

CHESTFIELD PARISH COUNCIL
MINUTES OF THE MEETING HELD ON 09 FEBRUARY 2015

Present: Parish Cllr Chris Brealy (Vice-Chairman)
Parish Cllr Joe Hunter
Parish Cllr Len Claisse
Parish Cllr Chris Ellis
Ms Amanda Sparkes, Clerk to the Council
PCSO Jade Hoyle
KCC Cllr Mike Harrison (for part of the meeting)
2 x residents

186. **APOLOGIES FOR ABSENCE** - Apologies for absence were received from Parish Cllr Steve Bailey (Chairman) (unwell), Parish Cllr Tricia Chapman (family commitment), Parish Cllr Eileen Watkins (unwell), Parish Cllr Alex Candy (away), and Parish Cllr Adrian Young (work commitment)
187. **MEMBERS' INTERESTS** – Cllr Brealy declared an interest in the Chestfield Farm planning application; Cllr Ellis declared an interest in the History Society funding request and Cllr Hunter declared an interest in the planning application for 'Rothesay'.
187. **MINUTES OF THE MEETING HELD ON 12 JANUARY 2015**
Cllr Ellis proposed and Cllr Hunter seconded and the Minutes were accepted as a true record of the meeting and the Chairman duly signed them.
188. **ACTION LIST APPENDIX 1a** - The list was presented to Cllrs prior to the meeting.
189. **PCSO REPORT**
The PCSO explained that there has been a lot of anti-social behaviour at McDonalds with groups of youth parking up and blocking the drive through. The young people have been banned but are not taking any notice. There is also antisocial behaviour by young people occurring at the rear of the Swalecliffe community centre..
- NEIGHBOURHOOD WATCH**
Cllr Claisse advised of two burglaries in Radfall Road on 12 January 2015, but the offender was subsequently caught and remanded for twelve local burglaries in total. The PCSO advised that most of the burglaries occurred in daytime and jewellery was targeted.
There has been an incident of criminal damage on the old Thanet Way and a burglary in The Drove.
Cllr Claisse warned of a nasty scam about postcards stating they have undelivered jewellery and asking for £10 to collect it/deliver again.
- NOTED that Cllr Claisse has booked the WI hall for an annual meeting with the village neighbourhood watch co-ordinators for Monday 23 February 2015, 7pm – 9pm.
- Cllr Hunter explained he has had his email hacked through clicking on a new version of Outlook being advertised.
190. **ADJOURNMENT OF THE MEETING** - The meeting was adjourned for parishioners' questions. There were none so the meeting continued.
191. **KCC COUNCILLOR REPORT**
KCC Cllr Mike Harrison advised that this week the top section of Grasmere Road had been filled and tarmacked to match the bottom. The Police were in attendance during the works.
He explained that KCC Budget day is 12 February 2015, and there is a recommendation for a 1.99% increase, and a £1.4 billion budget overall.

For the boundary review and warding patterns, Cllr Harrison explained that the Boundary committee at County Hall have split Chestfield from Whitstable and propose that Chestfield sits with Canterbury. The Whitstable ward would also represent some of Herne Bay. Cllr Harrison explained he was attending a meeting on 11 February 2015, to object again to both of these. He felt Chestfield should stay with Whitstable, as all CT5 postcodes, and that to split it he felt would be a retrograde step. Any changes agreed would be implemented at the May 2017 county elections.

The Clerk, Chairman and Vice Chairman will look at the proposals and comment as appropriate and report back.

192. PLANNING

Councillors considered planning applications in Appendix 2 previously circulated. Decisions reached and latest information now attached as Appendix 2 to these minutes.

193. BODKIN FARM APPLICATION – CA/14/01319/OUT

Land at Bodkin Farm, Thanet Way, Chestfield - Outline application for a mixed used development comprising up to 290 dwellings, primary school, and associated other buildings and landscaping etc. Eton College has lodged an appeal, which will follow the inquiry procedure and it is likely to last eight days. Canterbury City Council's response is still not yet publicised. The Clerk will keep checking for it.

194. FINANCIAL MATTERS

RECEIVED the bank statement for January 2015, and RESOLVED the signature of the Chairman thereon;

NOTED a payment of £16.33, for the Plusnet Internet account was taken by direct debit on 18/012015.

NOTED that the Clerk completed a VAT reclaim for the period 01 August 2014 to 31 January 2015, totalling 1,544.82

RECEIVED the Internal Auditor's report of the quarterly internal audit undertaken with the Clerk on 13 January 2015. There were no areas for concern.

PRECEPT AND GRANT FIGURES

NOTED receipt of the spreadsheet from Canterbury City Council regarding the precept for 2015-2016 which showed that the precept is £58,179.58 and the amount of council tax support grant from Canterbury City Council is £1,820.42, giving a total payment due to be paid by Canterbury City Council in April 2015 of £60,000.

195. AUTHORISATION OF ACCOUNTS

The Clerk presented finance sheets for cheque payments requiring authorisation totalling £1,044.78 together with an additional sheet totalling £2,358.83. It was RESOLVED that the financial matters and accounts be authorised for payment.

