**Challock Parish Council Meeting Minutes**

Audrey Allen Room, Memorial Hall

Thursday, 13th February 2025, 7.30 pm

Members of public present:3

Present

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

1. Welcome

Chairperson welcomed everyone present to the parish meeting

Apologies

Apologies were received from Cllr Aitken, Cllr Walpole & Cllr Shallcrass

Relevant Legislation: Local Government Act 1972, s 85

2. Disclosure of Pecuniary Interests

No change to Disclosure of Pecuniary Interests

Relevant Legislation: Localism Act 2011, s 31.

3. Minutes of Last Meeting

Minutes of 9th January 2025 meeting were signed by Chairperson Brown as an accurate record.

Proposed by Cllr Fisher and seconded by Cllr Thomas.

All agreed.

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

4. PC Tim Moody Downs West Ward

There were 6 reported incidences in Challock for December. (2 anti-social & 4 violence & sexual offences).

Drop-in surgery

• Friday 14th Feb 10:00 –11:00 The Hub, Wye

• Friday 14th Feb 12:00 – 13:00 Hothfield Village Hall car park

Speed Checks in Rural Villages

PC Moody has been conducting ad-hoc speed checks across the area.

Further checks will be carried out in areas identified as in need.

5. Clerk’s Report

**Highways**

Reported Kiln Close being missed off street cleaning to ABC.

Grounds man salted the footpath at the entrance to the village hall car park and footpath at Church Lane junction.

**KCC Public Rights of Way**

Clerk reported poor condition of Mill Lane bridle path. Recent tree coppicing work has caused deep rutsin the bridle path making it inaccessible for parishioners to access.

**Duke of Edinburgh Award Scheme – Litter Pick Volunteering**

Two young parishioners have commenced carrying out weekly litter picking in the village as part of their Duke of Edinburgh award. They will be doing the litter pick over the next 3 months. Clerk met with the young parishioners and their parents to run through health & safety, risk assessment and safeguarding policy. Advised parishioners to carry out litter picking in areas less than 40 mph i.e. The Lees, Blind Lane, Church Lane & Mill Lane. Advised not to carry out litter picking in Green Lane as the national speed limit applies. To report any issues concerning litter to the Clerk. The parishioners provide feedback once they have completed the litter pick.

**Training**

Chairperson and Clerk to attend Planning Enforcement Training at ABC office on the 5th March.

6. Correspondence

All correspondence was noted.

* Girlings’ Solicitors requesting the Parish Council to sign a blank deed of easement.
* Transport for the South East who are currently hosting a public consultation on the strategy and asking members of the public, transport users, businesses and interested groups for their views on their proposals. This will remain open until March 7th, 2025. Visit Transport for the South East website and click on Draft Transport Strategy consultation.
* Parishioner concerns re the tree felling at Carpet Wood, adjacent to PROW and Old Clockhouse Green.
* Forestry Commission inviting councillors and farmers to Farming Roadshow - Support and Funding event at Brogdale Farm, Faversham on the 26th February 9.30 am – 12.30 pm. Clerk has circulated to local farmers in Challock.
* Katie Lam MP acknowledging receipt of our email. Councillors to let the Clerk know availability for Parliament tour.
* Further parishioner concerns re tree felling at Carpet Wood for the Clerk to request a meeting with the owners and for all parties concerned.
* Parishioner concerns re the Lees strip damage caused by a delivery van and recovery vehicle.
* Chairman of Sheldwich PC asking if Jennie Watson from KCC is going to make the A251 40mph all the way and if so, will the Parishes get charged for the signage. We have just paid out for gateway signs on our 3 parishes , we are also going to ask for better signs where the road is very narrow, and lorries struggle to pass.
* KCC regarding the Third round Hardship Fund has now been extended to parish councils. Kent County Council (KCC) has received Kent and Medway Public Health funds. This has been ringfenced for parish councils to use for a project that provides support to Kent and Medway residents in the parish that are experiencing financial hardship specifically linked to isolation and loneliness as a result of the cost-of-living crises. Submission date 21st February 2025.
* Organisers of the Challock Open Gardens, requesting for the use of the Lees for car parking, ticket sales kiosk and plant sales, for the event, to be held on Sunday 8 June 2025. Last year the event raised was very successful raising £4,800 for the Friends of Challock Church Charity and Alzheimer's Society. This year's event will be raising money for the Pilgrims Hospices and Friends of Challock Church registered charities.

