**Challock Parish Council Meeting Minutes**

Memorial Hall, Audrey Allen room

Wednesday, 14th July 2021 7.34 pm

Members of public present: 1

Apologies

Russell Jaques

Present

Michael Fisher (Chairman), John Ramsden, Tracy Brown, Max Thomas, Anthony Aitken, Duncan Hardie, ABC Ward Councillor Larry Krause & Di Sandy (Clerk).

Welcome

Chairman thanked everyone for attending.

Declarations of Interest

Councilors no new changes to the declarations of interest.

Councillor Hardie declared an interest in planning application 21/01033/AS to be ratified.

Minutes of Last Meeting

Minutes of 5th May 2021 meeting were signed by Chairman Fisher as an accurate record.

Proposed by Councillor Thomas and seconded by Councillor Hardie.

All agreed.

**PCSO Luke Jones Monthly Report for May & June**

Antisocial behaviour May bank holiday weekend

Cricket Pavilion damage caused by the use of catapults.

Underage youth driving bike dangerously.

A shed was broken into in Challock where a ride on lawnmower and tools were stolen.

An argument and dispute over parking resulted in 3 reports in Challock.

A memorial tree was damaged in Challock.

Trees were damaged Hoads Wood.

A curtain side lorry was cut in Boughton Aluph with pallets stolen from inside.

A wheelie bin was stolen in Boughton Lees.

Clerk’s Report

**Highways**

Reported overgrown vegetation at junction Blind Lane/Buck Street Ref 573186.

Reported potholes in Blind Lane/Buck Street junction and adjacent to the Bungalow.

A252 Canterbury Road, Challock to carryout road surface repairs, potholes etc. Road to be closed for one day on the 15th July 2021.

**Public Rights of Way**

Reported damage/inaccessible kissing gate AE92 Church Lane, Eastwell Estate Ref 210615956.

Reported overgrown vegetation along footpath AE88 High Snoad Wood.

**The Lees**

A new tree sapling has been planted at Freda Cantles memorial plaque.

A tree sapling has now been replaced from one in the wooded area to the top of the Lees, Church Lane.

Clerk has placed an order for loose planings for the potholes.

**Play Park**

The installation of the new play equipment was completed on Friday, 2nd July. Due to the weather conditions, there was a one-week delay. Bark replenishment took place on Monday, 5th July. 16 bags were ordered as budgeted in January 2021. The play park is now open; however, further bark replenishment will be required this year, an estimated 20 more bags at least. ROSPA will be carrying out a full play park and post installation inspection of the new equipment in July/August. The rubber matting is out of line with the new birds’ nest swing, and we will await advice from ROSPA in whether to extend or remove. In the meantime, will ensure plenty of bark is surrounding the area to prevent a trip hazard. The grounds man to till the play area.

Since the play park’s opening the Parish Council have received positive feedback.

Future plans for the play park will be to consider changing the monkey bars and rocking activity with play equipment for the junior age group. Also, to clear the area adjacent to the play park for woodland play activity and seating area. Currently ring-fenced under the S106 develop contributions Clock House Green development.

**Village Notice Board**

The village notice board at Westwell Lane’s junction needs replacing as the wooden frame is rotting. Prices starting from £479. Clerk to make enquiries and precept for next year.

Correspondence

* Received an email from Kingsfords acting for the new owners of Cobbs, The Lees, enquiring in regularizing the prescriptive right of way.
* Received email from ABC offering up to £1500 funding for reopening of community facilities.
* Received an email from ABC regarding a Task Group has been commissioned by the Overview and Scrutiny Committee to look at the council’s S106 process and identify where improvements can be made. In particular, the review will consider how local needs are identified and seek to understand how contribution monies are collected and spent. This includes how Parish Councils are engaged throughout the process. A request for parish councils to complete online questionnaire.
* Received an email quotation of tree survey to be carried out on the Lees. Tree Adventures quoted £760. Clerk to obtain 2 additional quotes.
* Received an email from Angela Reynolds (nee Smith) ex parishioner offering to plant a small tree somewhere in the village for others to enjoy in the years to come and as a thank you to the village that gave her such a great start in life. Suggesting the tree can be planted at the Church, Cricket Field or on The Lees.
* Received a donation of £100 towards the litter pick campaign from Crossroads Garage.
* Received an email from parishioners concerning super cars housed at Prestige House, Green Lane, exiting right and speeding up towards Charing.
* Received an email from a parishioner of a strong objection to the installation of the bollards on the Lees. Stating it is a waste of money and un-necessary and not in keeping with the beauty.

of the open nature of the Lees. The rewilding could be further enhanced by not cutting the highway verge and embankment along the Canterbury Road. This would allow the wildflowers to grow along full the length of the Lees and hide the new bollards.

