

TO: ALL MEMBERS OF CHESTFIELD PARISH COUNCIL: Councillors are summoned to attend a meeting of Chestfield Parish Council on **MONDAY 11 November 2024 at 7.30pm** at the Women's Institute Hall, Chestfield Road, Chestfield, for the transaction of the business described in the following Agenda.

Amended Sparkes

A SPARKES, CLERK TO THE COUNCIL
A G E N D A

1. Chairman's Opening remarks
2. Apologies for absence
3. Declarations of Disclosable Pecuniary Interests and Other Significant Interests and Voluntary Announcements of Other Interests, and a reminder to think of any changes to the DPI register held at CCC, such as change of job or home.
4. TO NOTE that following David Fitzpatrick's passing that the Notice of Vacancy was posted on 04 October 2024 - No election was called for, and the parish council may co-opt to fill the vacancy in due course.
5. To agree as a correct record the Minutes of the last parish council meeting held **09 September 2024**
6. UPDATES (not covered elsewhere on the agenda - and not for decisions):
 - TO NOTE the Grasmere Gardens new noticeboard has been delivered to Kitewood and a location agreed.
 - TO NOTE the Broomfield Gate new noticeboard was installed on 03 October 2024.
 - TO NOTE the two replacement benches for the Fern Close perimeter of the play park were installed on 05 October 2024.
 - TO NOTE that for the two Kendal Meadow Play Areas needing work/upgrades that the Clerk attended the Kendal Meadow AGM on 19 September 2024 - more information on the Clerk report. No decision has been made yet although an application for a small grant from the parish council may be submitted in due course.
 - For the middle section of footpath through the wooded area of the golf club that was top-dressed to improve it in 2017 - RESOLVED at the May 2024 meeting to make budget provision for 2025-2026 for works to be done (with both KCC PROW department and golf club's agreement to undertake this) - TO NOTE the Clerk has met a contractor for a quote for this, and needs to work out logistics and speak to KCC PROW team.
 - TO NOTE for possible improvements to potentially 3 of the bus stops/bus waiting areas along Chestfield Road that the Clerk and Deputy Clerk met the Stagecoach Infrastructure Planning manager on 08 October 2024 - more information on the Clerk report. A meeting with KCC Engineering has now been requested to see if improvements may progress.
5. **Adjournment of the meeting for parishioners' questions and comments.** This is the only opportunity during the meeting for residents to speak. The period for public participation will last no longer than 10 minutes and a single member of the public is afforded no more than 3 minutes to make their representation, with the discretion of the Chairman.
6. TO RECEIVE City and County Councillor Report (if applicable)
7. Use of section 101 Scheme of Delegation to the Clerk in conjunction with a minimum of two councillors since the last meeting:
 - o New increased Advertisers' rates agreed for the Annual Renewal exercise to be undertaken. (More information on Finance appendix).
 - o Winter bedding for the play park planters - £467.46
8. Financial matters (Appendix 3)
 - o Schedule of Payments Appendix 3 Finance Schedule to be signed by the Chairman of the meeting.
 - o TO NOTE the Internal Auditor undertook a six-monthly internal audit on 30 September 2024.
 - o TO RECEIVE an End of Quarter 2 Expenditure against budget headings report, for information (and this to be signed by the Chairman of the meeting).

