar events).

Because of the length of the road residents are going to picnic on their front lawn and decorate their own houses. Decoration will encourage participation, bring people together and celebrate the Queen's wonderful achievement.

The amount sought was £850 for 1,610 meters of bunting. Cllr Bailey proposed and Cllr Fitzpatrick seconded and all councillors agreed the full amount should be awarded.

Direct Funding for local councils NALC Survey

For many years the National Association of Local Councils (NALC) has had a policy position that local (parish and town) councils should be able to be directly funded by the government – to deliver projects to benefit residents in their communities.

The COVID-19 pandemic illustrated the value that local councils deliver to their communities and why direct funding is important. Prior to the pandemic, NALC had lobbied the government to amend section 33 of the Local Government Act 2003 to enable local councils to be directly funded by central government agencies or departments (depending on the type of funding sought) – on a range of different projects from high streets to parks.

For years local councils have either been refused funding by the government or told the best they could hope for was to partner with their principal authority to obtain funding – as government can directly fund principal authorities. This pattern became far worse during COVID-19 when very few local councils were able to obtain direct support funding from the government – and only a handful obtained funding via their principal authorities (e.g. Cornwall and Leicestershire).

An evidence base is now being sought and is urgently needed, to prove to the government why local councils need to be able to be directly funded by central government for certain projects. This data gathering is particularly important now as the Levelling Up White Paper indicates a review of neighbourhood governance.

NALC's sector partners, county associations, and the Society of Local Councils Clerks (SLCC) are supporting NALC in this work.

NOTED that the Clerk completed a survey on 25 March 2022 - NALC will use the results to produce a report with case studies as a tool for the sector to lobby the government on this crucial matter.

A defibrillator at the WI hall for community use

The WI has now accepted the parish council's offer to pay and provide a defibrillator at the WI hall for community use – and it may go on the outside front wall in place of the old WI noticeboard. The Clerk and Cllr Fitzpatrick will liaise with a contractor and arrange purchase and installation of a defibrillator and heated cabinet.

Insert map for the noticeboard on Chestfield Road

Cllr Todd has taken the lead on this. The Clerk presented his quotes of £64 for a laminated A2 map of the parish and £20 for a street view tiff file. Cllr Brealy proposed, Cllr Loder seconded and all councillors agreed these should be accepted.

Request for more new trees at the CCC owned Radfall Recreation ground

C/fwd: A resident has suggested that the parish council offer to pay for more new trees at the CCC owned Radfall Recreation ground. CCC officers have advised that they are open to dialogue as long as it does not change the nature of the site or annoy the neighbours or stop CCC clearing ditches. A site meeting was set for 28 April 2022 but needs to be rearranged due to officer sickness.

To devise a draft Community Infrastructure Levy (CIL) Strategy

A draft CIL Strategy for any future CIL receipts was circulated prior to the meeting. The Clerk will check with the CCC CIL officer that the suggestions / wish list are eligible items of expenditure. These include noticeboards, dropped kerbs, cycle path improvements, new seating, etc.

New trees/more hedging at the Chestfield Road play park

As mentioned at the November 2021 meeting, after an incident of mobile homes driving on and staying overnight at the play park the councillors discussed solutions to avoid this occurring again. They felt more tree planting or hedging might help. CCC officers were agreeable to more planting or whatever measure is considered best by KCC, and ultimately as KCC is the landowner along the frontage of the play park the decision rests with highways officers. Cllr Brealy and the Clerk met a KCC officer on site. Access is still possible for a gap at The Ridgeway/Fern Close but is difficult to resolve.

Cllr Brealy proposed, Cllr Chapman seconded and all councillors agreed that the Clerk should place an order with KCC for the Autumn planting of:

- 3 new Cherry trees on frontage of Chestfield Road
- 2 x new pines to extend the inner line of pines by the car park and
- Plant New native Hawthorn hedging to fill in the gaps in the existing hedging at the front near Chestfield Road/The Ridgeway corner

Internal Audit

NOTED the Clerk undertook an internal audit appointment with the internal auditor on 13 April 2022
Cllr Brealy proposed, Cllr Chapman seconded and it was RESOLVED to retain Lionel Robbins as the council's internal auditor and continue six-monthly internal audit appointments from September/October 2022.