* Received notification from PKF Littlejohn that they have received and logged the Annual Governance and Accountability Return (AGAR) Part 3 for Challock Parish Council and the AGAR is now in the queue for processing.
* Received an email from Girlings Solicitors confirming the Land Registry’s completion of registration documents for our records in relation to The Lees, Challock. Completion of deeds for Lilybuds.
* Received an email from a parishioner requesting the parish council re-consider using one of the benches on the Lees for a natter bench.
* Received an email from ABC regarding the draft Carbon Neutral Action Plan and is now out for consultation. To encourage residents and organisations in our area to complete the online questionnaire. The online questionnaire is available to complete on the Ashford Borough Council’s website.
* Received an email from KALC on information on how to take part in the lighting of beacons on the 2nd June 2022 in celebration of the Queen’s Platinum Jubilee.
* Received an email from John Burden regarding the rewilding project. The volunteers that were growing our plugs were getting concerned that the plants were getting a bit leggy, so decided to put the majority of them in over that past few weeks. The majority went into areas 2,3 & 5 as the grass in areas 1&4 was too long to find adequate space.

Our intention is that after the final cut of the Lees later this year we will consider a planting programme for areas 1&4 in the spring before the growth overtakes things.

**Matters arising from correspondence**

* Clerk applied for ABC Community funding and received £1200 for the village hall for a deep clean, PPE & sanitiser and door retractors. A deep clean, PPE & sanitizer for the church and chapel.
* Clerk completed online consultation to ABC regarding the S106 contributions.
* Councillors agreed for the tree to planted in the cricket ground.
* Clerk responded to parishioners concerning speeding cars and Green Lane. The planning limitation applied to construction lorries and not extended to cars.
* The grounds man will carry out a full back up encompassing the areas by the shop. These areas have grown since the last back up and the main lees gang mowing.
* The new owners of Cobbs no longer wish to pursue regularising the prescriptive right of way.

Communications Policy

Parish Councillors adopted and approved the communications policy.

The Chairman signed the Communications Policy.

Finances

The current account balance on 30th June 2021 is £8890.44

Received VAT return £2338.28

Clerk recommends using the VAT monies £2,000 for the additional play bark replenishment and the £338 towards the village website.

Clerk to submit VAT return for 1st April 2021 – 30th June 2021 claiming £3,527.62 (£2715.60 is VAT paid on play park equipment).

Noted. the remaining VAT claim £703.82 is ring-fenced for the bollard installation.

The NS&I account balance is £15669.03

Funds Ring-fenced

£4190 Faversham Footpath

£6000 Skate Park

£2800 Faversham Footpath legal fees (land transfer/dedication of land)

£2000 High Tree Lodge planning application consultation fees

£679 Bollarding of the Lees

William Oure Charity £4109.80

The following cheques for May & June were signed by Chairman Fisher & Councillor Ramsden

Chq no 022124 Curco Ltd – ABC Community Fund PPE & Sanitizer for Village Hall, Church & Chapel £176.38

Chq no 022125 HMRC – Clerks Tax £341.60

Chq no 022126 Curco Ltd – ABC Community Fund Sanitizer and Disinfectant for Village Hall, Church & Chapel £129.59

Chq no 022127 J Sandy – Ground works & play park maintenance £364.03

A standing order amendment to Clerk’s salary from £420.56 to £455.56. Increase of hours to 13 hours per week. Signed by Chairman Fisher & Councillor Ramsden.

The following cheque was signed by the Chairman Fisher & Councillor Aitken.

Chq No: 022128 D Sandy - Stationery, PPE & Hand Sanitizer £81.29

A251 Faversham Road

1. **Faversham Road Footpath – Funding**

Basic construction costs are £47500.

Funds accounted for are:

Parish Council £4190

ABC £18,000

KCC Ward Councillors Member's Grant £5,000

ABC Ward Councilors Grant £1500

Total £28690

Shortfall £18810

Additional costs in the region of £10,000 plus.

Clerk is assisting ABC Ward Councillor Larry Krause in obtaining quotations for the additional costs.

ABC have indicated further funding will be made available for the footpath installation.

The Chairman opened the meeting for Ward Councillor Larry Krause and parishioner to speak.

Councillor Krause informed the Parish Council he is doing his best to get additional funding for the Faversham Road footpath. It was disappointing that the money was secured for the original quotation, however the design works carried out last year increased the costs to an additional £18,000. The footpath will be wider than originally planned.