**Matters arising from correspondence**

* The blank document deed of easement has parishioners from Little Barn signature. We signed a deed of easement for Hilgay in 2023 with parishioner’s signature. Clerk has queried signing the blank deed of easement which has parishioner’s signature for Little Barn and should the document be signed by parishioner of Hilgay.
* Concerning Carpet Wood tree felling works. Clerk emailed the Forestry Commission to check if all the trees are required to be cut down. There are a lot of trees leaning. According to the felling licence there is condition to restock the area. The Parish Council prefer to communicate with ABC and the Forestry Commission and not engage with the land owner.
* Concerning parishioners email damage to the Lees strip. Clerk has emailed Recovery 365 requesting for compensation to recover costs of the Lees strip being repaired.
* Clerk has emailed the Chairman of Sheldwich PC informing him of our application for village gates and reduced speed limit to 30 mph extended to Mill Lane entrance.
* Cllrs Brown, Aitken, Hardie & Walpole wish to do the tour of Parliament. Clerk to book a date.
* The Parish Council approved the use of the Lees for the Open Garden Event to be held on Sunday, 8th June 2025.

7. Representatives Reports

**7.1 Chairmans’ Network Forum Report**

Chairperson Brown: The forum was mainly about the upcoming devolution subsequently Kent & Medway has not been accepted.

**7.2 Village Forester Magazine Going Digital**

Clerk reported that the Parish Council have received two emails from parishioners requesting they would like to continue to receive the forester magazine hard copy. Clerk to enquire with the editor Mick Maidens if he has received requests to go digital.

8. Finances

* 1. **Bank Reconciliation for January**

The current account balance on 31st January 2025 is £20,152.01

Resolved. The bank reconciliation was reviewed and accepted.

Cllr Brown & Cllr Thomas signed the bank account balances and reconciliations for 31st January 2025.

Reserves (National Savings) Account £8930.53

£6,000 MUGA

£2,000 Village Gateways

£930.53 Bollard Installation

* 1. **Authorization of January Payments**

The following cheques were signed by Cllr Thomas & Cllr Hardie

Cheque 102831 Clerk – Daisy Chains Deposit £200

Cheque 102832 Clerk – KCC Faversham Rd Footpath Legal Fees £141.10

Cheque 102833 Clerk – Stationery £22.51

* 1. **Accounts for Payment for Information only**

The following schedule of supplier payments paid for February 2025

Cheque No 102828 Village Hall – Additional room hire £55.50

Cheque No 102829 HMRC – Employer NI Contributions £29.75

Cheque No 102830 Commercial Services – Annual Grass Cutting maintenance 24/25 £140

9. Funding

Following funding schemes were reviewed and accepted.

i)Additional Rural Funding Grant Update

There was additional funding available to the recent funding which we have already received £5,000 towards the Play Park Track Slider. Unfortunately, We have missed the deadline by one day.

ii)S106 Contributions Update & Review

Received an updated S106 Contributions available

Clockhouse Farm Informal Green Space £2,634.84

Clockhouse Farm Informal Green Space Maintenance £1,973.16

Old Clockhouse Green Space £12,459.50

Old Clockhouse Green Space Maintenance £9,330.27

Total for Informal Green Space £26,397.77

Clockhouse Farm Outdoor sports capital £9,578.82

Clockhouse Farm Outdoor sports maintenance £1965.18

Old Clockhouse Green Outdoor sports capital £45,617.84

Old Clockhouse Green Outdoor sports maintenance £9,358.98

Total for Outdoor sports capital & maintenance we can claim for now is £66520.82

Further estimated funding from S106 High Tree Lodge £13,449.93, Maintenance £7,359.95

Old Clockhouse Green Young Peoples play £18,631.83

Old Clockhouse Green Young Peoples maintenance £19,033.75.

Total for Young People’s play & maintenance £37,665.58

Clerk to apply for young people’s play with the remaining funds needed for Track Slider £2,000.

10. The Lees

**10.1** **Track Maintenance**

The Lees track residents meeting took place on Monday, 3rd February at the village hall. A positive meeting with resident’s keen to resolve the Lees track maintenance problem. Challock Parish Council proposal for the Lees track to be resurfaced with contribution from S106 contributions of £16,000 and the remaining contributions to be made by the residents.

At the meeting an alternative proposal was made by some of the residents for the Parish Council to resurface the Lees track at the entrance up to the Methodist Chapel and for the residents to maintain the rest of the track.

Residents to respond to the Parish Council of their preferred option.

Clerk updated Councillors of the feedback received. (Appendix 1)

MF. The residents should form a committee if they are going to maintain the Lees track.

MT. We are paying for it, as we are contributing.

Meeting closed approx.8.15. Open to the public forum.

Residents raised issues as follows.

Lees track school contributing to maintenance of the lees track. The school does not have the funds to contribute. The Parish Council are contributing.

