**Challock Parish Council Minutes**

Zoom Virtual Meeting

Tuesday, 28th April 2020, 7.30 pm

Members of public present: 1

Apologies

Councillor Fisher (Chairman)

Present

Russell Jaques (Vice-Chair), John Ramsden, Tracy Brown, Anthony Aitken, Max Thomas, Duncan Hardie & Di Sandy (Clerk).

Welcome

Councillor Jaques thanked everyone for attending.

Declarations of Interest

Councilors no new changes to the declarations of interest.

Minutes of Last Meeting

Minutes of 12th March 2020 meeting were signed by the Vice-Chair Jaques as an accurate record.

Proposed by Councillor Thomas

Seconded by Councillor Aitken

All agreed

Minutes of High Tree Lodge Public Meeting

Minutes of 4th March 2020 High Tree Lodge Public meeting were signed by the Vice-Chair Jaques as an accurate record.

Proposed by Councillor Thomas

Seconded by Councillor Ramsden

All agreed.

Clerk’s Report

Highways

Clerk has reported overhanging tree branch at Buck Street and a missing metal plate from

telegraph pole also along Buck Street.

Clerk has reported pot hole/broken up tarmac adjacent to drain on the A251 adjacent to entrance

to foot path to the cricket field.

Reported worn street signs at High Snoad Wood entrance to ABC.

The Lees

Clerk has received 15 mixed tree saplings ready to be planted during March. Clerk has contacted

the school to inquire if the school children would like to help plant them.

Grounds man has cut up loose branches, removed and disposed, tidied grass verge due to vehicle

damage. Supplied grass seed and sow.

Play Park

The grounds man has replaced broken fence panel in the play park and removed fallen branch.

Village Website

Clerk has made enquiries with new website due to accessibility regulations coming into force this

September 2020. Clerk has contacted Thomas Broad for a quotation. Thomas currently hosts our

current website.

Councillor Hardie is taking up enquiries on the new website and to report back with his findings

and recommendations.

Councillor Training

Councillor Brown, Aitken & Hardie have attended councilor training on Saturday, 7

th

 March.

Councillor Jaques to attend councilor training at Kennington Community Hall on 24

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Consultations

Clerk has completed on-line consultations regarding KCC Highways, Gypsy Encampment – new

police powers, KALC survey.

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**Highways**

Clerk has reported hazardous conditions due to build-up of leaves in Kiln Close to street cleaning ABC. Parishioner said that ABC street sweeper has not been to Kiln Close since last summer.

**PROW – Public Rights of Way**

Clerk has reported split tree along footpath AE86 adjacent to old schoolhouse. Reported overgrown vegetation along footpath AE86 Loamwood and inaccessible footpath AE85 Pested Farm and missing footpath finger sign.

**The Lees**

KCC Landscape Service have commenced grass cutting the Lees. Grounds man has commenced the Lees back-up and smaller areas.

Reported raised blue water cover on the Lees, Beech Court Gardens end to South East Water.

**Play Park**

Grounds man has replaced damaged fence panel.

**Memorial Seat**

The memorial seat for Puff Miller has been purchased and is ready to be installed in the church grounds. Waiting on a site visit with the church committee to confirm location.

**Councillor Training**

Due to the coronavirus the councillor training evening course has been cancelled. Clerk to re-arrange Councillor training for Councillor Fisher & Jaques to attend later.

