**Challock Parish Council Meeting Minutes**

Memorial Hall

Wednesday, 13th April 2022 7.33 pm

Members of public present:3

Apologies

Apologies received by Councillor Hardie & Councillor Jaques

Present

Michael Fisher (Chairman), Anthony Aitken, John Ramsden, Tracy Brown, Max Thomas & Di Sandy (Clerk).

Welcome

Chairman thanked everyone for attending.

Declarations of Interest

Councillors no new changes to the declarations of interest.

Minutes of Last Meeting

Minutes of 8th March 2022 meeting were signed by Chairman Fisher as an accurate record.

Proposed by Councillor Brown and seconded by Councillor Aitken.

All agreed.

**PCSO Adam Brooks**

No report has been received this month. Clerk has asked for an update on PSCO contact details.

Clerk’s Report

**Highways**

Clerk has chased up the cleaning of the traffic island cones and the uplighters at the roundabout.

**The Lees**

The clerk met with Commercial Services Contractor to discuss the annual grass cutting maintenance. The tractor mower driver was also present. Discussed with the contractor about not cutting the grass too short. The tractor driver adjusts the blades according to the growing conditions at the time. At the beginning of the season the blades are quite high and therefore doesn’t warrant a short cut. The grass is normally cut every fortnight but can vary again, according to the conditions. It is not recommended to not have a no mow May for the Lees. The backup will be carried out by the grounds man in April and not May and the area by Crossroads is cut monthly and won’t be cut during May as previously done last year.

The tree branches left from the high winds in March are to be removed by the grounds man and placed up in the corner of the cricket field for disposal.

**Wildflower Areas**

Wildflower area 5 has been widened and scarified. Topsoil and seeds have been spread by the grounds man. The primary school to add bee bombs to area 5 on return to school after Easter. The school to grow sunflower plugs and to be planted at the back of area 5 in June/July time. Look to place additional plugs in areas 2 & 3 later in the season.

**Playpark**

The grounds man removed the concrete by the nest swing. 20 bulk bags of bark were delivered on the 16th March and spread around the play park equipment. There were delivery issues on the day, requested a 7 am delivery but turned up late. The lorry was high sided, and the crane was unable to drop the bags in the play park but on the outside. This proved difficult in moving the heavy bags into the park. This was achieved through the use of the DR machine and hard labour. The white wood planks at the entrance had to be removed and proved to be rotting. New wooding planks to be re-installed at a later date. The play park is now up to standard and will require tilling in June prior to the play park inspection.

**Funding**

There is an outstanding ABC grant application for CCTV for the Village Hall and Cricket Pavilion. Indications are that we are likely to be successful after the meeting has taken place.

**Training**

Councillor Brown and the clerk attended a planning training course via teams.

An Open Spaces on-line course on Common Ground, Greens and Open Spaces has been booked for Councillor Aitken and the Clerk to join in October. The course will also cover easement training.

Correspondence

* Received an email from parishioner requesting approval for Leahurst & Westlea on the Lees for exterior walls to be repainted Jasmine White, a light cream colour. Clerk has replied to Parishioner, thanking them for consulting with the Parish Council. The Parish Council has no objections to the exterior walls to be repainted Jasmine White.
* Received an email from ABC Aspire asking if parish councils would be interested in receiving potted Quercus robur bare root sapling in March to grow on and plant in June as part of the Queens Jubilee. Clerk has remailed Aspire requesting a sapling.
* Received an email from parishioner requesting March Kent Bee Plan Newsletter is circulated to parish councillors.
* Received an email, reminding parish councils the closing date for Land Mapping Questionnaire.
* Received an email from Parishioner concerning access at Colleena and propose to reduce the access by 1.2 metres.
* Received an email from Alan Osouha regarding the repeater signs and junction sign is intended to be installed in the section of the A252. The term contractors have been ultra-slow to complete some of the tasks associated with this scheme and the matter has been internally escalated. The issue has not been missed just slow in implementation. The same applies to the uplighters at the roundabout.

**Matters arising from correspondence**

* Clerk has completed Land Mapping Questionnaire. The Questionnaire consisted of questions about development in the village, facilities, ground solar power, agriculture grades 1 & 2 ground and Stodmarsh.
* Councillors agreed to 1.2 metres reduction for new driveway, Colleena, The Lees. Clerk to notify parishioner.