13. Annual subscriptions

For the Annual subscriptions Cllr Bailey proposed, Cllr Brealy seconded and all Cllrs RESOLVED to renew:

- (a) Kent Association of Local Councils;
- (b) Society of Local Council Clerks; and The Association of Local Council Clerks;
- (c) Campaign for the Protection of Rural England;
- (d) Action for Communities in Rural Kent.
- (e) The Information Commissioners Office
- (f) Satswana Ltd

and RESOLVED that payment be by variable direct debit for the BT quarterly telephone bills; and the £35 annual subscription to the Information Commissioner's Office (ICO).

Financial Regulation 15.5 states: All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council. NOTED that this has been reviewed – the Insurance renewal from 01 June 2022 has the Fidelity Guarantee set at £250,000.

14. Standing Orders and Financial Regulations

RESOLVED that as there have been no changes to the model standing orders that the parish council continue with those already adopted and published in 2018 and 2019 respectively until changes are made to the NALC Models.

15. Year Ending 31 March 2022

For Annual Return 2021-2022

RECEIVED AND APPROVED :

- i) The Year End Bank reconciliation to 31 March 2022 – year end balance is £119,989.41.
- ii) Finance Risk Assessment
- iii) The Parish Council's Statement of Internal Control
- iv) The Parish Council's Statement of Accounting Policies
- v) The Internal Auditor's report
- vi) Breakdown of Income, Staff Costs and All Other Payments in 2021-2022
- vii) The Annual Governance & Accountability Return (AGAR Form Part 3) for the financial year ended 31 March for submission to PKF Littlejohn
- viii) Statement of Variances proforma and the explanations of significant variances.
- ix) Ear Marked Reserves schedule up to 31 March
- x) The Parish Council's Register of Fixed Assets at 31 March

– **Section 1 : the Annual Governance Statement** – Cllr Loder proposed and Cllr Ellis seconded and all Cllrs RESOLVED to accept Section 1 in advance of approving Section 2 - and section 1 was then duly signed by the Chairman.

16. Section 2 : the Accounting Statements –

Cllr Brealy proposed, Cllr Chapman seconded and all Cllrs RESOLVED to approve Section 2 – and the Chairman signed Section 2.

NOTED that the council will make arrangements for the exercise of public rights for the period 13 June to 22 July 2022, publishing, before 12 June 2022, the Notice of Public Rights (and a declaration that the accounting statements are as yet unaudited), along with Publication of the Annual Governance & Accountability Return Section 1 and Section 2 (approved and signed), along with a copy of the Internal Auditor's report, on both its parish noticeboard(s) and website

17. Clerk's Report

South East Coast Ambulance Service defibrillator database

The existing local database at South East Coast Ambulance Service, where our defibrillator is currently registered, is no longer active.

Instead, a new, nationwide database has been set up. It's called [The Circuit](#) – The National Defibrillator Network, and it's supported by the British Heart Foundation, St John Ambulance, Resuscitation Council UK, and the Association of Ambulance Chief Executives.

NOTED that on 21 April the Clerk registered the defibrillator at the golf course again with [The Circuit](#). The Clerk will add the new one at the WI Hall in due course.

TO NOTE the pads at the golf club site expire on 28/12/2022 and will be replaced by then.

18. Queen's Platinum Jubilee. Sunday 5th June 2022 to run from 12pm to 5pm for the public.

The arrangements are now in place with various stalls, activities, and refreshments. The Clerk asked to record thanks to the club manager for all his assistance. It has been advertised in the magazine which is going out earlier than usual to give time for this. As explained above it has been mainly funded by a National Lottery grant of £2669.

The Clerk advised that the parish council's insurance company will automatically cover an event for up to 500 people at any one time. Cllrs felt that this figure would not be exceeded at the Chestfield event. The Clerk will complete and circulate a risk assessment in due course. Cllr Bailey is a qualified First aider.

19. Thank you events for the village volunteers

Cllr Bailey commented that the parish council has been unable to hold any thank you events for two years because of Covid but without our volunteers the parish council would struggle. The parish council would like to thank them all. All councillors were happy to proceed with two lunchtime events, one a Saturday and one a weekday, and to be paid for under the Chairman's allowance. The Clerk will book dates, venues, and catering and deal with the invitations etc.

20. Highways

Cycle link/project proposals and improvements

The parish council is keeping a watching brief for improvements for cycling/cycle path provision in and around the parish. C/fwd action: that the parish council speaks to Sustrans as a next step.

21. Environment

NOTED the contractor will plant up the play park Planters in May.

Replanting and watering of the community herb Planters at the WI Hall

Cllr Bailey has replenished the soil and plants. At the last meeting Cllr East and Cllr Gibson agreed to devise a rota between themselves to water the boxes. The Clerk explained the contractor will also water on his scheduled visits. Cllr Bailey suggested Cllr Loder ask for WI permission to provide a second tap at the front of the building, perhaps above an existing drain.