Correspondence

* Received an email from KCC who has suspended notifying neighbours of planning applications submitted to the County Planning Application for decision. Whilst we can do so, we will continue to advertise applications via a site notice in the vicinity of the application site and where necessary a press notice. Details of live planning applications are available to view on the Council’s website.
* Received email from KCC Sarah Jayne Ellcock regarding A251 and looking forward to receiving Parish Council’s Highway Improvement Plan.
* Received notification from Martin Hook, The Five Church Walk on 8th May has been cancelled.
* Received email from Came & Company regarding parish council renewal notice. Clerk is obtaining quotations from other insurance companies.
* Received an email from KCC Ward Councillor Charlie Simkins notifying the parish council of KCC Coronavirus Support Guide
* Received an email from KCC Ward Councillor Charlie Simkins notifying of press release - a 24-hour helpline has been set up to support vulnerable people in Kent who need urgent help, supplies or medication. The helpline – called Kent Together - provides a single, convenient point of contact for anyone in the county who is in urgent need of help during the Coronavirus outbreak. It is a collaboration between KCC, central Government, District, Borough and local councils, the voluntary and community sector, the NHS, and other partners to ensure help is at hand for vulnerable people. It is also the place to report your concerns about the welfare of someone else. If you are vulnerable and have an urgent need that cannot be met through existing support networks, you can contact the Kent Together helpline at [www.kent.gov.uk/KentTogether](http://www.kent.gov.uk/KentTogether)  or by calling on 03000 41 92 92.
* Received an email from Open Spaces regarding our comments re UK Power Networks to install underground cabling along the Lees. Clerk to reply to Open Spaces informing the Parish Council’s permission providing the Lees is re-instated to original state.
* Received an email from Andy Bond KCC A252 Safer Road Scheme regarding extending the area around the traffic islands.
* Received notification from Kennington Council - To support earlier shopping trips, an emergency and temporary measure will be implemented from Thursday 19 March 2020.

Any holder of an English National Concessionary Travel Pass (older persons bus pass or a disabled person's bus pass) will be able to use their passes prior to 9:30am on any bus services provided by Stagecoach, Arriva, Nu-Venture and Go Coach at no charge. Stagecoach 666 route are operating a limited bus service a temporary timetable has been added to village website.

* Received an email from Ashford Mediation Services remains open to helping people to resolve their disputes, conflicts, and disagreements.
* Received an email from the Red Cross asking Councils to consider donating to support the essential services we provide across Kent, including your local area. These services include: A&E Discharge, Emergency Response, Wheelchair Hire, Refugee Support, and First Aid Training.
* Received correspondence from Girlings regarding Trees driveway.
* Received correspondence from parishioners concerning speeding through the village.

Matters arising from correspondence

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Speeding **–** Clerk has put in a request to PCSO Aaron Newell to carry out speed checks in the village.

Trees Driveway – Under instruction from the Parish Council; Girlings to write to the residents of Trees to arrange for a surveyor to conduct an assessment on the driveway extension and to refrain from parking their cars on the strip of Lees in front of Trees property.

Coronavirus Pandemic – Support in the village

Clerk has set-up an emergency response group of councillors and volunteers who has offered to assist with collection/delivery of medicines, shopping, walking the dog and befriending telephone service. Clerk has maintained contact with a small number of parishioners and assists with food shopping.

The Parish Council would like to thank offers of help from Ann Broadhead, Sarah Wales, Amy Pilcher & Tracy Brown.

The Parish Council would like to thank Andrew and his staff at the Post Office and Paul and his staff at the Barn Shop for staying open and especially helping with delivery of essentials to our vulnerable parishioners.

The Parish Council would like to thank all parishioners who are staying at home and helping their neighbours and family members.

The Foodbank (basic food items) and Storehouse (children's essentials) are open to anyone in need from 9-12:30 every weekday, including bank holidays, at The Warehouse (address below). Ashford Vineyard Church, Ashford Works, Cobbs Wood Industrial Estate, Brunswick Road, Ashford, Kent. TN23 1EH.

A252 Safer Road Improvements

Traffic islands are installed to help slow the traffic down. Due to reports of vehicles hitting the islands KCC propose widening the road around the traffic islands to help prevent the islands being hit.Councillors raised their concerns with regards to widening the road adjacent to the traffic islands will increase speed rather than slowing the traffic down. Clerk to request further specification regarding the width and if slow down signage will be installed.