Finances

**Bank Reconciliation**

The current account balance on 31st March 2022 is £7702.95

The NS&I account balance is £15670.71

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 Bollards for the Lees

William Oure Charity £4109.80

**Forester Reconciliation Year End**

At the financial year end 31st March 2022, we almost break even by £7.00 with Molash contribution of £1.50. However, there is 2 outstanding ABC printing invoices £273.72 not received and will be carried forward to 2022/23 financial year. Actual year end equates to £280.72 deficit and Molash Contribution £60.30.

**Internal Audit**

The Internal Audit with Lionel Robbins took place on the 13th April at the Audrey Allen room. The Auditor reported no concerns and signed the Annual Internal Audit Report 2021/22

**AGAR – Annual Governance Statement and Accounting Statements**

**Approval of Annual Governance Statement 2021/22**

The Parish Council approved the Annual Governance Statement 2021/22.

The Chairman and Clerk signed the Annual Governance Statement 2021/22

**Approval of Accounting Statements 2021/22**

The Parish Council approved the Accounting Statements 2021/22

The Chairman and Clerk signed the Accounting Statements 2021/22

The following cheques for March signed by Councillor Brown & Councillor Thomas

Cheque No: 102612 Challock Village Hall- Office Hire £500

Cheque No: 102613 Challock Village Hall- Meeting Room Hire £147.00

Cheque No: 102614 D Sandy – Stationery £33.95

Cheque No: 102615 D Sandy – Litter Pick Sundries £34.00 (remaining litter pick funds from Crossroad Motors are £36.00)

Cheque No: 102616 KALC – Annual Subscription £481.13

Planning

The meeting closed at 8 pm.

Open Parish Forum for parishioners in attendance to hear their views concerning planning application 2200487/AS.

Meeting re-opened 8.10 pm.

The following applications were discussed:

22/00487/AS Site East of and adjacent 18, Chapmans Close,Challock, Ashford, TN25 4AX

 Erection of two storey dwelling with associated parking

Challock Parish Council does not support this application. There is no footpath for wheelchair access exiting Chapmans Close and Blind Lane. No drop kerbs. Note with interest the foul drainage system may not be fit for purpose as it originally built to service 8 dwellings and had increased to a further 6 dwellings. Current status the foul drainage system has not been put right. The Parish Council requests an independent survey is carried out on the foul drainage system. Neighbours’ comments to be taken into consideration.

22/00466/AS Keepers Cottage, Squids Gate Lane, Challock, Ashford, Kent, TN25 4DR

Proposed single storey side extension in lieu of 20/01660/AS

Challock Parish Council supports this application.

22/00396/AS Egremont House, 5 Old Clockhouse Green, Canterbury Road, Challock, Ashford, Kent, TN25 4BJ

Proposed single storey timber orangery

Challock Parish Council supports this application.

22/00420/AS 11 Kiln Close, Challock, Ashford, Kent, TN25 4DA

Proposed replacement conservatory at the rear of the property.

Challock Parish Council supports this application.

Noted: Planning Application 18/00321/CONA/AS Phase 2 Old Clockhouse Green, Canterbury Road, Challock, Kent – Discharge of Conditions application – no comments required. Construction works are due to start in May 2022.

**Ratification of Planning Applications**

The following application was ratified.

Application No: 22/00353/AS

Location: The Warren, Green Lane, Challock TN25 4BL

Proposal:Two storey side and rear extension, change to original fenestration and replacement windows

Comments: Commenting - I would question application statement - "not in the drop zone of any trees"? This is now the 3rd planning application for this property in an AONB & ancient wood land area is this permitted? I have no objections to the application.

**Planning Training Course**

Councillor Brown updated Councillors on training course attended. Areas covered Stodmarsh, Planning Enforcement, Planning Policy & S106 Contributions.

**Deed of Easement – Little Barn**

Councillors resolved to the proposed £10,000 valuation supplied by BTF and for Girling’s to commence the drawing up of the Deed of Easement for Little Barn.

All agreed.