Parishioner thanked the Parish Council and Councillor Krause for their efforts in getting funding for the Faversham Footpath. Parishioner informed the Parish Council of his telephone conversation with Gerry Leader of Ashford Borough Council and to secure the additional funding and will be liaising with KCC to see how these additional funding can be secured.

It was agreed to wait on further information regarding the securing of £18,000 to the next meeting before considering contacting the media.

Councillor Krause left the meeting.

Village Website

Clerk has obtained quotations for new village website WCAG compliant. Thomas Broad has offered to transfer files free of charge from Challock.org. website to pass onto new supplier. Clerk to request ward member’s grant for the village website.

**Ashford Web Services** - to convert the current content on challock.org to the same theme as https://www.charingkent.org/ and include WAI compliance up to level 2. To liaise with Charing because there were some new legal requirements last year which will also be included. The total cost would be £1000. Based on 12 pages. The training would be bespoke to encompass your website and the needs of your staff. The training would be face to face in a group setting, and the cost would be £135 for the first person and £99 for any additional attendees. In the training, advise how to retain WAI status by making sure that the website is used correctly.

**Zomex Ltd** - Up to 5 Pages Bespoke Design, built with WordPress or HTML - Free Website Address\* Free Web Hosting\* Free SSL Certificate Free Email Responsive Web Design Optimized for Search Engines (SEO) £500 for small business.

**Parish Council Websites** - The fee for setting up the website is £599. Web hosting, help & support: £300pa. To transfer the information from your existing site, the additional cost would be £385 (all files, such as pdf and images to be supplied by email or file uploads to our Dropbox account - if you are able to provide admin access to your current site, we will be able to copy the files over directly, and there will be no additional charge).

**Web Creation** – SEO friendly custom-built website – up to 6 pages. The total cost of new website will be: £600+vat (no obligatory on-going charges)

Ashford Web Services have provided a website to Willesborough Community Council & Charing Parish Council. Both Charing and Willesborough gave good feedback on Ashford Web Services and are happy with their website.

Parish Council Websites – a number of parish councils have selected Parish Council Websites for building their websites. Molash PC site is by Parish Council Websites and are happy with their village website. They have 5 pages. A basic set up.

Zomex has provided a website for Kingsnorth Parish Council in the past.

Web Creation does not appear to have built a website for parish councils.

Councillors discussed the quotations. Councillor Hardie raised concerns that the Charing website is non WCAG compliant. Willesborough Town Council and Molash Parish Council’s website are WCAG compliant.

Due to costs, it was agreed to look for a basic website set up.

It was agreed for the Clerk to make further enquiries and to check hosting costs using a government.gov.uk domain. Clerk to report back at the next parish meeting in September.

The Lees – bollards

Funds remaining for the installation of bollards is £1,382 (includes £703 VAT refund). Quotation for the installation of bollards for the middle section of the Lees is £3870.18 and the section Church Lane is £6486.46. £2800 is allocated for financial year 2021/2022 for unauthorized encampment. If this money remains unspent and therefore to be allocated towards the installation of bollards of the next section.

It is noted that New Romney has recently had bollards installed on their green due to unauthorized encampments.

Clerk has made enquiries into knee rail and post. Jackson fencing posts are £10.15, rails £15 & metal straps £1.75. Posts we have used cost £6.50 inc VAT and reflectors 2 x £1.70 plus VAT.

Councillors discussed the knee rail and post. Clerk to make enquiries in to costs for knee rail and post without a continuous row but space out.

Planning

The following application was discussed:

**21/01044/AS - 2 Holly Cottages, Green Lane, Challock, Ashford, Kent, TN25 4DN**

Removal of a prefabricated detached concrete garage and erection of a single garage attached to the main property.

Challock Parish Council supports this application providing neighbours comments are taken into consideration.

**21/01244/AS - Tollgate Cottage, Buck Street, Challock, Ashford, TN25 4AR**  
Proposed outbuilding

Challock Parish Council supports this application providing neighbours comments are taken into consideration.

**Ratification of Planning Applications**

The following planning applications were ratified.

**21/00683/AS - Berisal, Buck Street, Challock, Ashford, TN25 4AR**

Proposed rear extension; First floor side extension to atop the ground floor level; works to facilitate a roof conversion.

Challock Parish Council supports this application providing neighbours’ comments are taken into consideration.

**21/00904/AS -11 Chapmans Close, Challock, Ashford, TN25 4AX**

Proposed single storey rear extension

I have looked at the plans, I don’t know exactly where the house is situated, however on paper the design doesn’t look very in keeping or aesthetically pleasing to me. I am OK with this if the neighbours are OK with this. I support as long as neighbours have no issues.