196. NEW MODEL FINANCIAL REGULATIONS

The Clerk presented new Financial Regulations, previously circulated to all councillors. These are based on the new NALC Model Financial Regulations as appropriate, together with the Clerk's report around the changes and new practices required to tighten financial control.

The frequencies and values have been kept the same as the previously adopted Financial Regulations of April 2014.

Deleted sections - The new Model regulations have some new sections – but these may be deleted by a council if they are not relevant. The following sections have been deleted from the Model to give the version presented for adoption: Payments under contracts for building or other construction works (Section 12); Stores and equipment (Section 13) and Charities (Section 16)

NOTED that the following matters must be for full council consideration only:

Para 1.13 The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding: setting the final budget or the precept

(council tax requirement); approving accounting statements; approving an annual governance statement; borrowing; writing off bad debts; declaring eligibility for the General Power of Competence; and addressing recommendations in any report from the internal or external auditors.

Payment of salaries (para 7.4) NOTED that each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than: by any councillor who can demonstrate a need to know; by the internal auditor; by the external auditor; or by any person authorised under Audit Commission Act 1998, or any superseding legislation.

It was RESOLVED to adopt these new regulations as presented, and introduce the following new financial controls in order to be compliant and tighten financial controls.

i) Counter-signing bank reconciliations and bank statements (para 2.2)

A member of the council other than the Chairman to independently check the monthly bank reconciliations, presented by the Clerk as the responsible financial officer, – and the member to counter-sign the bank reconciliations and the original bank statements also.

ii) End of Quarter statements of receipts and payments and variances (para 4.8)

The Clerk shall provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget.

These statements are to be prepared at the end of each financial quarter and shall show explanations of material variances. For this purpose “material” shall be in excess of £100 or 15% of the budget.

The Clerk previously prepared and presented End of Quarter spreadsheets for expenditure against budget headings – so there is now a new requirement to include receipts and variances information in the future.

iii) PINS and Passwords (para 6.11)

Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. The Clerk had prepared such an envelope to give to the Chairman. The Clerk explained that it also contains the password and access to the parish council's website.

Cllr Ellis proposed and Cllr Hunter seconded and all councillors were happy to adopt the financial regulations as set out.

CONSIDERED setting up a direct debit for the BT quarterly bill:

Para 6.7 of the new Model Financial Regulations states:

“If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.”

Switching to pay the BT telephone and broadband bills by Direct Debit will save £48 a year. All councillors were in agreement that the Clerk should set up a direct debit.

197. CLERK'S REPORT

PREPARATION FOR ANNUAL PARISH MEETING MONDAY 27 APRIL 2015

NOTED that the Clerk has sent invitations to organisations in the parish on 1 February inviting 'annual reports'. Invitations were also sent to the parish's city and county cllrs. The

Clerk agreed to send the councillors a list of who has been invited and if the councillors can suggest anybody or any other organisation who should also be invited, to do so.

The Chairman will be asked to prepare a Chairman's report (aided by the Clerk). And RESOLVED that as per the format of last year, in addition to the standard Chairman's report, each Parish Cllr should contribute a paragraph on 'their year passed' and what they have achieved/worked on in that time (under their responsibilities / references). This will be printed as a leaflet and be available at the Annual Parish meeting for people to take away as a reference document, and also inserted in the June 2015 magazine.

RESOLVED that authority be given to the Clerk to purchase refreshments for the evening.

Neighbourhood watch

TO NOTE that the Clerk has included an article in the next magazine around the gaps in the village and encouraging volunteers to come forward; and also to ask residents who have been subjected to scams to let the Clerk know so that these may be onwardly publicised to residents. The Clerk is also speaking to a resident who has offered to leaflet drop with the Clerk for the roads not covered.

Inconsiderate parking by WI hall

As per the discussion at the January 2015 parish council meeting the Clerk devised a laminated notice and wrote to ask the WI hall committee to display it in the hall. This will be considered at their next committee meeting.

The WI confirmed that a condition around considerate and legal parking is contained in the WI hall booking terms and conditions agreement. The Clerk also contacted the slimming world and weight watchers co-ordinators direct about the concerns, and they confirmed they would continue to remind their attendees about considerate parking.

198. **MAGAZINE** - The March magazine is booked in with the printers and is on schedule.
199. **KENT INTERNATIONAL AIRPORT**
Cllr Claisse explained that the next meeting will be held in March 2015.
200. **KALC** - Cllr Claisse read his report of the last meeting of the Kent Association of Local Councils.
201. **SPEEDWATCH**
Since the last meeting there has been one check with 10 vehicles recorded travelling between 36 – 42mph.
202. **FOOTPATHS**
Cllr Hunter advised that he walked CW32/33 and 28 on 8 February 2015, but the entrance from Broomfield Gate is impassable currently due to flooding. Other parts of CW33 and 32 are pretty good.