**A251 Faversham Road Footpath**

Awaiting from Darren Hickman quotations for the additional costs, i.e., traffic control, fencing, removal of Oak tree and residents’ walls and trees/hedges. A meeting to take place within the next month to discuss costs and if the installation of the footpath will be able to commence in Autumn 2022.

Clerk has commenced with the deed of dedication with our Solicitor and awaiting to hear back from KCC Legal to see if they are able to assist in order to keep the costs down.

Councillors resolved the £10,000 valuation for Deed of Easement to be ring-fenced towards Faversham Road Footpath.

All agreed.

**Local Housing Needs**

Councillors agreed to commission a housing needs survey to be carried out by Ashford Borough Council, funded by Kent Action for Rural Communities.

**Youth Shelter**

Councillors agreed for the youth shelter roof to be re-felted.

**Queens Platinum Jubilee**

Clerk has booked Hullaballoo band for evening’s entertainment. The cost for the hire of the band is £1200.The Clerk applied to the Lottery Funding for the Queens Jubilee and have been successful and will receive £1,900. £500 of the lottery fund will go towards the entertainment, £100 for Banners, Bunting, Invitations & Posters, £100 for magician, Artist Commission charge for materials £200, Barbecue Food & Refreshments £600 and Ice Cream £400. Ice cream van has been booked. Councillor Ramsden to contact John Harvey to enquire about commissioning to do painting of the Jubilee event. The completed painting to be hang up in the village hall.

1. **Jubilee Tree Planting**

Clerk has completed request for tree saplings for the village, mainly to go in the wooded area. A potted Robur tree sapling to be deliver to the Parish Council this month, for it to be planted in June on the Lees. Received 3 requests from parishioners to receive tree saplings for their garden. The school would also like a tree sapling.

A competition naming the footpath at the wooded end of the Lees, was publish in the Forester. So far, no suggestions have been received. Clerk has arranged a meeting with Woodland Trust on Thursday, 14th April. Clerk is waiting to hear back from Kent Wildlife Trust.

1. **Boot Fair Fund-Raising Event**

Clerk has notified Trading Standards of Boot Fair. Clerk to order 2 toilets for the Lees. Booked an ice-cream van. Clerk to repair/update No Parking, Exit & Parking at own risk signs. Clerk to arrange Boot Fair advertising banner.

Received offers of help at the boot fair from Councillors and parishioners in attendance.

Parish Council approved for the Boot Fair to go ahead. All agreed.

Items for Information

**Parish Council Village Website**

The Parish Council website is now up and running and officially launched this evening. There are further enhancements/amendments to be made.

**Speedwatch**

Due to inclement weather no sessions have taken place. Speedwatch sessions to recommence as soon as the weather improves, hopefully after Easter.

**Village Litter Pick**

The Village Community Litter pick took on Sunday, 10th April. Only 3 parishioners attended Councillor Aitken, Pauline Aitken, and the clerk. Another poor show for a community event.

A.O.B

Councillor Aitken informed the Parish Council the Cricket Pavilion outside works are nearly completed with the scaffolding to be taken down and garage doors to be fitted. The pavilion has been repainted.

The tractor shed will be able to be taken down. Clerk to make enquiries concerning the yellow container and its removal.

Councillor Brown enquired about the naming of the wooded area as to no replies yet received.

It was agreed to put it forward until the Annual Parish Meeting in June.

Councillor Brown proposed nominating the Clerk to KALC Clerk of the Year award.

Councillor Thomas seconded

All agreed.

The clerk requested the Councillors to consider inviting Kent Wildlife Trust to do a presentation at the Annual Parish Meeting. Kent Wildlife Trust is a charity and charge £100 for a face-to-face presentation. Councillors agreed for the Clerk to place a notice in the forester to see if parishioners would be interested in receiving a presentation by the Kent Wildlife Trust.

Parish Forum

Parishioners in attendance offers to help at the boot fair and to notify clerk.

**The meeting closed at 9.10 pm.**

Parish Council Meeting Dates for 2022

Next Parish Meeting

Wednesday, 4th May 2022 AGM in the main hall.

**Future Parish Meeting Dates:**

Tuesday 14th June 2022 Annual Parish Meeting

Wednesday, 13th July

Wednesday, 14th September

Wednesday, 12th October

Wednesday, 16th November

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

**Dated……………………………………….**