- TO NOTE that, as per the resolution at the last parish council meeting that the HSBC Bank Account be closed, as the HSBC will not close accounts in-branch, the Clerk has completed a Mandate for councillor signatories to sign this now.
 - TO NOTE that the direct debit set up with HSBC for the Information Commissioners Office ICO annual fee also needs to be changed from HSBC to Unity Trust Bank and the form needs signing.
 - TO RESOLVE to open a Savings Account with Unity Trust bank at 2.08% and transfer £25,000 from the Unity Trust current account - and TO RESOLVE councillor signatories to sign the Application Form.
 - TO DISCUSS and RESOLVE whether the £549 grant approved in May 2024 to St John's Church as a donation for an eco toilet in the St John's garden should either be returned or whether the Church may keep the grant and use it towards a new toilet plan/toilet provision - more information on Appendix 3.
 - TO DISCUSS a Quote for full replacement of the slabbed path at the Maydowns Road flower beds area - - more information on Appendix 3.
 - TO NOTE that Golf Club defibrillator pads expire on 28 December 2024 - TO RESOLVE to order new pads and replace pads in the unit.
 - TO NOTE that the parish council's PROWs maintenance contractor has offered to keep prices the same for the 2025 season and TO RESOLVE to reappoint them for 2025 (Note the play park Planters winter and summer bedding and maintenance is separate to this).
9. TO CONSIDER whether to undertake a Neighbourhood Plan. (See information appendix) AND IF RESOLVED to undertake to:
- CONSIDER whether to hold a Residents Consultation event in January to give information and gather residents' comments etc
 - RESOLVE that additional hours spent on administration by the Clerk/Deputy Clerk in conjunction with a Neighbourhood Plan be paid at flat rate overtime for time spent.
 - Hold a separate meeting for parish councillors interested to be part of this project going forward to decide best steps, set up Terms of Reference, meet with a CCC officer, etc
10. TO RESOLVE to again offer two Volunteers' Thank you buffets, using the Chairman's Allowance.
11. Christmas Activities - TO RESOLVE actions for erection of Christmas Tree and banner and Christmas Lights competition again this year, and Carols event for Wednesday 18 December and other actions (more detail on the Clerk report)
12. Community Infrastructure Levy (CIL) - TO NOTE/DISCUSS the latest six-monthly CIL Neighbourhood Portion amount (to 30 September 2024) transferred by CCC to the Parish Council is **£6,559** from development (CA/22/02350 - Cypriana, Radfall Road) - this makes CIL accumulated payments as yet unspent at a total of **£21,235.64**. And TO NOTE the Clerk has updated the obligatory CIL Annual report and published this on the council's website and confirmed to CCC that this has been done.
13. Precept/budget for 2025-2026 - TO DISCUSS and RESOLVE a budget for 2025-2026 against the budget document figures/options and then TO DISCUSS four varying options for a precept, some using CIL/unrestricted reserves and TO RESOLVE the favoured option to set a precept for 2025-26.
14. Environment
- TO RECEIVE QUOTE(S) to pay for tree works for two trees on The Ridgeway which is unadopted 'no-man's land' - to bring the trees down to 6ft in height and clear the arisings. A notice to this effect was put up on 20 October. The trees are growing into overhead cables, have rotten branches, and delivery vehicles and people are at risk.
 - TO NOTE Cllr Brealy, Cllr Todd and the Clerk cleared overgrown vegetation around the noticeboard in front of the hairdressers' shop on Chestfield Road on 16 September 2024, at a resident's request.
 - TO NOTE that on 01 November 2024, Cllrs Todd, Poole, and Chapman and the Clerk cleared overgrown vegetation and brambles from around the Oak Jubilee Tree planted in November 2012 by the parish council at the Chestfield Play Park. And TO CONSIDER a replacement plaque for this.
 - TO CONSIDER a parish councillor volunteer effort to undertake a vegetation tidy-up under the Underpass at the bottom of Radfall Hill.
15. TO RECEIVE the Clerk's report, including correspondence (Appendix 4)

From 26 October 2024 employers have a legal duty to take reasonable steps to prevent sexual harassment of employees in the course of their employment. TO NOTE the parish council is already covered for this in its adopted “Dignity At Work” Policy. (More information: [Sexual harassment and harassment at work: technical guidance | EHRC](#)).

16. TO RECEIVE and AGREE parish council meetings dates and residents’ surgeries dates for 2025
17. Planning: TO RECEIVE Planning Report including current applications (appended to Minutes as Appendix 2)

TO NOTE a revised timetable for the Canterbury District Local Plan (Local Development Scheme (LDS)): A Newspost on the parish council’s website was prepared on 21 September and Posters for the noticeboards put up. (Full detail on the Clerk report which will also be included in full in the Minutes of this meeting). Essentially the Regulation 19 draft and consultation will be Autumn 2025, with submission to the Secretary of State in Spring 2026, and early 2027 for CCC to adopt the Local Plan.

TO NOTE that the Chairman and the Clerk met with KCC Cllr Neil Baker, Highways Portfolio Holder, and KCC Cllr Robert Thomas on 15 October 2024.

TO NOTE a proposed Solar Farm of 56 hectares on land situated at Britton Court Farm and Amery Court Farm which lie between Tyler Hill (in the south) and Radfall (in the north) - plans are in development stages; early engagement with CCC, KCC & key stakeholders has commenced. More detail on Appendix 2.

The Clerk will keep a watching brief for an emerging planning application as there will be construction traffic concerns.

- I) **CA/24/00224 - Bodkin Farm, Thanet Way - TO RECEIVE ANY UPDATE** re Outline application
- II) **Potential development for Land at Brooklands Farm - TO RECEIVE** any updates.

TO RECEIVE figures from the parish council’s own manual Traffic Counting Exercise undertaken with volunteers on Wednesday 16 October 2024 capturing vehicle movements at the South Street junction and Chestfield Road between 7am and 6pm.

Hallam Land will keep the parish council in the loop on their ongoing work - the team’s planning consultants are bringing together and reviewing the responses gathered from September’s Public Consultation Events - a total of 360 individual responses. Hallam Land’s next stage is to take all the comments from the public consultation, latest council meetings and the Design Review Panel and review the Masterplan / scheme design to incorporate comments. Hallam Land is aiming for early November 2024 to bring those into a new masterplan and is more than happy to meet the parish council to show public responses/design updates.

In terms of any outline planning application timetable, Hallam Land is taking stock of the latest LDS position, holding a couple of internal meetings and reviewing the application timeline, with no definitive answer on submission time at present.

16. Close of the meeting

Dates of planned full parish council meetings: 11 November 2024.

Surgeries for residents - Come along informally between 6.30pm and 7.30pm to the WI hall in Chestfield Road to voice any concerns or give any comments to a councillor and/or the Clerk. Dates of surgeries for residents: 6.30pm - 7.30pm - 11 November and 09 December 2024. Plus Christmas Carols event 18 December 2024.