The Old Thanet Way has lanes marked off in the verge for cyclists but they seem to use the road instead. This could be improved with signage perhaps, as there is a safety issue here. The Clerk will look at and report back.
203. **HISTORY SOCIETY**
Cllr Chris Ellis gave an update on the new history society. He circulated examples of another village's calendar. Canterbury City Council has given a quote for one similar at £2.25 per unit. Cllr Ellis explained he would propose a project for the next parish council meeting, that the parish council invest in 100 calendars. Some of these could be given as a sample to the village organisations for them to say if they would like more numbers, to either sell at cost or sell on at a profit. This would also raise the profile of the club and the parish council. Cllr Ellis agreed to send an article to the Clerk for inclusion in the March magazine inviting residents to provide old photographs of the village, and to also raise early awareness of the Calendar.

204. CIRCULAR WALK

A SECOND LECTERN INFORMATION BOARD

Cllr Ellis has suggested that the parish council provide a second lectern information board to raise awareness of the circular walk and promote the play park at Chestfield as an alternative start point for it. The Clerk will initially make enquiries with CCC as to whether the officers would be happy for the parish council to provide a second information lectern board about the walk. The item will come to the March parish council meeting for further discussion.

A WALK WITH RESIDENTS

Cllr Ellis suggested a promotional event in the summer at the close the school holidays for residents to get together and walk the event with some of the councillors. This would be a networking opportunity for residents and councillors. Cllrs could give information about the parish council initiatives, in particular to improve health, such as the outdoor gym equipment and the circular walk.

205. ENVIRONMENT

CPRE Flooding conference

Cllr Brealy's report from the CPRE (Kent)'s major conference in Maidstone held on 6 February 2015 entitled "Flooding: Fears, Facts and the Future" was circulated. Cllr Brealy explained that the official report was also emailed today. The Clerk will look at this, especially around the city council having statutory responsibility for the maintenance of Sustainable Drainage Systems (SUDs) from April 2015. The Clerk will report back at the next meeting.

New Trees for Plantation Road - UPDATE

The Clerk wrote to 14 selected households in Plantation Road offering them a new tree in the highways verge in front of their house. Three have agreed to trees (one to have two along their side garden). Comments regarding species were that berries should be avoided as they make a mess and walk in the house, and for effect it would be better to stick to one species. As two households asked for mountain ash the Clerk has advised Kent Highways to make all four this species. The provision of the trees is in hand, as is the application for a match funded grant from Kent County Councillor Mike Harrison.

New planters for Fairlawn village green

The Fairlawn Green residents association have offered to have a planter on their green, on the same basis as the others at the play park and Green Leas. The parish council will provide the planter, soil and plants, and the residents will water the planter when necessary and restock the contents in future when required. Councillors resolved at their meeting held on 12 January 2015 that this should be offered. The Clerk met with a resident and gave various brochures of different planters. The Fairlawn committee have met and decided their preferred style and sizes – the Clerk will add the details to the March Agenda and then progress the project and place an order, as appropriate.

The meeting closed at 8.45p.m.

Signed: Date:
Chairman

New Applications

34	CA/14/02655/FUL – Rothesay, Radfall Road Erection of a single structure consisting of a single garage and holiday let	Delegated authority was required to meet the deadline for comments prior to the meeting. A triple garage was recently rejected by CCC . This application will mean occupation with a changing use, to which the neighbours at No.17 Dukeswood will make objection. The parish council also concurs with their views.
35	CA/14/02683/FUL – Molehill Cottage, Molehill Road Construction of thatched porch to south elevation of house and construction of garage/workshop to replace existing garage	The thatched porch is OK. The garage/workshop has a first floor studio above, which the neighbour at April House is unhappy about, but not prepared to make objection. The parish council has no objection.
36	CA/14/02715/VAR – Chestfield Farm, The Drove Application for the variation of condition 19 (drawings) attached to planning permission CA/14/00021/VAR	Noted. 21 minor variations to windows/doors/roof lights. No comparisons possible. No objection. Confined to site only.
37	CA/15/00146/FUL 9 Chestfield Road Proposed front, rear & side extensions, single-storey to create entrance hall, kitchen extension, utility, sunroom, bedroom, lounge extension and double garage	The councillors understand there are new owners of this nice chalet bungalow. The proposal completely re-organises it with extensions all round and a garage. The parish council has no objection to the application.

And to note, although not in the parish, this new application has been submitted:

CA/15/00014/FUL – Amphenol Complex, Old Thanet Way A2990

Change of use from Light Industrial (Use Class B1) to Leisure (Class D2) with associated alterations to the exterior of the building and parking/landscaping arrangements. The applicant is Active Life Ltd.

Notifications

CA/14/02431/FUL 22 Plantation Road First-floor addition to be constructed over existing ground-floor addition and roof terrace to rear of dwelling	WITHDRAWN
CA/14/02525/FUL – Tinkers Meadow, The Drove Domestic single storey rear and side extension	GRANTED by CCC
CA/14/02673/LUP – 58 Chestfield Road Certificate of proposed lawful development in respect of partial demolition of existing conservatory (foundations, floor and external walls will remain) and re-building as dining room extension, proposed side extension to form utility plus proposed porch to front. All extensions are single storey with materials to match existing.	Decision by CCC: WOULD NOT BE LAWFUL