School parking issues, to stop stupidity and abuse.

Proposal to level the track and fill with type 1 sub base from the Methodist Chapel. The Parish Council to pay the initial costs of £8000. The track will last approximately 6 months before the need to fill the potholes. Thereafter, residents pay for the annual maintenance of the potholes being filled. Parishioner asked if the Parish Council would receive payments from the residents. The Parish Council would not be able to manage the payments. The residents would need to form a committee.

A few residents have already started to get organize and have ordered materials to be delivered. The residents would need to notify the Parish Council that a committee has been formed.

Parishioner to email the Clerk proposals for the Lees track maintenance.

Meeting Open approx. 8.25

**10.2 Mole Hills**

Received two quotations from Bounty Pest Control & Ashford Mole Catcher.

i) Ashford Mole Catcher Quote

First quote will be an all in cost which will consist of all removal of mole hills and moles and if you notice any activity before 2 weeks after we have completed all works it will be free of charge. This will cost £2200

The second quote will be an annual contract which will consist of all public mole activity in the Challock area, and we will clear the issue after we are informed, however this doesn’t apply for residential properties and only covers the public area. This will cost £3800 for the year.

ii) Bounty Pest Control

Annual Maintenance –

- Eight standard visits per annum, scheduled at six-weekly intervals.

- A full written report following each visit.

- A service report folder.

- Eight free, weekday call-out service, to be used as needed between standard visits.

- A budgeted cost for year-round pest control.

Total cost £850 + VAT

Individual Treatment (block of visits) -

A treatment to deal with the existing mole problem. With this option you get:

The cost of this service (subject to survey) is: Up to three visits for Moles.

In most cases up to three visits are sufficient to deal with a standard mole infestation.

Total cost £550 + VAT.

Resolved. Not to go ahead with the mole removal. The grounds man to use blower to flatten mole hills prior to the grass cutting season commencing in March.

11. Highway Matters & Highway Improvement Plan

* 1. **Faversham Road Footpath Scheme**

Catherine Stephenson KCC Solicitor has confirmed they are now holding the Deed of Dedication executed by the director of the Paddock View Management Company and this is being sealed by the KCC. This now completes the Faversham Road footpath scheme. There is an outstanding invoice for Paddock View Management Company legal fees for the Deed of Dedication. Estimated £500.

The Parish Council has funded £20,514.13 for the Footpath Scheme.

Footpath Construction Costs contribution £18093.43

Footpath Legal Fees £2420.70

**11.2 Highways Improvement Plan**

Village gateways update. KCC Kieran Doble - Sent over gateway proposals to their Design & Delivery Team to draw up detailed designs and give a cost estimate. KCC have not had confirmation of their budget for the next financial year, so they are unable to say whether they can assist with funding for this scheme yet or not. Kieran says he is hoping to get at least what they have this year, and if so, would be able to assist with maybe funding two of the gateways.

Kieran to confirm once they know what finances they have.

Relevant Legislation: Highways Act 1980;1997, Local Government and Rating Act, s.30

12. Planning

**12.1 Planning Applications**

AS/2025/0183 Meadowcroft, Green Lane, Challock, TN25 4BL

Proposed porch and rear extension. Creation of first floor extension to include roof lights, with the additional construction of a detached garage and a detached workshop.

Comments: Challock Parish Council in support.

**12.2 Planning Applications to be Ratified**

There were no planning applications to ratify.

**12.3 ENF/2024/0024**

Alleged Breach: Alleged change of use of amenity land to garden land and erection of a fence

Location Address: Grass Verge between Austen House and High Snoad House, Green Lane, Challock

This matter has now been investigated, and it has been established that no breach of planning

control has taken place.

Relevant legislation: Town and Country Planning Act 1990.

13. Multi Use Games Area

**13.1 Planning Consultant Update**

Waiting on detailed drawings from Paul Dilnutt (Carre Planning Consultant for Sovereign) to send to Alex Young BTF to upload on the ABC planning portal.

Clerk has sent letters to the Village Hall Committee and Challock Cricket & Social Club notifying them of the planning application.

There is an overlap of the MUGA crossing the Cricket Ground and a meeting to be arranged at a later date to consider varying the lease.