**21/00951/AS - Swanlees Cottage, The Lees, Church Lane, Challock, Ashford, TN25 4DE**

Cart Barn style carport extension to front of existing garage

Challock Parish Council supports this application.

**21/00989/AS - Little Paddock Farm, Canterbury Road, Challock, Ashford, Kent, TN25 4DW**

Proposed removal of existing single storey garage extension to side and rear lean to extension. New two storey extension to side and replacement crown roof; remodelling of external windows

Challock Parish Council supports this application. Does not appear to impact on other properties/surrounding area so no objection provided that neighbour's comments are taken into consideration.

**21/01033/AS - 5 Forest Cottages, Challock, Ashford, Kent, TN25 4AR**

Proposed one and half storey side extension (revision to planning permission 18/01002/AS, resubmission of refused application 21/00435/AS)

Challock Parish Council supports this application providing neighbours comments are taken into consideration.

**Street Licence Application**

The Parish Council has been consulted on a licence application for someone who wishes to sell hot and cold food and soft drinks at the entrance to Victoriana Nursery Gardens, Buck Street. Comments sent were: -

"Surely with the A251 being the rat run that it is that would be dangerous, particularly that time of day. My view would be that the speed cars & HGVs travel past Rattle Hall this would be a hazard and potential accident black spot"

"My thoughts entirely.  This is not appropriate for a road we have been campaigning to reduce speeds because it is so very dangerous.

It would be an accident waiting to happen.

This is not a picnic spot, it's a very busy A Road."

"In principle I am not against it, however I agree that it may not be the best location. It would be good to know how exactly the site will be arranged and how many people can be serviced at once."

"We already have enough eating and drinking facilities within the village. We certainly don't need one on a busy A1. Also, in an area of outstanding natural beauty."

Items for Information

1. **Speed watch**

Speed watch is now up and running with 2 to 3 sessions per week at different times and sites. Generally received positive feedback from motorists whilst carrying out the speed watch. We currently have 11 volunteers and would welcome more volunteers. The sessions last about an hour.

Speed watch has recorded a number of motorists driving over the speed limit. The details are sent to the police who send out advisory letters. Persistent offenders receive a visit from the police. A recent speed watch session at junction Westwell Lane/Green Lane resulted in 40 recorded over the speed limit out of 135 passing vehicles.

The clerk is the speed watch co-ordinator and is a voluntary role.

1. **A252 Road Improvements Scheme**

KCC have recently carried out speed monitoring along A252 for one week. This is to assess if driver behaviour has improved since the implementation of the works.

1. **Community Litter Pick**

Community litter pick took place on Sunday, Councillor Aitken and Pauline Aitken and the Clerk attended. The Parish Council would like to thank parishioners who carry out their own litter pick around the village.

The Parish Council to consider future litter pick campaigns. Clerk purchased hand sanitizer gloves and refreshments at £15 for the recent litter pick from the donation made by Crossroads Garage. Councillors to consider the remaining monies whether to carry forward to the next litter campaign. Richard from Crossroads suggested the monies could use to purchase drinks for the litter pickers. Clerk has written a thank you letter.

Councillors agreed to use the donation money towards the next litter pick campaign.

1. **UK Power Networks**

Clerk met up with the project engineer to discuss the forthcoming underground electric cabling and installation of sub-station in the wooded area by Beech Court Gardens end. The works are due to commence at the end of July lasting for approximately 4 weeks. There will be road traffic management for the duration and works vehicles will be stationed along the A252 and not on the Lees. Access to the Lees will be required to dig the trench for the cabling. Clerk to provide a key to the retractable bollards.

A.O.B

Councillor Thomas commented that he had received a number of complaints from parishioners concerning the wildflower area adjacent to Church Lane. Clerk said complaints from parishioners regarding area 4 had also been received. Parishioners complained the areas was unsightly, too long with weeds and attract dog fouling.

Parish Forum

Parishioner thanked the Parish Council in their efforts and support with the Faversham Road footpath.

**The meeting closed at 8.55 pm.**

Parish Council Meeting Dates for 2021

Next Parish Meeting

Annual Public Meeting Tuesday, 20th July 2021.

Social distance measures will be in place and the requirement to wear masks.

**Future Parish Meeting Dates:**

Due to possible continuation of social distancing measures the following proposed meeting dates will be held in the main hall and not the Audrey Allen room.

Wednesday 15th September Main Hall

Wednesday 13th October Main Hall

Wednesday 17th November Main Hall

**Signed as a true record by: ……………………………Michael Fisher Chairman Challock Parish Council**

**Dated………………………………………..**