Finances

The current account balance on 31st March 2020 £4753.96

The NS&I account balance is £11,919.45

**Internal Audit**

The Internal audit was due to take place on 14th April 2020 with Lionel Robbins but due to the coronavirus has been postponed until a later date. The internal audit involves checking the completion of the Annual Return. The Auditor checks the bank reconciliation, payments and receipts and the minutes. The Annual Return has been completed by the Clerk is now waiting for the Internal Auditor to check and sign the Annual Return. The completion of The Annual Governance Return has been extended by two months.

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**The following cheques were signed by Councillor Fisher and Ramsden**

Chq no. 022055 R J Print for April’s Forester Print for 45 copies £67.50

Chq no. 022056 D Sandy for Stationery Ink & Stamps £89.18

Chq no. 022057 HMRC D Sandy Tax £239.40

Chq no. 022058 Challock Village Hall for Annual Office Hire £500

Chq no. 022059 KALC for Annual Subscription £459.74

Planning Applications

There were no planning applications to discuss.

Ratification of Planning Applications

The following planning applications were ratified.

**20/00335/AS 1 Kiln Close, Challock, Ashford, Kent, TN25 4DA**Demolition of double garage and replace with a detached two storey house with associated parking and rear amenity on land adjoining 1 Kiln Close Challock (Resubmission of application 19/01537/AS)

**Challock Parish Council commenting Church Lane is already at capacity and like it or not the junction of Church Lane and Kiln Close is a turning point for school traffic. The construction phase and after is going to put greater pressure on what already is a busy junction. I would like to raise an objection to this planning application as there is a grey water drain that connects the houses in Kiln Close to a soak away, which I believe, is located in the area of the new build. There has been no clarification that the integrity of the drain/soak away will not be affected by these works. I do not support it based on over developed. This is not in keeping within the area. Neighbours views should be taken into consideration.**

**20/00400/AS The Firs, Buck Street, Challock, Ashford, TN25 4AR**

Construction of One Detached Dwellings and Detached Garage. Resubmission of 18/01357/AS

**Challock Parish Council does not support this application. Application No. 18/01357 for a replacement dwelling was granted, with condition 4 stating demolition of existing dwelling within first 3 months of first occupation. The new dwelling was sited between The Firs and Woodland View. formally The Firs site. Application No. 19/01060 for 2 dwelling on this site was refused on the grounds of "cramped overdevelopment of site in an AONB. Intrusive form of development". This application hopes to achieve what was previously refused. The independent report written in 2017 by David Dixon, Neil Sinden and Tim Crabtree “An Independent Review of housing In England’s Areas of Outstanding Natural Beauty” which states that: “Great Weight” should be given in conserving their landscape and scenic beauty. That AONB have the highest status of protection in relation to landscape and scenic beauty, equal to National Parks That development in AONB should be refused unless it meets special test. The Ministry of housing paper “National Planning Policy Framework February 2019” also states that there should protection for Green Belt land. “Great weight should be given to conserving and enhancing landscape and scenic beauty in National Parks, the Broads and Areas of Outstanding Natural Beauty, which have the highest status of protection in relation to these issues. The conservation and enhancement of wildlife and cultural heritage are also important considerations in these areas, should be given great weight in National Parks and AONB”. “The scale and extent of development within these designated areas should be limited. Planning permission should be refused for major development other than in exceptional circumstances, and where it can be demonstrated that the development is in the public interest. Consideration of such applications should include an assessment of: a) the need for the development, including in terms of any national considerations, and the impact of permitting it, or refusing it, upon the local economy; b) the cost of, and scope for, developing outside the designated area, or meeting the need for it in some other way; and c) any detrimental effect on the environment, the landscape and recreational opportunities, and the extent to which that could be moderated”.**

Items for Information

**Tree Saplings**

Clerk has received 15 mixed tree saplings ready to be planted during March. Due to the coronavirus we have been unable to involve the school in planting the tree saplings. The grounds man has planted the tree saplings some on the Lees and in the wooded area. The saplings consisted of oak, maple, beech, birch. 6 saplings have been planted along the edge of the Lees track adjacent to Methodist Chapel. Councillors agreed with the planting of the tree saplings instead of proposed road markers along the Lees track. Chairman has requested stronger fence posts to secure the saplings to prevent damage by vehicles. Councillors agreed for the grounds man to fit stronger posts to the tree saplings.