**13.2 MUGA Funding**

Supplier Sovereign £67,750 + VAT

Planning Consultant £3,000 estimate (so far costs £1570.58 ex VAT)

Estimated Cost £70,750 + VAT

Revised Funds

S106 Clockhouse Green Phase 1 £9,578.82 Maintenance £1965.18

S106 Clockhouse Green Phase 2 £45,617.84 Maintenance £9,358.98

S106 High Tree Lodge £13,449.93, Maintenance £7,359.95

Parish Council Reserves £6,000

Total Estimated Funds for MUGA £74,648.07

Total Estimated Funds for Maintenance £18,684.11

Total Estimated Funds for MUGA & Maintenance £93,332.18

14. Village Community Events

**14.1 VE Commemorative Event Thursday, 8th May 2025**

The Daisy Chains have been booked for Friday, 9th May 2025 Standard 6 piece: £1400 to commence at 7.30 pm. Booked for 2 hours with an ½ hour interval. To provide the band members food and drink. Clerk to book DH Catering. Approach Cricket Club to see if they would like to run a bar. WI VE Cake (orange & ginger) to recognize the women’s incredible effort during WW11. Request our village cake bakers to make WI VE Cake for children’s picnic.

Clerk has made enquiries regarding purchasing a flag pole. Planning permission would be required for a permanent flag pole. Can purchase temporary flag pole.

On Thursday 8th May 2025 we are encouraging the lighting of Beacons and Lamp Lights of Peace at 9.30pm, the raising of a unique VE Day flag at 9am. “I Vow To Thee My Country” song at 9.30 pm. Check whether the Ladies Singing Group would attend. To check with Challock Cricket club if they can assist with setting up a beacon. At 9.00 am Proclamation at the War Memorial.

Resolved. Councillor Thomas agreed to carry out the Proclamation.

Relevant Legislation: Local Government Act 1972.

14. Public Participation

Residents raised issues as follows.

Concerning the Lees track residents meeting what happens next. Clerk to write to residents about the outcome.

Concerns regarding placing bollards along the perimeter of the Lees track. I would prefer small trees/shrubs.

Tree trunks were discussed.

TB. The Parish Council would grant permission for residents to install temporary posts with reflectors the same as the ones that have been installed adjacent to North Haven.

Relevant Legislation: Local Government Act, s 100.

Parish Council Meeting Dates for 2025

Thursday, 13th March 2025

**Future Parish Meeting Dates:**

Any items to be emailed to: clerk@challockparishcouncil.gov.uk no later than Tuesday, 4th February 2025.

Future Parish Meeting Dates:

10th April 2025

22nd May 2025

Tuesday 20th May 2025 Annual Parish Meeting

19th June 2025

17th July 2025

18th September 2025

16th October 2025

20th November 2025

**The meeting closed at 8.45 pm.**

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

**Dated……………………**

**Appendix 1**

**Clerk’s report Lees Track Residents Feedback**

We received no response from 4 residents. 7 residents would like the Lees track to be resurfaced. 3 of the residents said that if an agreement could not be reached, they would agree to the maintaining the Lees track.

5 residents preferred to pay and maintain the Lees track themselves. 3 of these residents would also like the PC to resurface the Church Lane entrance up to the Methodist Chapel and install bollards at the entrance.

1 resident provided a detailed summary of the Lees Track Resident’s Meeting and a summary document referring to an informal legal opinion regarding parking on the Lees, liability and potential for the Lees to become an adopted road by Highways. He also provided revised costings to resurfacing the Lees track if the Lees track width was reduced. This would equate to £1,606 inc VAT per residence. Further measures to reduce the cost of resurfacing if the edgings were not included would result in a reduced contribution per residence of £859 inc VAT. Resident was happy for his documents to be circulated to residents.

1 resident preferred keep filling up the potholes and wait until there is a better feeling of national security.

2 residents suggested opening up the Lees track at the other end of the Lees track at Otterpley. Closing the entrance at Church Lane entrance. 1 of the residents also said make a section of the Lees into a car park area at the entrance to Church Lane.

4 residents thanked the Parish Council for organizing the meeting. 1 resident thanked the Parish Council for their hard work and appreciate that the Parish Councillors are volunteers. 1 parishioner thanked the Parish Council for the opportunity to use some of the S106 monies to improve the Lees track.

Further dialogue is needed to come up with a consensus from residents. Based on the feedback received the likelihood of getting a consensus is slim especially with resurfacing the whole of the Lees track.

It is possible that an agreement could be reached if the PC pays for the resurfacing and future maintenance of the Lees track at the entrance at Church Lane to the Methodist Chapel and the residents pay and maintain the rest of the Lees track. However, some of the residents who have proposed filling the potholes themselves, would they be happy to fill the potholes for residents who are unable physically to fill the potholes providing they pay a contribution to the materials. There are at least 6 residents that would be unable to fill the potholes.

There are residents in the village that have formed committees to manage the maintenance of the communal areas, i.e. pay for a contractor to maintain the communal areas i.e. grass cutting, hedge trimming and weeding.