22. The Wilder Blean project

In celebration of the arrival of bison, Long Horn cattle, Iron Age pigs, and Exmoor ponies to the woodland Kent Wildlife Trust (KWT) would like to organise an event in the woodland in summer 2022. The Clerk will ask KWT for an update/article for the next magazine.

23. Planning

Current planning matters and planning applications are contained in Appendix 2 of Cllrs meeting paperwork - that had been previously circulated to all Cllrs. Decisions reached and latest information is now attached as an appendix to these minutes.

The Clerk thanked Cllr Fitzpatrick and Cllr Todd for all their help with the new planning applications.

Invitation to a CCC Planning Session

Canterbury City Council's Planning Manager (Development), will run an online training session on Monday 6th June regarding:

- 1) Stodmarsh issues, and
- 2) Presumption in favour of sustainable development

Background:

The government recently published the latest Housing Delivery Test results for councils in England. Having delivered 65% of our target of new homes built over the period April 2018 to March 2021, CCC is one of 51 councils across the country in the position of facing a sanction as a result of government policy.

To avoid action being taken, CCC needed to hit 75%.

Not hitting the target means the policies in the current Local Plan which restrict or control the supply of housing are now deemed out of date and City councillors and officers must make decisions on planning applications in line with the "presumption in favour of sustainable development".

This training session is to run through what the 'presumption in favour of sustainable development' means and how CCC apply it when making decisions on planning applications for housing that fall outside of the current Local Plan.

The session will also cover the on-going problems at Stodmarsh. In July 2020, Natural England issued water quality advice which affects planning applications for new homes in large parts of the district. This is to make sure new development doesn't cause any further deterioration of the water quality at Stodmarsh nature reserve. CCC is working with the other councils, to investigate a range of potential mitigation options, such as wetlands, to allow the development of much-needed new homes in the district to go ahead.

The Clerk will attend and report back.

GRASMERE PASTURE development: New application CA/21/02244 - Application for the approval of appearance, landscaping, layout, scale and internal circulation for Phases 2 and 3 including the erection of 158 dwellings, 3,500 sqm of commercial floorspace, along with provision of all associated infrastructure, MUGA and parking, pursuant to outline planning permission CA/17/00/469/OUT.

NOTED the Notice of the making of an Order by KCC to temporarily close Public Footpath CW88:

Kent County Council made an Order the effect of which is to temporarily close Public Footpath CW88 between Public Bridleway CW40 and Public Footpath CW89 from 18 April 2022.

The path will be closed for a maximum of six months.

The path is closed because of construction works associated with a housing development.

The alternative route is via Public Footpath CW89, Richmond Road and Public Bridleway CW40 and will be signed for the duration of the closure.

Call for Sites and the Canterbury District Local Plan

There is no update – CCC is behind schedule. The preferred options for the Canterbury District Local Plan is now expected in the Autumn.

The meeting closed at 8.50pm.

Signed: Date:
Chairman

Please note these Minutes remain as draft Minutes until they are approved by the parish council at their next parish council meeting

Dates of future Chestfield Parish Council meetings: 11 July, 12 September, 14 November 2022 to be held at 7.30pm in the WI hall, Chestfield Road.

Dates of surgeries for residents: from 6.30pm – 7.30pm. 13 June, 11 July, (none in August), 12 September, 10 October, 14 November 2022 and 12 December 2022.

