**Challock Parish Council Meeting Minutes**

Audrey Allen Room, Memorial Hall

Thursday, 18th April 2024, 7.32 pm

Members of public present:6

Apologies

Apologies were received Cllr Shallcrass

Relevant Legislation: Local Government Act 1972, s 85.

Present

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

Welcome

Cllr Brown (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

Resolved: The minutes of the ordinary parish meeting held on the 14th March 2024 were signed by Cllr Brown(Chairperson) as a true record

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

PC Bradley Lindridge Downs West Ward

There have been no reported incidents in Challock throughout March.

Anti-social motorbike/off-road bike use should be reported to the police.

Resolved. PC Bradley Lindridge for Downs West Ward was received.

Clerk’s Report

**Highways**

Mud near drain/footpath adjacent to Primrose Cottage and blocked drain in Blind Lane opposite Laurenden Forstal.

Clerk requested repair works for the triangle area and surrounding verges at Westwell Lane junction due to fatal accident.

**The Lees**

The grounds man has filled the potholes on the 1st track.

**PROW**

Footpath AE95 The issue has now been resolved and we have closed the report. I attended and noted new secure fencing along the garden boundary. I previously wrote to the landowner asking they remove the sign with no response. On behalf of the local authority, I removed and confiscated the sign. We will keep a record of this issue to help us direct our resources and campaigns in the future. Thank you for taking the time to contact us regarding this issue.

Clerk has reported footpath AE87 Mill Lane across to Crispin Farm & AE45 Pested Lane to Howletts Farm has been ploughed and the footpath not reinstated.

Resolved. The clerk’s report was received.

Correspondence

* Received email from KCC consulting on revisions to its guidance and validation requirements for planning applications determined by the County Council. This includes changes to its Local validation list. Validation is an early and key part of the planning application process and determines whether an application is accepted by the planning authority for determination.

Planning authorities are required to have validation documents in place to streamline the application process by providing guidance to potential applicants on the necessary information to accompany planning applications. KCC would welcome any comments that the Parish Council may wish to make by 3rd May 2024.

* Received an email from a parishioner concerning the building works at Eastbury, asking what work will be done to the surface, as filling the holes will not be sufficient, the whole length needs regrading properly otherwise it won’t last. Also important to note at this point that we will be starting our building work in the next few months and would fully expect to do that same, if needed, once our work is complete, although we wouldn’t accept our builders being as disrespectful to the local area and residents as these are. The parking is a nightmare again, for the first week or so after they were told not to park there, they were ok, now we’re back to vans all over the place and even more damage to the grass.
* Received an email from Kent Resilience team inviting the Parish Council to a free in-person community resilience planning workshop being held for parish, town and community councils on 21st May 2014 being run on behalf of the Kent Resilience Forum.
* Received a complaint from a parishioner concerning contractors vehicles parking on the Lees grass adjacent to Eastbury. Parishioner enquiring damage to the Lees grass outside their properties are going to be repaired.
* Received an email from a parishioner requesting a dog litter bin located at end of Church Lane near Challock Church.
* Received an email from a parishioner concerning a missed bin collection along the Lees. Parishioner has notified ABC.
* Received a parishioner who lives in Church Lane requesting a litter bin down at the Church. There have been many dog bags left along the verge outside parishioners’ properties.
* Received an email from Jim Price Road Safety Group requesting a letter of support from Challock Parish Council
* Received a request from Martin Hook to display Five Church Walk adjacent to the roundabout. Clerk has given permission for the Five Church Walk sign to be erected near to the roundabout.
* Received a request from the Summer Fair Committee for permission for cars to park on the Lees.
* Receive an email from ABC on the new waste and recycling service - We know there are a few areas experiencing more problems than others, so we would like to

reassure everyone that we are working with SUEZ to review all routes to ensure they are the most efficient possible. We understand the frustration when collections aren’t made on the scheduled day, and we would like to reassure everyone that our teams are working hard to minimise disruption on the ground.

* Received an email from a parishioner requesting that the 40-mph sign situated near Westwell junction has been damaged by vehicles being rerouted due to fatal accident not to be reinstated.
* Received an email from a parishioner requesting KCC repair works to the triangle area at Westwell Lane junction and surrounding verges due to fatal accident and vehicles being rerouted

**Matters arising from Correspondence**

* Resolved. Councillors approved support from Challock Parish Council for the A251 Road Safety Group campaign press release.