**75th VE Day Commemorative Celebrations May 2020 & Great British Clean Up**

As Great British Clean Up and VE Day these have been postponed. The national commemorations to mark VE Day 75 on 8 May are being scaled back and the government is working on new plans to ensure the nation can still thank the Second World War generation on VE Day in May and provide the fitting tribute they deserve. Local councils are instead being encouraged to support local digital solutions for celebrations. Once this immediate crisis abates, communities may also be encouraged to turn their attention to planning for joint VE & VJ day on 15 August. The Great British Spring Clean has also decided to postpone its annual event and relaunch later in the year, with the postponed campaign hoping to take place between 11 and 27 September 2020.

There will be VE commemorative flags and bunting around the war memorial on the 8th May. We are also encouraging all those taking part to undertake the ‘Nation’s Toast to the Heroes of WW2’ at 3pm on the 8th May, from the safety of their own home by standing up and raise a glass of refreshment of their choice and undertake the following ‘Toast’ – “To those who gave so much, we thank you,” using this unique opportunity to pay tribute to the many millions at home and abroad that gave so much to ensure we all enjoy and share the freedom we have today.

Councillor Jaques proposed having a heroes exhibition displayed around the memorial for parishioners to view on their daily exercise. Councillors agreed this is an excellent idea.

It was agreed for Councillor Aitken to contact the primary school for the children to send in their drawings of VE Day Celebration to be on display around the memorial. Councillor Hardie to look in to having the drawings displayed on the new website.

Councillor Hardie informed the parish council his daughter will sing “There will always be an England” which will be available to view on social media platform.

Notice of VE events will be posted on the village website, Forester, Facebook and Challock Chatter.

**Village Website**

Councillor Hardie has developed a new village website which meets accessibility regulations.

Councillor Hardie ran through the new website with the Councillors.

Councillor Hardie proposed obtaining a new domain and signing up to Microsoft Business Office 365, changing our current domain Challock.org to Challock.gov.uk and Councillors to have parish council email address rather than using their own personal email accounts. Clerk has joined Microsoft office on a trial period and has made enquiries with Ashford Borough Council in obtaining gov.uk domain.

Running costs of the website is between £200 - £300 per annum.

Councillor Thomas inquired if businesses could advertise on the website; the extra revenue could help towards the cost of running the website.

Councillors agreed for the Clerk to make enquiries.

**Tree Memorial**

Clerk has received a request from parishioner Jim Smith to plant a tree on the Lees adjacent to post office in memory of their daughter Claire Puxted. Councillors agreed a tree can be planted by the family. Clerk to liaise with the family.

AOB

Councillor Brown requested the proposed UK Power Network installation of underground electric cabling ensures the Lees is re-instated to original state and is re-grassed. Clerk confirmed that the Parish Council has requested the Lees is re-instated to original state. Councillors agreed for the Clerk to contact UK Power Networks and ensure the Lees grass is re-turfed rather than grass seeded.

Parish Forum

Kennington Clerk for Kennington Community Council for development purposes wanted to see how a parish council ran a virtual meeting. The Kennington Clerk commented how nice our village is and thanked the parish council for allowing them to join the virtual meeting and listen in.

Meeting closed at 8.53 pm

**Parish Council Meeting Dates for 2020**

Next Parish AGM & Public Meeting to be held on Tuesday, 19th May 2020.

**Future Parish Meeting Dates:**

Tuesday 16th June 2020

Thursday 9th July 2020

Thursday 17th September 2020

Thursday 15th October 2020

Thursday 19th November 2020

**Signed as a true record by: ……………………………Russell Jaques Vice-Chairman Challock Parish Council**

**Dated………………………………………..**