**Challock Parish Council Meeting Minutes**

Audrey Allen Room, Memorial Hall

Thursday, 23rd November 2023, 7.30 pm

Members of public present:9

Presentation – Councillor Ramsden

A presentation made to John Ramsden by Vice Chairperson Thomas.

Thanking John for his 25 years of voluntary service as Parish Councillor and wishing John and Angela a happy retirement and best wishes in their new home.

A sorry you are leaving us card; garden gift card and flower planter were presented to John.

Apologies

Apologies received from His Worshipful Mayor Larry Krause

Relevant Legislation: Local Government Act 1972, s 85.

Present

Chairperson Cllr Tracy Brown, Vice-Chairperson Cllr Max Thomas, Cllr Walpole, Cllr Hardie, Cllr Aitken & Di Sandy (Clerk).

Welcome

Chairperson welcomed everyone present to the parish meeting

Disclosure of Pecuniary Interests

There were no disclosures of pecuniary interests.

Relevant Legislation: Localism Act 2011, s 31.

Minutes of Last Meeting

Minutes of 19th October 2023 meeting were signed by Chairperson Cllr Brown as a true record.

Proposed by Vice-Chairperson Thomas and seconded by Cllr Walpole

All agreed

Relevant Legislation: Local Government Act 1972, Sch 12, para 41 (1).

**PC James Murrell & Bradley Lindridge Downs West Ward**

We have a new beat officer for the Downs West ward – Bradley Lindridge will try to take a pro-active approach in the way he polices the community. He intends to visit each area at least once every time he is on duty and preferably will spend time on foot, walking around in the local area!

He will be setting up monthly coffee mornings/meetings in order to sit down with the public and discuss local issues. He is looking forward to working with the community and making a difference.

Downs West Area consists of Challock, Boughton Aluph & Westwell. There were 4 reported incidents during September in the Downs West area. Two anti-social behaviour, one public order and one violence and sexual offence.

Kent police are clamping down on nuisance motorbikes in this area.

Clerk’s Report

Highways

Reported KCC overgrown hedge and tree branches along the verge adjacent to Primrose Cottage, A251. Also reported concerns of parishioner attempting to cut back the overgrown vegetation along the A251.

Reported overgrown branch adjacent to Crossways, at the roundabout.

The Lees

Grounds man has filled the potholes on the first and second track plus entrances and fourth entrance Beech Court Gardens.

Grounds man removed branch blocking Lees Woodland Walk.

William Oure Charity

Clerk has completed Annual Return to the Charity Commission.

Training

Clerk has attended on-line Budget Training

Resolved. The clerk’s report was received.

Correspondence

* Received notification from KCC of their Winter Maintenance Programme. Sent to Forester Editor for inclusion in December’s Forester.
* Received a copied in email from Mick Maidens Forester Editor from ABC notifying of printing charges increase. Due to several increases in paper costs since 2020. Printing charges will be increasing by 25% commencing the 1st November 2023.
* Received email from William McKay ABC regarding parish precepts and council tax base information and to return precept information request by 5th January 2024.
* Received an email from parishioner requesting the potholes on the Lees track be filled.
* Received an email from South East Water stating they have completed laying more than eight kilometres of water main in the first phase of the project to increase resilience within the network in east Kent. Approximately 2.7 kilometres has been laid in the Wichling and Doddington area, and 5.6 kilometres stretches between Warren Street and Charing service reservoirs. This increased connectivity provides greater flexibility to move treated water around the network in times of disruption.
* An email from Community Voice regarding Kent Fire and Rescue Service (KFRS) who want our feedback. Kent and Medway residents have until 1 February 2024 to have your say and influence on what KFRS should focus on over the next four years, to help keep everyone safe.

It’s an opportunity to understand the risks that affect you, share your views, and shape the work of KFRS.