All correspondence has been circulated.

Representative Reports

* **KALC Ashford Committee Meeting 7th March 2024**

1. ABC Planning Call for sites

All submissions for call for sites exercise have been publicly available. The Planning Teams will now be undertaking a detailed assessment of all sites to determine their potential suitability for inclusion in the next local plan. A consultation will then commence. ABC are requesting Parish Council suggest venues for holding consultation events for the Call for Sites exercise.

1. Joint Parishes Planning Committee

Cllr Walpole to attend meeting and become involved in the development of the new local plan 2041.

1. Electric Vehicle Charging Points

ABC has been awarded funding of £170,000 to distribute over 2 years for the provision of more EVCP in the borough. Village hall car park being considered.

Cllr Aitken. Village Hall Committee agreed in principle. Concerns of use of the car park taking up spaces.

Cllr Walpole. Old post office car park possible consideration for site.

1. Ashford Volunteer Centre Presentation

Chief Executive of Ashford Volunteer Centre gave a presentation, advertising the services the centre offers.

The Volunteers Week starts on the 3rd June 2024. Clerk to put up posters on the notice boards.

Resolved. KALC Area Committee Meeting Report was received by Cllr Walpole.

* **Challock Cricket Club Planning Update**

Planning application for pavilion balcony extension has been submitted to ABC. The balcony proposal to extend by 5 metres creating a large sitting and viewing area. This will not affect the MUGA location.

Resolved. Cricket Pavilion Planning report was received by Cllr Aitken

Finances

**Bank Reconciliation**

The current account balance on 31st March 2024 is £19759.43

1. **Bank Reconciliation for March 2024**

Resolved. The bank account balances and reconciliations for 31st March 2024 were signed by Cllr Brown (Chairperson) & Cllr Thomas (Vice-Chairperson)

1. **Reserves (NI&S)**

Reserves Account £15860.65

Resolved. Challock Parish Council approved withdrawal of £6990 for Faversham Road Footpath invoice to KCC.

1. **4th Quarter Reconciliation of Accounts 1st January 2024 – 31st March 2024.**

Resolved. 4th Quarter Reconciliation of Accounts 1st January 2024 – 31st March 2024 were signed by Cllr Brown (Chairperson) & Cllr Thomas (Vice-Chairperson).

1. **April Payments**

The following cheque payments were approved and signed by Cllrs Aitken & Walpole

102768 Parish Council Website £355.00

“ 102769 Faverham Food Bank £500

“ 102770 Ashford Food Bank £500

“ 102771 HMRC Clerk Tax £393.00

1. **April cheques to be signed at the meeting**

The following cheques was signed at the parish meeting: -

Cheque No 102772 KALC Annual Subscription £555.40

“ 102773 Challock Village Hall – Office Rental £500

“ 102774 J P Sandy Groundworks – £202.00

“ 102775 Clerk – Stationery +Litter Pick Sundries £18.34

Resolved. The cheques were signed by Cllr Walpole and Cllr Thomas (Vice-Chairperson)

1. **Internal Audit Report**

Internal Audit took place on Wednesday, 10th April 2024. Auditor Lionel Robbins signed the AGAR section with no concerns.

Resolved. AGAR Internal Audit Report was received.

Relevant Legislation: Accounts & Audit Regulations 2015.

Internal Control Risk Assessment Review

Cllr Walpole. Recommended USB memory stick is kept in the parish office, village hall.

Resolved. Challock Parish Council reviewed and approved Parish Council Risk Assessment Register.

Relevant Legislation: Accounts & Audit Regulations 2015.

William Oure Charity

Resolved. Cllr Thomas (William Oure Representative) signed the new Farm Tenancy Agreement and William Oure Deed of Surrender. Witnessed and signed by Cllr Brown (Chairperson)

Funding

1. **Winter Grant Application** – Successful. Grant funding for £1000 to be shared between Ashford & Faversham food banks. Funds have been deposited to Challock Parish Council bank account.
2. **Rural Community Funding** **See Saw We Hopper Play Equipment** - £6485.80 Successful subject to 3rd quotation sent. Clerk has returned Grant acceptance and Grant Advance forms to ABC and 3rd quotation.

Highway Matters and Highways Improvement Plan

1. **Faversham Road Footpath Scheme**

King & Johnston - Deeds of Dedication agreement in process. Advance payment of £500 has been paid to KCC Legal. King & Johnston’s estimated legal costs notified to be no more than £500. Awaiting invoice.