**CHESTFIELD PARISH COUNCIL
PLANNING REPORT, 09 May 2022**

APPENDIX 2

New Applications

67.	CA/22/00336 - 65 Maydowns Road, Chestfield, CT5 3LN Single and two-storey rear extension following demolition of existing conservatory along with changes to the fenestration and materials to elevations.	The parish council has no comments. This application was subsequently granted by CCC
68.	CA/22/00537 - Badgers End, The Drive, Chestfield, CT5 3NU Two-storey detached dwelling together with 02 no. bay garage. <i>The following comments were uploaded on 11 April 2022:</i> The parish council has no comments although would give a reminder that The Drive & The Drove are private unadopted roads. There have been recent building works in the vicinity where contractors' vehicles have blocked access to Refuse collection and Emergency Vehicles. The applicant is therefore reminded that, if CCC gives planning approval, he/she must ensure that adequate parking provisions are made on site for all contractors' vehicles during the project, through to final completion. If this cannot be achieved then approval must be sought from the Road Association (email roadassociation2017@outlook.com) for parking of contractors' vehicles in areas allocated by the Road Association. Alternatively, all vehicles must be parked outside of the Road Associations Private Roads. This will ensure that service vehicles and the flow of residents' vehicles are maintained without restrictions at all times and that inconvenience to others is limited as much as possible. Linked to this, Chestfield Parish Council asks that CCC as the local authority, requests the applicant to submit a Construction Management Plan – as a condition of any permission (assuming CCC is minded to give permission). The Construction Management Plan should consider: - the routing for construction vehicles for procurement and removals during periods of development/improvement - tradesperson parking - positioning of skips and building materials and fencing and hoardings.	
69.	CA/22/00568 – Willow House, Radfall Road, Chestfield CT5 3EP T.P.O no.1 1957. Oak- To reduce back the outer growth (garden side) on the single Oak tree located to the right boundary of the rear garden, reducing the growth back by approximately 2.5 - 3m, fading out in to the crown of the tree.	The parish council has no comments.
70.	CA/22/00579 – Fairways, The Drive, Chestfield CT5 3NW Single-storey rear extension <i>The following comments were uploaded on 11 April 2022:</i> The parish council has no comments although would give a reminder that The Drive & The Drove are private unadopted roads. There have been recent building works in the vicinity where contractors' vehicles have blocked access to Refuse collection and Emergency Vehicles. The applicant is therefore reminded that, if CCC gives planning approval, he/she must ensure that adequate parking provisions are made on site for all contractors' vehicles during the project, through to final completion. If this cannot be achieved then approval must be sought from the Road Association (email roadassociation2017@outlook.com) for parking of contractors' vehicles in areas allocated by the Road Association. Alternatively, all vehicles must be parked outside of	

	the Road Associations Private Roads. This will ensure that service vehicles and the flow of residents' vehicles are maintained without restrictions at all times and that inconvenience to others is limited as much as possible. Linked to this, Chestfield Parish Council asks that CCC as the local authority, requests the applicant to submit a Construction Management Plan – as a condition of any permission (assuming CCC is minded to give permission). The Construction Management Plan should consider: - the routing for construction vehicles for procurement and removals during periods of development/improvement - tradesperson parking - positioning of skips and building materials and fencing and hoardings.	
71.	CA/22/00657 - 28 Laxton Way, Chestfield, CT5 3JN First floor extension.	The parish council has no comments.
72.	CA/22/00611 – Mill Farm, Radfall Road, Chestfield CT5 3ER An application under Conservation Habitat and Species Regulation 2017 to determine likely significant effects on European Site for the change of use from agricultural buildings to residential dwellings.	Noted.
73.	CA/22/00686 - 24 Chestfield Road, Chestfield, CT5 3LF Two-storey side and rear extension together with single-storey rear extension	The parish council has no problems with this application. There is ample room in the front garden to cope with the additional bedroom car parking space.

Notifications

GRASMERE PASTURE development: CA/21/02244 - Application for the approval of appearance, landscaping, layout, scale and internal circulation for Phases 2 and 3 including the erection of 158 dwellings, 3,500 sqm of commercial floorspace, along with provision of all associated infrastructure, MUGA and parking, pursuant to outline planning permission CA/17/00/469/OUT.	GRANTED by CCC
CA/21/01925 - The Wattles, The Leas, Chestfield, CT5 3JX One-and-a-half storey side extension including new dormer window and porch.	GRANTED by CCC
CA/22/00345 - Grass Verge Of Thanet Way Near To The Junction Of Church Street Whitstable Installation of a replacement 20m slim-line monopole, supporting 6 no. antennas, 1 no. replacement electric green meter cabinet and ancillary thereto including 3 no. Remote Radio Heads (RRHs) and 1 no. GPS module following removal of the existing 15m slim-line monopole supporting 3 no. antennas, 1 no. equipment cabinet, 1 no. meter cabinet.	GRANTED by CCC
CA/22/00336 - 65 Maydowns Road, Chestfield, CT5 3LN Single and two-storey rear extension following demolition of existing conservatory along with changes to the fenestration and materials to elevations.	GRANTED by CCC
CA/22/00250 – 24 Ellison Close, Chestfield CT5 3JW Single-storey side and rear extension following demolition of existing garage	GRANTED by CCC
CA/22/00348 - 15 Plantation Road, Chestfield CT5 3LG Use of garage as home office together with change of garage door to window	GRANTED by CCC
CA/22/00369 - 41 Chestfield Road, Chestfield CT5 3LD Change of use of first-floor from residential to dental surgery with partial use of garage as office space together with associated external alterations	GRANTED by CCC