* Received an email from a parishioner concerning parking opposite the old post office. Parishioner says there are people who do car share are leaving their cars there all day.
* Received an email from NALC concerning national pay awards for clerks and other employees.
* Received an email from KCC and updated Highways Information Pack.
* Received an email from The Circuit informing that the defibrillator had been accessed by South Coast Ambulance Service. Clerk has checked the defibrillator and reported back to the Circuit and is fully operational.
* Receive an email from We Are Beams requesting how to apply for financial support from the Parish Council as they are currently supporting 2 families which reside within the parish. Beams help families to cope with the challenges of caring for a disabled child, to improve their quality of life, and to give their children the best possible start in life.
* Received email from Richard & Jayne Walpole, organisers of the Open Gardens event, requesting the use of the Lees for car parking, ticket sales kiosk and plant sales, for the 2024 event. This is to be held on Sunday 16 June 2024. Last year the event raised was very successful raising £4,600 for the Friends of Challock Church Charity. Next year’s event will be raising money for the Friends of Challock Church charity and Alzheimer’s Society. We trust that the Parish Council will support this village event again in 2024.
* Received an email from KALC notifying of up-and-coming KCC Parish Seminars Online 22nd, 29th November and 1st December 9.30 – 12.30.
* Received email from RACE (Rural and Community Housing) notifying of  the 15th January 2024in our survey programme as the ‘going live’ date for the Challock local housing needs survey. Parish Council are required to approve the Survey date. They are rolling out the programme through online surveys, however, they are aware that there will be people who are unable to respond online and would like to liaise with the Parish Council to determine the best way to collect any responses which will still need to be completed the traditional way using a paper form. They are happy to work with the Parish Council to promote the survey. They can provide various images and text to post/upload to Facebook and our website, along with a supply of paper A4 posters for display in suitable venues and for the village noticeboard etc. We will also provide some additional postcards (the same as those which residents will receive through their letterboxes).

**Matters arising from Correspondence**

1. **Beams request for financial support**.

The clerk has offered to provide a winter support pack from the William Oure Charity to the families.

Resolved: The Parish Council resolved to donate £50 out of the William Oure Charity to Beams for supporting two families in the village.

Proposed by Cllr Walpole and Seconded by Cllr Aitken.

All agreed.

Resolved: The Parish Council resolved to spend to the value of £50 on families who receive Christmas Welfare Hamper.

Proposed by Cllr Hardie and Seconded by Vice-Chairperson Thomas

All agreed.

1. **Garden Event 16th June 2024**

Parish Council to approve use of the Lees for the Garden Event on the 16th June 2024.

Resolved: The Parish Council resolved to approve the use of the Lees for the Garden Event on the 16th June 2024.

Proposed by Vice-Chairperson Thomas and Seconded by Chairperson Brown

All agreed.

1. **Parish Seminar On-line Event**

Councillor Walpole to attend on-line Parish Seminar and report back at the Parish Meeting on the 4th January 2024.

1. **RACE Housing Needs Survey**

Resolved: Councillors approved the Housings Needs Survey to commence on the 15th January 2024.

The Barn Shop to issue/receive the paper forms and the clerk will collect and either post or scan them onto RACE. The clerk to check with the Barn Shop if they are happy to receive the completed paper forms.

Proposed by Chairperson Brown and Seconded by Vice-Chairperson Thomas

All agreed.

1. **Kent & Fire Rescue Service Feedback**

Cllr Walpole requested the Kent & Fire Rescue Service feedback to be included in the parish news section of the forester.

Action: Clerk to add KFRS feedback request in the Parish News section of the Forester.

1. **ABC Printing Increase Notification**

Cllr Walpole requested the printing charges increase to be discussed.

Chairperson Brown confirmed the Forester Sub-Committee involving Molash Parish Council is likely to take place in the New Year to discuss the increase.

All correspondence has been circulated.

**KALC Ashford Committee Meeting 1st November 2023**

Councillor Walpole gave a report on KALC meeting.

Key Points.

Website improvement – ABC are looking to improve the look and feel of their website generally, but also to reduce the number of clicks needed to access the most used pages. ABC are looking for volunteers to set up a small user group of parishes to road test the new site from a resident’s perspective.

Section 106 monies – this is an ongoing piece of work to ensure clarity across the borough to ensure the correct money is stored in the correct pots. This will help avoid money being returned to developers. It will also help parish councils bid for money available to spend within their areas.

Ashford Volunteer Centre - is based in Elwick road, and helps potential volunteers find organisations that need their help.

Their Community Car scheme helps people get to essential appointments, be that a hospital appointment or a weekly fitness or social activity. To qualify, users must not be able to use public transport, must live in the borough of Ashford and be able to get in and out of a car unaided.

The Befriending service offers a weekly face to face visit for people who are lonely but are also generally housebound. It does not cater for complex mental health or dementia as there are existing groups who already do this well.

The AVC helps local organisations to access funding. Staff will talk users on how to access and complete grant funding paperwork.

The AVC carries out DBS checks for people but can also train people on how to be a DBS checker.

The AVC can help with youth work, they share their building with Uprising and are working together in this area.

BP would like names of people who would want to receive the AVC newsletter and would also be able to forward it on to other people or organisations.