The costs for the Faversham Footpath Scheme have increased by £10,386. KCC Highways Kieran Doble requested if ABC and the Parish Council would be able to fund the additional costs. Agreement has been made with the Parish Council contributing a further £3,836, ABC contributing £3250 and KCC Highways contributing £3250. KCC Highways have also agreed to make up the difference with any future costs.

1. **Highways Improvement Plan**

Cllr Elathwell-Fisher. The fatal accident at Canterbury Road, Monkery Lane junction is still under investigation. Appealing for witnesses. Trailer came undone.

Cllr Brown (Chairperson). Speeding should be a regular agenda item. Request regular police checks.

Resolved. HIP to be sent to East Kent Highways. Await to hear of a meeting date.

1. **Community Speedwatch**

Clerk to step down from volunteer co-ordinator role.

Community Speedwatch plays a pivotal role. Speedwatch assists in monitoring driver behaviour and the presence of Speedwatch, majority of traffic slows down. The Community Speed watch Campaign at Harrietsham helped get speed average cameras installed and a police presence.

Resolved. To recruit Volunteer Speed Watch Co-ordinator.

Relevant Legislation: Highways Act 1980, The Road Safety Act 2006 (c 49)

Planning

1. **Planning Applications - To receive comments on following planning application:-**

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|  | PA/2024/0651 26 High Snoad Wood, Challock TN25 4DQ  Construction of single storey rear extension, conversion of garage to living and utility.  Resolved. In support. Challock Parish Council have no objection to the application.   1. **The following Planning Application Comments sent to ABC were ratified.**   PA/2024/0487  Denham, Buck Street, Challock, Ashford, Kent TN25 4AR  Demolition of existing property and construction of a new dwelling  Support. I fully support this proposal, as it appears to be a significant improvement with minimal negative effects.  I have no objections to this application.  PA/2024/0408  Eversleigh, Canterbury Road, Challock, TN25 4DL  Carport and retrospective permission for front porch  Support. No objections.   1. **Planning Application High Tree Lodge Permit subject to conditions.**   Cllr Aitken. Concern of cricket club’s future. New residents moving into the High Tree Lodge development may  complain about the cricket club.  Cllr Elathwell-Fisher. Planning application should have gone to planning committee.  Cllr Walpole. S106 contributions, 90% allocated elsewhere. No consultation with Challock Parish Council on  S106 monies for village projects.  Resolved. Clerk to draft a complaint letter to Simon Cole copy to Cllr Noel Ovenden, Damian Green MP. Councillors  to comment and approve draft letter.     1. **Planning Application PA/2023/2240 Land north of Old Clockhouse Green Challock**   Erection of four detached dwellings with associated access, car ports and parking.  Noted. Planning application has been permitted. No mention of S106 contributions.     1. **Planning Enforcement:**   ENF/2024/0090  TOWN AND COUNTRY PLANNING ACT 1990  Alleged Breach: alleged removal of hedge and clearing of site  Location Address: Land South West of 1 Chestnut Cottages, Buck Street, Challock  Case has been closed as the hedge has not been deemed completely cleared as the roots are still present.   1. **Call for Sites Local Plan 2041**   Cllr Walpole. There are 9 sites from Challock submitted to ABC.  Resolved. The Parish Council to express their concerns regarding these sites to ABC.  Resolved. Call for Sites was received by Cllr Walpole.  Relevant legislation: Town and Country Planning Act 1990.  Housing Needs Survey    Cllr Walpole. Received 15 completed surveys. The need for up to 10 affordable homes, for the following local  Households was identified. 4 x single people, 1 x couple without children, 5 x families with children, 2 of the 10  Households requiring affordable housing include older people, 6 of the households live in Challock Parish and  4 live outside but indicated local connections. In addition, there was a requirement for 4 properties for the following  older households, 1 x single person, 2 x couples, 1 x family. All 4 households currently live in Challock.  Cllr Walpole. Prioritise in the future affordable homes.  Resolved. Housing Needs Survey Report was received by Cllr Walpole.  The Lees Common    **Eastbury, The Lees, Challock**   1. Request for improvement to driveway - to remove the existing tarmac and replace with block paved edge   gravelled drive. The approximate dimensions are on the attached sketch ( for reference) and also would like to bury  into the grass on either side of the driveway the hollow type crates that will allow the grass to grow through, we  discussed the plastic ones , but I may look at the concrete version as they may be more durable long term,  (subject to this being approved)  Resolved. Challock Parish Council grants permission for resident to remove existing tarmac and replace with  Block paved edge gravelled drive. Permission to bury into the grass on either side of the driveway the hollow plastic  type grates only. Concrete grates are not permitted.   1. The Lees grass damage repair proposals- we are due to have 16 tonnes of top soil delivered at some   point, some of which we will finish filling the track in Lees side and roll it flat and then grass seed . Could you  approve me posting off this area and netting it to give it a chance against vehicles driving over it and the birds  eating the seed.  Resolved. Challock Parish Council grants permission for resident to repair the Lees common grass area and to  post and net the area off whilst allowing the grass to grow.   1. With regards to the second lands, I would like to put white removable posts along the Lees track side.   Resolved. Challock Parish Council grants permission for installation of temporary white removeable posts along  the second lands adjacent to Eastbury and request the white posts are the same as the ones near to the Chapel  on the Lees.  In addition, the white posts have reflectors on them.  The Parish Council to contact the other  parishioner to request reflectors are added to the posts.  The Parish Council may request in the future that the  marker posts are removed.  The Lees Common land is an open space which affords high level of protection, and the Parish Council have  to be mindful that the Lees common land does not become too enclosed. This land will remain Parish Council land  and no work carried out on it will be deemed to have changed this fact.  Relevant Legislation. Open Spaces act 1906, ss.9 and 10. Incloure Act 1845;Small Holdings and  Allotments Act ,1908, s.34    Multi Use Games Area   1. **BTF Planning Consultant**   BFT quotation received £1350.  Received quote from Urban Vista £5880  Resolved. Challock Parish Council approved BFT quotation £1350.  S106 monies outstanding £9,578.82 for outdoor sports capital – Clockhouse Farm  S106 monies outstanding £1,973.12 for outdoor sports capital maintenance  Further S106 monies outstanding £30,191.00 Multi Use Games Area – Outdoor sports capital – Old Clockhouse  Green S106 monies outstanding £6,194.00 Multi Use Games Area – Maintenance    Proposed Contractor Sovereign 34.75m x 18.25m £67,750.00 + VAT (includes soil removal off site).  Clerk has emailed Sovereign requesting a site plan as part of the planning application. |