Publication Scheme - There were a number of websites with very little information on them. To make councils aware of the Publication Scheme, which is a mandatory part of the Freedom Of Information Act 2000 for local councils. According to the NALC publication “Local Councils Explained” a council can either adopt the existing ICO template or create their own which must be approved by the ICO.

Resolved. Cllr Walpole reported brief outline of KALC minutes.

Finances

**Bank Reconciliation**

The current account balance on 31st October 2023 is £25588.40

Resolved. The bank account balances and reconciliations for 31st October 2023 were signed by Chairperson Brown and Vice Chairperson Thomas.

**Draft Budget & Proposed Precept for 1st April 2024 – 31st March 2025.**

**November Payments**

The following cheques was signed at the parish meeting: -

Cheque No 102743 Kent PCs Forester Editorial £2000

Cheque No 102744 ABC Forester Printing Oct & Nov issues £390.72

Cheque No 102745 Commercial Services Quarterly Grounds Maintenance (July/Aug/Sept) £Aug/Sept) £918.79

Cheque No 102746 Bourne Amenity Road Planings £636

Cheque No 102747 KALC Budgeting for Clerks Training £48

Cheque No 102748 Grounds man Potholes Maintenance £220

Resolved. The cheques were signed by Cllr Walpole and Chairperson Brown.

William Oure Charity

1. Farm Tenancy Agreement – Councillors approve Farm Tenancy Agreement proposal by BTF.

Resolved: Councillors approved the Farm Tenancy Agreement.

1. The Metro Bank Account as of 31st October 2023 £3403.26

 To approve and sign the Metro Bank Balances and reconciliation.

 Resolved: Chairperson Brown & Vice-Chairperson signed the Metro Bank Balance and Reconciliation.

iii) Christmas Welfare Hampers – Clerk has commence organising welfare hampers, currently 12 welfare hampers being prepared. Ladies from the knitting group have kindly knitted blankets to be donated to the welfare hampers. Clerk has commenced purchasing items for the winter pack. Examples of items are toiletries, hot water bottles, tin food, biscuits and Christmas drink. Clerk is waiting to hear from families with disabled children in the village who would appreciate a winter pack. The winter packs are geared to the individuals.

**Highway Matters and Highways Improvement Plan**

1. **Faversham Road Footpath Scheme**

Update: Clerk sent an email to Kieran Doble requesting the footpath construction phase 1 is implemented as soon as possible. Waiting to hear back from Kieran and enquiry made to the Design & Delivery Team if the telegraph pole can remain. Clerk has sent a chasing email to Darren Hickman & Kieran Doble. Mindful of KCC Ward Councillor Charlie Simkins email requesting the councillors for a firm commitment to implementation in some form by 31 December.

1. **Highways Improvement Plan Review**

Clerk proposes a separate public consultative meeting on Thursday, 18th January 2024 in the Audrey Allen Room.

Resolved: Councillors agreed to a separate public consultative meeting on Thursday, 18th January 2024 in the Audrey Allen Room.

1. **Community Speed Watch Scheme**

Update: We have a new volunteer joining the speed watch team. Due to the dark evenings the community speed watch is on hold until next year. It is hoped to recommence speed watch sessions early Spring and to train up new volunteer.

Relevant Legislation. Highways Act 1980, ss.43.50, The Road Safety Act 2006 (c 49)

The Lees Common

1. **Future Track Maintenance**

Noted: The grounds man has carried out the pothole maintenance on the Lees tracks and entrances. The tyres on the trailer he uses for the Lees track maintenance needs replacing. It is not cost effective for the grounds man to continue to fill the potholes.

Vice Chairperson Thomas commented an opportunity to discuss the maintenance programme at the Lees Consultative Meeting in the new year.

1. **Marker Posts Installation Strip of the Lees**

Councillors discussed recent residents’ installation of white markers on the strip of Lees Common ground without permission.

Resolved: Councillors agreed to the marker posts providing they are temporary. Clerk to send a formal letter to the resident confirming this.

1. **Annual Grass Cutting for 2024**

Update: Clerk has requested quotations from GW Gardening, Aspire & Commercial Services for Annual Grass Cutting for 2024. Quotations to be discussed at the next parish meeting.

Planning Applications

**PA/2023/2111**

Leeside, Church Lane, Challock, TN25 4DE

Single-storey side and rear extensions following demolition of garage.

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

Ratification of Planning Applications

There were no planning applications to ratify.

 Relevant legislation: Town and Country Planning Act 1990.

Funding Opportunities

1. **S106 Outstanding Developer Contribution Agreements.**

The following S106 Developer Contributions outstanding funds.

Play Equipment £2116.76 from Land East of Challock House and South of Cedar House

Plus £822.12 for maintenance of new play equipment.

Informal Green Space (i.e., to develop area adjacent to the Play Park) £2634.84 from Clockhouse Farm plus £1973.12 maintenance.

Outdoor Sports £15,966.47 from Clock House Farm plus £1965.47.

Action: Clerk to check with ABC if outdoor sports are for Skate Park as originally requested.

Clerk to enquire if the any funds under allotments can be changed to the MUGA.

Clerk to update the Councillors at the Parish Meeting in January 2024.

Councillor Walpole suggest making enquiries into soft landing surface and seating area for the play park.

Action: Clerk to enquire if soft landing surface and seating area can be included in the play park project under the S106 contributions.

Relevant Legislation: Localism Act 2011, ss.87 -108

Village Community Events

**DDAY 80 Commemorative Thursday, 6th June 2024**

Update: Parish Council planned event in commemoration of D-Day 80 years.

The lighting of the bonfire beacons at 9.15 pm and the community/nation undertakes the International Tribute. The reading of the Tribute. Fish & Chips supper/picnic on the recreation ground starting at 8 pm.

Clerk to book the village hall just in case of poor weather. Clerk has booked DH Event Catering to provide fish n chips and alternative menu will be toasties, baguettes, sweet & savoury crepes, and barista coffee/beverages. Cricket Club to run a bar and set up bonfire beacon.

It is hoped that funding will be available to have the fish n chips at a reduced rate.

**Summer Fair 2024**

Invitations have been sent out to community groups and organisations and individuals who helped out at the Summer Fair this year. We have received 4 replies from Challock Youth Club, Friends of Kingswood, Challock Social Club & Kingswood Players and Scott Reeve saying they would be attending. Received a reply from Cllr Hardie given his apologies but will be able to help out at the Summer Fair with the barbeque. Frances Morris would like to help out with the tombola on the day but would prefer not to be on the committee as part of the organising team due to her young son starting primary school next year.

Action: Clerk to publicise the Summer Fair meeting on social media and website to encourage parishioners who would like to get involved attend the meeting.

**Christmas Tree – War Memorial**

Foodari has kindly donated a Christmas Tree to the village. The Clerk has emailed the School, Pre-school and Mother & Toddler Groups inviting the children to make decorations to put on the tree. The tree to be delivered on Thursday, 23rd November.

Action: Clerk to purchase more tree lights.

Public Participation

Three members of the public raised concerns on the condition of the Lees track and grass caused by parents parking when dropping off and collecting their children from the school. They also raised concerns of abuse they had received from parents.

A member of public - parents parking on the Lees is causing a public nuisance and the school can be asked to close. Police need to be called to issue fines. Users of the Methodist Chapel park on the Lees tracks and not in the car park at the back.

A member of public – In the 1970’s the residents looked after the Lees tracks. Due to the use of the Lees for the Goose Fair and boot fairs the maintenance went over to the Parish Council. Now there are no goose fairs or boot fairs, the maintenance by the Parish Council should not have continued.

A member of public commented on deliveries to residents are causing damage to the Lees as well as residents driving on the Lees, not just the parents.

Vice-Chairperson – This is not easy to overcome. Combination of an unadopted road on private ground, a popular good school, difficult to enforce, too expensive. Not a new problem and a common one amongst villages.

Councillor Hardie – parental misconduct can be reported to the school. The School has the option to expel the pupil based on parental misconduct.

Councillors agreed for the Clerk to draft a letter for their approval to send to parents via the school and the Methodist Chapel raising concerns of the damage of the Lees and track.

Relevant Legislation: Local Government Act, s 100.

**Items to be placed on the next Agenda**

Any items to be emailed to: clerk@challockparishcouncil.gov.uk no later than Tuesday, 19th December 2023.

**Next Meeting –** 4th January 2024

**Future Parish Meeting Dates:**

Thursday, 22nd February

Thursday, 21st March

Thursday, 18th April

Thursday, 16th May

Tuesday 21st May 2024 Annual Parish Meeting

Thursday, 20th June

Thursday, 18th July

Thursday, 19th September

Thursday, 17th October

Thursday, 21st November

**Meeting Closed 21.05 pm.**

**Signed as a true record by: ……………………………Tracy Brown Chairperson Challock Parish Council**

**Dated……………………**