Village Community Events

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

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. RINGING OUT FOR PEACE: we are encouraging every Cathedral and Church throughout the UK, to ring their Bells at 6.30pm on 6th June, so we ask you to contact your local Churches etc, inviting them to take part. They are also keen to encourage as many locations as possible to take part in the [Lamp Light of Peace](https://nalc.us12.list-manage.com/track/click?u=16886b5d6c31eade2f9a50027&id=2a253a6bf0&e=f2d0f95fb9) and for those with relatives who were involved in D-Day or the Second World War to purchase a [pin badge in commemoration](https://nalc.us12.list-manage.com/track/click?u=16886b5d6c31eade2f9a50027&id=86ccf0debb&e=f2d0f95fb9). The Parish Council have a stock of lanterns used during the World War Centenary Commemoration that can be used for Lamp Light of Peace.

Clerk has booked the village hall just in case of poor weather. Clerk has booked DH Event savoury crepes and barista coffee/beverages. Cricket Club to run a bar and set up bonfire beacon.

There is no funding available, but ABC advised to approach our ward councillor Larry Krause. The Parish council has budgeted £500 towards the DDAY 80 event.

Resolved. Clerk to enquire to Ward Councillor Larry Krause for available funds for DDAY 80 commemorative event.

**Challock Community Litter Pick**

Village Litter Pick took place on Sunday, 14th April with a fantastic turn out. 21 parishioners including 4 children attended. Litter was collected around the village and Kingswood. In total 8 bags of rubbish plus some large items were collected. Challock Parish Council would like thank parishioners for their magnificent help.

Resolved. Received Challock Litter Pick report.

Public Participation

Parishioner enquired parishioners request for marker posts and the reason why.

Cllr Brown. Concerned about lorries driving over the grass.

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, 7th May 2024.

**Next Meeting** AGM 16th May 2024

**Future Parish Meeting Dates:**

Tuesday 21st May 2024 Annual Parish Meeting

Thursday, 20th June

Thursday, 18th July

Thursday, 19th September

Thursday, 17th October

Thursday, 21st November

**Meeting Closed 20.58 pm.**

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

**Dated……………………**